

XXXI. OTHER ADMINISTRATIVE SERVICES

Under this sector scheme of Directorate of U.T.C.S. Training, sales Tax Deptt., Vigilance Deptt., Delhi fire service, Election Deptt., Excise Deptt., Principal Account office, L&J. Deptt., Finance Deptt., P.G.C. Lokayukta, DSSSB, Civil Defence etc are included. These schemes are mainly meant for strengthening and expansion of the Departments and modernization of the infrastructure and modernization 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 Lakh)

SN	Nam of Sector/Plan Scheme	10 th FYP (2002-07) Approved Outlay	Exp. (2002-03)	Annual Plan (2003-04)		Annual Plan (2004-05) Approved Outlay
				Approved Outlay	R.E.	
1	2	3	4	5	6	7
1	UTCS Training	400.00	41.00	50.00	90.00	70.00
2	Vigilance Deptt.	4.00	3.00	5.00	---	10.00
3	Election Deptt.	800.00	276.42	235.00	147.00	325.00
4	Revenue Deptt.	7000.00	374.80	1600.00	1351.00	1600.00
5	Dte. Of Prosecution	50.00	8.14	30.00	22.95	30.00
6	Sales Tax Deptt.	8000.00	401.82	1000.00	450.00	900.00
7	Delhi Fire Service	12000.00	1497.19	2000.00	1275.00	2400.00
8	PWD Sectt.	-----	-----	-----	----	100.00
9	L&B Deptt.	200.00	36.76	50.00	11.00	30.00
10	Excise & Entt. Dept.	500.00	72.17	70.00	65.00	70.00
11	Principal Account office	500.00	219.93	210.00	125.00	110.00
12	Deptt. of Law & Judicial	500.00	4.95	270.00	451.00	885.00
13	Finance Deptt.	4050.00	1081.26	1000.00	990.00	1000.00

	AR Deptt.					
14	P.G.C	300.00	61.87	60.00	60.00	60.00
15	Lokayukata	200.00	22.44	40.00	40.00	40.00
16	DSSSB	1500.00	445.60	515.00	539.00	1200.00
	G.A.D.					
17	Citizen/Govt.	825.00	87.14	160.00	160.00	160.00
18	Library in GAD	100.00	5.59	10.00	3.00	10.00
19	Civil Defence- Home Guards	-----	-----	300.00	100.00	100.00
	Total	36929.00	4640.08	7605.00	5879.95	9100.00

Agency- Wise/ Scheme- Wise details are given below:-

1. Directorate of Training and Union Territories Civil Services (Rs. 70.00 Lakhs)

In the Annual Plan for the year 2004-05, the Directorate proposed to undertake the following schemes:-

1. Conduct of Training Programmes :

In the year 2004-05, the Directorate is to organize various types of training programmes for the officers and officials of Govt. of NCT Delhi and its local and autonomous bodies. The Dte. Plan o conduct special training programmes for the various department. Besides this training programmes will also ne conducted for the IAS (AGMU cadre). UTCS and Pondicherrey Civil Service Probationers.

2. Up- gradation of hostel facilities :

The Directorate proposed to run large number of courses for various levels of officers. Some of these courses are likely to be allotted to this Directorate by the 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 courses. 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.

3. Up-gradation of Library facilities

At present the library has about 12,000 titles, though the computer facilities have been provided in the library but some more modern techniques are still to be provided like electronic scanner etc. So, the Directorate proposed to buy such items in the year 2004-05. Further, the Directorate has also plan to purchase more books on various subjects keeping in view of the need of the persons who are using it.

4. Up-gradation of office facilities:-

The Directorate intends to make improvement in the existing infrastructure and facilities of parent premises on a turnkey basis through DSIDC.

5. 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-utilization in any way. Therefore it is proposed to make the auditorium functional so that it can be utilized for organizing seminars conferences and training etc

6. 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

emphasizing 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 increase responsibilities in the field of staff training.

The following training equipments will be need by the Directorate :-

- (a) LCD Projector
- (b) Electronic Scanner
- (c) Conferencing systems
- (d) Audio- Visual Equipment

7. 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 number of occasions competent guest faculty was not in a position to deliver lectures due to unforeseen circumstances. Therefore, it is proposed to create 3 posts of reader, in the various discipline connected with the training of Lecturer in the pay scale of Rs. 8,000-275-13500/- in the current plan period. These posts will be filled on deputation basis. The increases 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.

8. Maintenance and up-keep of residential block:-

The present building of this Directorate including hostel and residential flats were built nearly 15 years ago and some of the portion needs proper maintenance and up-keep in the year 2004-05, The Dte. Intends to carry out various types of repair works/ renovation work in the administration block, hostel block and residential flats.

An outlay of Rs. 70.00 lakh is approved for annual Plan 2004-05.

2. DIRECTORATE OF VIGILANCE (Rs. 10.00 lakh)

1. Strengthening of Directorate of Vigilance:- The scheme consists two points:-

1. Strengthening of Vigilance Branch:

Initially an outlay of Rs.4 lakhs during the Tenth Five Year Plan was approved and Rs.5 lakhs for Annual Plan 2003-2004 was approved as a token money for creation of more posts in the Vigilance Branch of Directorate of Vigilance. As per the recommendation made by the Administrative Reforms Department, the posts could not be created so far. An outlay of Rs. 10.00 lakh is approved for Annual Plan 2004-05.

2. Strengthening of Anti-Corruption Branch

Initially no budget was approved during the Tenth Five Year Plan. However, the Administrative Reforms Department, Government of NCT of Delhi has given their recommendation for creation of posts. The recommendations of the AR Departments are being re-examined and are likely to be implemented next year.

3. ELECTION DEPRATMENT.

(1) Stq. of Election Department and issuing of Photo Identity card (RS. 325.00 lakh) CARDS TO ELECTORS IN DELHI

(i) Preparation and issue of Photo Identity Cards to Electorates 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 are 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
12	No. of Electors as on 15.11.2003	84.48 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 Campaigns 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. 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"

11. The EPIC programme was started in NCT of Delhi w.e.f. 11.2.2002. Six vendors were identified for the preparation and issue of Identity Cards and they were allotted different districts. There were 3 phases of this programme. During the 1st Phase, residual electors (i.e. those electors who has never been issued I/Cards at any point of time) were invited to the designated photography location (DPL) through a letter for preparation & issue of EPIC. After all the letters issued to residual electors, the 2nd Phase started when all the electors were requested to visit DPL and get their EPIC prepared on any working day. During this phase, the work was done by the vendor. During the 3rd 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 by 31st March, 2003, EPIC had been issued to about 57.32 lakhs out of total 82.56 lakhs electors, constituting about 69.42 %.

12. Current EPIC Campaign .

The Current campaign was started in NCT of Delhi w.e.f. from 7th July, 2003 to 9th September, 2003. 4 Vendors were identified for the

preparation and issue of identity card in all the nine districts of Delhi. During this period 1.76 lakhs EPICs were prepared and issued to the Electors. Upto September, 2003, 59.07 lakhs of electors have been provided with the photo identity cards which constituted 71.55% of the total electors. The work of preparation and issue of EPIC was suspended due to General Election to Legislative Assembly-2003 scheduled for 1.12.2003.

V. EXPENDITURE INCURRED SO FAR

13. 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	350.00	--	276.42
2003-04	185.00	--	77.98 (up to Oct.03)

VI **PROPOSED EFFORTS FOR THE CONTINUATION OF EPIC PROGRAMME**

14. The EPIC programme will go on in NCT of Delhi in all the 70 Assembly Constituencies particularly in view of the ensuing Parliamentary Election in 2004. It is proposed to substantially enhance the coverage of EPIC. The EPIC will particularly be required for new Electors who get added on attaining the age of 18 years.

15. During Annual Plan 2004-05 , it is proposed :

(i) To issue EPIC to all the Electors in Delhi through permanent computer centers at the offices of District Election Officer

(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 and preparation of EPICs.

(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.

(vi) making payment to Vendors who are engaged in preparing of Identity Card.

