

XXXI. OTHER ADMINISTRATIVE SERVICES

Under this Sector schemes of Directorate of UTCS(Training), Sales Tax Deptt., Vigilance Deptt., Revenue Deptt., Delhi Fire Services, Excise Deptt. Principal Accounts Office, Deptt. of Law & Judicial, Election Deptt., etc. are included. These schemes are mainly meant for strengthening and expansion of Departments and modernisation of the infrastructure facilities to provide a responsive administration to the public.

Agency wise financial position of outlay and expenditure are given below :-
(Rs. in Lakhs)

S.No.	Name of Sector/Plan Scheme	9 th Five Year Plan 1997-02		10 th Five Year Plan 2002-07 App. Outlay	Annual plan 2002-03		Annual Plan 2003-04 Approved Outlay
		Approved outlay	Expr.		Approved outlay	Expr.	
1	2	3	4	5	6	7	8
1.	UTCS Training	200.00	166.17	400.00	50.00	45.00	50.00
2.	Vigilance Department	40.00	67.52	4.00	2.00	5.00	5.00
3.	Election Department	500.00	438.31	800.00	175.00	350.00	235.00
4.	Revenue Department	7500.00	1672.03	7000.00	1000.00	1104.00	1600.00
5.	Dte. of Prosecution	25.00	16.77	50.00	10.00	10.00	30.00
6.	Sales Tax Deptt.	7500.00	2156.13	8000.00	750.00	450.00	1000.00
7.	Delhi Fire Service	10000.00	3822.23	12000.00	1800.00	1800.00	2000.00
8.	PWD Sectt.	5.00					
9.	L& B Department	75.00	10.67	200.00	10.00	50.90	50.00
10.	Excise & Entt. Deptt.	400.00	495.36	500.00	200.00	150.00	70.00
11.	Principal Accounts office	75.00	178.89	500.00	200.00	190.00	210.00
12.	Deptt. of Law & Judicial	100.00	22.45	500.00	50.00	269.00	270.00
13.	Finance Deptt.	2500.00	3452.64	4050.00	810.00	1200.00	1000.00
	AR Deptt.						
14.	P.G.C.	100.00	238.96	300.00	62.00	62.00	60.00
15.	Lokayukata	200.00	98.53	200.00	40.00	30.00	40.00
16.	Prohibition, Dte. of I&P/Police Complaint Authority (UD)	110.00	8.10				
17.	DSSSB	100.00	857.60	1500.00	350.00	600.00	515.00
	G.A.D.						
18.	Citizen/Govt.		15.66	825.00	165.00	130.00	160.00
19.	Library in GAD		19.60	100.00	10.00	10.00	10.00
20.	Civil Defence- Home Guards						300.00
	Total	29430.00	13737.62	36929.00	5684.00	6455.90	7605.00

The agency, scheme-wise details are given below:

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES

(Rs. 50.00 lakh)

In the Annual Plan 2003-2004, the Department proposed to take up the following schemes :-

1. Strengthening of administrative set-up of the directorate and up-gradation of academic facilities.
2. Specialised management Development Programme of various level of officers.
3. Up-gradation of library facilities.
4. Up-gradation of hostel facilities.
5. Purchase of training equipments.
6. Up-gradation of sports facilities.
7. Extension of training facilities to other states/UT Civil Services probationers.
8. Make the auditorium functional.

Details of the schemes are as under:-

1. Strengthening of Administrative set-up of the directorate and up-gradation of academic facilities.

The Directorate is at present does not have its own faculty. It was noticed that on number of occasions competent guest faculty was not in a position to deliver the Lecture due to unforeseen circumstances. Therefore, it is proposed to create 3 posts of Reader, in the various discipline connected with the training programme in the pay scale of Rs. 12000-375-16500/- and 2 posts of Lecturer in the pay scale of Rs.8000-275-13500/- in the current plan period. These posts will be filled on deputation basis. The increased responsibilities of training also require strengthening of the administrative set-up along with the academic set up. Similarly, minimum functional posts will have to be created to enable the Directorate to discharge its increased responsibilities smoothly. This will necessitate creation of posts as per detail given below :-

S.No.	Designation	No. of Posts	Scale
1	Reader	3	12000-375-16500
2	Lecturer	2	8000-275-13500
3	Cook	1	2550-60-3150-65-3540
4	Helper in hostel	2	2550-55-2660--60-3200
5	Driver	1	3050-75-3950-80-4590
6	Librarian	1	4000-100-6000
7	Librarian Attendant	1	2550-55-2660-60-3200
8	Zim Attendant	1	2550-55-2660-60-3200
9	LDC	2	3050-75-3950-80-4590

2. Specialised management Development Programme of various level of officers.

The training today is being geared to improve managerial skills. In government also, increasing stress is being laid on management Development Programmes with a view to sharpen management skills of improved performance. Like all other state institutes, this Directorate also proposed to take up Management Developments Programmes for seniors officers of Delhi Administration and local bodies. Efforts would also be made to identify areas that need to be emphasized in the Management Development Programme to be conducted by the Directorate. To begin with training programmes, Management Development would be started in following specialised areas:

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- (a) Personal Management
- (b) Behavioural Skills for Grade 'A' officers.
- © Performance Budgeting and Management Accounting.
- (d) Purchase Procedure
- (e) Management by motivation
- (f) Management in Public Relations.
- (g) Administrative Leadership and Behaviours etc.
- (h) Financial Management

3. Up-gradation of library facilities

The library has about 12000 titles. The library is also required to be managed on modern techniques like providing computer and electronic scanner etc. After the construction of the buildings of the Directorate some of the courses have been residential, hence the requirement of the library will be all the more necessary and a provision has also been made to open the library beyond office hours up to 9.00P.M. daily except on Sundays and holidays.

4. Up-gradation of hostel facilities

During 9th five-year plan, the Directorate proposes to run large number of courses for various levels of officers. Some of these courses are likely to be allotted to this Directorate by Department of Personnel and Training. These courses would be for senior officers and shall be residential courses. It would be an effort of this Directorate to up-grade the existing facilities in the hostel to make the All India participants comfortable during their stay in the premises of the Directorate for the duration of the course. It is proposed that all rooms shall be provided with toilet and bathrooms. It is also proposed all hostel rooms shall be provided with a Computer along with Internet connection.

5. Purchase of training equipments

The subject of staff training is gathering momentum with the passage of time and is acquiring new dimensions. Latest techniques have been devised to better discharge this onerous responsibility. The Department of Personnel & Training have time and again been emphasising the need to improve and augment training infrastructure and introduce latest techniques in training. It is, therefore, planning to build up and improve suitable infrastructure to meet the challenge of increased responsibilities in the field of staff training.

The following training equipments will be needed by this Directorate: -

- (a) Overhead Projector
- (b) Electronic Scanner
- © Conferencing System

(d) Other equipments.

6. Up-gradation of sports facilities

The Directorate of Training, UTCS, does not have any sports facilities worth naming. Therefore, it is proposed to provide zim facilities for the residential trainees. It is also proposed to construct courts for badminton & tennis.

7. Extension of training facilities to other states/UT Civil Services probationers.

It is proposed to lay greater stress on extending training facilities to civil service probationers of various states /Uts.

8. Make the auditorium functional.

The Directorate has started functioning from the present premises ten years back. But the auditorium is still not complete resulting in non-utilisation in any way. Therefore it is proposed to make the auditorium functional so that it can be utilised for organising seminars, conferences, and training etc.

An Outlay of Rs. 50.00 lakh has been approved for the Annual Plan 2003-04.

DIRECTORATE OF VIGILANCE (Rs. 5.00 lakh)

1. Strengthening of Directorate of Vigilance:- There are two schemes under this Directorate for the implementation during the year 2003-04.

1. Strengthening of Vigilance Branch:

Initially an outlay of Rs.4 lakhs during the Tenth Five Year Plan and Rs.2 lakhs for Annual Plan 2002-2003 was approved as a token money for creation of more posts in the Vigilance Branch of Directorate of Vigilance. The post recommended by the Administrative Reforms Department, Government of NCT of Delhi, could not be created so far. A token provision of Rs. 5.00 lakh is approved for Annual Plan 2003-04.

2. Strengthening of Anti-Corruption Branch

Initially no budget was approved during the Tenth Five Year Plan. However, posts recommended by Administrative Reforms Department, Government of NCT of Delhi could not be created so far. A token provision is approved for Annual Plan 2003-04.

An outlay of Rs. 5.00 lakh is approved for the Annual Plan 2003-04.

OFFICE OF THE CHIEF ELECTORAL OFFICER

1. Stg. of Election Department & issuing of Photo Identity Cards (Rs. 235.00 lakh)

(1) PREPARATION AND ISSUE OF PHOTO IDENTITY CARDS TO ELECTORS IN DELHI

I. AIMS AND OBJECTS OF THE SCHEME

1. The Election Commission of India, in exercise of the powers conferred on them under Rule 28 of the Registration of Electors Rules, 1960 framed under the Representation of the People Act, 1950, issued Notification No.23/ID/93 dated 28th August, 1993, directing that provisions of Rule 28 providing for issue of Identity Cards to electors shall apply in relation to all the Assembly Constituencies comprised within 532 Parliamentary Constituencies in all the States (except the State of Jammu & Kashmir) & the Union Territories of Delhi & Pondicherry. Rule 35 & Rule 37 of the above mentioned rules also refer to the use of Photo Identity Cards by the Electors for the purposes of Identification and safeguarding against impersonation.

2. The directions issued by the Election Commission were considered by the Council of Ministers in their meeting held on 13.12.1993 wherein it was decided that Photo Identity Cards should be issued to all the Electors as per the directives of the Election Commission. It was also decided, as confirmed by the Ministry of Law, Justice

& Company affairs, that the Central Government would reimburse 50% of the expenditure incurred by the States on this scheme.

3. Accordingly, a detailed proposal had been prepared and sent to Government of India through the Election Commission. With reference to that proposal regarding preparation and issue of Electors Photo Identity Cards (EPIC) in Delhi, Ministry of Law, Justice & Company affairs had conveyed the Central Government's approval for incurring an expenditure of Rs.737 lakhs by the Government of NCT of Delhi for preparation and issue of EPICs to Electors of Delhi, during the year 1994-95. Central Government's Administrative approval for an amount of Rs. 64 lakhs in addition to the approval already conveyed, was again conveyed during the year 1995-96.

4. In the meanwhile, a question had arisen whether the Identity Cards issued by the Electoral Registration Officer can be utilised for other schemes of the Government. Election Commission clarified that the Commission would have no objection if the Identity Card issued under the scheme of Commission could also be used as Identity cards for different Government Schemes. Commission had also no objection for an entry to this effect being made on the reverse of the EPIC.(In fact, such an entry is being made on the cards now).

II. **PROCESS OF PREPARATION OF IDENTITY CARDS**

5. The Identity Card is prepared through a Computer System and Laser printing. The Identity Card data is available in the computer memory on the basis of Electoral Rolls. Hologram is affixed on the Identity Cards before it is laminated. The Holograms have procured centrally, since it is a security item. After affixing the holograms, seal of facsimile signature of Electoral Registration Officer of the concerned Assembly Constituency is put on the Identity Card. Thereafter, the card is laminated in such a way that it cannot be opened without destroying it.

III. CONTINUOUS NATURE OF THE SCHEME

6. The Scheme of preparation of Identity Cards is of a continuous nature because a large number of persons will have to be issued with Identity Cards every year, due to persons attaining the age of 18 years, loss of card etc.

7. As per the orders of the Election Commission, the Electoral Rolls have to be revised every year either summarily or intensively with 1st January of the concerned year as the qualifying date so that persons who attain the age of 18 years on the qualifying date may get enrolled if otherwise eligible. Persons who lose their Identity Cards may apply for a duplicate copy and can get it by paying Rs.25/-

The number of electors registered in NCT of Delhi at different period of time were as follows:

1	No. of Electors in the Electoral Rolls with 1.1.1993 as the qualifying date (i.e., at the time of General Elections to Legislative Assembly of Delhi)	58.50 lakh
2	No. of Electors as on 31.12.1993	62.14 lakh
3	No. of Electors as on 31.12.1994	66.80 lakh
4	No. of Electors as on 31.3.1995	74.15 lakh
5	No. of Electors as on 12.10.1995	77.45 lakh
6	No. of Electors as on 9/31.01.1996	84.98 lakh
7	No. of Electors as on 8.1.1998	83.10 lakh
8	No. of Electors as on 28.7.1999 (Special Revision)	87.07 lakh
9	No. of Electors as on 7.1.2000	87.45 lakh
10	No. of Electors as on 31.01.2001	88.88 lakh
11.	No. of Electors as on 17.1.2002	81.8 lakh

IV. PROGRESS MADE SO FAR

8. The Scheme for preparation and issue of Photo Identity Cards, was accordingly taken up for execution on 1.10.94 with the aim to complete the process by 31st December,1994, as per the programme/schedule fixed by the Commission for completion of this work all over the country. However, it was observed that it was not possible to complete the work within the schedule fixed. In fact, it was found that the work was of a continuing nature and could not be completed within a particular time frame because of continuous revision/updating of Electoral Rolls-the basic document on which this exercise is totally dependent. Even as on date, this exercise/scheme has not been completed in any of the States or Union Territories of the country.

9. It is mentioned here that the work of issue of EPIC had to be suspended w.e.f 1.7.98 because of (i) Assembly Election-1998, (ii) Special Revision of Electoral Roll-1999 & (iii) Parliamentary Election-1999.

10. The Election Commission of India had issued latest guidelines on 31.05.2000 for preparation & issue of Photo Identity Cards to remaining eligible electors from the Designated Photography Location (DPL)through special Campaign to cover up at least 85% of the present electors at the first instance. For the rest of the Electors, the EPIC would be prepared and issued from the 39 permanent centers (Computer Cell) located at the offices of nine Jt. CEOs and 30 EROs.

11. The current EPIC programme has been started in NCT of Delhi w.e.f. 11.2.2002. Six vendors have been identified for the preparation and issue of Identity Cards and they have been allotted different districts. There have been 3 phases of this programme. During the Ist Phase, residual electors (i.e. those electors who has never been issued I/Cards at any point of time) are being invited to the designated photography location (DPL) through a letter for preparation & issue of EPIC. After all the letters issued to residual electors, the IInd Phase starts when all the electors are requested to visit DPL and get their EPIC prepared on any working day. During this phase, the work has to be done by the vendor. During the IIIrd Phase of the programme, the work of preparation and issue of EPIC is taken over by the Election Staff at the Office of ERO or Jt. CEO. As on 30.11.2002, most of the Assembly Constituencies are either under the phase- II or phase-III. The work of preparation and issue of EPIC has been going on in all the 70 Assembly

Constituencies in NCT of Delhi. Though it has been planned to issue EPIC to all the Electors in Delhi by 31.3.2003, it all depends upon the response and interest of the electors. As on 30.11.2002, EPIC has been issued to about 55.71 lakhs out of total 81.76 lakhs electors, constituting about 68.15%. It is also mentioned here that the Delhi Legislative Assembly has passed the following resolution on 12.4.2002 on this subject:

“This House resolves that with a view to ensure free and fair poll, the next Assembly election in Delhi may be held on the basis of photo-identity card so that malpractices and irregularities in the poll process are done away with and the process of preparation of identity card be completed within a year”

V. EXPENDITURE INCURRED SO FAR:

12. As stated earlier, funds for this scheme are to be provided by both – the Central Government(through the Ministry of Law, Justice and Company Affairs) and the concerned State government on 50% basis. Accordingly, the Central Government has been providing its contribution to the Delhi Government from time to time and the Delhi Government also has been making adequate provisions in its Annual Plans for execution of this Scheme. Details regarding Budget allocations made by the Delhi Government annually since commencement of this Scheme i.e. 1994-95; Contribution received from the Central Government under this Scheme; and the expenditure made annually on this is given in the statement produced below:

Year	Allocation (Rs in lakhs.)	Contribution received from the Central Government (Rs in lakhs.)	Amount spent (Rs in lakhs.)
1994-95	525	309.31	524.65
1995-96	200	289.11	200.00
1996-97	170	--	164.76
1997-98	100	--	35.09
1998-99	150	--	47.97

1999-2000	300	100.00	292.93
2000-2001	56.00	--	20.92
2001-02	300.00	--	14.07
2002-03	125.00	--	124.05(oct.,02)

VI PROPOSED EFFORTS FOR THE CONTINUATION OF EPIC PROGRAMME

13. The EPIC programme has now been going on in NCT of Delhi in all the 70 Assembly Constituencies. By the end of 2002-03, it is expected that most of the residual electors of the existing Electoral Rolls would be issued EPIC. But Election Commission of India has ordered Special Summary Revision 2003 in NCT of Delhi from 7.11.02 to 30.11.02, during which applications from about 8.35 lakhs have been received for inclusion of names in the Electoral Rolls. This will certainly add to the number of electors for which EPICs are to be issued during the year 2003-04.

14. During Annual Plan 2003-04 , it is proposed :

- (i) To issue EPIC to all the Electors in Delhi through permanent computer centers at the offices of Jt. CEOs and EROs . The services of Vendor would be used only in those cases where the number of residual electors are significantly large.
- (ii) To get renovated/constructed permanent Computer Centers at the offices of Jt. CEOs and EROs through Govt. Agencies like PWD,DSIDC etc. These centers would be properly Air Conditioned for housing all types of computer equipment.
- (iii) To procure computer equipment and accessories in lieu of obsolete equipments for the computerization of various branches in the office of Chief Electoral Officer including offices of DC's/Jt.CEO's and SDM/ERO's

- (iv) To procure various types of computer software as needed for updating the Electoral Roll Management software, including the software for integration of Electoral Rolls Data.
- (v) To procure stationary and other consumable items i.e. ink cartridges , computer floppies , CDs , holograms, paper for EPIC etc. needed for preparation of I-Cards, and maintenance of Electoral Roll Management System .

A sum of Rs. 125.00 Lakhs will be required under Annual Plan 2003-04 for

- (a) making payments to the vendors on per card basis, if any
- (b) Undertaking advertisement campaign to apprise the citizens of Delhi about the programme
- (c) meeting miscellaneous expenditure on above mentioned items relating to the EPIC programme.