16. A sum of Rs. 175.00 Lakhs will be required under Annual Plan 2004-05 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	No. of Post
1.	Librarian	Rs.5000-8000	One
2.	Documentation Assistant	Rs.5000-8000	One
3.	Library Attendant	Rs.2550-3200	One
4.	LDC	Rs.3050-4590	One
5.	Class IV	Rs.2550-3200	One

4. Due to ban, the case of creation of above mentioned posts could not be taken up in the year, 2003-04.

- (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 9000 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 in 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 OFFICES AND GODOWN FOR NINE DISTRICT ELECTION OFFICERS**

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 12500 Electronic Voting Machines, 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 two locations, namely, (i) Loni-Road Fly-Over (ii) Ashram Fly-Over.
- 2 The last Lok Sabha Election-1999 and Delhi Legislative Assembly Election –2003 were conducted throughout Delhi and there are nearly 12,500 EVMs with the Office of the Chief Electoral Officer, Delhi. The present Godown which are below flyover have not been found suitable for storing EVMs due to dust as well as high noise level, which hinders taking of EVMs.
- 3 Recently, Election Commission of India has notified Deputy Commissioner as District Election Officers (DEOs). The DEOs working directly under the

control, direction and superintendence of Election Commission of India and also responsible for preparation of electoral rolls and conduct of election in their district. As per Election Commission of India instruction, DEOs are also responsible for proper storage and security of EVMs pertaining to their districts. It is also essential for effective functioning of the election machinery in Delhi in decentralize manner.

- 4 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.
5. 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 .
6. In view of the above there is need for constructing proper offices for the D.E.Os as well enough storage space for EVMs, Ballot Boxes and other election related material.

(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 all the Nine District Election Officers and one at the Office of 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 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.

An outlay of Rs. 325.00 lakh is approved for all the component of the Plan scheme under Annual Plan 2004-05.

4. REVENUE DEPARTMENT (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 2004-05:-

- (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) Rehabilitation scheme for Bonded Labour.
- (e) Strengthening and Renovation of Boat club in Yamuna cleaning programme.
- (f) District Development Committees.

An outlay of Rs. 7000.00 lakhs has been approved for 10th FYP. An outlay of Rs. 1600.00 lakhs approved for Annual Plan 2004-05 for the above sub schemes.

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 superintendence 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).

We do not have adequate 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 regarding current plan.

1.	Personal branch of DC		For all Districts
	Jr. Stenographer	- 1	10
	LDC	- 1	10
	Driver	- 1	10
	Peon	- 2	20
	Total	- 5	50

2.	Personal Branch of ADM		For all Districts
	Jr. Stenographer	- 1	10
	LDC	- 1	10
	Driver	- 1	10
	Peon	- 1	10
	Total	- 4	40

3.	Personal branch of SDM		For all Districts
	Supdt.	- 1	10
	UDC	- 2	20
	Jr. Stenographer	- 1	10
	LDC	- 2	20
	Driver	- 1	10
	Peon	- 1	10
	Total	- 8	80

4.	Tehsildar (Revenue)	- 1	10
	Kanungo	- 4	40
	LDC	- 2	20
	Patwari	- 8	80
	Bailliff	- 6	60
	Process server	- 1	10

Peon	-	1	10
Total	-	23	230

5. Land Acquisition Branch of ADM

Tehsildar/NT	-	1	10
JAO	-	1	10
Legal Asst.	-	2	20
UDC/LDC	-	1	10
Peon	-	2	20
Total	-	7	70

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	For all Distritst
1.	Assistant Director (HQ)	- 1	-
2.	Statistical Officer	- 1	9

3.	Statistical Assistant	-	1	10
4.	Statistical Investigator	-	2	20
5.	Junior Stenographer	-	1	10
6.	LDC	-	1	10
7.	Peon	-	1	10
	Total	-	8	79

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.

During the 9th FYP, none of the proposed plan posts could be sanctioned. However, it is proposed to have the following staff for the implementation of this scheme during the Annual plan 2004-05 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	5000 – 8000	3

	Clerk		
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

(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 pendency 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 executants 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
lii)	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 2004-05 along with pay scale are as under:-

Staff Requirement

S.No.	Name of Post	No. of Posts
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 posts
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 is 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
- II) If the Labours are unskilled they can be assisted in purchasing milhcattels like Buffaloes, cow etc.

Initially a programme for rehabilitation of 100 labour will be included in the plan scheme for the year 2004-05.

2. DISTRICT DEVELOPMENT COMMITTEES:-

Delhi Government had constituted a two-tier 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 up to maximum limit of Rs. 2.00 lakhs 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.

There is a provision of Rs. 706.00 lakh for the DDC under the scheme relating to 'Strengthening of Divisional Commissioner Office'. In order to ensure equitable distribution of the resources among various Legislative Constituencies, the individual DDC could be allocated funds @ Rs. 12.86 lakh per MLA. In the light of the various problems of civic/developmental nature being brought before the DDC, it could make an assessment of the problem and recommend for execution of the work. 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-coordinating 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

Besides funds for Districts would be required for setting up proper offices for DDC Chairman and Conference Hall.

An outlay of Rs. 1600.00 lakh is approved for all the components of the plan schemes for Annual Plan 2004-05.

4. DTE. OF PROSECUTION (RS.30.00 LAKHS)

It is proposed to strengthen the Dte. of Prosecution by creation of one post of Supdt., one post of J.A.O., 14 post of junior stenographers, 20 post of UDCS, 30 post of LDCS , 14 post of Computer operators, 14 post of Drivers, 3 post of Motor cycle Messengers, & 6 post of Peons during the 10th five year Plan. 34 post of various categories have been created during 2001-02. Out of which 16 post are filled and remaining 18 post are yet to be filled. Expenditure is also proposed to be made on purchase of computers, with colour Monitor, CD, Printers, furniture's of Computer etc. and up gradation i.e. electrification/ flooring of the offices of Dte. of Prosecution.

An outlay of Rs. 30.00 lakhs is approved for Annual Plan 2004-05. to meet the expenditure on the above items.

5. 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 endeavor of the department to maximize collection and to improve the facilities being provided to registered dealers. The collection has crossed Rs. 3800.00 crore mark during 2002-2003 and all out efforts are being made to achieve the target fixed for the financial year 2003-04.

Presently, the deptt. is functioning in a multistoried building fully equipped with basic amenities sufficient 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 computerized 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 2004-05. VAT is a simplified form of administering tax and is levied at multipoint instead of single point. It is collected in stages. With the introduction of VAT, the organizational 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 (2004-05) period. The scheme-wise detail of the schemes proposed to be implemented by the department during Annual Plan (2004-05) are as follows:

1. Strengthening of the Sales Tax deptt (Rs. 60.00 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 organizational 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-organized 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 2004-05 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 analyze 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 scheme proposals and to monitor their implementation. Deptt. proposes to create one post of Deputy Director (Planning/Statistics) for better monitoring and analysis of data.

1.3 The deptt. always remains in need of vehicles support 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. Presently, teams are also deputed at border for checking goods vehicles coming into and going outside Delhi to detect cases of tax evasion and will continue..

1.4 With the introduction of VAT system of taxation, EDP unit may function round the clock and may require a vehicle for performing duties at odd hours.

1.5 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.

An outlay of Rs. 60.00 lakh is approved for Annual Plan 2004-05.

2. Creation of modern office environment (Rs. 170.00 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 and creation of necessary infrastructure etc. Addition/alteration/renovation work in the building and purchase of power back up equipment for EDP will be got done through Public Works Deptt.

2.2 The services of Sanitation, Security and EPABX are maintained on contract basis through private agency and will continue during next financial year 2004-05.

2.3 An outlay of Rs. 170.00 lakh including Rs. 90.00 lakh under Capital head has been approved for the Plan scheme during annual plan 2004-05 for implementation of the scheme.

3. Studies and Surveys by Consultants as aid to Tax Policy formulation(Rs. 100.00 lakh).

The deptt. recognizes the need to modernize 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 mobilized 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. As the deptt. was considering to implement the VAT with effect from 01-04-03, part of the consultancy work has already been completed. An outlay of Rs. 100.00 lakh is approved for Annual Plan 2004-05.

4. Publicity and Awareness promotion campaign through Print and Electronic Media (Rs. 90.00 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.

4.2 Dealers are also educated through pamphlets printed on important schemes and policies An outlay of Rs. 90.00 lakh is approved for Annual Plan 2004-05..

5. **Strengthening of Computerization System (Rs.440.00 lakh)**

5.1. Computerization is one of the important activity of the Sales Tax Deptt. Various committees had recommended complete computerization of the Deptt for better monitoring of tax collection, minimizing incidents of tax evasion and improvement of services to the dealers. The deptt had initiated action for complete computerization 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 computerized 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 multipoint 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 web based 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. 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	-	2
3.	Asst. Programmer/ Data Processing Supervisor	-	4
	Total		7

5.5 Details of the various activities proposed to be undertaken by EDP unit during 2004-05 are as follows:

S.No.	Items	Estimated Expenditure
		(Rs. In lacs)
1 For the existing system		
	i) AMC of application Software	8.00
	ii) Basic and other computer training and other training	5.00
	iii) AMC of existing Hardware	20.00
	iv) Data Entry charges	33.00
	v) Procurement of consumables	40.00
	vi) AMC of Lotus Notes	0.50
	vii) Tender advertisement	2.00
2 For Implementation of VAT computerization		
	i) Purchase of new Hardware i.e. Server, PCs etc	200.00
	ii) VAT Software Development	100.00
	iii) Salary for proposed staff	10.00
	iv) Miscell.	14.30
	Total (1+2)	440.00

5.6 An outlay of rs. 440 lakh is approved for Annual Plan 2004-05.

6. Establishment of Information Collection Centres Cum Ware Houses at the borders(Rs 10.00 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.