(2) **ESTABLISHMENT OF TECHNICAL/ARCHIVAL LIBRARY**

1. It can not be over emphasized that for efficient & purposeful discharge of their statutory duties, which have a direct bearing with the citizen's right to elect the Govt. of their choice to govern their free country, the Officers/officials engaged in the conduct of elections do require the latest information on Election laws/directives and their continuous updating as issued by the Election Commission of India from time to time. In addition, a good compilation or collection of previous cases on Election related matters would also help the Electoral Registration Officers and other officials in disposing various references received from the political parties, citizens and other sources. In view of providing such facilities a Library has been established with diverted staff (on part time basis) at a central and designated location, in the Election Department. But documentation center is yet to be provided in this library because of trained library staff. The research scholars belonging to Govt. or Non-Govt. organizations and working on the Election related subjects can also benefit with such a setup. The Election data of previous years in the form of Electoral Rolls etc. will also be got bound and kept in the library from the archival and research point of view.

2. Now a days Election Commission of India and important organizations issue important instructions and other Election related literature in the form of CDs, therefore a computer system will also be provided in the library so that the information/data on CDs would also be made available to users.

3. Various news/information pertaining to Election related matters appearing in the news papers/magazines and other media are also proposed to be documented properly in such library. Though the Library has already been established by using the services of diverted staff partially , it can be operational properly with the provision of trained library staff. Some books have already been purchased for the library and also at present some of the magazines/newspapers are being procured for the library .

The staff requirement for setting up the proposed library will be as follows:-

S.No.	Name of Post	Pay Scale in Rs.	No. of Post
1.	Librarian	5000-8000	1
2.	Documentation Assistant	5000-8000	1
3.	Library Attendant	2550-3200	1
4.	LDC	3050-4590	1
5.	Class IV	2550-3200	1

4. Due to ban, the case of creation of above mentioned posts could not be taken up in the year, 2002-03.

(3) Establishment of Call Center Solution at the Office of Chief Electoral Officer to provide Election related information to the public

At the initiative of Election Commission of India, it is proposed to establish a Call Center in the O/o Chief Electoral Officer to provide information to the General Public in NCT of Delhi regarding Election related events like Revision of Electoral Rolls, Preparation & issue of Electoral Photo Identity Card, General Election to Lok Sabha or Vidhan Sabha etc. For finalization of Call Center solution, Govt. of Delhi has constituted a technical Committee comprising of Five members with Chairman being the Dy.

Election Commissioner in Election Commission of India with other members being the representative of State Level Agency (SLA), IT Deptt., Finance Department and the office of CEO.

The cost of setting up the Call Center solution would depend on the decision of the Technical Committee, whether to opt for renting the facility or purchase of the same. But there are certain basic equipment/software which are required to be bought for making Call Center operational. These include, Automated Call Divert, Queries sorting and other suitable software. The likely cost of setting up and running the Call Center would be around Rs. 60 Lakhs during the 10th Five Year Plan period. It would be shared equally by Election Commission of India and Govt. of Delhi .

(4) . Rationalisation of Polling Stations in all the Assembly Constituencies of Delhi- Preparation of GIS Maps.

There are about more than 8500 polling stations in all the Seventy Assembly Constituencies of Delhi. There are certain criteria fixed by Election Commission of India for selection of proper Polling Station for an area e.g.

1. Number of Electors should not exceed 1500
2. Polling Station should be set up in such a manner that no voter is required to travel more than 2 Km for recording his vote.
3. The demarcation of Polling area should be clearly done, etc.

Presently Returning officers select the Polling Stations for their constituencies with utmost care manually. Even then, the office receives number of complaints from the representatives of Political parties and General public about the overlapping of areas left over portion or distance is more than 2Kms for some group of Electors .

To enable proper planning for selection of Polling Station by Returning Officers in Delhi, there is a need to buy the basic GIS system developed for the city of Delhi. This will have boundaries, roads, land marks and other essential details so that boundaries for each polling Station within all the Assembly Constituencies could be demarcated clearly. Once this is obtained, the changes in the boundaries of Polling Stations can be

incorporated satisfying to the maximum extent the criteria issued by Election Commission of India.

In this way, this would help rationalizing the Polling Station area as per the voters strength, area coverage and distance from the Polling Station.

At present, the agency for executing the work of preparation of GIS map has been identified and Terms & conditions are being finalized before the placement of order after obtaining the approval of Finance Department and Election Commission of India.

(5) CONSTRUCTION OF GODOWN FOR HOUSING ELECTION RELATED MATERIALS AND EQUIPMENTS

1. The main function of the Election Department is to conduct Elections for seven Parliamentary Constituencies of Lok Sabha and seventy Assembly Constituencies of Vidhan Sabha in NCT of Delhi. For conducting these elections, huge quantities of consumables and non-consumables are required by Election Department for providing to the officials engaged in this work. The present stock of non consumables include about 50000 Ballot-Boxes of different sizes, 3000 Trunks, 70 mixing drums and a large number of plastic crates/buckets/ trays, Electoral Rolls and wasted ballot papers of previous years. At present these consumables and non-consumables are housed at the two locations, namely, (i) Loni-Road Fly-Over (ii) Ashram Fly-Over.

2 During the last Lok Sabha Election-1999, the Election Commission of India directed Election Department to conduct the Elections by using Electronic Voting Machines (EVMs) in all the Seven Parliamentary Constituencies in N.C.T. of Delhi. So the latest addition to these non-consumables are Electronic Voting Machines (EVMs) . The above mentioned two premises presently occupied by Election Department can not accommodate such a large number of EVMs. Moreover, these EVMs, being electronic sophisticated gadgets are required to be stored in a proper friendly environment and can not be dumped as ballot boxes. So it is proposed to get constructed a big Godown at a proper site for housing all these consumables and non-consumables required for conducting election in NCT of Delhi. Land department of GNCTD will be requested to

identify a suitable piece of land for the construction of the proposed Godown. A suitable agency will be identified and engaged for preparation of site-plan/feasibility report and thereafter PWD will be requested to prepare estimates for the proposed construction.

3. Under this scheme, the Department would also explore the possibility of getting a building allocated from Govt. and getting it renovated by a suitable Agency like PWD, DSIDC etc. , for the purpose of using it as a Godown .

4. For proper handling ie. Stocking, loading, unloading of sophisticated EVMs, mechanized equipment would be procured and properly installed.

5. For above mentioned scheme, it is proposed to keep a provision of Rs. 50.00 lakhs under Annual Plan 2003-04 .These figures are provisional and may need revision in the light of actual information received from the executing agency.

(6) ESTABLISHMENT OF TOUCH SCREEN KIOSKS AT DIFFERENT ELECTION OFFICES IN NCT OF DELHI

It has been observed that the citizens of Delhi are interested to know about the correctness of their particulars in the Electoral Rolls of the Assembly Constituency where they reside. In order to provide such information alongwith other Election related information viz Polling Stations, etc. to the citizen of Delhi, it is proposed to establish Touch Screen Kiosks at the 0/0 all the Nine Joint CEOs and one at the 0/0 Chief Electoral Officer, Delhi. Since every elector does not have the facility of free access to a Computer, these latest technological centers would facilitate the electors of Delhi to get the requisite information **free of cost** without any manual assistance. The information will be available in Hindi & English on the Touch Screen Kiosk.

The Election Department with the technical assistance of State Level Agency (M/s CMC Ltd.) has got the feasibility report of this project prepared and the facility would be made available at Ten Centres under the Annual Plan 2003-04. This facility will be extended further to the Offices of all the 30 Electoral Registration Officers during the

remaining years of 10th Five Year Plan. At present the proposal of procurement of equipment etc. is under submission of IT Department for their scrutiny and approval.

An outlay of Rs. 235.00 lakh is approved for all the component of Plan scheme for Annual Plan 2003-04.

DIVISIONAL COMMISSIONER OFFICE (Rs. 1600.00 lakh)

DISTRICT SET UP IN DELHI

This is an ongoing scheme from 9th plan. 9 districts under the scheme have been set up. During the 10th Five Year Plan, we need strengthening of these nine districts and also of head quarters. In addition we also propose to strengthen the present treasuries and propose to open 4 sub treasuries. The District Development Committees are also proposed to be strengthened and consequent upon amending Registration Act by Government of India. The computerization of records of Sub Registrar offices in Delhi is approved under the scheme during the 10th Five Year Plan. The following sub schemes are also therefore, proposed to be included in this scheme during the Annual Plan 2003-04:-

- (a) Strengthening of District Offices and Headquarter.
- (b) Strengthening of Delhi Treasury and opening of 4 Sub Treasuries.
- (c) Computerisation of records of Sub-Registrar offices.
- (d) Strengthening and Renovation of Boat club in Yamuna cleaning programme.
- (e) Rehabilitation scheme for Bonded Labour.

The expenditure on the schemes at 'd' & 'e' above will be subject to detailed scrutiny by Planning Department at expenditure sanction stage.

(a) STRENGTHENING OF DISTRICT OFFICES AND HEADQUARTER

Nine districts with 27 sub divisions under the overall superintendance of Secretary (Revenue) designated as Divisional Commissioner, Delhi were set up vide notification

No.489/GA dated 27th June, 1996 in the NCT of Delhi to give prompt and responsive administration to the rural as well as urban population in their area itself. The districts started functioning with effect from 1.1.97.

The basic objective for which 09 districts had been created, would not be achieved if there is paucity of adequate staff and other ancilliary infrastructure to cope with the need and requirements of the local public. The broad function of each district administration by and large cover following area viz.,:

1. Revenue Administration
2. Judicial work
3. Relief and Rehabilitation
4. Establishment and Administration
5. Accounts and Budget
6. Planning and Statistics
7. Computerization
8. Sub Division Offices
9. Sub Registrar Offices
10. Nazarat Branch
11. Treasury
12. Stamps
13. Coordination with various local bodies/departments/agencies for proper administration
14. Land Acquisition
15. District Task Force
16. District Development Committee
17. District Public Grievance Cell.

In addition to above the duties and responsibilities of the District Administration, each district has also been entrusted with additional work with the passage of time and staffing patterns need to be reviewed in each district. Each district is also to have its own buildings for its offices function in the 10th Five Year Plan (2002-07).

There are no posts of ADMs in Revenue Department. The ADMs working presently are drawing pay from other departments. For LA work post of ADM is must. It is proposed to have one ADM in each district and at HQs.

1. **Personal branch of DC**

Jr. Stenographer	-	1
LDC	-	1
Driver	-	1
Peon	-	2
Total	-	5

2. **Personal Branch of ADM**

Jr. Stenographer	-	1
LDC	-	1
Driver	-	1
Peon	-	1
Total	-	4

3. **Personal branch of SDM**

Supdt.	-	1
UDC	-	2
Jr. Stenographer	-	1
LDC	-	2
Driver	-	1
Peon	-	1
Total	-	8

4. Tehsildar (Revenue)	-	1
Kanungo	-	4
LDC	-	2
Patwari	-	8
Bailliff	-	6
Process server	-	1
Peon	-	1

Total - 23

5. Land Acquisition Branch of ADM

Tehsildar/NT	-	1
JAO	-	1
Legal Asst.	-	2
UDC/LDC	-	1
Peon	-	2
Total	-	7

In addition to this the following posts may be created up to date the smooth running of district offices.

Sl.No	Details of posts	Scale	No. of posts
1	Office Supdt.,	Rs. 6500-10500	09
2	Accounts Officer	Rs. 7500-12000	09
3	Peon	Rs. 2550-3200	18
4	Total		36

There will be an additional Tehsildar with above noted staff in the districts dealing with revenue matters.

Planning, Statistical, Monitoring, Evaluation and Computer Cell & OM Unit

At Headquarter and each district

1.	Assistant Director/Statistical Officer	-	1
2.	Statistical Assistant	-	1
3.	Statistical Investigator	-	2
4.	Junior Stenographer	-	1
5.	LDC	-	1
6.	Peon	-	1
	Total	-	7

O&M Unit (In Each District & HQ)- as per guidelines of AR Department.:

1.	Asst. Director(AR/O&M)	-	1
2.	Research Asst.	-	1

3.	Research Investigator	-	1
7.	LDC	-	1
8.	Peon	-	1
	Total	-	5

In addition to above with the increase in work the strengthening of staff at headquarters is also required. It is proposed that at the headquarters, Secretary (Revenue) be assisted by one Deputy Commissioner (Coordination)-cum-Addl.Secretary (Revenue), and one more ADM in addition to one ADM and 2 SDMs at present. The DC will be coordinating with all the nine districts in revenue, planning, policy, coordination and relief work. The staff for DC at headquarter will be required as under:-

1.	DC(Coord.)/Addl.Secy.(Rev)	-	1
2.	ADM	-	1
3.	SDM	-	2
2.	PS/Sr.Stenographer	-	1
3.	UDC	-	1
3.	LDC	-	2
4.	Peon	-	2
	Total	-	10

In addition to above staff, the other infrastructure like telephone, fax machine, photocopier, computer, etc., to the admissible extent will be provided to the above staff.

(b) STRENGTHENING OF DELHI TREASURY AND OPENING OF FOUR SUB-TREASURIES.

On the decentralization of erstwhile Deputy Commissioners office in 9 independent administration with effect from 1.1.1997, it was felt that stamp user public all over Delhi has to visit Tis Hazari Complex for their requirements of stamps defeating the very purpose of decentralization. Accordingly, it was proposed to set up 9 sub-treasuries in each of the nine districts during the 9th Five Year Plan. But due to non-availability of adequate land and staff, the scheme could not take off. The revised

perception that has emerged is that the sub-treasuries would essentially be required at court complexes initially. It is proposed to continue with the scheme in 10th Five Year Plan as well. During this period, it is proposed to set up Sub-Treasuries at Karkardooma, Rohini, Dwarka and Patiala House. The Court complexes at Karkardooma and Patiala House are already functional. The court complexes at Rohini and Dwarka are likely to come up soon, where it is hoped to get adequate space. Further, the Delhi Treasury at Tis Hazari has not been strengthened for the last few decades and the staff strength has been stagnant, though the work of treasuries has increased manifold.

It is proposed to have the following staff for the implementation of this scheme during the Annual plan 2003-04 of 10th Five Year Plan (2002-07) to set up 2 Sub-Treasuries besides strengthening of Treasury at Tis Hazari.

S.No.	Name of the Posts	Scale	No. of Posts
1.	Treasury Officer	8000 – 13500	2 (Excluding at Tis Hazari)
2.	Asst. Treasury Officer	5500 – 9000	3
3.	Treasurer/Head Clerk	5000 – 8000	3
4.	Asst. Treasurer (UDC)	4000 – 6000	3
5.	Stamp Clerk (UDC)	4000 – 6000	6
6.	LDCs	3050 – 4590	6
7.	Cashier-cum-UDC	4000 – 6000	6
8.	Stamp Manual Asst.	2550 – 3200	2
9.	Chowkidar Gr.”D”	2550 – 3200	6
10.	Peon – Class IV	2550 - 3200	3

2. **DISTRICT DEVELOPMENT COMMITTEE (DDC)**

Delhi Government had constituted a two-tire structure vide order dated 15.11.1999 comprising Apex Committee at the State level and District Development Committees to encourage decentralization and decision making and provide a responsive and responsible administration by involving elected representative of the area, Resident Welfare Associations, Deputy Commissioners and District Development Officer of other

Department. the broad objectives of the Committee were to involve the people directly as well as through elected representatives in the process of planning, execution and monitoring of various schemes, projects and policies. Besides this, they are to provide and ensure balanced development of and equitable access to various facilities among the districts. In the process, it is to ensure empowerment of the officers of all departments including district administration with better control, supervision and monitoring of various schemes and accordingly lead to provide single window approach to the public with regard to various problems being faced by them and minimize delays on account of the multiplicity of authority in Delhi.

District Development committees are to mandatory meet at least once in a month to review the progress of works with regard to the present schemes and programmes listed out for the district and prepare District level plans for future implementation based on the needs of the area. The Committee comprise Chairman, to be elected amongst the MLAs in the District, other MLAs as Members and the representatives of various Departments such as MCD, NDMC, DVB, DJB, PWD, Education, Transport, Health and Social Welfare etc, as Members of the Committee. The Deputy Commissioner (Revenue) is the Convenor the Committee and is also to exercise the powers of Chief Executive Officer of the District with regard to review and monitoring schemes, once approval of the scheme has been obtained by respective departmental Heads.

As per the working of DDCs over the last about three years, it is observed that its function has so far been confined to monitoring of the existing plan schemes of various Departments as also to act a forum for listening to the grievances of general public. In view of the involvement of various autonomous bodies in civic and other development plans in the city with their district controlling bodies, separate from Delhi Government, the District Development Committees are yet to evolve as District Planning Bodies. There are a number of cases being brought before the DDCs relating to urgent minor works such as provision of tube lights on small stretch of roads, replacement of doors/toilet sheets in a Government school scheme, repair of storage tanks, construction of culverts, which are of emergent nature, but not expected to be covered in the plan schemes being formulated by various Departments. However, for individuals/RWA coming to the DDC, such work assumed great importance and a need to be attended to on emergent basis. As the DDC is

currently functioning a monitoring body, these works have to be assigned to the concerned Department where the focus, however, is more on implementation of major works, In the process, there is bound to be dissatisfaction among the citizen approaching DDC. Therefore, DDC needs to be quipped to meet the exigencies of common citizens/villagers/colonies where a nagging civic/developmental problem involving nominal expenditure is not being effectively attended to by the concerned Departments. To meet such situation, DDC could be empowered to recommend works so that the people do not have to approach the concerned Department for minor works and the same could be attended through district offices which are nearer to the public and guidelines for the same will be prepared by Divisional Commissioner Office.

Strengthening of Divisional Commissioner Office'. In order to ensure equitable distribution of the individual DDC could be allocated . As the representatives of the various Departments are present in the DDCs, NOC relating to such works should be taken from such representatives during the meeting itself. In the light of the recommendations of the DDC it would open to the Deputy Commissioner to take further steps for execution of the work with grant of administrative approval/expenditure sanction. The work would be executed through the departmental representatives attending the DDCs. A separate sub-head could be open for individual D.C. Offices to maintain account of funds provided under the scheme.

So far as the infrastructural support in the form of office premises for the DDCs and the staff for co-coordinating the work is concerned, DDC was supposed to be manned through staff taken from various Departments. However, no such staff is available to DC Office, and they have to manage the additional work by diverting staff from other branches of their office. This in turn is likely to affect the working of such branches and need for providing additional staff for DDC's can not be overemphasized. Apart from the minimal secretarial assistance to the Chairman (DDC) comprising one Stenographer, one LDC and one Peon, there is need for officials at the level of superintendent, one UDC and LDC to look after various works of DDC such as co-ordinating with various Departments, issue of notices & minutes of meetings compilation of the existing plan schemes, compilation of request for works etc.

Requirement of staff per district works as below :

Sr.No.	Staff Strength	No. of Posts	Pay Scale (in Rs.)	Financial implication per year (in Rs.)
	For DDC Chairman			
1.	Stenographer	01	4000-6000	90,960.00
2.	LDC	01	3050-4590	69,312.00
3.	Peon	01	2610-3540	59,280.00
	For Co-ordinating work of DDC			
1.	Superintendent	01	6500-9000	1,50,360.00
2.	UDC	01	4000-6000	90,960.00
3.	LDC	01	3050-4590	69,312.00
	Total			5,30,182.00
	Computer/typewriter along with printer for use by stenographer			40,000.00

(c) Computerization of records of Sub-Registrar's Offices in Delhi

The Govt. of India has recently made some amendments in the Registration Act, 1908 and other related law's vide notification No.56, dated 24.09.2001. The Govt. of India inserted a new section 16A in the Registration Act which stipulates computerization of all records of Sub-Registrar's offices.

In compliance of the above amendment in the Registration Act, it is expedient to computerize the records of Sub-Registrar's offices in Delhi in order to simplify registration procedures, enhancing efficiency, reliability and consistency of the system, cutting delays by replacing the manual systems of copying, indexing and accounting with computerized operations, introducing state-of-the-art document management system such as scanning of documents which replaces manual copying and preservation of images of documents on CD's and to make retrieval and maintenance of record fast and easy.

Existing system of mostly manual handling of records has resulted in pandency in proper maintenance of records, thereby resulting in adverse views from courts, etc., and there appears to be no alternative but to go in for computerization.

The contents of the Registers, i.e., Book 1, Book 3 and Book 4 will be generated by the computer system. Signature/thumb impression and photographs of the executants/ parties will be taken in the SR office and these will be stored online. This will limit the scope for malpractices.

The executant will be issued computerized card for further transactions of the same property. This will make it easy for SR Office to check the bonafide of the executants.

Indexes can be automatically generated and EC's can be issued online.

At the initial stage this project would cover:

1. Only standardized documents with standard memorial format.
2. Computerized counters for presentation, cash collection, enquiry, search and delivery.
3. Identification of documents by introducing the system of Unique Memorial Numbers.
4. Identification of parties by capturing one side digital photographs and other identifications.
5. Automatic generation of Registration Number, Volume No., Book No., Page No. and Index No., etc.
6. Imaging/microfilming of the documents.

Comprehensive computerization, networking of all SR Offices, centralized imaging sector and integration with Web, extending the facilities of registration offices over public kiosks and automated checking of valuation/stamp duty (for this purpose, the rules to fix valuation and for periodic revision would be required).

The exact hardware requirements would vary from site to site depending on the work load, however the general configuration may consist of:

Sub Registrar Office:

1. Server (Two robust M/C would be required and may be put in a configuration to ensure 100% uptime even in case one server goes down)
2. Clients (Depending on the number of counters for reception, data entry, search etc., and additional internal terminals as per work load)
3. Networking components
4. Digital camera
5. U.P.S. Printers

Central Imaging Centre:

i)	Midrange Servers	3
ii)	Network Servers	2
iii)	Optical Disc Storage System	13 (eg. HP Sure Store)
iv)	Work stations for scanning with microfilming and quality check	8
v)	Clients, networking components, digital camera, UPS, printers	

Software Requirements:-

- ◆ The System software, architecture, the data base management system, front and tools etc., should be capable of supporting the enhancements/advanced features as envisaged in the report for example making the facilities available over Web/Public Kiosks.
- ◆ The system should be user-friendly with graphical user interface and on line help should also be provided. Detailed user manual, system and data base administrator manual etc., should be provided by the software-developing agency.

- ◆ Strong checks should be provided to allow lonely the valid details to be fed into the time of data entry/correction stages.

No. of posts sanctioned for the scheme and number of posts was proposed to be created during 10th Five Year Plan /Annual Plan 2003-04 along with pay scale are as under:-

Staff Requirement

S.No.	Name of Post	No. of Post
1.	Change-cum- Training Manager	1
2.	I.T. Consultant	1
3.	Law Consultant	1
4.	Technical Supervisor (Asst. Programmer level)	9
5.	Reception Counter Clerk (UDC Level)	18
6.	Data Entry Operator	27
7.	Cash Counter Clerk (UDC Level)	12
8.	Processing Clerk (LDC Level)	12
9.	Scrutiny Asstt. (UDC Level)	21
10.	Reader (UDC Level)	9
11.	Searching Counter Clerk (UDC Level)	12
12.	Despatch Section Clerk (LDC Level)	12
13.	Record Keeper	18

Staff for Computer Imaging Centre

S.No.	Name of Post	No. of post
1.	System Analyst	1
2.	Programmer	3
3.	Computer Imaging Asstt.	7
4.	Scanning and Quality Checking Clerk	10
5.	Document preparation/ depreparation clerks (LDC level)	20
6.	Class IV	4
7.	Receipt & Dispatch Section	10

8.	Drivers	3
	Grand Total	211

(d) STRENGTHENING & RENOVATION OF BOAT CLUB IN YAMUNA CLEANING PROGRAMME:

Boat club is also use of cleaning of holy river Yamuna and river patrolling can be used as an anti encroachment drive of river Yamuna Bed. At present the Boat Club is being effectively used during the flood season (for four months) and during the rest of the period in the year it is used for VIP duties and drowning cases etc. Every year Government is spending lot of money in cleaning river Yamuna and educating the people not to throw outside materials in the river. It is proposed that by maintaining 15 Motor Boats, 20 Boats and by deploying sufficient staff, it is possible that the River Yamuna can remain clean through out the year from floating material like polythene garlands/samagri etc.

At present there are 5 Motor Boats and it has to increase up to 15 for which a provision of Rs. 1.0 crore for purchase of Motor Boats, Motor Engine, life factors and other equipments.

MAN POWER:

Following staff is required for Boat Club :

1. Motor Board Drivers - 15+3 Leave Reserved.
2. Motor Boat Helpers - 60+12 Leave Reserved.
3. Security Guards

It has been seen that from every bridge people throw Pooja Samagri and other polluting items in the river alongwith polythene bags which contains idol and other semi burnt hawan samagri. It causes water pollution and sometimes poisons of the water. It is proposed that Security Guards from Boat Club will be deputed on each major bridge from

Wazirabad to Chilla Village and they will work in two shifts from 6.00 A.M. to 2.00 P.M. to 10.00 P.M. They will prevent the people from throwing any material in the river Yamuna. It is also proposed that from Wazirabad to Chilla village, the whole stretch of 20 Km. will be managed by the Security Guards and they will prevent and report throwing of materials in the river.

They will also prevent the removal of sand from river bed, which is being removed from time to time in an unauthorized manner through buggies, trucks and tractors. They will also report new encroachments in form of jhuggi, tabela in the river bed. This will directly benefit the Govt. as a number of jhuggy clusters develop in the river bed area and in their relocation Govt. has to spend crores of rupees. The following manpower is required to manage 6 major bridges 6x2x6 (through out the year), 4x2x2 (for 8 months) = 72 Security Guards + 15 Leave reserve for 16 Security Guards + 3 Leave Reserve.

It is proposed that 190 Security Guards will be taken from surplus DEDA staff.

(e) .REHABILITATION SCHEME FOR BONDED LABOUR

Govt. of India, Minister of Labour has modified the Rehabilitation scheme for Bonded labour in May 2000. As per the modified scheme the limit of Rehabilitation grant has been raised to Rs. 20000/-. This amount is to be shared by State & Central Govt. on 50-50 basis the pattern of assistance has also been suggested.

Since, there have been some instances of Bonded Labour in Delhi, the scheme is required to be implemented in Delhi. the following process will be followed for implementation of this scheme.

- a. Immediately on release of Bonded Labour, a sum of Rs. 1000/- will be paid per Bonded Labour as an relief under this scheme.
- b. In case, the Bonded Labour is from state other then Delhi, he is to be sent to his Home State and the balance of remaining Rs. 19000/- is to send to the concerned D.M. for the purpose of their rehabilitation.

- c. The Bonded Labour who are resident of Delhi are to be paid balance amount of Rs. 19000/- for their rehabilitation and
- d. If they are skilled in some or the other technical work, they can be assisted in setting up of some work shop/repair shop etc. through Vig. Committee/Nodal Agency/NGO

If the Labours are unskilled they can be assisted in purchasing milch cattels like Buffaloes, cow etc.

- (ii) Initially a programme for rehabilitation of 100 labour will be included in the plan scheme for the year 2003-04 and an amount of Rs. 10,00,000/- from State Govt. and a matching amount from Central Government is proposed for the rehabilitation.

An outlay of Rs. 1600.00 lakh is approved for the Annual Plan 2003-04 to meet the expenditure on all the components mentioned above.

DTE. OF PROSECUTION (Rs. 30.00 lakh)

It is proposed to strengthen the Directorate of prosecution by creation of one post of Superintendent, one post of JAO, 14 posts of Jr. Stenographers, 20 posts of UDCs, 30 Posts of LDCs, 14 posts of Computer Operators, 14 posts of drivers, 3 posts of motor cycle messengers and 6 posts of peon during 10th Plan period. However, 34 posts of various categories have been created during 2001-02 and the same will be filled up in 2003-04. However, 4 posts have already been filled in 2002-03. Expenditure is also proposed to be made on the purchase of computers, vehicles, and upgradation of the working environment of offices of Directorate of Prosecution at Tis Hazari, Karkardooma and Patiala House Court Complexes.

An outlay of Rs.50.00 lakh for 10th Plan and Rs.30.00 lakh for Annual Plan 2003-04 is approved to meet the expenditure on the above mentioned items.

SALES TAX DEPARTMENT

Sales tax is one of the most important revenue earning deptt. of the Govt. of NCT of Delhi. About 70% of the tax revenue is collected by this department every year. The contribution is approximately equal to the size of the Annual Plan of the Govt. of Delhi. It has always remained the main endeavour of the department to maximise collection and to improve the facilities being provided to registered dealers. The collection has crossed Rs. 3600.00 crore mark during 2001-2002 and all out efforts are being made to achieve the target fixed for the current financial year 2002-03.

Presently, the deptt. is functioning in a multistoreyed building fully equipped with basic amenities for the staff and visiting dealers. The deptt. has been divided into 106 wards and a number of branches for administrative convenience. The department has computerised all its wards & branches and linked them through Local Area Networking for smooth functioning.

The Deptt is considering to introduce Value Added Tax system of tax collection with effect from the beginning the year 2003-04. VAT is a simplified form of administering tax and is levied at multipoints instead of single point. It is collected in stages. With the introduction of VAT, the organisational and infrastructural set up of the deptt may undergo lot of changes. All the staff and officers of the deptt have to be trained in the new system of taxation. To implement the new taxation system effectively, deptt has engaged an agency for consultancy to suggest new methods of office management and revenue collection. With these objectives, deptt. proposes to implement following schemes during the Annual Plan (2003-04) period. The scheme-wise detail of the schemes proposed to be implemented by the department during Annual Plan (2003-04) are as follows:

1. Strengthening of the Sales Tax Deptt (Rs. 80.00 lakh).

The scheme envisages to strengthen various units of the deptt. With the introduction of VAT, the deptt may have to carry a number of organisational changes. At this stage, it may not be feasible to pen down the probable changes as VAT Act is yet to

be passed by Legislative Assembly. VAT system envisages only selective assessments of the dealers which is a major shift from the present system. The focus will be on market intelligence, surveillance and enforcement activities. Assessment in selected cases will be done at the premises of dealers. The assessing team has to carry requisite information with it. Existing staff will be re-organised accordingly and new post may have to be created according to requirement..

1.2 Before increasing number from 50 to 106 in 1994, all the wards were having one Statistical Investigator/Assistants posted in each ward. After increasing wards into 106, strength of statistical personnel remained the same. Presently, about half of wards are having the support of Statistical Assistants/Investigator for preparation of weekly/fortnightly/monthly reports and other periodical reports and maintenance of registers properly. Deptt. proposes to create 70 posts of Statistical Assistants during 2003-04 so that all the wards may have one Statistical Assistant/Investigator. Research and Statistics Branch of this deptt is headed by an Assistant Director (Planning/Statistics). The main objective of the branch is to collect, compile and analyse the data for monitoring and initiating remedial action for improvement of tax collection. Other main function of the branch is to prepare annual and five year plan schemes and monitor its implementation. Deptt. proposes to create one post of Deputy Director (Planning/Statistics) for better monitoring and analysis of data.

1.3 Instead of purchasing new vehicles, the deptt proposes to hire vehicles for enforcement and other purposes. Teams will have to be constituted for market intelligence and enforcement purpose after effective implementation of VAT system. Necessary infrastructure will have to be created according to the requirement.

1.4 With the introduction of Value Added Tax system, the deptt. may like to train some of the senior officers in foreign countries where VAT system has already been implemented successfully.

1.5 The deptt presently has a pendency of more than 66,000 appeals. Deptt proposes to engage 15 appellate authorities on contract basis with supporting staff for two years exclusively for appeal work. An additional space measuring at least 3,000 square feet will

be required in the vicinity of the deptt. To meet the objective, deptt proposes to incur an expenditure of Rs. 40.00 lakh during for Annual Plan 2003-04.

An outlay of Rs. 80.00 lakh is approved for Annual Plan 2003-04.

2. Creation of modern office environment (Rs. 125.00 lakh)

With the introduction of VAT system, lot of structural changes have to be made in the building to create proper working environment. Expenditure on the scheme will be incurred on purchase of furniture, creation of infrastructure etc. Addition/alteration/renovation work in the building will be done through Public Works Deptt.

2.2 The services of Sanitation, Security and EPABX are maintained on contract basis through private agency.

2.3 As assessments have to be made in selected cases at the premises of dealers, kits for carrying necessary record and laptop computers have to be purchased in adequate number for Enforcement Branch and Ward Authorities.

An outlay of Rs.125.00 lakh is approved for annual plan 2003-04 for implementation of the scheme.

3. Studies and Surveys by Consultants as aid to Tax Policy formulation(Rs. 25.00 lakh).

The deptt. recognizes the need to modernise its tax administration and adopt the best tax policy design to meet the present requirement. Due to rapid increase of population of the NCT of Delhi, the pressure on civic amenities is always increasing. To cope up with increasing burden, additional resources have to be mobilised for the developmental work. Tax reform measures are required to ensure buoyant revenue flow, improve voluntary compliance and combat corruption. The Value Added Tax system is considered as the best available option and most of the States have agreed to implement the same.

3.2 Implementation of VAT system will be a major exercise in the change of management and will entail significant re-engineering of business processes. The deptt has engaged an international consultant for effective implementation of the new system. Earlier, the deptt. was considering to implement the VAT with effect from 01-04-02, part of the consultancy work has already been completed and part of the work is being considered for completion during current financial year 2002-03.

An outlay of Rs. 25.00 lakh is approved for Annual Plan 2003-04.

4. Publicity and Awareness promotion campaign through Print and Electronic Media (Rs. 80.00 lakh).

4.1 Dissemination of information among the dealers is one of the important activity of the deptt. It is essential to bring to the notice of all concerned, whenever, there is some change in tax policy and other issues. After implementation of Value Added Tax system, awareness has to be spread among the dealers. Most of the advertisements indicating the changes are issued through leading dailies. Information is also disseminated through E mail and Web site. For convenience of dealers Touch screen has also been installed at the reception.

4.2 Dealers are also educated through pamphlets printed on important schemes and policies. An outlay of Rs.80.00 lakh is approved for Annual Plan 2003-04.

5. Strengthening of Computerisation System (Rs.300.00 lakh)

5.1. Computerisation is one of the important activity of the Sales Tax Deptt. Various committees had recommended complete computerisation of the deptt for better monitoring of tax collection, minimising incidents of tax evasion and improvement of services to the dealers. The deptt had initiated action for complete computerisation in a big way. To achieve the goal, application software had been got developed through a private agency. Some of the applications viz. Registration, Return and Statutory forms

have been completely computerised and the remaining applications are at various stages of implementation. All wards and branches have been provided necessary hardware and net-work facilities.

5.2. The deptt is considering to switch over to a new system of tax collection from the beginning of next financial year. The new system is known as ‘Value Added Tax’ system. In this system, tax is levied at multipoints instead of single point as in the present system. Since tax will be levied at every point of sale for the value addition, set-off of tax already paid will become a major activity of the deptt. The deptt has to equip itself with latest technology for implementation of VAT for improvement of the services.

5.3 In the VAT system, deptt. intends to provide web based technology and most of the services are proposed to be on-line to facilitate the dealers. The deptt. has already awarded contract to a private agency for development of VAT application software. With the implementation of VAT, necessary infrastructural equipments like hardware, network linkages and power conditioning equipments will also be required.