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. The deptt proposes to take up the matter with the Govt. after implementation of VAT system of taxation.

An outlay of Rs10 lakh is approved for Annual Plan 2004-05.

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.

7.3 An outlay of Rs. 20.00 lakh is approved for Annual Plan 2004-05..

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, 2004. After switching over to new system of taxation, there may be a lot of changes in the functioning of the deptt., business processes and organizational structure. Actual changes will be known only after enactment

of VAT legislation. An outlay of Rs. 10.00 lakh is approved for Annual Plan 2004-05.

DELHI FIRE SERVICES

Stg. Delhi Fire Services (Rs. 2400.00 lakhs)

The Delhi Fire Service is functioning under the Administrative Control of Home Department of the Government of National Capital Territory of Delhi. It has 36 Fire Stations in Delhi as on date. The population & Industrial/Trade infrastructure of Delhi has increased many folds and to upgrade Delhi Fire Service infrastructure, it was decided by the Government of National Capital Territory of Delhi to set up 34 more Fire Stations to give adequate cover in each assembly constituency within reasonable time.

Apart from the above 36 Nos. of Fire Station, 3Nos. of Disaster managements Centres have been set up one each at Ixmi Nagar, Nehru Place, Rohini & four temporary Fire Stations are functioning in pre-fabricated Porta Cabins. Total 34 Fire Stations buildings are required to be constructed by the end of Xth Five Year Plan (2002-2007). Construction work of some Fire Stations building such as CBD, Shahdara, DSIDC Bawana, Jasola Badarpur, Dalli Pura & Dwarka are under progress.

I. CAPITAL WORKS

(a) During the year construction work of 07 fire stations is proposed at the following sites:

- | | |
|-------------------------------------|------------------|
| (i) Golden Park Rohtak Road | ii) Rohini |
| (iii) Chand Cinema(Seema Puri) | iv) Vasant Kunj |
| (v) Tahir Pur Facility Centre | vi) Gharoli Nean |
| (vii) Vasundhra Enclave (DalluPura) | |

All these fire station will be of 3 bay.

(b) 120 Nos. of staff quarters will also be constructed at the above mentioned fire stations. Detail of proposed staff Quarters is Type-II 48, Type-III 72.

- (c) Besides above it is also proposed to incur expenditure on construction of Head Quarters building, addition and alteration of existing fire station buildings.

II **REVENUE PLANS**

- (i) As Seven Nos. of fire stations are proposed to be opened during the period 2004-05, accordingly as per prescribed norms 308 Nos. of operational staff will be required for these fire stations. Detail of operational staff is as under:-

S.No.	Name of the post	Pay Scale	No.of posts
1.	Station Officer	6500-200-10500	7
2.	Sub-Officer	5000-150-8000	14
3.	Leading Fireman	4000-100-6000	42
4.	Radio telephone	4000-100-6000	21
5.	Operator	3200-85-4940	224
	Fire Operator		308

261 Nos. and 352 Nos. Operational posts proposed in the year 2002 –03 & 2003-04 respectively will carry forward in the year 2004-05 as these are still to be sanctioned.

Apart from above, 232 Nos. of General posts are proposed for smooth functioning of all fire stations proposed to be opened in the Xth Five Year Plan (2002-2007). These posts are still to be sanctioned/approved.

For above proposals a token provision has been kept for payment of salaries during the period 2004-05.

OFFICE EXPENDITURE: Provision under the sub head office Expense is made during the year 2004-05 to meet out the expenditure.

- MATERIALS & SUPPLIES:** Provision is made to procure 700 Nos. Protective Clothing complete with Helmets & boots during the year 2004-05.
- MACHINERY & EQUIPMENT:** To procure fire fighting vehicles/ advanced tools & equipments and other specially designed appliances for fire fighting and control other Disasters, sufficient provision Lac is made in the plan year 2004-2005.
- DISASTER MANAGEMENT:** Provision is made for upkeep of 3 Hazmat Vans, procured for 3 Disaster Management Centres. During the year 2004-05.

An outlay of Rs. 2400.00 lakhs is approved for Annual Plan 2004-05.

PWD SECRETARIAT

“ Delhi Roads and other Infrastructure Development and Maintenance Corporation” (Rs. 100.00 Lakhs)

The position of large number of vacancies of engineers especially at level of E.E. was brought to the notice of C.S./Minister (PWD). As per the information furnished by E-in-C (PWD) the vacancy position is as follows:-

Posts	Sanctioned Strength	Staff in Position	No. of Vacancies
SE ©	23	22	1
EE ©	72	43	29
EE (E)	17	9	8

The lack of manpower at the officers level has been adversely affecting the management and supervision of various works in Delhi PWD. Since Delhi PWD is a part of CPWD, the posts have to be filled up by CPWD. Chief Secy. Therefore spoke to the Director General of Works CPWD who expressed his inability to fill up the posts in view of the problem faced by him in getting the backlog cleared by UPSC. C.S. has pointed out that the Minister (PWD) has

stressed the need to set up an independent mechanism of our own instead of depending on CPWD.

The question of setting up a separate PWD for Delhi Govt. was examined in the past but the proposal could not materialized for want of approval of Govt. of India. Further even if separate PWD is created for Delhi Govt. it will be necessary to keep the existing officers and staff of CPWDE working in Delhi PWD. The consequence will be that Delhi PWD will be saddled with a large number of staff without any improvement in the level of officers of the Deptt.

Separately a proposal for outsourcing a few major projects was considered but they could not be outsourced because there is no technical wing available with the PWD Sectt. For checking the estimates designs etc. and for certifying the both. In this context it was felt that an independent outfit is required to be set up under the PWD Sectt. to take care of such requirements. The question of setting up a technical Cell was examined. However, it was found that the creation of posts and their filling up through UPSC will be a time consuming affair Also is unlikely that competent Engineers will come forward to work in the Technical Cell only to do the scrutiny of estimates, bills etc.

Taking the above factors in o consideration it is proposed to set up the Delhi Roads and other Infrastructure Development and Maintenance Corporation in 2004-05. The Corporation will be registered as a company for which necessary action is being taken. To set up the corporation it is necessary to have some funds in the Annual Plan and B.E. 2004-05.

An outlay of Rs. 100.00 lakhs is approved for Annual Plan 2004-05.

LAND & BUILDING DEPARTMENT

1. STRENGTHENING OF LAND & BUILDING DEPARTMENT.(RS. 10.00 LAKHS)

(i) Creation of references Library-cum-Documentation Centre in Land & Building Department for the year 2004-2005.(Rs. 6 lakhs)

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. Evacue 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.

(ii) Strengthening and streamlining of Legal and Writ Cell and Land & Building Department. (Rs.13 lakhs)

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 nature 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 advise. 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 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 post to the Supreme Court and the strengthening the litigation work at legal cell and writ of Land and Building Department.

Sl.No.	Name of the post	Number	Pay Scales(in Rupees)
1	Addl. Legal Advisor Group 'A' (one for each Cell)	2	12000-375-16000
2	Deputy Legal Advisor (H.Q.) 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	6500-10000
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 are required for the Legal Officers. So these Legal Officers will also be entitled to the following benefits in addition to their salaries and allowances admissible to the Govt. Officers provision has been made for payment of allowances.

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. For purchasing of the vehicle and other accessories provision has been made during the year 2004-05.

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 aspect of social 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, arkardoma, Sindhartha Extention, Vikas Puri, Paschim Vihar, Raj Pur Road, Tilak Marg, Flag Staff Road, Court Lane, Probyn Road, Sindhora Kalan, Sindhora 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 Authority.

Allotment of staff quarter is done on the basis of the seniority list for 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) as the members.

Allotment branch of Land & Building Deptt. Also looks after the allotment of office building located at various areas 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 establishment there are few staff quarter colonies under Govt. of Delhi where commercial facilities are provided. To collect licence fees and to provide proper maintenance to these establishments, a supervision under Directorate of Estate is proposed.