5.4 With the added activities, the deptt. proposes to create following posts for smooth functioning:

1.	System Analyst	-	1
2.	Programmer	-	4
3.	Asst. Programmer/ Data Processing Supervisor	-	4

	Total	-	9

5.5 The deptt. proposes to establish information Collection Centres for effective implementation of VAT system. All these centres will be completely computerised and will function round the clock. Necessary computer infrastructure will have to be created for smooth functioning of these centres. Item-wise detail of estimated expenditure on the scheme is given as under

(Rs. in lakh)

S.No.	Items	Estimated Expenditure
1.	<u>For the existing system</u>	
	i AMC of system Software	2.00
	ii Basic computer training and other training	5.00
	iii AMC of existing Hardware	17.00
	iv Data Entry charges	16.00
	v AMC of UPS	1.00
	vi Procurement of consumables	10.00
2.	For Implementation of VAT computerisation	
	i Purchase of new Hardware i.e. Server, PC etc	200.00
	ii Power equipment for check posts and HQ	50.00
	iii Application Software Development	65.00
	iv Network communication and equipment etc.	50.00
	v System Software	150.00
	vi Salary for proposed staff	9.00
	vii Purchase of vehicles	6.00
	viii Telephone equipment etc.	1.00
	ix Miscell.	3.00
	Total Amount	585.00

An outlay of is Rs. 300.00 lakh is approved for Annual Plan 2003-04.

6. Establishment of Information Collection Centres Cum Ware Houses at the borders (Rs 360.00 lakh)

6.1 With a view to check tax evasion during interstate transaction of goods, deptt proposes to collect vital information about the movement of goods into and outside Delhi. Sufficient land will have to be identified and acquired near the borders so that goods

carrying vehicles may be diverted to the open space without interrupting normal traffic. After acquisition of land, necessary infrastructure will have to be created. Deptt. proposes to implement the scheme by engaging a private agency on contract basis. During the financial year 2003-04 ,deptt. proposes to establish 8 such centers at the borders. The information so collected will be processed in the deptt. for verification of the transactions.

6.2 Presently, the border checking of incoming and outgoing goods vehicles is done by intercepting goods vehicles at the inter state borders. Teams consisting of 5 to 6 officers are deputed for border duties. If the goods vehicles are not found accompanied with proper documents, goods are detained with the direction to the vehicle incharge to satisfy the deptt about the genuineness of the transaction. Goods are released after levying penalty in accordance with the provisions of the DST Act.

An outlay of Rs 360.00 lakh is approved for implementation of the scheme during 2003-04.

7. Education and Training of Staff (Rs. 20.00 Lakh)

7.1 The deptt. is considering to introduce Value Added Tax system of tax collection with effect from the beginning of the next year. All the staff and officers of the deptt. will have to be trained in the new system of tax collection for effective implementation of the same.

7.2 Since the deptt. is heading towards complete computerisation of all the activities, the training of staff in basic computer operation and application software has become inevitable. The transfer and posting of staff is a regular feature in the deptt due to which importance of training increases manifold. Moreover, to improve the efficiency of the staff and to equip them with the latest changes in the Act and Rules, regular training facilities are essential.

An amount of Rs. 20.00 lakh is approved during 2003-04 for implementation of the scheme.

8. Implementation of Value Added Tax System (Rs. 10.00 Lakh)

Most of the states have agreed to implement the Value Added Tax System with effect from 1st April, 2003. The deptt has started the process of conversion from the present system to the new system of taxation. After switching over to new system of taxation, there may be a lot of changes in the functioning of the deptt., business processes and organisational structure. Actual changes will be known only after enactment of VAT legislation.

An outlay of Rs 10.00 lakh is approved for the Annual Plan for the implementation of the plan scheme.

DELHI FIRE SERVICE

Stg. of Delhi Fire Service (Rs. 2000.00 lakh)

Before 10.11.1994, Delhi Fire Service was a part of Municipal Corporation of Delhi (Local Body) and now functioning under the administrative control of Home Department of the Government of National Capital Territory of Delhi.

In 1988, through a resolution it was decided by M.C.D. that by the end of 2000 there will be 63 Fire Stations in Delhi. Since then, the population of Delhi has increased many folds and it was decided by the Delhi Government to set up 70 Fire Stations to give adequate fire cover in each assembly constituency.

Apart from the above 70 Nos. of Fire Station, it is also proposed to set up three more Fire Stations in special risk area. At present 35 Fire Stations are complete. 38 Fire Stations building are required to be constructed by the end of Xth Five Year Plan. Construction works of some Fire Stations building is in progress.

I. CAPITAL WORKS

(a) Construction work of 08 (eight) nos. fire station is proposed. The sites in which these fire station are proposed – Chanderwal Water Works, Shastri Park, Jasola, Dwarka Sector-20, Wazirabad Loni Road Crossing, Sarai Rohilla (Anand Parbat), Sarita Vihar and Geetanjali. All these fire station will be of 3 bay. Proposal for construction of Fire Stations in Chanderwal, Dwaraka, Jasola has been approved by S.F.C during the year 2002-03.

(b) 130 Nos. of staff quarters are also proposed to be constructed at above 08 fire stations. The detail of such staff Quarters is Type-II 51, Type-III 78 and Type-IV (i) One.

(c) Apart from above the works for renovation, alteration and addition in existing and functional fire stations is also to be carried out during the year 2003-04.

II REVENUE PLANS

(A) Under the policy of Govt. of NCT of Delhi, Delhi Fire Service has already decentralized into 5 divisions office and other four Divisions are still to be established. This decentralization will be in public interest to provide fire protection with in the prescribed response time. Following posts were proposed strengthening Direction & Admn. Of Headquarters and above said existing & proposed Districts:-

(i) According to prescribed norms 352 Nos. of operational staff will be required for 8 proposed fire stations during 2003-04. The detail of operational staff is as under:-

S.No.	Name of the post	Pay Scale	No.of post required
1.	Station Officer	6500-200-10500	8
2.	Sub-Officer	5000-150-8000	16
3.	Leading Fireman	4000-100-6000	48
4.	Radio telephone Operator	4000-100-6000	24
5.	Fire Operator	3200-85-4940	256
Total			352

261 Nos. of operational post proposed in the year 2002 –03 will carry forward in the year 2003-04 as these are still to be sanctioned.

(ii) Apart from above, 261 Nos. of operational posts, 256 Nos. of general posts proposed in the year 2002 –03 will also be carried forward to the year 2003-04 as these are still to be sanctioned / approved.

As above proposals are to be sanctioned after the work study to be made by A.R.department, thus a token provision have been kept for payment of salaries etc.

(B) OFFICE EXPENDITURE : Token provision to purchase furniture, office equipment and other items is also made.

(C)MATERIALS & SUPPLIES : Provision is proposed to develop / establish the computer net work in the department and other materials required in fire station for fire fighting.

(D) MACHINERY & EQUIPMENT : Provision has been made to purchase water tenders, engines, water bousets & other specially designed appliance for fire fighting.

(E) Three disaster Management Centres at Laxmi Nagar , Rohini and Nehru Place have been set up and latest equipment have been purchased for these centers to meet any eventuality in case of earth quake etc., Expenditure on these centers will also be met out of provisions made under this plan scheme.

An outlay of Rs. 2000.00 is approved for Annual Plan 2003-04.

LAND AND BUILDING DEPARTMENT

STRENGTHENING OF LAND & BUILDING DEPARTMENT(Rs. 20.00 lakh)

(i) **Creation of reference Library-cum/Documentation Centre in Land & Building Department**

The Land & Building Department is one of the oldest Department in NCT of Delhi, which consists of following branches:-

- | | |
|------------------------------------|----------------------|
| 1. PWD Secretariat | 2. Land acquisition |
| 3. Alternative Plot | 4. Legal & Writ Cell |
| 5. Evacuee Property | 6 .NCR & Planning |
| 7. Revenue | 8. Loan |
| 9. Parliament Co-ordination | 10. Administration |
| 11. Computer Cell (General Branch) | |

Information System is an integral part of progress and development of any department. Dissemination of information generated internally and to absorb information within through various sources are the basis of growth. Hence it is proposed to establish a reference library cum conference room in Land & Building Department, where reference materials like, Acts, Manuals, Reports, Master Plans, Legal reference materials, Administrative Rules, etc. shall be kept for reference. For internal meetings, discussions and presentation, an attached room shall be used a Conference Room cum reference library. The Conference Room will equip with high/tech presentation system.

(ii) **STRENGTHENING AND STREAMLINING OF LEGAL AND WRIT CELL in LAND & BUILDING DEPARTMENT.**

The function of the Writ Cell is to conduct litigation work in the High Court of Delhi and Supreme Court of India. The Civil Writ Petitions are of various natures like Land Acquisition, allotment of alternative plots. Evacuee property, house allotment matter. The Writ cell is imparting legal opinion on the various legal issues referred by

Administrative Department for legal advice. Writ cell is also engaging suitable Government Counsel for defending government litigation before the High Court, Central Administrative Tribunal and Supreme Court. The Writ Cell is dealing with approximately 12,500 numbers of Writ petitions in High Court and Supreme Court. Legal Cell is having 3570 reference cases pending before the three courts of additional district and session judges having jurisdiction in the land jurisdiction in the land acquisition matters. Apart from reference cases this legal cell is also monitoring the functioning 399 suits pending before the various civil courts.

Considering the work load of writ cell and the legal cell it is very much necessary to create the following posts to strengthening the litigation work at legal cell and writ cell of Land & Building Department.

S.No	Name of the post	No	Pay Scale(in rupees)
1	Addl.Legal Advisor Group'A'(one for each Cell)	2	12000-375-16000
2	Deputy Legal Advisor(HQ)Group'A'	2	10000-325-15200
3	Assistant Legal Advisor Group'B' Gazetted (for ADMs/LAC)	9	6500-10500
4	Junior Accounts Officer	9	6500-10500
5	Legal Assistants	18	5000-9000
6	Supdt.(one for each cell)	2	6500-1000
7	Stenographer Gr.III for each Addl.Legal Advisor	3	4000-100-6000
8	LDC	4	3050-75-4590
9	Drivers(One for CLA,Two for Addl.L.A. and one for DLA)	4	3050-75-4590
10	Peon	6	2550-55-3200

Court allowance and other allowances

The court allowance, professional Robe Grant, Robe maintenance Grant is required for the Legal Officers. So these Legal Officers will also be entitled to the

following benefits in addition to their salaries and allowance admissible to the Govt. Officers.

To contact the litigation work effectively in various courts one pick-up vehicle for Additional Legal Advisor, Assistant Standing Counsel, Dy. Legal Advisor and the Legal Assistant is urgently required. Provision has been made for purchase of vehicle in the Annual Plan 2003-04.

(iii) SETTING UP OF DIRECTORATE OF ESTATE BRANCH IN LAND & BUILDING DEPARTMENT

As per the allocation of business rules, housing is subject matter of Land & Building Department. Be it a public housing or staff quarters, provision of shelter is one of the important aspects of local development. As far as public housing is concerned, Govt. of Delhi has initiated creation of a separate Housing Board and for the benefit of its employees; Delhi Govt. Employees Housing Society has been created. Clearance from the Ministry of Home Affairs for setting up of a separate Housing Board is awaited.

Staff quarters under Govt. of Delhi are located at Greater Kailash, Karkardooma, Sidhartha Extension, Vikas Puri, Paschim Vihar, Rajpur Road, Tilak Marg, Flag Staff Road, Court Lane, Probyan Road, Sindhora Kalan, Shindhora Khurd, Nimri Colony, Kalyan Vas. Due to acute shortage of staff quarter there are proposals to purchase ready built flats from DDA as well as Ghaziabad Development Authority.

Allotment of staff quarter is done know the basis of the seniority list of the various categories i.e. from Type-I to Type V. This seniority list is prepared on the basis of applications received from time to time by this Department. There is an allotment committee which meets in a meeting held tentatively on the 15th of every month. This meeting is chaired by the Chairman i.e. Secretary (L&B/PWD) and includes Joint Secretary (L&B) Assistant Housing Commissioner (Allot) and Supdt (Allot) as a member.

Allotment Branch of Land & Building Department also looks after the allotment of office building located at various places in Delhi. The work of the branch has been increased many fold due to shifting of major offices in Players Building. The offices located in dilapidated/rented buildings are to be given priority for shifting to recently vacated office buildings. For proper management and to keep stock of all these properties an inventory is being carried out.

PWD, Govt of Delhi has constructed several sub-ways and Flyovers in Delhi, in some of the Flyovers and sub-ways there is a provision of commercial sheds which are being auctioned. Apart from these commercial establishments there are few staff quarter colonies under Govt. of Delhi where commercial facilities are provided. To collect license fees and to provide proper maintenance to these establishments, supervision under Directorate of Estate is proposed.

To streamline the procedure and to make the whole system effective in Allotment Branch a section has been initiated to go in for system analysis of this department through NIC and it is proposed to put in place whole system under “Quouing Theory” similar in the line of Directorate of Estate, Govt. of India. Hence to manage the entire affairs it is proposed to designate one senior officer as Director of Estate under plan scheme, however, the services Department of Govt. of Delhi is also been persuaded to create a post of Director of Estate. Based on the system analysis by NIC computer system of higher configuration is proposed to be installed.

Following posts are proposed to be created for smooth functioning of the cell

Name of the post	No. of post	Scale
Director(Joint Secretary level)	1	Rs.12000-16500
Deputy Director(Deputy Secretary level)	2	Rs.6500-10500

An outlay of Rs. 20.00 Lakh is approved for Annual Plan 2003-04.

**2. SETTING UP OF EDP CELL IN LAND AND BUILDING DEPARTMENT
(Rs. 30.00 lakh)**

A Plan Scheme "Setting up of EDP Cell" in Land & Building Department was approved in Annual Plan 1996-97. Following activities are proposed during 10th Five Year Plan under this scheme.

BUILDING UP DATA BASES FOR EFFICIENT MANAGEMENT

The Land & Building Department is one of the oldest departments in Govt. of Delhi and right from its inception this department is involved in various land matter like land Acquisition, allotment of alternative plots to those whose land has been acquired. The Department has already prepared, without any outside assistance, data bases of acquisition notification, of pending court cases (6000 + 4000) in numbers, on ACCESS. The department is also surfing High Court's web site for daily "Cause List" and to ascertain orders passed by the court in cases relating to the department. PWD is also part of Land & Building Department. Allotment of staff quarters to employees of Govt. of Delhi is being made from this department. Apart from the monitoring of projects undertaken by PWD Delhi, scrutiny of estimates A/A and E/S are also made from this Department. As software based on "Sequencing Theory" is also to be put in place on the pattern of Directorate of Estates, Govt. of India.

To have total control over the database of various kinds and streamline monitoring system a system analysis is being proposed and the same is being carried out by the NIC. The cost of this study will be Rs. 1 lack (approx.). Based on the report by NIC system and software will be decided. To manage various data-base on professional line, availability of technically qualified staff, however is imperative. The proposal for creation of one post of Assistant Programmer in the pay scale of Rs. 5500-9000 has been under consideration at higher level. The post of Assistant Programmer is required for maintenance of Computer system, LAN facility and to help building small programmes for internal use.

COMPUTER TRAINING TO THE STAFF OF L&B DEPTT.

To make all the officers and officials of Land & Building and PWD secretariat computer literate regular training have been proposed during 10th Five Year Plan. It is proposed that during 2003-04 all the Branches shall be equipped with a computer and training on Fundamentals of computer, Data Base Management System, Desk Top Presentation, handling of internet shall be completed by the end of 2003-2004.

Local Area Net work connecting all the branches of the Land & Building Deptt. Is actively under process. NIC is carrying its final installation programme. Hence there is a proposal for purchasing Hardware and Software for the same.

An outlay of Rs.32.00 lakh is approved for Annual Plan 2003-04.

DEPARTMENT OF EXCISE, ENTERTAINMENT & LUXURY TAX

The Department of Excise, Entertainment and Luxury Tax has two Plan Scheme viz:-

1. Automation of Excise, Entt. & Luxury Tax Department.
2. Strengthening of Excise, Entt. & Luxury Tax Department.

FINACIAL OUTLAY FOR THE YEAR 2003-2004(IN LACS)

SL.No.	PLAN SCHEME	X TH FIVE YEAR PALN	APPROVED OUTLAY FOR 2003-04.
A	I) Automation of Excise, Entt. & Luxury Tax	150	30
	II) Bar coding	150	20
B	Strengthening Of Excise, Entt. & Luxury Tax	200	20

1.A. AUTOMATION OF EXCISE, ENTT. & LUXURY TAXES DEPARTMENT
(Rs. 30.00 lakh)

The department is responsible for collection of Excise, Entertainment and Luxury Taxes from diverse sources (exceeding more than one thousand) like the bonded warehouses, licensed premises like hotels, inns, etc. At present, all the departmental activities generate large amount of data, which is manually processed, and due to this real time information is not available with the concerned officers; which in turn does not provide for effective and efficient system of monitoring and control. With a view to provide modern and efficient system of office working, the department initiated the process of computerization in 9th Five Year Plan, which is proposed to be continued during the next Five Year Plan also. Accordingly, the department needs funds for training manpower for taking new initiatives in the area like Expansion of Web-site, EDI Application for interactive Web system, etc. Specific provisions are being made for purchase supporting software, purchase of bar code scanners, implementation of bar code solutions, strengthening in web designing, placing AMCs purchase of consumables and also for salary component for newly created posts.

An outlay of Rs. 30.00 lakh is approved for Annual Plan 2003-04.

B. BAR-CODING (Rs.20.00 lakh)

The Department is in the process of introducing bar code solution using bar coding in conjunction with Mobile computing technology in order to check illegal import/sale of illicit liquor in the state of Delhi and check misuse of Import and Transport permits. Bar Coding Technology may also be used to identify genuinity IPs/TPs which are being issued by the department on day-to-day basis. With the help of the mobile computing through GSM connectivity, details of Ips and TPs generated by the department for various supplies to warehouses and vendors shall get stored in the backend server. On an average, an expenditure of Rs. 2.7 lacs per shop will be required to buy complete infrastructure for the introduction of Bar Code System by corporations dealing in liquor trade. However, Corporations have expressed their difficulty in earmarking such a huge budget for providing necessary infrastructure at all L-2 vends/ retail outlets.

The bar code system is bound to provide a better monitoring system and will also be a key step towards protection of public interest as ensuring from computerisation of all the L-2 vends with Bar Code facilities like Scanners, Bar Code Readers. Keeping in view the financial constraints of the corporations, it has been considered appropriate that the Government should bear upto 40% of the expenditure on the purchase of Bar Code equipments which need to be installed at L-2 vends. Since the facility will also help the concerned corporations in their own monitoring system for MIS purposes, the concerned corporations shall bear the balance cost likely to be incurred as a result of complete adoption of Bar Code System. It is proposed to provide incentives to corporations for early implementation of bar codes but cases of defaults in achieving the dead line, will result in penalisation of defaulting Corporations. The penalties may be, such as the Government may decide from time to time. For the implementation of the above scheme, funds will be required by the department for completing the proposed bar coding project, building site infrastructure, including modification of premises, expansion of web site, vend automation etc.

It is also proposed to create following posts in the Annual plans :-

S.N.	Name of Post	Pay Scale	No. of Posts
1.	Asst. Programmer	5500-9000	2
2.	Data Entry Op. Gr. A	4000-6000	4

Further, the department feels that in order to modernise and to make use of currently available information Technology , networking with outside entities like telecom links computerization of data transfer and leased line internet linkage is extensively required. As such, four new telephone lines and at least one leased line for internet are also proposed to be provided.

An outlay of Rs. 20.00 lakh is approved for Annual Plan 2003-04.

2. STRENGTHENING OF EXCISE, ENTERTAINMENT & LUXURY TAX DEPTT. (Rs. 20.00 lakh)

It is pertinent to mention that the Excise, Entertainment and Luxury Tax department is the second highest revenue collecting department of the Govt. of N.C.T. of Delhi, being next to Sales Tax Department. The department is responsible for implementing the provisions of the Punjab Excise Act, 1914, Delhi Entertainment & Betting Tax Act, 1996, and the Delhi Tax on Luxuries Act, 1996.

It would be relevant to state here that during the past years, the workload of the department has increased remarkably; as can be seen from the fact that the number of entities interacting with the department are at present more than 1000. The increase in workload is also on account of the fact that in 1996, Cable TV tax was introduced, though there has been no increase in the staff strength. Also the department has to gear up, with the present changing scenario, where the task before the department for collection of revenue is increasing substantially on the one hand, while on the other hand as the border of Delhi has become porous during the recent past, the chances of smuggling activities from adjoining states have increased; which can be contained only if there is a requisite manpower with the department. Also on account of increase in the number of licenses and resulting increase in the number of Bonded Warehouses, the prescribed norms for example, that there should be at least one inspector at each Excise Bonded Warehouse, is not be adhered to by the department.

To meet additional requirement of staff, posts needs to be created at various levels. During the Xth Five Year Plan, department proposes to create following posts in the Annual Plan 2003-04.

S.N.	Name of Post	Pay-Scale	No. of Posts
1.	Excise Officer	6500-10500	1
2.	Excise/Entt. Inspector	5000-8000	10
3.	UDC	4000-6000	1
4.	LDC	3050-4590	1

5. Steno 4000-6000 1

(b) EXCISE CONTROL LABORATORY

The Excise Control Laboratory analyses samples of the liquor, medicinal preparations, spirit and drugs being imported and supplied in Delhi. The workload of the lab has increased considerably and the average receipt of samples is now much above the norms to be manageable by the existing staff strength. As such a number of posts need to be created for strengthening the working of the lab. This is also imperative in view of the requirement of timely investigation of cases and also to prevent any untoward happening.

During the Xth Five Year Plan & Annual Plan 2003-04, department proposes to create following posts :-

S.N.	Name of Post	Pay-Scale	No. of Posts
1.	Joint Chemical Examiner	8000-13500	3
2.	Chemical Asst.	5500-9000	5
3.	Lab Asst.	4000-6000	1
4.	Lab Attendant	2550-3200	1
5.	Head Clerk	5000- 8000	1

In addition following equipment's will need to be added :-

1. Refrigerator	1
2. Ovens	1
3. Compound Microscope	1
4. Telephones	1
5. Tintometer	1

Also a provision has been made for training and upgradation of staff in learning new emerging analytical tools and skills at all levels.

(c) EXCISE INTELLIGENCE BUREAU

The Excise Intelligence Bureau of the department conducts raids and inspections to detect & curbs the supply of unauthorised and spurious/illicit liquor from intelligence collection with reference to inter-state smuggling of liquor, boot-luggers and peddlers.

Though considerable strengthening of EIB has been done in the 9th Five Year Plan, some posts remains uncreated. It is proposed that EIB Wing of the department may be strengthened by way of provision of efficient communication equipment's including enhanced wireless access mobile phones. Additional four 4 MTNL lines will also be required for the same. It is also proposed to provide EIB staff with arms at sufficient level of seniority for effective working in potentially dangerous situations which are more of a norm than exception in this kind of work. It is also proposed to make a provision for incentive schemes for seizures of sizable value.

In order to solve the problem of shortage of staff, the department proposes to create following posts during the Xth Five Year Plan & Annual Plan 2003-04:-

S.N.	Name of Post	Pay-Scale	No. of Posts
1.	Inspector (Police)	6500-10500	1
2.	Sub-Inspector	5500-9000	1
3.	Head Constable	3200-4900	1
4.	Police Constable	3050-4590	8

(d) LUXURY TAX

A new branch was created during 1996 to implement the provision of the Delhi Tax on Luxuries Act, 1996. Within a span of less than 2 years, Luxury Tax Collection has grown substantially. To effective coordinate and manage the activities relating to the administration of Luxury Tax, the following posts are proposed to be created in Xth Five Year Plan and Annual Plan 2003-04.

S.N.	Name of Post	Pay-Scale	No. of Posts
	Asst. Commissioner	8000-13500	1
	Steno	4000-6000	1

(e) MOBILITY

The activities undertaken by the department are more in nature of field duties, which in turn requires that officers should be mobilised to routine inspections and raids. To increase the mobility of the officers, it is essential that the officers should have dedicated operational vehicles and as such the department feels there is dire need of nine vehicles.

The department also proposes to create following posts during the Xth Five Year Plan,-

S.N.	Name of Post	Pay-Scale	No. of Posts
1.	Driver	3050-4500	9

An outlay of Rs. 20.00 lakh is approved for Annual Plan 2003-04.

PRINCIPAL ACCOUNTS OFFICE

STRENGTHENING OF PRINCIPAL ACCOUNTS OFFICE AND SETTING UP OF EDP CELL (Rs. 210.00 lakh)

The Pension Cell has been established in the year 1996 for :-

1. Conduction of Monthly Pension Adalat for solving the grievance of the Pensioners.
2. Computerisation of Principal Accounts Office and all its PAOs.

3. 22 posts were created with the prior approval of Finance Department vide sanction letter No. F.18(4)/95-Pr.A.O./A-I/170-178 dated 12.04-1996 for establishment of PENSION CELL for Govt. of Delhi Pensioners on the pattern of Central Pension Accounts Office, Ministry of Finance. These posts will continue in 2003-04 and 10th Five Year Plan 2002-07. Budgetary provision is made for RE 2002-03 and BE 2003-04.

SETTING UP OF EDP CELL FOR ENTIRE COMPUTERISATION OF WORKING OF 22 PAY & ACCOUNTS OFFICES AND PRINCIPAL ACCOUNTS OFFICE (HQ)

Computerisation is an ongoing process and setting up of EDP Cell will take care of entire computerisation of working of Principal Accounts Office, GPF Cell, Pension Cell and 22 Pay & Accounts Offices functioning at different locations in Govt. of NCT of Delhi/New Delhi. Out of 18 paying PAOs, four paying PAOs have already been computerised and four PAOs are in the process of computerisation along with Head Quarter during the Financial Year 2002-03. Provision for computerisation for the remaining 10 paying PAOs during the Current Financial Year 2002-03 has also been made. The remaining four Non-paying PAOs dealing in Pension and receipts are proposed to be computerised in Annual Plan 2003-2004. The intranet connectivity of all the 22 PAOs with Principal Accounts Office (H.Qr.) is also proposed in Annual Plan 2003-2004 by developing appropriate computer programs for analyzing voluminous accounting data rapidly for presentation to the Finance/Planning Departments as per their requirements. In the Annual Plan 2003-04 of Five Year Plan 2002-07, EDP Cell with a strength of 48 posts of different categories are also proposed to be created as detailed hereunder:-

S.No	Name of the post	No. of posts	Pay-scale
1.	Dy. Controller of Accounts (EDP)	01	Rs. 10000-15200
2.	System Analyst	01	Rs. 10000-15200
3.	Programmer	02	Rs. 8000-13500
4.	Asst. Programmer	04	Rs. 5500-9000
5.	Data Entry Operator	40	Rs. 4000-6000
	Total	48	

To implement the scheme of payment of salary to all the employees of Delhi Government through Electronic Clearing Scheme(ECS), data related to Bank Accounts of employees of all Departments (Except Delhi Police and Education) has been obtained through their respective DDOs for use in PAO offices. The payment of salary through Electronic Clearance System introduced in Pay & Accounts Office No.X located at Delhi Sachivalaya and in PAO-XX is working successfully. The scheme of payment of salaries of the employees of GNCT of Delhi through ECS will be implemented in phased manner depending upon the facility of computers as & when provided to the PAOs.

The computer system are likely to be purchased for all PAOs and other offices during the financial year 2002-2003, 2003-2004 and in Tenth Five Year Plan Period for computerisation of records of PAOs and other offices. Office furniture, computer furniture, computer stationary will also to be purchased for smooth running of PAOs.

Establishment of Finance Accounts Cell

A separate Legislature has since been introduced for Government of NCT of Delhi w.e.f.01/12/93 and separate 'Consolidated Fund' has been formed for GNCTD. As a result of this various activities entrusted to the Controller General Of Accounts (CGA), M/o Finance, GOI earlier are now to be performed and managed by Principal Accounts Office, GNCTD. These activities are to be performed through Finance Accounts Cell to be established under this plan scheme. The following major activities and functions are to be undertaken by the Finance Accounts Cell.

1. Receipts and Payment.
2. Preparation of 12 Appropriation Accounts in respect of expenditure Chargeable to the consolidated fund of Delhi.
3. Preparation of Finance Accounts which will be submitted in the form of following statements for presentation to the Legislative Assembly :-
 - a. Summary of Transactions
 - b. Capital outlay
 - c. Debt position

- d. Loans & Advances
- e. Guarantees given by the Govt. of India
- f. Summary of balances under Consolidated Fund and Contingency Funds.
- g. Statement of Revenue & Expenditure under Different Heads.
- h. Charged and Voted Expenditure.
- i. Loans & Advances made by the Govt.
- j. Detailed accounts of revenue by Minor Heads.
- k. Detailed accounts of Expenditure of minor heads.
- l. Details of investment of Government of Govt. Employees and Co-operative institutions.
- m. Statement showing the capital and other expenditure to the end of financial year and the Principal source from which funds were provided for that expenditure. To facilitate the development of suitable financial products / Govt. paper by the Finance Department as per need, appropriate accounting database and market intelligence shall be continuously maintained in the Finance Accounts Wing of Principal Accounts Office.

As per 10th Five Year Plan 25 Posts as detailed below are proposed for Accounts cell are likely to be created under Annual Plan 2003-2004 and Tenth Five Year Plan 2002-2007 for performing the functions and activities given above.

S.No	Name of the post	No. of posts	Pay-scale
1.	Accounts Officer	02	Rs. 7500-10500
2.	Jr. Accounts Officer	04	Rs. 5500-9000
3.	Jr. Accountant	08	Rs. 4000-6000
4.	LDC	06	Rs. 3050-4590
5.	Peon	01	Rs. 2550-3540
6.	Driver	01	Rs. 3050-4590
7.	Chowkidar	01	Rs. 2550-3540
8.	Safai Karmachari	01	Rs. 2550-3540
9.	Farash	01	
	TOTAL	25	

Opening of Ten Pay & Accounts Offices

Consequent upon separation of accounts from Audit in the year 1977, Twenty Pay & Accounts Offices, one GPF Cell and one Principal Accounts Office were established under this system 24 years back for handling multifarious accounts activities of multi-Department, Delhi Administration.

The Developmental scenario of U.T. of Delhi has undergone radical changes since last 24 years as a result of implementation of Plan schemes included under Annual Plans/Five Year Plans. There has been a large/increase in Quantum and magnitude in Financial Business through these PAOs during the past 24 years as a result of socio-economic development.

By careful examination of position given earlier, it can correctly and properly be assessed that this Organization has not been strengthened for last 24 years altogether, although the volume of work has increased manifold. Thus there has been a persistent need to take suitable measures to strengthen the PAO Organization to make a technically sound financial system for greater degree of security, safe guard, transparency, accountability, efficiency and to stop wrongful overdrawals, unauthorized siphoning of funds and to maintain high standard of financial propriety. It has therefore been proposed to establish 10 new PAOs in phased manner as the present 22 PAOs are disproportionate to working needs of organization, in addition to Strengthening of GPF Cell.

10 new Pay & Accounts Offices on the Staffing pattern mentioned below are proposed to be opened during Annual Plan period 2003-2004 and Tenth Five Year Plan period 2002-2007.

Staffing pattern for one PAO :-

S.No	Name of the post	Pay-scale	No. of posts for each PAO	Posts required for 10 PAOs to be opened during 2003-04(in 10 th Five Year Plan)
1.	Accounts Officer	Rs. 7500-10500	01	10
2.	JAO	Rs. 5500-9000	03	30
3.	Assts.	Rs. 5000-8000	03	30
4.	UDCs	Rs. 4000-6000	10	100
5.	LDCs/Typist	Rs. 3050-4590	03	30
	Class-IV	Rs. 2550-3540	03	30
	Total		23	230

Opening of Library at Head Quarter

The need of a library with up-to-date editions of reference books used for day-to-day working in accounts establishments and pay & accounts office is essential. This department has to render, interdisciplinary, technical advice on varied matters to various departments of GNCTD. Therefore, the up-to-date position as per latest amendments / developments in each subject is most essential for settling various cases. The Pay & Accounts Officer functioning under this organisation is also ascertaining latest positions/clarification on various matters. It has been proposed to establish a full-fledged library at Head Quarter by creation of following posts under Annual Plan 2003-04 for the purpose.

S.No	Name of the post	Pay-scale	No.of posts
1.	Librarian	Rs. 5000-8000	01
2.	Library attendant	Rs. 2550-3200	01
3.	Peon	Rs. 2550-3200	01
	Total		03

Establishment of One Record Section

This department is running 22 PAOs in Delhi/New Delhi and one GPF Cell at Old Sectt., Delhi. In addition, various accounts sections are functioning at Head Quarter. The PAOs and Head Quarter Branches are maintaining various accounts records/registers provided under various rules. The retention period has also been prescribed for such record in Civil Accounts Manual and GFR. For maintenance of accounts records as per laid down procedure, formation of one record section is essential. The following posts will be required for maintenance of accounts records of Head Quarter, existing Twenty-two PAOs & ten new proposed PAOs and GPF Cell.

S.No	Name of the post	Pay-scale	No. of posts for each PAO
1.	Asst. Accounts Officer (Records)	Rs. 6500-10500	01
2.	UDC	Rs. 4000-6000	02
3.	LDC	Rs. 3050-4590	02
4.	Daftry	Rs. 2610-3550	08
5.	Peon	Rs. 2550-3540	01
	Total		14

These posts are proposed to be created under 10th Five Year Plan 2002-07 & Annual Plan 2003-04. Infrastructure facilities required to run the store will be provided by purchase of steel racks, almirahs, furniture, telephone, stationary etc., Eventually, the records shall be converted to electronic form by the end of 10th FYP to keep pace with emerging technologies.

Construction of "LEKHA BHAWAN"

(Capital component of the Scheme)

This is a newly proposed capital component scheme mooted in Annual Plan 2002-2003. Principal Accounts Office, GNCTD is running 22 PAOs located in Delhi/New Delhi and one GPF Cell located at Old Sectt., Delhi. At present the Head Quarter is functioning at 'A-B' Block, Vikas Bhawan, New Delhi-2. For effective functioning, better co-ordination

with PAOs and for proper maintenance of accounts records it is essential that a separate building for PAO organisation be constructed. Accordingly it has been proposed to construct a building during the 10th Five Year Plan Period. A token provision of Rs.10 Lacs capital has been allotted in the year 2002-03 as a new plan component of the scheme in capital portion and Rs.10.00 Lacs Capital is approved for Annual Plan 2003-04.

An outlay of Rs.210.00 lakhs is approved for the Annual Plan 2003-04.

LAW, JUSTICE AND LEGISLATIVE AFFAIRS DEPARTMENT

STRENGTHENING OF LAW, JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT (Rs. 80.00 lakh)

Prior to the coming into force of the 69th amendment in the Constitution w.e.f. 1.2.1992 the Union Territory of Delhi was being administered by Delhi Administration Act, 1966 which has now been repealed by the virtue of provisions contained in section 56 of National Capital Territory of Delhi Act, 1991. The erstwhile Metropolitan Council constituted under the Delhi Administration Act, 1966 did not have the power to legislate. However, after the insertion of Article 239-AA pursuant to the 69th Constitution Amendment, Legislative Assembly of Delhi has been empowered to make laws with respect to any of the matters enumerated in the State List or the concurrent List of the Seventh Schedule appended to the Constitution of India in so far as any such matter with respect to entries No.1, 2 & 18 of the State List and No. 64, 65 & 66 of the concurrent List in so far as they relate to the said entries 1, 2 & 18. At present there is no officer in the department who is fully qualified to function as Legislative Counsel-cum-Legal, Draftsman due to lack of experience or training in legislative drafting which requires specialized knowledge and training. Presently, it is being handled by one consultant who is engaged on contract basis, The present strength of Law, Justice & Legislative Affairs Department consist of one Secretary, one Joint Secretary, one Deputy Secretary, one Under Secretary and Two Assistant Legal Advisor alongwith the supporting staff. During the past few years the work load of the department has been increased tremendously especially relating to advice work, litigation work, legislative work and other general establishment work in view of the corresponding increase in work load of the other

departments of the Govt. of NCT of Delhi as well as increase in the strength of subordinate judiciary.