To streamline the procedure and to make the whole system effective in Allotment Branch an action has been initiated to go in for system analysis of this department through NIC and it is proposed to put in place where system under “Queuing 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.

<u>Name of the post</u>	<u>No.of post</u>	<u>Scale</u>
Director(Joint Secretary level)	1	Rs.12,000-16,500
Deputy Director(Deputy Secretary Level)	2	Rs. 6,500-10,500

An outlay of Rs. 10.00 lakh is approved for all the components of the plan schemem for Annual Plan for the salary and office expenses.

2. SETTING UP OF EDP CELL IN LAND AND BUILDING DEPARTMENT (Rs. 20.00 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 department 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 base 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 kind and to 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 lakh (approx.) Based on the report by NIC system and software will be decided. To manage various database on professional line, availability of technically qualified staff, however is imperative.

CREATION OF ONE POST OF ASSISTANT PROGRAMMER

The proposal for creation of one post of Assist 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 2004-2005 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 2004-05.

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 under plan scheme.

An outlay of Rs. 20.00 lakh is approved for Annual plan 2004-05.

OFFICE OF THE COMMISSIONER OF EXCISE, ENT. AND LUXURY TAXES

Excise Department is second largest revenue earning Department of Govt. of NCT of Delhi. The Department controls and regulates the trade of liquor, intoxicants, and narcotics in Delhi and discharges its responsibility of making safe liquor available to the consumers. The Department administers its functioning under the provisions of Punjab Excise Act, 1914, as extended to NCT of Delhi; the Medicinal and Toilet Preparations (Excise Duties) Act, 1955; the Delhi Entertainment and Betting Tax Act, 1996; and the Delhi Tax on Luxuries Act 1996. The Department has collected Rs.725.49 crores as Excise Revenue and Rs.112 crores as revenue from Luxury Tax and Entertainment Tax in the year 2002-2003. In the current financial year as on 9.1.2004, an amount of Rs.577.70 crores as Excise Revenue and Rs.90.91 crores as Luxury Tax and Entertainment Tax has already been collected. A target of 849 crores has been proposed for Excise, Entertainment and Luxury Tax for the year 2004-2005. The Department is making all efforts to further improve its performance by strengthening the distribution network of liquor, plugging the leakages, widening the tax network and taking effective enforcement action.

In order to improve its performance, the Department has made the following plan schemes:

- (i) Automation of Excise, Entertainment and Luxury Taxes Department.
- (ii) Strengthening of Excise, Entertainment and Luxury Taxes Department.

Financial outlay for 10th Plan and Annual Plan 2004-05.

(Rs. In
Lakhs)

S No.	Plan scheme	X th Five Year Plan	Annual Plan 2003-04 Appr. outlay
i)	(a) Automation of Excise, Entt. and Luxury taxes	150.00	30.00
	(b) Bar Coding	150.00	20.00
ii)	Strengthening of Excise, Entertainment and Luxury Taxes.	200.00	20.00

1. Automation of Excise, Entertainment and Luxury Taxes Department.

(Rs. 30.00 lakhs)

The following sub-component of the scheme have been included:-

Basic purpose of starting the administrative reforms within the Department was to start on-line functioning at various levels. Process includes computerization, inter-connectivity across the branches and public interface with clients, licensees, tax assesseees and general public. In the year 2002-2003, an expenditure of 27.54 lacs as incurred out of approved allocation of Rs. 50 lacs, whereas in the year 2003-2004 approved allocation was Rs. 30 lacs which was retained in revised estimate. Expenditure in previous years has created a position where Department is able to install fully functional inter-branches interaction on Local Area Network system, on-line generation of Transport Permits at all Bonded Ware Houses in Delhi, Single Window System for collection of duty, taxes and other receipts. Single Window Clearance System for grant of L-49 A licences has also been started. The Department has made application forms for L-49 A licences available at its website.

- B) **Delhi Excise 'On-line'**: The Department now plans a system under which the receipt of applications for L-49-A licences and issuance of

licences can be made online so that the applicants who want to obtain L-49-A licence for serving liquor in the parties or functions do not have to visit the office of the Excise Department. The Department is also working on the system of Electronic Transfer of revenue and licence fee by the licencees. The Department has engaged M/s C-DAC as consultant for finalization of the specifications of required hardware and software for its programme called "Delhi Excise on Line". The Department proposes to develop a system under which all the Cinema Halls in Delhi can submit show-wise details, on-line to the Department which will help in better monitoring of Entertainment Tax. It is proposed to launch a dynamic and interactive website. The terms of reference of M/s C-DAC, the consultant appointed by the Department include the following:-

- (i) On line transactions;
- (ii) On line submission of forms and applications;
- (iii) On line transfer of funds;
- (iv) On line registration;
- (v) On line issuance of various types of licenses;
- (vi) On line issue of Import Permit and Transport Permit;
- (vii) On line availability of up to date statistical information;
- (viii) Automatic website updation through basic data source;
- (ix) Implementation of digital signature in various processes.

The total expenditure proposed on implementation of ' Delhi Excise On-line" programme is Rs.3 crores. A special assistance under Annual Plan has also been sought from Central Govt. under the scheme "Central Assistance for Accelerated E-Governance". If Central funds are received, the requirement under State Plan would be proportionately reduced.

An outlay of Rs. 30.00 lakh is approved for Annual Plan 2004-05.

- 2.) **Bar coding (Rs.20.00 lakhs):** Department is in process of introducing bar code solution in order to check illegal import, sale of illicit liquor and misuse of import and transport permit. This technology may also be used for identifying genuineness of Import Permits and Transport Permits. The system will facilitate management of stock at ware-house level as well as retail level. The facility of Bar-code system will also help retail

corporations for MIS purposes. For implementation of above scheme, funds will be required by the Department for building site infrastructure, modification of premises, expansion of website and vend automation.

Successful implementation of the programme “Excise On line” and Bar-code system requires multi dimensional expenditure for fulfilling the hardware requirement, software requirement and man-power requirement. And therefore it is proposed to create following posts in the Annual Plan 2004-05.

S.No.	Name of post	Pay scale	No of post
i)	EDP Manager	12000- 16000	01
ii)	Asst. Programmer	5500-9000	02
iii)	Data Entry Operator	4000-6000	04

An outlay of Rs. 20.00 lakh is approved for Annual Plan 2004-05.

**3.. Strengthening of Excise, Entertainment and Luxury Tax Department:
(Rs. 20.00 lakhs_)**

Excise Department is the second highest revenue earner for NCT of Delhi. During the past years, work-load of Department has increased manifolds because of the various measures taken by the Department for widening of Tax network and for strengthening of enforcement. Delhi has porous borders with a large number of entries on all sides and, therefore, smuggling of unauthorized liquor from the neighbouring States is a continuous menace. Department has to gear up with the changing scenario and greater effort for collection of revenue would be required to meet the increasing targets. To meet additional requirement of staff for handling increased work-load effectively, some posts need to be created at various levels during the Tenth Five Year Plan. Department proposes to create the following posts for Excise Department the Annual Plan 2004-05.

Sl.No.	Name of post	Pay scale	No of post
i)	Excise officer	6500-10500	3
ii)	Excise/Entertainment Inspector	5000-8000	10
iii)	UDC	4000-6000	1
iv)	LDC	3050-4590	1
v)	Steno	4000-6000	1

B) Modernization of Excise Control Laboratory: Excise Control Laboratory deals with analysis of potable and non-potable liquor samples received from excise Department and Delhi police. The work-load of Excise Control Laboratory has increased considerably and receipt of sample is much above the norms to be manageable by the existing staff strength and facilities available in the Excise Control Laboratory. Therefore, lab needs to be modernized with new equipments and accessories and a number of posts need to be created for strengthening the working of the lab. Department also proposes to have a provision for training of staff in learning new emerging analytical tools and skills at all levels. This is also imperative in view of the requirement of timely investigations of cases and to prevent any untoward incident. Provision has been made under Office Expenditure (O.E.) in this regard.

During the Annual Plan 2004-2005 apart from incurring expenditure on purchase of modern equipments, Department proposes to create following posts:

S No.	Name of post	Pay scale	No of post
i)	Chief Chemical Examiner	12000-16500	1
ii)	Joint Chemical Examiner	8000-13500	3
iii)	Head Clerk	5000-8000	1
iv)	Chemical Asstt.	4500-7000	1
v)	Lab Assistant	4000-6000	1
vi)	Store Keeper	3050-4590	1
vii)	Lab Attendant	2550-3200	5

C) Strengthening of Excise Intelligence Bureau: Excise Intelligence Bureau of the Department was constituted to comply with the mandate of the Department in preventing and detecting of sale /supply/service of unauthorized/illicit/spurious /smuggled liquor in Delhi. The Excise Intelligence Bureau is manned by officials on deputation from Delhi Police. For collection of intelligence related to interstate smuggling of liquor, bootlegging efficient communication equipment is the requirement of time. For effective working in potentially dangerous situations, which are more of a norm than exception in this kind of work, Excise Intelligence Bureau staff needs to have arms with them. For morale boosting of the staff, a provision of incentive schemes is also required. For meeting this requirement, it is proposed that Excise Intelligence Bureau wing of the Department may be strengthened by way of provision of efficient communication equipments including enhanced wireless access mobile phones and additional four MTNL lines. It is also proposed to provide arms at sufficient level of seniority among the Excise Intelligence Bureau staff. Apart from this, Department propose to create following posts during Tenth Five Year Plan and annual Plan of 2004-2005:

S No.	Name of post	Pay scale	No of post
i)	Inspector (Police)	6500-10500	1
ii)	Sub Inspector	5500-9000	1
iii)	Head Constable	3200-4900	1
iv)	Police Constable	3050-4590	8

D) Strengthening of Luxury Tax: A new branch was created during 1996 to implement the provisions of the Delhi tax on Luxuries Act, 1996. Since enactment of the Act, Luxury Tax collections have increased substantially. To effectively coordinate and manage the activities relating the administration of Luxury Tax, the following posts are proposed to be created in X five year Plan and Annual Plan 2004-2005:

S No.	Name of post	Pay scale	No of posts
i)	Asstt. Commissioner	10000-15200	1
ii)	Stenographer	4000-6000	1

E) Mobility: The nature of activities being performed by the officers are of field duties. This requires proper transportation facility to the officers and the staff so that routine inspections and raids are conducted effectively. For this purpose, it is essential that the officers should have dedicated operational vehicles and as such the Department feels urgent requirement of nine vehicles. The Department also proposes to create following posts of drivers during the X Five year plan:

S No.	Name of post	Pay scale	No of posts
i)	Driver	3050-4590	9

An outlay of Rs. 20.00 lakh is approved for all the component of the Plan Scheme during Annual Plan 2004-05.

PRINCIPAL. ACCOUNTS OFFICE.

Stg. Of Principal Accounts Office and setting up of E.D. P. Cell (Rs. 110.00 lakh)

Under the 10th five year Plan the Department has an on going scheme i.e. Strengthening of Principal Accounts Office and setting up of EDP Cell. There are some sub scheme under this head in addition to existing sub scheme whose details are given below:-

1. Continuation of existing Pension Cell.
2. Setting up of EDP Cell.
3. Establishment of Finance Accounts Cell.
4. Opening of ten Pay & accounts Offices.
5. Opening of Library at Head Quarters.
6. Establishment of one record section.

(A) Continuation of existing Pension Cell.

The Pension Cell has been established in the year 1996. 22 posts were sanctioned vide by Finance Deptt. sanction letter No. F 18(4)/95/Pr. AO/A-1/170-

178 dated 12-4-96. For salary other contingent expenditure and office expenses the provision has been made to run the existing established during Annual Plan 2004-05.

(B) Details is the scheme (mentioned at SL No. 2 to 6 above)

This proposal contains to create 284 posts under various categories as given below for successful implementation of the schemes. The financial provision is made for payment of salary & allowances subjects to the creation and filling up of these proposed posts. Besides above, a funds are required under the contingency fund for setting up of EDP cell by introducing Wide Area Networking System(WAN) and procurement of computer and other peripherals. Provision under Revenue has been made for the implementation of the schemes during the year 2004-05. The following posts are proposed for creation during the year 2004-05.

(1) EDP Cell

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	04	Rs. 4000-6000
	Total	12	

(2) Finance Accounts Cell

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	

(3) Opening of 10 New PAOs

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/Typest	Rs. 3050-4590	03	30
	Class-IV	Rs. 2550-3540	03	30
	Total		23	230

(4) Opening of Library

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

(5) Record Section

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.	Daftri	Rs. 2610-3550	08
5.	Peon	Rs. 2550-3540	01
	Total		14

Grand Total

284

Construction of Lekha Bhawan
(Capital component of the Scheme)

The proposal for construction of Lekha Bhawan incorporated in the 10th Plan and accepted in principle by the Planning Department. In this connection a preliminary project report sent to the Deputy Secretary asking for the land and showing the detailed of the officers to be run in the proposal building of Lekha Bhawan. The derailed proposal for area required is also given in the letter. The Sr. Architect, PWD III analyzed the proposal and verified the actual plinth area and carpet area. However the action for acquisition of land is under process with the concerned authorities. A token provision of Rs.10.00 lakh under Capital Head has been made during Annual Plan 2004-05.

An outlay of Rs.110.00 lakhs has been approved for Annual Plan 2004-05.

LAW, JUSTICE AND LEGISLATIVE AFFAIRS DEPARTMENT

1. STRENGTHENING OF LAW, JUSTICE & LEGISLATIVE AFFAIRS DEPARTMENT(Rs. 10.00 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	

2. SETTING UP OF FAMILY COURTS IN NATIONAL CAPITAL TERRITORY OF DELHI (Rs-100.00 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 contacted 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 ancillary posts of various categories which are as under: -

S.No.	Name of Post	No. of Posts	Pay Scale (in Rs.)
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
----	----------------------	----	---------------

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 2004-05.

3. SETTING UP OF ACADEMY FOR TRAINING OF JUDICIAL OFFICERS, DELHI (Rs. 100.00 lakhs)

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.

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

4. FURNITURE ARTICLE FOR ROHINI COURT COMPLEX (Rs. 300.00 lakh)

1. To provide better facilities and minimize over in Tis Hazari Courts, New Courts are being constructed at Saket, Dawarka, New Delhi etc. There is a scheme to construct sixty court at Rohini Court Complex at Rohini.
2. In the Rohini Court Complex, Sixty court rooms along with necessary 12 branches i.e. general branches, Admin Branch (D.J), Admin Branch (ACJ), Copy Agency (Civil), Copy Agency (Sessions), copy Agency (Criminal), Care Taking Branch, Litigation/ Vigilance Branch, Purchase

Cell, Account Branch, Nazarat Branch, Judicial Branch etc. are going to be constructed. Out of above said court Rooms and branches only 12 courts and chambers. Six of branches and one advocate room shall be ready for possession by 15 April 2004, and same will start functioning.

3. 48 Courts, 56 chambers and other branches shall be handed over to us by 31 July 2004 and same will start functioning soon thereafter but no furniture articles are available with the office of District & Sessions Judge, Delhi for providing there at Rohini Court complex. Now, proposal for Rs. 2,38,03,300/- for the purchase of furniture articles for remaining 48 no new court, 56 nos chambers for judges, other necessary branches is here by put up for the necessary sanction.

The Details of Amount required for the remaining furniture articles for Rohini Court complex is given under:-

Amount for the furniture article for 48 Court	Rs. 5644800/-
Amount for the furniture article for 56 chambers	Rs. 6350400/-
Amount for the furniture article for 48 Ahlmad Rooms	Rs. 3763200/-
Amount for the furniture article for 6 branches	Rs. 1644000/-
Amounts for the furniture article of Library, Meeting Room and Lunch Rooms & Visitor Room	Rs. 2744500/-
Expenditure for the purchase of 25 water coolers	Rs. 625.000/-
Amounts for the furniture article of 3 record Room And reception Room	Rs. 27,04,400/-
Amount for the purchase of furniture article of Admin. Off.	Rs. 1,07,000/-
expenditure on consumable articles	<u>Rs. 2,20,000/-</u>
Total	<u>Rs. 23803300</u>

A provision of Rs. 300.00 lakh is approved for the purpose in the Annual Plan 2004-05.

5. High Court (Rs.100.00 lakhs)

Provision of Rs. 100.00 lakhs is approved in the Annual Plan 2004-05 for the computerization of Delhi High Court.

6. District & Session Court (Rs.275.00 lakhs)

Computers for District & Session Court have been provide by Govt. of India under CSS. The stationary for the same will be provided out of Plan funds for which a provision of Rs. 275.00 lakh is approved is Annual Plan 2004-05.

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 2004-05.

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. 9.16 crores in the financial year 2003-04, was given to the Agents. In order to give payment to agents pertaining to

previous financial year, the budget of the Directorate is approved at Rs. 990.00 lakhs in the financial year 2004-05.

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 Lakhs)

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 organizations 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	6,500-10,500
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
		30	

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.

8. 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 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.