Since, this department is required to tender advice on all legal matters to all the departments of the Govt. of Delhi beside looking after the work of legislation including the appointment of Panel Lawyers on both the Civil & Criminal side from time to time and with this department having a library of books/journals worth lakhs of rupees, it is proposed to strengthen this department so as to cope up with the increased work load. The following posts are proposed to be created to strengthen the Law, Justice & Legislative Affairs Department:-

S.No.	Name of Post	No. of Posts	Pay Scale (in Rs.)
1.	Translator	02	5500-9000
2.	Proof-Reader	02	5500-9000
3.	Stenographer	03	5000-8000
4.	Librarian	01	5000-8000
5.	Peons	04	2550-3200
6.	Drivers	02	3050-4590
	Total	14	

SETTING UP OF FAMILY COURTS IN NATIONAL CAPITAL TERRITORY OF DELHI (Revenue -100 lakh , Capital Rs. 20 lakh)

Due to enactment of Family Courts Act, 1984 that was enacted for the purpose of establishment of Family Courts with a view to promote conciliation and to secure speedy settlement of disputes relating to marriage and family affairs and for matters connected therewith, it is proposed to set-up 15 Family Courts in the National Capital Territory of Delhi. For this, the Govt. of India, Ministry of Company Affairs have already sanctioned 15 posts of Judges along with 202 ancilliary posts of various categories which are as under: -

<u>S.No.</u>	<u>Name of Post</u>	<u>No. of Posts</u>	<u>Pay Scale (in Rs.)</u>
1.	Principal Judge	01	As prescribed for Distt. & Sessions Judge, Delhi plus Special Pay of Rs.500/-per Month
2.	Additional Principal	01	Selection grade Judge prescribed for Delhi Higher Judicial service plus special pay of Rs.300/- Per month
3.	Judges	13	Selection grade prescribed for Delhi Higher Judicial Service Plus special pay of Rs.100/-Per month

Staff for the office of the Principal Judge, Family Courts

1.	Administrative Officer	01	Rs.10000-15300
2.	Superintendent	01	Rs. 6500-10500
3.	S.A.S. Accountant	01	Rs. 5500-9000
4.	Upper Division Clerks	02	Rs. 4000-6000
5.	LDC	04	Rs. 3050-4590
6.	Junior Stenographers	05	Rs. 4000-6000
7.	Despatch Rider	01	Rs. 3050-4000
8.	Peons	04	Rs. 2550-3200
9.	Farash	02	Rs. 2550-3200
10.	Sweeper	01	Rs. 2550-3200

Staff for the Principal Counsellor and Counsellors

1.	Junior Stenographers	15	Rs. 4000-6000
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Staff for the Family Courts

1.	Readers	15	Rs. 6500-10500
2.	Stenographers	15	Rs. 6500-10500
3.	Ahlmeds	15	Rs. 3050-4590
4.	Assistant Ahlmeds	15	Rs. 3050-4590

5.	Naib Nazir	15	Rs. 3050-4590
6.	Copyists	15	Rs. 3050-4590
7.	Section Writers	15	Rs. 3050-4590
8.	Process Server	15	Rs. 2550-3200
9.	Orderlies	15	Rs. 2550-3200
10.	Dak PEONS	15	Rs. 2550-3200
11.	Peons	15	Rs. 2550-3200
	<u>Total</u>	217	

Six Plots of land has already been allotted to the Govt of Delhi for setting up of Family Courts by the DDA/L&DO, GOI. Besides this, Govt of India has decided to allocate Rs 10 Lacs per court for their infrastructure under the CSS. Necessary provisions needs to be made in the CSS also to cater for matching share of Rs 150 Lacs (Rs 10 LacsX15 Courts) in the year 2003-2004.

**SETTING UP OF ACADEMY FOR TRAINING OF JUDICIAL OFFICERS,
DELHI (Revenue Rs. 50.00 lakh and Capital Rs. 5.00 lakh)**

This scheme has been implemented in accordance with the judgment of Supreme Court of India. In All India Judges Association Vs. Union of India & Other (CWP No. 1022/89). The Apex court has reiterated the need of establishment of an Academy of the Nationals as well as State level for imparting training accordingly.

The High Court of Delhi has keeping in view the above directions of the apex court, decided to set up an academy for the training of the judicial officers at Delhi more or less similar to the one already set up for DANICS officers at Karkardooma complex. The following establishment is proposed for the setting up of Academy for judicial officers training in Delhi: -

S. No.	Name of the posts	No. of Posts	Pay Scale (in Rs.)
1.	Chairman	One	Rs.26,000/-basic with all perks and facilities of a High Court

			Judge.
2.	Director	One	22850-500-24850
3.	Additional Director	One	18750-400-19150-450-21850-500-22850
4.	Joint Director	Two	14200-350-15950-400-18350
5.	Professor	Ten	Rs.14,200-350-15950-400-18350
6.	Chief Admn. Officer	One	12000-375-16500
7.	Dy. Controller of Accounts	One	12000-375-16500
8.	Superintendents	Four	10,000-325-15200
9.	Private Secretary	Four	10,000-325-15200
10.	Research Assistant	Six	9000-250-10750-300-13150-350-14550
11.	Computer Programmer	Two	8000-275-13500
12.	System Analyst	Two	8000-275-13500
13.	Accounts Officer	One	7,500-250-12000
14.	Asst. Account Officer	One	6500-200-10500
15.	Sr. Personal Asstt.	Two	6500-200-10500
16.	Sr. Stenographer	Three	5500-175-9000
17.	Care Taker(Academy/Hostel	Two	5500-175-9000
18.	Assistant	Eight	5500-175-9000
19.	Stenographers	Three	5000-150-8000
20.	Senior Accountant	One	5000-150-8000
21.	Junior Stenographers	Six	4000-100-6000
22.	Junior Accountant	One	4000-100-6000
23.	UDC	Ten	4000-100-6000
24.	LDC	Sixteen	3050-75-3950-80-4590
25.	Xerox-Operator	Two	3050-75-3950-80-4590
26.	Dispatch Rider	Two	3050-75-3950-80-4590
27.	Staff Car Driver	Ten	3050-75-3950-80-4590
28.	Bus Driver	Two	3050-75-3950-80-4590

29.	Cook	Six	2610-60-3150-65-3540
30.	Helper	Three	2550-55-2660-60-3200
31.	Peon	Twenty	2550-55-2660-60-3200
32.	Safai Karamchari	Ten	2550-55-2660-60-3200
33.	Chowkidar	Four	2550-55-2660-60-3200
34.	Farash	Six	2550-55-2660-60-3200
35.	Washerman	Two	2550-55-2660-60-3200

STAFF OF LIBRARY

S. No.	Name of the posts	No. of Posts	Pay Scale (in Rs.)
1.	Principal Library & Information Officer	1	12000-375-16500
2.	Senior Librarian & Information Officer/Director	1	10000-325-15200
3.	Assistant Librarian & Information Officer	3	6500-200-10500
4.	Library Stenographer	1	4000-100-6000
5.	Library Clerk	5	3050-75-3950-80-4590
6.	Library Attendants	10	2550-55-2660-60-3200
7.	Library Watchmen	4	2550-55-2660-60-3200
8.	Library Binders	2	2550-55-2660-60-3200

STAFF OF PRINTING PRESS

S. No.	Name of the posts	No. of Posts	Pay Scale (in Rs.)
1.	Manager	1	10000-325-15200
2.	Personal Assistants	2	6500-200-10500
3.	Proof Reader	2	6500-200-10500
4.	Printers	2	3050-75-3950-80-4590
5.	Peon	2	2250-55-2660-60-3200
6.	Farash	1	2250-55-2660-60-3200

Besides this DDA has allotted land for construction of judicial academy at Dwarka. The cost of the land is Rs. 5.84 Crores. This amount has been sanctioned in 2002-03.

Administration, Management block, Training center, library and research center, Auditorium and Cafeteria should be centrally Air conditioned and all the hostel rooms are required to be provided with telephones. The detailed requirement is given here under: -

1.	Window type Air conditioner	40
2.	Computers	50
3	Telephone connections	10 lines with EPBX board and intercom
4	RTV Buses for trainees	2
5.	Staff Cars	8

Furniture for: -

- (i) Auditorium
- (ii) Class Rooms
- (iii) Seminar Rooms
- (iv) Committee Rooms
- (v) Chairman's Office
- (vi) Director's Office
- (vii) Additional Director Office
- (viii) Joint Director Office
- (ix) Office Block
- (x) Cafeteria
- (xi) Dining Room
- (xii) Common Hall
- (xiii) Hostel Block
- (xiv) Chairman's Residence
- (xv) Director's Residence
- (xvi) Library
- (xvii) Computer Room.

Electrical Equipments and Appliances for the complex including hostel block

- (i) Sports facilities and its equipments
- (ii) Stationery items
- (iii) Typewriter(electronic) 10
- (iv) Fax Machine 2
- (v) Photocopiers 4
- (vi) Public address system with recording facilities for the Auditorium, Lecture halls, seminar rooms and committee room
- (vii) Water Cooler with Water Purifier 10
- (viii) Refrigerator(Capacity-350lts) 6
- (ix) Bicycle for IVth class employees 10
- (x) Motorcycle for dispatch Rider 1
- (xi) Kitchen equipments for dining room/Pantries including LPG connection
- (xii) Washing Machine for laundry.

Providing of Library Facility at District Courts and it residence of all judicial officers (Rs. 40.00 lakh)

Hon'ble Supreme Court of India, in the matter of All India Judicial Officer Association Vs. UOI & others (CWP No. 1022/89) directed that every judicial officer is provided with a residential library. Accordingly, every judicial officer is provided with residential library besides chamber library at court.

There is one main library each at Patiala House and Karkardooma Court. Besides this, there is a central library at Tis Hazari, where books are purchased and supplied to above mentioned librarian, residential libraries and officers posted at Tis Hazari. The following staff is proposed for the expansion and strengthening of library: -

S. No.	Name of the posts	No. of Posts	Pay Scale (in Rs.)
1.	Principal Library & Information Officer/Director or Senior Librarian & Information Officer/Director	1	14300-18300
		1	12000-16500
2.	Assistant Librarian & Information Officer	3	6500-10500
3.	Library Stenographer	1	4000-6000
4.	Library Clerk	25	3050-4590
5.	Library Attendants	25	2610-3200
6.	Junior Library Attendants	352	2550-3200
7.	Library Watchmen	6	2550-3200
8.	Library Binders	5	2550-3200

1. Latest Computers 3
2. Air Conditioners 3
3. Photo Copiers/Xerox Machine 3
4. Gestetner Machine 3
5. Typewriters with full size rollers 3

An outlay of Rs. 270.00lakh under Revenue head and Rs. 25.00 lakh under capital head is approved for Annual Plan 2003-04 to meet the expenditure on all the above components of the scheme.

FINANCE DEPARTMENT

1. Strengthening of the Finance Department (Rs. 10.00 lakh)

Government of National Capital Territory Act, 1991 has been made operative w.e.f. 01.12.93. The Act provides for delegation of Power to the government of National Capital Territory of Delhi to raise resources. Now, Delhi Govt. will have its own budget, which will be presented in as sanctioned by the Legislative Assembly. Additional

responsibilities will be cast upon the Finance Department within the sphere of resource mobilization and constant review and effective control over expenditure with a view to ensure appropriate utilization of funds and strict observance of the norms of sound financial management. Details are being worked out.

An outlay of Rs. 10.00 lakh for Annual Plan 2003-04..

2. Department of Small Savings (Rs. 990.00 lakh)

After the grant of Legislature, the Government of Delhi changed the funding pattern of the plan of Delhi by giving momentum to the small savings. Accordingly, the small savings directorate was set-up during the 1995-96 to perform the following functions:-

- (i) To Draw up incentive scheme for mopping up small savings collections against the scheme floated by the Central Government, viz, KVP, NSC, PPF, TD, etc. Now the scheme of IVP has been dispensed with by the Central Government.s
- (ii) To give wide publicity to various small savings schemes and the incentives offered thereunder through Press and Electronic and other publicity media.
- (iii) To educate the people to the National Capital Territory of Delhi both in rural and urban area, through extension workers/agents, the advantage of savings.

Government of Delhi have launched the small savings schemes under Delhi Bachat Protsahan Yojna, "Kalpvriksh" in order to boost and encourage the savings with two fold benefits, one to the investors and the other to the Government in the shape of loan from the Government of India against such savings for betterment of the public of Delhi. The following schemes are covered under the schemes:-

- 1) Kishan Vikas Patra
- 2) National Savings Scheme Account, 1992
- 3) Post Office Monthly Income Scheme

- 4) 15 Year Public Provident Fund Account
- (5) Post Office Time Deposits (except one year time deposit)
- 6) National Savings Certificate (VIII issue)
- 7) Deposit Scheme for retiring Government Employees, 1989
- 8) Deposit Scheme for retiring employees of Public Sector Companies, 1991.

PRIZES TO THE INVESTORS

Under the scheme, on every purchase of small savings instrument of Rs. 5000/- a coupon is issued and prizes through draw of lots, are distributed to the winners. The Govt. of Delhi give prizes amounting to Rs. 50 – Rs. 60 Las to the investors in each scheme.

INCENTIVE TO AGENTS

In order to increase and propagate the concept of small savings, incentive/commission to the tune of Rs. 9.99 crores in the financial year, was given to the Agents. In order to give payment to agents pertaining to previous financial year, the budget of the Directorate is proposed at Rs. 9.90 crores in the financial year 2003-04.

TARGET OF COLLECTION

By giving additional incentives to the agents and the investors, the savings have boosted.

Against the target of Rs. 334 crores during the year 1994-95, the net collection amounting to Rs. 642 crores were made in addition to Rs. 87 crores under PPF scheme through Banks making the total collection of Rs. 729 crores. Subsequently, the collection from small savings is being in the up-front direction and the total gross collection during the post years is as follows:-

1994-95	Rs. 729 crores
1995-96	Rs. 856 crores

1996-97	Rs. 1261 crores
1997-98	Rs. 1890 crores
1998-99	Rs. 2354 crores
1999-2000	Rs. 2493 crores
2000-01	Rs. 3040 crores
2001-02	Rs. 3273 crores

PUBLICITY OF KALPVRIKSH SCHEME – 2001.

A sum of Rs. 30.43 lakhs was spent as publicity to boost the concept of small savings which included launching of new scheme. A sum of Rs. 25 lakhs is proposed for publicity of the Kalpvriksh scheme which includes the result of Kalpvriksh.

An outlay of Rs.990.00 lakh is approved for Annual Plan 2003-04.

PUBLIC GRIEVANCES COMMISSION (Rs. 60.00 lakh)

1. The Public Grievances Commission was set up by the Government of NCT of Delhi with the prior approval of Central Government after a careful consideration of the need for providing a comprehensive mechanism for effective redressal of grievances of the public against the departments of government of Delhi, local bodies, autonomous institutions/ undertakings and other organisations owned or substantially financed by the government of Delhi.
2. Through a Resolution dated 30th July 1998, the jurisdiction of the Commission has been extended over Delhi Police.
3. DDA has been kept out of the purview of the Commission being directly under the Central Government through the Lt. Governor.
4. The Commission is designed to act as a functionally independent body responsible for speedy redressal of the complaints of the public against acts of omission or

commission on the part of the public officials working in the said organisations and to recommend such action as considered necessary for removal of grievances.

5. The Commission can also take suo moto action on the basis of information contained in media reports or otherwise. It has further been authorised to conduct research into systemic causes of complaints on a regular basis and provide reports that can form the basis of introducing reforms in the related areas so that the administration becomes more transparent and responsive.
6. The Commission shall also consider cases specifically referred to it by the Lt. Governor, the Chief Minister and the Chief Secretary. The Commission has been accorded the same measure of autonomy as UPSC. However, complaints the subject matter of which is sub- judice are beyond, the purview of the Commission.
7. The Commission has been given power to call for records and summon officials. The recommendations of the Commission shall be given due consideration by the appropriate authority for speedy implementation. However, where the appropriate administrative authority on the basis of merits of the case takes a contrary view, the reasons for non-acceptance of the recommendations of the Commission shall be communicated to it in writing. If the Commission is not satisfied with the reasons indicated for non-implementation of its recommendations, it shall be reflected as acts of non- implementation of the Commissions' recommendations in the Annual Report.

The overall Staff component of this Commission is as under:

Sl.No.	Name of the Posts.	No. of posts.	Scale of pay (in Rs.)
i)	Chairman	1	26,000 (Fixed)
ii)	Member (F/T)	1	26,000 (Fixed)
iii)	Member (P/T)	2	13,000 (Fixed)
iv)	Secretary	1	15,100-18,300

V)	PS to the Chairman (PPS)	1	10,000-15,200
vi)	PS to Members	2	6,500-10,500
vii)	Jr. Acts. Officer	1	5,500-9,000
viii)	PAs to Chairman/Members	4	5,000-8,000
ix)	U.D.C.	5	4,000-6,000
x)	Stenographer Gr.III	1	4,000-6,000
xi)	LDCs	2	3,050-4,590
xii)	Drivers	4	3,050-4,590
xiv)	Peon	5	2,550-3,200

Besides the above, one Consultant (Rs.13, 000/- P.M.) and one LAN Administrator (Rs.10, 000/- P.M.) on contract basis have also been sanctioned by the Finance Department. Two posts of Investigating Officers created during 98-99, were abolished on the condition that consultants might be appointed instead.

9. In order to ensure timely and accurate follow up of grievances, the Commission has made efforts to computerise its office. A Local Area Network with sufficient nodes has been installed in the Commission and a software for dealing and monitoring complaints is under development. The Commission has also obtained an Internet connection for easy and speedy access to various departments through e-mail. Thus the Public Grievances Commission is moving in the direction of speedy communication and paperless office.
10. The Public Grievances Commission has also urged all the departments to display the charter of the Commission on their notice boards for information of general public. This would not only generate more awareness about the commission but also help the public to approach it in case departmental channels of remedy have failed to redress their grievances.
11. The Commission has also been authorised to conduct research into systemic causes of complaints on a regular basis and provide reports that can form the basis of introducing the administrative reforms in areas needing improvements so that

the administration becomes more transparent and responsive. The Commission has taken this work in earnest. The Commission has given suggestions from time to time on subjects such as Property Tax Administration of MCD and functioning of DC of revenue districts as well as raising the standard of education in Govt. & MCD schools.

12. In a meeting of Principal Secretaries and Heads of Departments addressed by the Chairman, transparency, responsiveness, efficiency and accessibility were emphasised. The Commission has invited suggestions from various departments about areas or matters that generate substantial public grievances so that the systems and procedures connected therewith could be studied in depth. No such proposals have been received so far.
13. The Commission has sought to reassure the Secretaries & Heads of Departments that it is not as a parallel centre of authority out to curb the style and initiatives of these functionaries. It should be seen as an ally out to assist them in good governance.
14. The Commission has so far received 1195 complaints of, which 871 have been disposed off. (during the period 1-4-01 to 31-3-2002)

The financial implication proposed for the Annual Plan 2003-2004 including Pay & allowances, Wages, Office equipment & maintenance viz. Computers and allied Softwares, Fax machines, Furniture and repair of furniture, Vehicles & Petrol, Stationary, Printing, Telephone charges, Security & Sanitation Expenses, inter-net charges, Refreshment charges and Misc., expenditures.

An outlay of Rs.60-00 lakhs is approved for the Annual Plan 2003-2004.

LOKAYUKTA (RS. 40.00 lakh)

1. To eradicate the vice of corruption, favoritism, abuse of position and power and to present cleaner image of the top public functionaries and public services, the

Govt. of National Capital Territory of Delhi in the year 1996 enacted the Delhi Lokayukta & Uplokayukta Act, 1995 (Delhi Act No.1 of 1996), which came into force on 22nd September, 1997. Sh. R.N. Aggarwal, Retired Chief Justice of Delhi High Court was appointed as Lokayukta by the Hon'ble Lt. Governor of Delhi by a Notification dated 28th November, 1997. Sh. R.N. Aggarwal took over as the Lokayukta on 1st December, 1997.

2. The Lokayukta Act takes within its ambit the Ministers including the Chief Minister, Members of the Legislative Assembly, Municipal Councilors and the Chairman, Vice Chairman, Managing Director and Members of Boards which are subject to the control of the Govt., as defined in Sub-Clause (iv) of Section 2 of the Delhi Lokayukta and Uplokayukta Act, 1995. The charges that can be inquired into by the Lokayukta and the Uplokayukta are enumerated in Sub-Clause (b) of Section 2 of the Lokayukta Act.
3. The Lokayukta in his Annual Reports highlighted some of the shortcomings in the Lokayukta Act, the most important of them being non-inclusion of civil servants employed in connection with the affairs of Government of National Capital Territory of Delhi from the purview of the 'Lokayukta Act'.
4. In majority of States wide powers, which include Civil Servants, have been conferred on the Lokayukta. Some of the States even include the Vice Chancellors and Registrars of the Universities within the purview of the Lokayukta. The Lokayukta feels that the Andhra Pradesh Act, 1983 and the Karnataka Lokayukta Act, 1984 could be adopted as the model Acts. The Lokayukta would recommend that section 12 of the Lokayukta Act be amended and the recommendations made by the Lokayukta made final and binding on the competent authority.
5. The institution of the Lokayukta and Uplokayukta besides inquiring into the allegations of corruption against the Ministers, public representatives and certain boards under the control of the Delhi Government, should also in view of the Lokayukta be able to contribute effectively in promoting fairness and efficiency in

the public administration. During the tenure of four years the Lokayukta has come across a number of complaints which smacked of corruption as well poor and inefficient quality of public service but the Lokayukta could not effectively deal with those complaints because of the handicap of want of jurisdiction over the civil servants. Therefore, the mission of the Lokayukta to eradicate corruption, abuse of official position, Power and favoritism and improve efficiency in public services and promote fairness in public administration remains unfilled.

6. A “Model Lokayukta Bill” was finalised and submitted to the Government for adoption. The Lokayukta would strongly recommend following amendments, for immediate implementation, in the Delhi Lokayukta Act:

- (i) The civil servants appointed in connection with the affairs of the state should be brought within the purview of the Lokayukta.
- (ii) The Lokayukta should be empowered to recommend for imposing the penalty of removing the public servants from the offices held by him without any further inquiry.
- (iii) The recommendation made by the Lokayukta should be carried out by the competent authority within a period of three months.
- (iv) The public functionaries be required to declare their ‘Annual Property Returns’ to the Speaker

STAFF POSITION:

7. The position of the staff in the office of the Lokayukta as of today is as under:

S.No	Post	Pay Scale	No. of Post Sanctioned	Post Filled	Post Vacant
1.	Registrar	12000-16500	1	-	1
2.	Asst. Registrar	6500-10500	1	-	1
3.	Director(Investigation)	16400-20900	1	-	1

4.	Accounts Officer	7500-12000	1	1	-
5.	Asstt. Director	6500-10500	2	1	1
6.	P.S.	6500-10500	1	-	1
7.	Stenographers	4000-6000	5	1	4
8.	Assistants	5000-8000	2	-	2
9.	UDC	4000-6000	2	1	1
10.	LDC	3050-4590	3	1	2
11.	Driver	3050-4590	3	2	1
12.	Peon	2550-3200	4	3	1
13.	Chowkidar	2550-3200	2	2	-
14.	Sweeper	2550-3200	2	2	-

OFFICE ACCOMMODATION

8. The present office accommodation with the Lokayukta is wholly inadequate. There is no retiring room attached to the room of the Lokayukta. There is no toilet connected to the room of the Lokayukta. There are two toilets (one Indian and one Western style) and one urinal for the entire floor where at present the Office of the Lokayukta is located. This toilet is also used by the public visiting the Office of the Lokayukta. The office accommodation at present may be sufficient for the Lokayukta and the staff posted with him but once the office starts functioning in full strength., the accommodation will be wholly inadequate, the Government has been fully apprised of the office accommodation problem. The office accommodation should be located at a suitable place in keeping with its importance.

RESIDENTIAL ACCOMMODATION FOR THE LOKAYUKTA

9. The Lokayukta has not been provided with residential accommodation, which has affected the smooth functioning of the Lokayukta. The Lokayukta has to be provided with suitable official residence keeping in view the dignity and status of the Lokayukta. In fact, it is desirable that the residence of the Lokayukta and Upalokayukta should be

earmarked so that as soon as the Lokayukta or Upaloyukta is appointed there should be no problem with the residence.

10. An outlay of Rs. 40.00 lakh is approved for 2003-2004 including pay and allowances and office expenditure.

DELHI SUBORDINATE SERVICES SELECTION BOARD (Rs. 515.00 lakh)

The DSSSB was created by Government of Delhi vide Resolution dated 4.10.1996. The Board commenced its functioning w.e.f. July, 1997. Subsequent to the constitution, the Board was provided with 58 posts which were created vide Notification No. F.3(24)/97/S.III/Vol.-II/2642 dated 29.10.98.

At the outset the Board was assigned the recruitment of all the category B & C posts of MCD, DESU, (DVB) & NDMC. Subsequently the recruitment of all the category 'C' posts and category 'B' posts (Non Gazetted) (the maximum pay scale of which is Rs. 10500/-), in respect of all the Departments of Govt. of Delhi and Local/Autonomous Bodies under the said Government was also assigned to the Board.

Although a period of nearly 5 years has already elapsed, since the Board came into being, the institutionalization of the system is yet to take place. The functioning of the Board has so far been individual oriented instead of system oriented. Consequently, the Board has not been able to achieve the consistency and regularity in its functioning for the reasons recorded in the following paras. The recruitment process has been characterized by the periodicity and has been rather erratic in nature. Approximately 190 requisitions of various departments are pending with the Board at various stages of recruitment process (advertisements, Interviews & results). Out of these 28 requisitions received from various departments have already been advertised finalized and pending for completion of further process of recruitment. The following infrastructure is required to be created for augmenting the functioning of the Board.

1. Recruitment Plans/Schedule : The Board makes recruitment for group B & C posts in various Departments and Autonomous Bodies under Govt. of NCT of Delhi on the basis of requisitions received from them. At present approximately 900 posts of various categories of various Departments and Autonomous Bodies of GNCT of Delhi are pending with the Board for release of advertisement for inviting applications from the eligible candidates. There are approx. 200 posts of various Departments and Autonomous Bodies of GNCT of Delhi in respect of which advertisement is to be issued by the Board in the remaining period of 2002-03 for inviting applications from eligible candidates. For the remaining posts, advertisement will be released in the year 2003-04.

A tentative schedule has also been prepared by the Board for making recruitment in respect of the posts which will be advertised as per the above mentioned schedule.

Further recruitment will be made by the Board as and when requisition will be received from various departments for filling up their posts in the following years.

2. **Acquisition of sufficient space** : Adequate office space is first and foremost for launching any venture or carrying out any assigned task. Subsequent to its constitution the Board was allotted meagre space at IIIrd Floor of UTCS Building, Vishwas Nagar. Being a Recruiting, Agency the Board required sufficient space for conducting various activities relating to recruitment viz. space for conducting interviews for the candidates, space for functioning of the Board its expansion is also indispensable. Land has been allotted by DDA at FC-18, Karkardooma . Rs. 200 lakhs have been proposed in the Capital content. The construction of building will be started in the year 2003-04. The Board envisages to construct a modern state of art building with centralized Air Conditioning for the recruitment process. Furniture and design of the rooms will be according to the building design.

3. **Strengthening of staff** : The Board is facing acute problem in running smoothly with meagre staff strength of 58. Keeping in view the realistic requirement of the Board and taking into account the structural pattern of Staff Selection Commission, a self contained proposal was submitted to the Services Department about three years back.

The Services Department further referred the matter to Administrative Reforms Department. The information sought by the Administrative Reforms Department was furnished by the Board from time to time. If the Board has to grow into a healthy organization and discharge its duties smoothly and efficiently then the staff/personnel strength of the Board should be enhanced, keeping in view the proposal submitted to the Services Department for creation of posts. The creation of proposed posts and deployment of capable and professionally qualified personnel is of paramount importance.

4. Computerization of the Board : Presently a large part of the work related to examination is entrusted to the out side Agencies and the Board has to spend huge amount of public money on defraying the cost of the conduct of examination. The Board plans to internalize the computerization of recruitment process. For this a scheme was submitted to the government and an amount of Rs. 26.30 lakhs was sanctioned by the Finance Department. The scheme could not be implemented because there is no technically qualified officers in the Board who may supervise the installation of infrastructure and operationalization of the new system. With the construction of the new building of DSSSB and staff provided, computerization work will be taken up.

5. Disposal of Legal Cases_: The increased awareness among the general public and enhanced consciousness about their legal rights among the job seekers, has led to plethora of court cases in different court of law. At present, we are contesting 256 court cases in Supreme Court, High Court and CAT. The Board is having a legal and litigation branch headed by an officer of the level of Dy. Secretary (Legal) for the purpose of handling the court cases in a regular and systematic manner. During the year 2002-03 we have disposed off 94 court cases out of 350 till now.

6. Security arrangements _: Since Board will carry out recruitment process which is of confidential nature, security arrangements are planned. The Board has a large public dealing with candidates both prior to conduct of examination and after declaration of results which needs security. At present the Board has only one floor i.e. 3rd floor in UTCS Building. The present security arrangements is for this one floor and not the entire building complex. Since we have land allotted to us, we will have to provide enhanced

security arrangement for our entire new building which will be constructed on this allotted land.

7. Fixture and Furniture_: At present the existing furniture is according to the space occupied for one floor of UTCS Building. With construction of new state-of- art, new fixtures and furniture will have to be purchased according to the building design. Over and above, various equipments like generator sets, photocopies, printers, shredders, scanners, copy printer, OCR-OMR Reader, Fire extinguishers , water coolers and water filters etc., shall also be required in the proposed new set up of building and office.

An outlay of Rs. 515.00 lakh is approved for Annual Plan 2003-04 which includes Rs. 15.00 lakh for capital works.

GENERAL ADMINISTRATION DEPARTMENT

CITIZEN GOVERNMENT INTERFACE (BHAGIDARI) (Rs. 160.00 lakh)

There has been a widely perceived notion among the people that the Government is insensitive to their needs. They feel that policy/programmes announced by the Government are generally framed by the officers who spend most of their time insulated within the walls of their offices and do not have any understanding of ground realities. Therefore, the present government has endeavored to evolve a mechanism by which citizens of Delhi can have interaction with Government officials and can be directly involved in the governance through their representative units like Residents' Welfare Associations and Market Traders' Associations, Co-operatives, Federation or other such organizations. Hence a scheme "Bhagidari Citizens Partnership in Governance" has been evolved. The project/scheme envisages facilitating of city wide change in Delhi utilizing processes and principles of multi-stake holding collaboration through the application of 'Large Group Dynamics' for developing joint 'ownership' of the change process by citizens and civic agency officials.

OBJECTIVES

1. The Bhagidari scheme envisions to evolve a joint forum of public and public servants where both sides not only interact but also develop strategies by consensus for better upkeep of their area and the city.
2. The scheme also seeks to empower the common citizen to have a greater say in the development and upkeep of his surroundings and in the civic matters pertaining to his localities.
3. Since the Action Plans/Strategies are to be jointly prepared by the Department officials and the public, so it would help to develop a sense of commitment among the citizens and the officials.

The scheme involves Large Group Interactive Event (LGIE) – a concept which has been evolved and crystallized after discussions with representatives of RWA/MTA, officials of Public Utility Departments and experienced professional consultant organizations. The need for Large Group Interaction has been felt for the following reasons :

1. As the term implies ‘Small Group Dynamics’ works with small groups of 20 to 30 people at a time-hence to cover a sufficient percentage of a large organization or city would take many years, thus losing the required ‘momentum’ for change to be implemented.
2. Secondly, the well-known ‘fade-out effect’ sets in very quickly after each small-group disperses and its members go back to their respective positions since there is not ‘support group’ or large enough ‘critical mass’ for sustaining the effort to change;
3. The small-groups are not large enough to include all relevant multiple ‘stakeholders’ both internal and external. In fact, the small-group method could not even include representation from all decision-making and decision implementing

levels of an organization. The 'small-group dynamics' method failed to facilitate system-wise, simply because it could not include all 'stake-holders', and therefore could not represent a genuine 'microcosm of the whole system;

4. As a result of (3) above, the small-groups involved in the change-attempts could not 'develop a mandate' for change, or take any meaningful 'decisions' for change. Even when all-important 'decision-makers' were involved in a 'small-group dynamics' process, they were isolated from say workmen, unions, customers, clients, citizens. Hence there was no real 'participation' by crucial 'actors' – hence no common ground merged in which all stakeholders had a common stake for improving or changing.

Experts have opined that large Group Interactive Events as a workshop should have a span of at least 2 ½ days with 2 nights in between. This is based on interesting findings from sleep research, that during sleep, the day's discussions and experiences in the small and large group, are processed by the participants sub conscious minds. Only after such sub conscious processing for two successive nights, does the phenomenon of paradigm-shift (or change in mind set and attitude) take place in 80 to 90 percent of the participants, at the experiential level. This experiential, paradigm-shift provides the commitment and energy for large numbers of participants to create a momentum for achieving change, and overcoming obstacles to change. As a practical mechanism, to enable the participants to implement agreed solutions and strategies, action-teams need to be set up on the second, or third day of the workshop, with an agreed time frame for implementing the agreed solutions. Alternatively, the table-groups themselves could be constituted as 'Action-teams' based on zonal or area requirements, especially in community-change or city change projects). These action-teams are given a public mandate, both by the large group itself, as well as the 'senior leadership' group to go ahead and implement the most workable solutions emerging from the Large Group Interactive Processes. As resource material, all action-teams are provided with all the solutions and strategies, as well as all the creative suggestions produced as output by all the table-groups. The totality of all the brainstorming outputs are experienced, (and openly described) as the property of the whole community, to which all individuals have contributed by listening, participating, and generating several agreed solution.'

ACTIVITIES TO BE UNDERTAKEN IN THE BHAGIDARI SCHEME

1. Conducting of Bhagidari Workshops (Rs. 10.00 lakh per District)

The Bhagidari Scheme has now been decentralized. During Current Financial Year the General Administration Department as Nodal Department for Bhagidari has approved a professional consultant to facilitate the District level Bhagidari workshops which will henceforth be organized by Dy. Commissioner (Revenue) of respective districts in consultation with the Bhagaidari Cell and the General Administration Department. It is proposed that each district shall hold at least two workshops during the current financial year, so that around 20 workshops can be organized with citizen groups in each workshop.

Objective of the Workshop

The workshop of 2 ½ days duration would provide the citizens and government officials an opportunity to recognize their common problems and evolve solutions and make commitments to implement solutions in a time bound manner. The duration of 2 ½ days is minimum time required to develop sufficient interaction among participants and help them to recognize a common problem and evolve solutions by consensus. The rationale for minimum duration of 2 ½ days is based on interesting findings from sleep research, that during sleep, the day's discussions and experiences in the small and large group, are processed by the participants sub-conscious minds. Only after such sub-conscious processing for two successive nights, does the phenomenon of paradigm-shift (or change in mind-set and attitude) take place in 80 to 90 percent of the participants, at the experiential level. The experiential, paradigm-shift provides the 'commitment' and 'energy' for large numbers of participants to create a 'momentum for achieving change, and overcoming obstacles to change'.

Each workshop is a large Group Interactive (LGIE). It would involve around 350-400 participants divided into teams of 9-10 participants. Every team will comprise of 2 RWA/MTA having two representatives from each RWA/MTA and 5-6 officials one each from public utility departments. Care will be taken that officials are from that area only,

which the RWA/MTA represent. The process of organization of workshop shall be initiated by concerned Dy. Commissioner (Revenue) by inviting area RWA/MTA which fulfil the prescribed criteria. The Dy. Commissioner shall hold an orientation meeting with representatives of RWA/MTA and then with officials of public utility departments who will be participating in the workshop. Training for support team will be organized by Bhagidari Cell/ General Administration Department. However, in all this process ACORD will facilitate the DC office and Bhagidari Cell/General Administration Department.