9. 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.
10. 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.
11. 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.
12. 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.
13. After enactment of the Delhi Right to Information Act, 2001, this Commission has been designated as the Appellate Authority for the said Act. No further staff has been sanctioned for this purpose. The Appellate Authority has so far been received and disposed off **249** appeals under the Delhi Right to Information Act 2001 (i.e. during the period 1-4-2002 to 31-3-2003)

14. The Commission has so far received **1583** complaints of, which **1186** have been disposed off. (during the period 1-4-02 to 31-3-2003)

The financial implication proposed for the Annual Plan 2004-2005 including Pay & allowances, Wages, Bonus, Office equipment & maintenance viz. Computers and allied Soft-wares, Fax machines, Furniture and repair of furniture, Maintenance of vehicles, Petrol and Lubricants etc, 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 Annual Plan 2004-2005.

LOKAYUKTA (Rs. 40.00 Lakhs)

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 Government of N.C.T of Delhi in the year 1996 enacted the Delhi Lokayukta & Upalokayukta 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 the First Lokayukta for N.C.T of Delhi 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. Justice Mohd. Shamim assumed the charge of this office as Lokayukta w.e.f. 12th March, 2003 after Sh. R.N.Aggarwal demitted the office on 30th November, 2002 on completion of his tenure of 5 years.

2. The Lokayukta Act takes with in 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 Government, as defined in sub-clause(IV) of section 2 of Delhi Lokayukta and Upalokayukta Act, 1995. The charge that can be inquired into by the Lokayukta and a Upalokayukta are enumerated in sub-clause(b) of section 2 of the Lokayukta Act.

3. Section 8 & 17 of the Act contains exceptions. Section 8 provides that the Lokayukta or the Upalokayukta shall not inquire into any matter which has

been referred for inquiry under the Commissions of Inquiry Act, 1952(60 of 1952) and an allegation made against the public functionary if the complaint is made after expiration of a period of five years from the date on which the conduct complained against is alleged to have been committed. Section 17 bars the Lokayukta or the Upalokayukta to inquire into the allegations against,(a) any member of the judicial services who is under the administrative control of the High Court under article 235 of the Constitution, and (b) any person who is a member of a Civil Service of the Union or an All India Service or Civil Service of a State or holds a Civil posts under the Union or a State in connection with the affairs of Delhi.

4. In their annual reports the Lokayukta highlighted some of the short comings in the Lokayukta Act, the most important of them being non inclusion of civil servants employed in connection with the affairs of Govt. of National Capital Territory of Delhi from the purview of the 'Lokayukta Act'. More often than not it has been observed that serious corruption charges are leveled against the Civil

servants on whose shoulders lies the responsibility of the administration of the Govt. The public functionaries i.e. the ministers perform their functions through the bureaucracy. There can not be corruption or misuse and abuse of power without the aid and connivance of the bureaucracy. However, the institution of Lokayukta is helpless to look into the said charges in the absence of the jurisdiction over them. Thus the object and the purpose of the Act i.e. to eradicate the corruption from Public Services and promote fairness and honesty in public administration remains unfulfilled for want of jurisdiction. In majority of States wide powers, which includes Civil Servants, have been conferred on the Lokayukta. Some of the states even include the Vice Chancellors and Registrars of the Universities with in the purview of the Lokayukta. The Lokayukta feels that the Andhra Pradesh Lokayukta Act, 1983 and the Karnataka Lokayukta Act, 1984 could be adopted as the models 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. Further, the recommendation made by the Lokayukta should be given effect to by the competent authority i.e.

within a period of three month. The public functionaries be required to declare their assets on assumption of their office to the Speaker.

5. The Institution of the Lokayukta and Upalokayukta besides inquiring into the allegations of corruption against the ministers, public representatives and certain Boards under the control of Delhi Govt. should also in view of the Lokayukta be able to contribute effectively in promoting fairness and efficiency in the public Administration. During the period of 6 years, since the inception of the Institution of Lokayukta, this office came across a number of complaints which smacked of corruption as well as 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. .

6. The Lokayukta is of the view that the Office of Lokayukta should be converted into an autonomous body. It should not be dependent on any other department for proper and smooth functioning. Once a budget is sanctioned the Lokayukta should be free to spend the money from the budget in any manner it likes without soliciting a sanction from the Finance and other departments. It is the dependence on the other departments for its day to day functioning that hampers and obstructs its independence which is very detrimental for the functions which a Lokayukta is required to discharge.

STAFF POSITION

7. The position of the staff in the office of the Lokayukta as on 31.03.2004 is as under:

S.No.	Post	Pay Scale	No. of Post	Post filled
			Sanctioned	
	vacant			
1.	Lokayukta	30000/-fixed	1	1
2.	Director(Investigation)	16400-20900	1	-
3.	Registrar	16400-20900	1	-

4.	Accounts Officer	7500-12000	1	1	-
5.	Assistant Registrar	6500-10500	1	-	1
6.	Assistant Director	6500-10500	2	1	1
7.	P.S.	6500-10500	1	1	-
8.	Stenographers	4000-6000	5	2	3
9.	Assistants	5000-8000	2	2	-
10.	UDCs	4000-6000	2	1	1
11.	LDCs	3050-4590	3	2	1
12.	Drivers	3050-4590	3	3	-
13.	Peons	2550-3200	4	4	-
14.	Chowkidars	2550-3200	2	2	-
15.	Safai-karamchari	2550-3200	2	2	-

The post of Registrar, Assistant Registrar, Director(Investigation), Stenographers etc., is still lying vacant. The Lokayukta wrote to the Chief Justice of Delhi High Court to send a panel of three names to fill up the post of Registrar. The Chief Justice however declined to spare the services of a Judicial Officer on the ground that Delhi High Court was running short of Judicial Officers. Earlier the post could not be filled up on account of lack of attractive pay scale. Now request has been sent to the Chief Justices of the neighbouring States i.e. Uttar Pradesh, Punjab & Rajasthan to spare the services of a Judicial Officer to fill up the post of the Registrar in this office. Replies are still awaited. The post of Director (Investigation) has not been filled up so far because of lack of accommodation. Now Delhi Govt. has allotted premises to this office which was earlier in occupation of the Delhi Women's Commission. However the renovation work has as yet not started by Delhi PWD. The moment renovation work is complete efforts will be made to fill up the said post.

8. Recently PWD Secretariat allotted the space vacated by the Delhi Commission for Women on the second floor of 'G' Block, Vikas Bhawan to this office for setting of the Court Room, Library and other office requirement of the Lokayukta. However

the renovation work has as yet not started by the Delhi PWD for which administrative approval and expenditure sanction of Principal Secretary (PWD) has already been granted.

RESIDENTIAL ACCOMMODATION FOR THE LOKAYUKTA:

9. As per Rule 13 of Delhi Lokayukta and Upalokayukta (conditions of service) Rules, 1998 the Lokayukta and the Upalokayukta shall be entitled without payment of rent to the use of free furnished official residence. Accordingly there should be an earmark residential accommodation for the Lokayukta and Upalokayukta of Delhi. The moment an officer takes over as Lokayukta he should be in position to occupy the said accommodation. It is very much essential for the independence of the Lokayukta. He should not be made to run hither and thither and approach the higher ups in connection with his residential accommodation.

SETTING UP OF LIBRARY:

10.. The proceedings before the Lokayukta or Upalokayukta are deemed to be a judicial proceedings within the meaning of section 193 & section 228 of the Indian Penal Code, 1960 (45 of 1960). Further, the Lokayukta or Upalokayukta are deemed to be a civil court for the purpose of section 195 & chapter XXVI of the Code of Criminal Procedure, 1973 (2 of 1974). Since the functions of Lokayukta are akin to that of a court, there is a necessity for establishing a library, for the proper functioning of this office.

The following staff are proposed for the library:

S.No.	Name of the post	No. of <u>post</u>	Pay Scale
1.	Librarian	01	Rs.5500-9000
2.	Library Clerk	01	Rs.3050-4590
3.	Library Attendant	02	Rs.2550-3200

PROVISION OF SECURITY FOR LOKAYUKTA:

11. At present the Lokayukta of Delhi is not being provided with security by the State Govt. All the Lokayuktas of other states are provided with positional security, the moment they assume the charge of their office by

their respective State Govt. Further, the Lokayukta Act of Delhi, 1995 provides that a Lokayukta would be entitled to the same facilities which are available to a judge of High Court. A judge of High Court of Delhi is provided with security, the day the judge is administered the oath of office. On this parity of reasoning the Lokayukta of Delhi should also be provided with security.

An outlay of Rs. 40.00 lakh is approved for Annual Plan 2004-05.

DELHI SUBORDINATE SERVICES SELECTION BOARD (Rs. 1200.00 lakhs)

The Delhi Subordinate Services Selection Board (DSSSB) was created by Government of Delhi vide Resolution dated 4/10/1996. The Board commenced its functioning from July 1997. Subsequent to its constitution, 58 posts were created vide Notification No. F.3 (24)/97S.III/Vol-II/2642 dated 29.10.98 for the Board.

Initially, the Board was entrusted the recruitment of all Group 'B' & 'C' posts of Municipal Corporation of Delhi, Delhi Electric Supply Undertaking (DVB and now TRANSCO and GENCO) and New Delhi Municipal Council. Subsequently the recruitment of all Group B (Non Gazetted), the maximum pay scale of which is Rs.10500/- and Group C posts in respect of all the Departments of Government of National Capital Territory of Delhi and Local/Autonomous Bodies under the Government of National Capital Territory of Delhi was also assigned to the Board.

The Board makes selections to various posts keeping in view the recruitment rules and the number of vacancies including orders regulating reservation for various categories.

Although a period of 6 years has elapsed, the Institutionalization of the system is yet to take place in the Board. The following infrastructure is required to be created for augmenting the functioning of the board.

The following infrastructure is required to be created for augmenting the function of the board.

1. **Recruitment Process**

a) **Publication of Requisitions:-**

During the year 2004-05 the Board intends issue about five advertisements for more than 150 different types of posts of various departments, for which requisitions have been received in the Board. Each advertisement will comprise of 30 postcodes approximately and will cost about Rs. 65 lakhs, Publication of number of advertisements may increase on the basis of requisitions received from various departments for filling up their posts in the year 2004-2005.

b) **Examination Process:-**

The Board intends to conduct examinations for the different types of posts to be advertised in 2004-05. These examinations, including Written Test, Physical Efficiency Test, Skill Test or Interviews) will be conducted to process more than 5 lakh applications likely to be received in the Board. The Board is likely to conduct Skill Tests, Physical Efficiency Tests and Interviews over and above the combined examinations and more than ten other examinations planned to be held in the year 2004-05. These will be over and above the examinations brought forward from the previous year.

Examination is the main component of the Board's work. The process of examination includes issuing of Admit Cards, Arrangements of Examination Centres, Appointments of Centre Supdts, Invigilators, Observer-cum-Coordinators, Members of Flying Squad, Asstt.-Observer-cum-Asstt-Coordinators, Liaison Officers etc., Printing of Question Papers, Answer Sheets, Attendance Sheets, Distribution of Examination Material to the Centre Superintendent, Supervision of Examination by appointing Flying Squad, Collection of Examination Material after the completion of Exam. All these, require large number of staff who are to be deputed from other departments from Govt. of NCT of

Delhi i.e. Services Deptt. given constraint of staff in the Board. The Board takes utmost precautions for smooth conduct of examination and provides for internal safeguards in the system by appointing Observer-cum-Coordinators and Flying Squad Members over and above the Centre Supdts and the Liaison Officers from the Board. It also maintains control room in the Board for dealing with any eventuality.

For conducting these examinations the Board requires 150 schools and 600 staff to be deployed in 2004-05 for each major examination. As these are public examinations, the general policy of the Board has been to use Government Schools as venue. This necessarily restricts the Board to only those days when schools are closed and available. Moreover these schools are also used by other recruiting agencies like UPSC and SSC etc. further cutting short their availability. To solve this problem, the Board, in the year 2004-05, is planning to also use schools belonging to various Government aided educational societies etc. and NDMC schools.

c) Finalisation of Results:-

The Board intends to declare the results of the examinations likely to be conducted for the posts advertised during the year 2004-05 without delay.

The policy of the Board is to declare the results for examination without any delay in the interest of the candidates. Some results in reserved categories could not be declared from 2002 due to various Court cases. The Board is striving to clear these cases so that these results may also be cleared in the current financial year. However, given that the matter is sub-judice, the Board will have to wait for the decision of the court.

2. **Acquisition of sufficient space:-**

Adequate office space is the first and foremost requirement for the Board, Subsequent to its constitution the Board was allotted meager space at IIIrd Floor of UTCS Building, Vishwas Nagar. Being a Recruiting Agency, the Board requires sufficient space for conducting various activities relating to recruitment viz. space for conducting interviews for the candidates, space for functioning of the Board and its expansion is also indispensable. Land has been allotted by Delhi Development Authority (DDA) at FC-18, Authority Karkardooma, Delhi. Rs. 500 lakhs have been approved in the Plan (Capital) for 2004-05. 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 the smooth running of the organization with meagre staff strength of 58. Not only does the strength need to be increased but also the composition of the staff needs to be geared to the modern management systems. The proposal for creation of posts submitted to the Services Department needs to be augmented in the light of experience of the last two-three years. Hence, the Board plans to rework the proposal for creation of posts keeping in mind the vision of computerization of departments of Govt. of NCT of Delhi Government.

4. **Computerization:-**

Although the Board has procured several computers and printers recently, it has not achieved full computerization. Our plan is to computerize all the systems of the Board. Towards this, the board intends to provide computers in each Branch and connect them all through the Local Area Network. Moreover, all Officers will also be sent for training and they will be provided with computers to facilitate computerization of the working of Branches. Presently the flow of

information is strictly by manual means. Communication and exchange of Information between Branches can then be instantaneous, without indulging in the procedures of red-tapism.

5. Stores and Purchase:

In the initial years, the Board had to source out the work of distribution and collection of examination material to the centers. Now the Board appointed officials conduct this tasks. This has resulted in an increased need for infrastructure resources and materials. Accordingly, in the coming year the quantum of purchase of stores, stationery, machinery, equipment etc will increase drastically.

6. 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 a plethora of court cases in different Courts of law. At present, we are contesting over 250 cases. The Board has a separate Legal Branch headed by an Officer of the level of Deputy Secretary. It is anticipated that the pending cases will be cleared by 2004-05.

7. Security Arrangements:

The very nature of the work of the Board is highly confidential. Now that the distribution and collection of examination material to the Centres (which includes Question Papers and Answer Sheets) is being done by the Board, the security arrangements need to be augmented accordingly. This will mean a sizeable increase in the expenditure on this account.

An outlay of Rs. 1200.00 lakhs is approved for Annual Plan 2004-05.

GENERAL ADMINISTRATION DEPARTMENT

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

The 'Citizen-Government Interface' popularly known as 'Bhagidari' has become face of the Government. The programme initiated in the year 2000 has become acceptable as 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. The 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 citizen groups, officials of Public Utility Departments and experienced professionals 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 'stake-holders' 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.'

Now in addition to LGIE, it is also proposed to hold SGIE (Small Group Interactive Event) based workshops and seminars.

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 viz. LGIE, SGIE, Seminars etc., which will be organized by Dy. Commissioner (Revenue) of respective districts in consultation with the Bhagaidari Cell and the General Administration Department. It is proposed that during the current financial year, around 15 workshops can be organized with citizen groups by different agencies/Departments. The duration of these workshops may vary from one day to three days.

Objective of the Workshop

The workshop of 3 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 3 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 3 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 four participants divided into teams 9-10 participants. Every team will comprise of four representatives from each citizen group and 5-6 officials one each from public utility departments. Care will be taken that officials are from that area/department only, which the citizen represent. The process of organization of workshop shall be initiated by concerned department/civic agency by inviting respective citizen groups which fulfil the prescribed criteria. The process will began with an orientation meeting with representatives of citizen groups and then with officials of public utility departments who will be preparing in the workshop. Training for support team will be organized by Bhagidari Cell/ General Administration Department. However, in all this process approved consultant will facilitate the department/agencies organizing the workshop and Bhagidari Cell/General Administration Department. In addition, our specific need –based or department specific workshops with a different module can also be taken up under this programme.

Workshop for 3 days duration will be held at decided venue for which logistic support will be provided by the concerned department/civic agency. . 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. 30.00 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**

1. **Printing of News letters :**

A monthly newsletter titled “Bhagidari Masik Paatrika” is being published by this Government through the Dte.of Information & Publicity. Currently it is being published in Hindi. This has become an effective mean of communication through which Bhagidars which participated earlier workshops, inform the department about the progress of their commitments and they give up-to-date 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. The news letter contains 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 Budgetary 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 1000 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.

3. 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) & Phase –II (July 2001 – October 2002) has already been completed and published in consultation with the Administrative Reforms Department, Ministry of Personnel, Pension & Public Grievances, Government of India. Documentation of Phase-III (November 2002 – December 2003) is in progress. 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 Citizen groups in the spirit of Bhagidari and to give recognition to their efforts in this direction, it is proposed to expand Award scheme for the best maintained market area and RWAs to other Bhagidar citizen groups viz., Industrial Associations, Village groups, VKS as well as Government Dept./civic agencies. The awards will be categorized accordingly.