Workshop for 2 ½ days duration will be held at decided venue for which logistic support will be provided by DC Office. Various heads of expenditure are as under :

	Heads	Rs. In lakhs
1.	Stationery	1.25
2.	Catering(Tea, Mineral Water, Lunch, Dinner (3 days)	2.00
3.	Tentage (including rent of premises)	1.25
4.	Miscellaneous	0.50

In addition, a provision of Rs. 40.00 lakhs may be kept for payment of fee to consultants engaged for conducting workshops. The payment to consultants shall be made by General Administration Department being the Nodal Department.

2. **Advertising and Publishing**

I **Printing of News letters :**

It was experienced during last year that Bhadidars which participated in earlier workshops, inform the department about the progress of their commitments and they give update on the various works undertaken in their area by the civic agency/public utility department. The Various inputs provided by departments as well as RWAs/MTAs serve as useful source to motivate others. For this purpose it is felt that such information/achievements should be published in the form of a Newsletter through

Directorate of Information & Publicity. This News-letter shall be published monthly by the DPR and would contain following information :

- (i) List of Bhadidars registered during the previous month district wise.
- (ii) Achievement report of districts/ Bhadidars vis-à-vis commitments.
- (iii) Suggestions/appreciations from Bhadidars received during the previous month.
- (iv) Articles/News reports on “Bhagidari”
- (v) Future plans/projects to be covered under “Bhagidari Scheme”
- (vi) Report on Bhagidari Workshop held in the previous month. A Budgetoary provision of Rs. 10 lacs may be kept during c.f.y.

II **Financial Assistance to Bhagidar Citizen Groups for printing of Newsletters :**

Bhagidari programme has proved to be a success, as also the centralized workshops for Resident Welfare Associations/Market Traders Associations. The Bhagidari has been intensified and has been decentralized at district level. Four workshops, covering eight districts, have been organized so far. The response is very encouraging and more and more Departments are participating in the Government-Citizen Partnership. More than 400 Resident Welfare Associations and Market Traders Associations have already been associated with the Bhagidari.

The Citizen groups are infused with the greater sense of responsibility and feel that they are having due participation and role, not only in solving their day to day problems, but some shares in the governance also. Most of them are continuously associations themselves with the different Departments of the Government and are constantly in touch with the Bhagidari Cell. Some of them have been have been carrying out their new letters, leaflets for disseminating information to their members about their activities and achievements, educating about their roles in the new environment of the Government-Citizen Partnership.

To encourage the Citizen Groups including Resident Welfare Associations/Market Traders Associations for publishing their news letters on the activities of Bhagidari, it is proposed that some financial assistance of Rs.500/- to Rs.2000/- may be provided to such

associations, depending upon the circulation as well as the quality of the production including format, colours scheme and papers to be used for the news letters. Broadly the criteria for newsletters for providing financial assistance may be as under :-

1. Periodicity;
2. Circulation;
3. Production quality;
4. Number of pages;
5. Total membership of the association;
6. The newsletter to be published by Citizen Group jointly

To make the financial assistance scheme more effective as well as a transparent one, a Committee headed by Secretary to CM will be constituted. The Committee may decide the amount to be given to these associations keeping in view the criteria, as proposed above.

(iii) DOCUMENTATION OF BHAGIDARI PROJECT

It has been decided that the Bhagidari project should be documented from the inception of the concept to its further progress. This would help one to develop the scheme in those areas where it has not shown desired results and also to serve as a feedback to strengthen the process of Citizen-Government interaction. The documentation would also help to understand the scheme properly and subsequently to make evaluation study to determine achievements both in terms of quantity and quality. The process of documentation of Phase-I (February 2000 – June 2001) is already being done in consultation with the Administrative Reforms Department, Ministry of Personnel, Pension & Public Grievances, Government of India. However a provision is to be made for adequate funds for printing and consultation charges for this year.

3. Award Scheme for Best Maintained Market/RWA

With a view to provide impetus to the good work done by Government agencies and RWAs/MTAs in the spirit of Bhagidari and to give recognition to their efforts in this

direction, it is proposed to initiate Award scheme for the best maintained market area and RWAs. The awards will be in 2 categories i.e. MTA category and RWA Category.

Each award will constitute cash prize, one certificate and a citation/memento. The number of awards and amount of cash award will be as follows :

	Number	Amount of Cash Award	Total Amount (in lakh)
First Prize	1	Rs. 1.00 lakh	Rs. 1.00
Second Prize	2	Rs. 0.50 lakh	Rs. 1.00
Third Prize	2	Rs. 0.25 lakh	Rs. 0.50

So total cash award component in this scheme will be Rs. 5.00lacs (2.5 lacs x 2 categories)

Procedure for Selection of Awardees :-

Essential requirements for consideration of RWA/MTA for award :

- (a) The MTA/RWA should be a registered association
- (b) The MTA/RWA should not be in unauthorized colony/market
- (c) The MTA/RWA should have participated for full three days in a Bhagidari workshop
- (d) The MTA/RWA should ensure awareness/implementation of rules & directions issued by government agencies i.e. timing of opening & closing of market, keeping air conditioners close-down during the scarcity of power etc.
- (e) The MTA/RWA should ensure specific project implementation :
 - i) Rainwater Harvesing
 - ii) Waste Management
 - iii) Parking system
 - iv) Greening of surrounding

Dy. Commissioner (Revenue) will recommend the name of only those MTA/RWA which fall under their respective Districts.

Marking Scheme :

Further,

In case of RWAs -

IMPLEMENTATION	MARKS
Greening of the area and individual houses	20
Use of community bins, General cleanliness of the area including the outer boundary of the societies	10
Registration of security guards, domestics servants & tenants with the local police.	10
Rainwater Harvesting scheme	25
Waste Management	15
Action on Commitments	20

In case of MTAs –

IMPLEMENTATION	MARKS
Greening of area and individual market place	20
Use of community bins, general cleanliness of the area including the outer boundary of the market	10
Registration of Security guards, servants & tenants with the local police	05
Rainwater Harvesting scheme	20
Waste Management	10
Regulation of parking	10
Registration with Sales Tax Department	10
None-use of plastic/polythene bags	15

On the basis of the above criteria and marking scheme the Dy. Commissioners will recommend the names of MTA/RWA for awards clearly indicating whether they fulfill the essential requirements and the marks allotted to them.

The recommendation in order of merit will be sent to the office of the Chief Minister.

A Screening committee under the Chairmanship of the Pr. Secretary to Chief Minister will scrutinize the recommendations sent by all Dy. Commissioners and accordingly prepare the final merit list.

On the basis of the merit list the awards will be announced for RWAs as well as MTAs. The awards will be distributed by the Hon'ble Chief Minister in the award ceremony to be held once in a year.

4. Office Expenses

The Bhagidari cell in the office of Chief Minister has requirements of stationery and stores for day to day working and to co-ordinate with DC Offices for conduct of workshops.

5. Financial Assistance to Bhagidars :

In the Bhagidari workshops there has been consistent demand from the RWAs/MTAs to give them financial assistance so that they may be able to take up community projects at their own initiative. There are certain schemes in operation in Departments like Environment & Forest, Urban Development etc. in which financial assistance as Grant-in-aid is given to NGOs for carrying out specific projects.

I. Environment & Forest Department has developed a scheme to provide financial assistance to NGOs including Resident Welfare Associations. Self Help Groups following priority areas.

1. Waste minimization/management including recycling of biodegradable and non-biodegradable garbage.

2. Social cost-benefit analysis of environment health projects in Delhi including rainwater harvesting.

II Urban Development Department has a scheme for giving financial assistance to NGOs for implementation Rainwater Harvesting projects. DJB shall provide technical assistance through a cell specially set up for this purpose.

III In addition to the above the Government of NCT of Delhi is contemplating to provide financial assistance to the bhagidars carry out projects/schemes specific to their area the details of which are being prepared separately.

These projects may be broadly categorized as follows :

- i) Projects which are already covered under the existing schemes of the departments. RWAs will be eligible for undertaking the execution of such works based on qualifying criteria for undertaking such works as laid down by Government.
- ii) Projects which are not covered under the existing scheme of Departments.

In such case the DC Office itself will make available the funds from the Budget Head to be specifically created and made operational under all the nine DC's. This head may be titled as 'Special Financial Assistance to RWAs/MTAs for specific projects'. The scheme may also be broadened to incorporate other social groups and NGOs as well.

An outlay of Rs.160.00 Lakh is approved for Annual plan 2003-04.

Library-cum Documentation Centre in GAD (Rs.10.00 lakh)

The Documentation Centre-cum Library has been established in Delhi Secretariat at level-III, "C" Wing. For this purpose Rs, 10 lakh under Major Head "2052" C. 1(1)(11)-Delhi Secretariat Library (Plan) has been allotted for the Financial year 2002-03. It is proposed to Strengthen the Library cum Documentation centre by purchase a following books magazines, newspapers etc. and creation of posts during year 2003-04.

CREATION OF POST

Number of Posts proposed to be created during the financial year 2003-04 in accordance with the norms of Govt. of India, as follows :-

Sl.No.	Name of the Post	Pay Scale	No. of Post	Mode of recruitment
1.	Librarian and Information Assistant	Rs. 5000-8000	1	Direct recruitment
2.	Sr. Librarian and Information Assistant	Rs. 5500-9000	1	By Promotion
3.	Library Clerk – Semi Profession Grade-II	Rs. 3050-4950	1	Direct recruitment
4.	Record Keeper- Indexer	Rs. 3050-4950	1	Direct recruitment
5.	Library Attendant- Grade-II	Rs. 2650-4000	1	By promotion

PHYSICAL TARGETS FOR ANNUAL PLAN 2003-04

S.No.	Sector/Scheme/Item	Unit	Level/Achievement upto 2002-03	10 th Five Year Plan Target	Annual Plan 2003-04 Target
01.	Setting Up of Library-cum Documentation Centre at Delhi Secretariat	-N.A.	Purchased approx. 6000 Books, Peripherals Stationary, newspapers & Magazines	Rs. 100 Lakhs	Rs. 10 Lakhs

An outlay of Rs. 10.00 lakh is approved for Annual Plan 2003-04.

CIVIL DEFENCE & HOME GUARDS

“CIVIL DEFENCE SUB-CONTROL CENTRE/DEPOT-CUM-REGIONAL TRAINING CENTRE AND HOME GUARDS DISTRICT CENTRE/OFFICE” (Rs. 300.00 lakh)

AIMS AND OBJECTIVES :-

SUB-CONTROL CENTRES:

The aims and objectives of Civil Defence Sub-Control Centre is to receive messages of Enemy Air Raid from Civil Defence Control Room and make alert Civil Defence Services stationed at Civil Defence Depots for operation. Sub-Control Centres also receive Air Raid damages reports from the area Warden post, where Enemy Raid occurs and pass it on to the Civil Defence Control Room where Controller Civil Defence and Heads of the various essential services are present to take prompt action. Sub-Control Centres on receipt of the Air Warning from Civil Defence Control Room, further disseminate the same to the Wardens post of the zone which comprises 3 lakhs population. On receipt of Air Raid incident message in the Civil Defence Depot where all Civil Defence Services are stationed with their equipment immediately, on receiving incident report, the Officer In charge Depot dispatch required Civil Defence Services to the place of incident Control Officer for search and relief work. Sub-Control Centres immediately pass on Air Raid message to Civil defence Control Room where head of the essential services are present. On receiving air damage report from Sub Control centres, the head of control room to dispatch required numbers of equipment and manpower to the incident place. There may be involvement of Electrical disorder, supply of water, damage of sewer lines, Telephone Exchanges, Gaslines, Blockage of Roads due to fall of debris or formation of craters by the fall high explosive bombs and collapse of high rise buildings etc.

Sub-control center and Civil Defence Depot play a vital role in mobilizing and providing immediate relief to the victims at the incident place, provide them First- Aid on the spot, send the casualty to the Hospital, rescue the trapped persons from debris, extinguishing fire if any. Sub-Control center collect the information of developments after incidents in the area and pass on all information to the Controller Civil Defence at Civil Defence Control Room. Sub-Control center is a well equipped place with the facilities of latest communication network including Radio network, Hotlines, Auto Telephones and the Messengers service for service for alternative arrangements of sending messages to and for the Civil Defence Control Room or Warden post/Incident place. The Zonal heads and other essential services representatives are present in the Sub-Control centres, Senior

Civil Defence Wardens also make their presence round the clock as they are well known to the area. Rescue officers are stationed round the clock at Sub-Control Centers. All representatives work under the command and Control of Officer-In-charge Civil Defence zone (ACP of the police Sub division). There are message Supervisor, Telephone operators Tally Board/Chart writer, wireless operator and In and out messenger. Rescue team members and other technicians present round the clock in the Sub-Control center. There are 50 personnel round the clock working in the one Sub-Control center apart from the visiting dignitaries, press & Media persons. Man power in an emergency authorized in an Sub-Control center and other wardens etc. are given as under :-

No. of personnel required per shift	Total number of personnel required for three shifts
Officer- in-charge	1
Plotting Clerk/Chart Writer	3
Rescue Team members	2
Records Clerk	3
Message Supervisor	3
Representative of Essential Services	12
Telephone Operators	4
In Messengers	3
Out Messengers	4
Senior Civil Defence Warden	9

Civil Defence Depot:

It plays a vital role in providing all essential equipment and manpower for rescue and relief measures taken in the incident Rescue parties, Traylor pump parties, First-Aider, Mobile Surgical units, Incident Control offices, Mobile Canteen, Mobile Fist-Aid posts and various other technicians are stationed at the Civil Defence Depot. They use to make exercise/training to this personnel and other maintenance Staff remains staying in the Depots all the time. The Staff in the Depot are given as under :-

SI.No.	Category	No. Required per Depot
1.	Depot Superintendent	01
2.	Deputy Depot Superindent	01
3.	Telephonists including reliefs	03
4.	Clerk	01
5.	Store Clerk	01
6.	Messengers (for three shifts)	06
7.	Sweeper	02
8.	Messing Staff	03
9.	Rescue Parties (One party consisting 10 Members and 15 parties required in 01 Depot)	150
10.	Trailor pump party (Consisting of 9 members and 15 parties required in 01 Depot)	135
11.	First-Aid party	65
12.	Mobile Surgical unit	05
13.	Other Technical Staff	
14.	Incident Control Officer	01
15.	Mobile Canteen	15
16.	Part Time Instructors	06

HOME GUARDS DISTRICTS CENTER :

Home Guards for various Civil Defence Services and other purpose of man powers are made available from this center Home Guards remain present round the clock for Emergency deployment, cording- of the area, regulate and diversion of traffic etc. are the main roll when incident occurs. These Home Guards are kept at the centers for emergency deployment. The manpower shown for various duties staying at Sub-Control Center/Depot and Home Guards District Center are all Voluntary Staff for War time preparation/Duties. Home Guards/Staff station in the Office for duties is given as under ;-

SI.No.	Category	No. Required
1.	District Staff Officer	01
2.	Junior Staff Officer	01
3.	Lower Division Clerks/Store Keeper	03
4.	Peon/Orderly	01
5.	Chowkidar	01
6.	Driver	01
7.	Home Guards	365

**PEACE TIME USE OF SUB-CONTROL CENTRES/CIVIL DEFENCE DEPOT
CUM REGIONAL TRAINING CENTRE AND HOME GUARD DISTRICT
CENTRE/OFFICE**

SUB-CONTROL CENTRE

Sub-Control Centre is manned by the regular staff posted in the Sub-Control Centre/Zones @ One Instructor, One Field Clerk and one field messenger per division. Hence, there are three instructors, three field clerks, three field messenger in a Sub-Control Centre. Instructors at peace time also look after the duties of Depot Superintendent and OIC Sub-Control Center. Communication equipment is kept in order by the Instructor Civil Defence. Field clerk on the other hand also looks after the duties of telephonists and wireless operator and Co-ordinate peace time preparations at Sub-Control Centre and CD Control room in addition to his own allied duties. Permanent Staff in the Office at peace time is given as under :-

SI.No.	Category	No. Required
1.	Instructors (CD)	03
2.	Field Clerks	03
3.	Field Messengers	03
4.	Sweepers (Part/Full time)	01

CIVIL DEFENCE DEPOT/REGIONAL TRAINING CENTRE

There is limited Staff in the Civil Defence Depot of peace time functions. One Depot Superintendent, One Store Clerk and One Chowkidar is authorized for Civil Defence Depot. Civil Defence Basic training classes are also conducted in the Depot regularly. Approximate 50 Civil Defence Volunteers take basic training regularly. Apart from Civil Defence Volunteers, training from other Departments, Public/Private Sectors are given Civil Defence training in the Depots. Equipments for Civil Defence Exercise/Demonstration and to the outsiders for training purpose are also issued from Civil Defence Depot at the time of recruitment. Civil Defence Depot may be capable to provide Rescue and First-Aid equipment in case of disaster in the Area occurs. Staff, Visitors and trainees remain present all the time on normal working days.

HOME GUARDS DISTRICT CENTRE/OFFICE

There is one District Staff Officer in the District with paid clerical Staff as per authorization. They mobilize Home Guards for various duties in the Civil Defence day to day watch and ward duties in other user Departments. Home Guards are deployed to a Delhi Police daily in three shifts. They are also deployed for emergency duties in the peace time like in the strikes of employees of any Government Departments to guard the office property and their installations. The District office prepare duty Charts of Home Guards and also prepare their monthly bills and keep checks on Home Guards. Civil Defence training is also given to them for emergency purposes at these centers. Home Guards activities are supervise from these centers and are deployed for various duties at the time of requirement. Staff and Home Guards accommodated in the office is given as under :-

SI.No.	Category	No. Required
1.	District Staff Officer	01
2.	Junior District Staff	01
3.	Lower Division Clerks/Store Keeper	03
4.	Peon/Orderly	01

5.	Chowkidar	01
6.	Driver	01
7.	Home Guards	310

STAFF REQUIREMENT

Civil Defence Scheme has been approved for Rs. 1.26 crore by the Government of NCT of Delhi in January, 2002. The present Staff is sanctioned on the bases of 35 lakhs population.

REQUIREMENT OF EQUIPMENT

The aforesaid proposal including staff & equipment etc. is an authorized strength by the Government of India, Ministry of Home Affairs as per MPCD/GPCD and Civil Defence Compendium of instructions.

An outlay of Rs. 300.00 lakh is approved for Annual Plan 2003-04.