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 in lumpsum will be Rs. 5.00 lakhs. Additional fund will be required for award ceremony, preparation of certificates and citations/mementos.

Procedure for Selection of Awardees :-

Essential requirements for consideration of citizen groups for award :

- (a) The citizen group should be a registered association
- (b) The citizen group should not be in unauthorized colony/market
- (c) The Citizen Group should have participated for full three days in a Bhagidari workshop
- (d) The Citizen Group 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 Citizen Group should ensure specific project implementation :
 - i) Rainwater Harvesting
 - ii) Waste Management
 - iii) Parking system
 - iv) Greening of surrounding
- (f) Dy. Commissioner (Revenue) will recommend the name of only those MTA/RWA/ Village Group/ industrial Association which fall under their respective Districts.

Marking Scheme :

Further,

In case of RWAs/Village Groups –

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/Industrial Associations –

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 Citizen Group 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 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.

5. 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 different Deptt./ civic agencies for conduct of workshops for this purpose a provision has been made in the Budget during current financial year 2004-05.

6. 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.

1) Environment & Forest Department has been implementing a scheme to provide financial assistance to NGOs including Resident Welfare Associations. Self Help Groups following priority areas.

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

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

2) 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.

3) 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 Bhagadhari citizen Groups for specific projects'. The scheme may also be broadened to incorporate other social groups and NGOs as well.

A specific fund under the Bhagidari Citizen Government is proposed to be created by allocating Rs.50.00 lakhs to each Dy. Commissioner of Districts for undertaking minor works/activities relating to environment improvement and protection, habitat improvement, water conservation and harvesting, plantation of trees and sanitation improvement. All these works will be implemented by the Department/agencies concerned in close coordination with the citizen group of the area and these works will be financed out of this fund in case funds are not available from the normal plan/plan budget of the Department.

An outlay of Rs.160.00 Lakh is approved for Annual plan 2004-05.

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 2003-04. In R.E. the amount has been reduced to Rs. 3.00 lakhs. It is proposed to Strengthen the Library cum Documentation centre by purchase a following books magazines, newspapers etc. and creation of posts during year 2004-05.

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 2004-05.

S.No.	Sector/Scheme/Item	Unit	Level/Achievement upto 2002-03	10 th Five Year Plan Target	Annual Plan 2004-05 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 2004-05.

Civil Defence & Home Guard

Civil Defence Sub- control centre/Deptt.-cum- Regional Training Centre & Home Guard **District Centre/ Office** (Rs. 100.00 lakhs)

During Annual Plan 2003-04, a plan scheme “civil Defence Sub- Control Centre” with an outlay of Rs. 300.00 lakhs was launched with aims and objectives to receive messages of Energy Air Raid from civil Defence Control Room and make alert Civil Defence Services stationed at Civil Defence for operation. However this reference could not be materialized due to non-availability of space for setting up Civil Defence Sub-Control. Hence no provision has been made during the Annual Plan 2004-05. for setting up Civil Defence Sub-Centre.

During the Annual Plan 2004-05. Civil Defence Department has sent a proposal for Computerization of Civil Defence & Home Guard after conducting of feasibility study by state unit of NIC. The details of monthly are as under”-

A request was forwarded by IT Deptt., Govt. of NCT of Delhi to conduct the feasibility study in January 2004. Subsequently visits & meeting with officers of the Home Guard Deptt. was done. The Brief description about functioning was discussed with officers of Home Guard Deptt. The officers/officials described that they want to computerize the functioning of every branch. The computerization is required so that the information available till date about these branches could be gathered at any point of time by officers/officials either for greater management or for framing decisions. It was also emphasized that computerization will bring transparency in department’s work at the same time it will also increase efficiency. It was also disbudded that the information about various branches could also be tracked or traced out with the help of this computerized information system without any delay of time.

The Home Guard Deptt. is situated of Raja Garden, New Delhi. The work of this Deptt. is to appoint civil Defense volunteers, conduction their training, it also deals every matter of Home Guard that includes maintenance of arms & ammunition etc. issued for training of Home Guard. Following branches exists at Home Guard Department.

1. Established.
2. Accounts.
3. R&I.
4. Stores.
5. Vigilance Branch.
6. Medical Section.
7. Dg Branch.
8. Commandant Home Guard Branch.
9. Dy Cg Branch.
10. Dy Dir civil Defense Branch.
11. Junior Staff Officers (Civil Defense) Branch.
12. Junior Staff Officers (Home Guard) Branch.
13. Junior Staff Officers (CTI) Branch.
14. Administrative Officer (CTI) Branch.
15. Billing Section.
16. Technical Assistance.
17. DSO Hqrs Branch.
18. Foreman Section.
19. Motor Transport Section.
20. DSO Special Cell.
21. Arms & Ammunition Section.

Purpose: The Home Guard Deptt. has been dealing very sensitive matters i.e. providing Home Guard to Deptt. for security, deploying Home Guard at other places. As per the requirement, maintenance of arms & ammunitions kept for training purpose of Home Guard, training Home Guard, vigilance cases etc. It is also dealing every matter of civil defense volunteers. Due to unavailability of computerization department is facing great difficulty. It takes too much retrieval of records etc.

The Deptt. want to form a user friendly & secured information management system which should help them to retrieve system at any point of time and this system should also help to interlink & analyze the information on the experience at past information. So that prompt & effective action could be taken in time.

Since computerization of all section of Home Guard Deptt. may make longer time therefore it was decided that the project of computerization may be divided in **Two phases**. In **first phase** the following sections will be covered. Other branches may be taken care after successful computerization of these branches.

1. Established Branch.
2. Accounts Branch.
3. R&I Branch.
4. Store.
5. Personal Branches of DG, Dy. Cg & commandant.
6. In addition to above file Monitoring software be also implemented. This software will be implemented for all the branches of Home Guard Deptt. With the implementation of FMS, all branches will get conversant with the use of computer and they will also come to know the usefulness of computer. This will be great second phase of computerization.

Project Requirements.

Hardware, software and manpower requirement for computerization.

Hardware / Software Proposal				
Branch	Existing Clients	Additional Required (P-IV)	Additional Required (Celeron)	Additional DMP Printer
Established	0	0	1	1
Accounts	1	0	1	0
R&I	0	0	2	1
Store	0	0	1	1
Vigilance	0	0	1	1
DG	0	0	1	1
DG Branch	1	0	0	0
Commandant Home Guard	1	0	0	0
Commandant Home Guard Branch	1	0	0	0

Dy CG	0	1	0	0
Dy CG Branch	1	0	0	0
Dy Dir Civil Defense	0	1	0	1
Junior Staff Officer (Civil Defense)	0	1	0	0
Junior Staff Officer (Home Guard)	0	1	0	0
Junior Staff Officer (CTI)	0	1	0	0
Administrative Officer (CTI)	0	0	1	1
Billing Section	1	0	0	1
Technical Assistance Branch	0	0	1	1
DSO Hqrs	0	0	1	0
Foreman Section	0	0	1	1
Motor Transport Section	0	0	1	1
DSO Special Cell	0	0	1	1
Total Additional Requirement		6	12	11

Other Hardware Requirement	
Item Description	Nos.
P-IV Xeon Server	1
P-IV Client (may be used as backup server)	1
2 KVA UPS Online with 30 Min backup	5
Network Laser Printer	2
24 Port switch	2
Modem 56 Kbps	2
CD Writer USB 48x/24x	1

Software Requirement	
Window 2000 Server with 5 CAL	1
SQL Server 2000 with 5 CAL	1
Antivirus for Clients	19
Antivirus with Server	1

Financial Proposal			
Item	Total Nos.	Rate Per Unit (Estimated)	Estimated Price
P-IV Server (Server-II Intel Xeon)	1	185000	185000
P-IV Client	7	44500	311500
Celeron 1.7 GHz Client	12	33000	396000
2 KVA UPS Online with 30 min back up	5	40000	200000
DMP Printer (Wipro HQ 1050)	11	14500	159500
Network Laser Printer (HP- 1300N)	2	35000	70000
24 Port Switch (10/100 Catalyst Switch)	2	59000	118000
Modern 56 kbps External	2	5800	11600
CD Writer USB 48x/24x	1	11500	11500
Windows 2000 Server with 5 CALS	1	25000	25000
SQL Server 2000 with 5 CALS	1	40000	40000
Antivirus for clients	19	1200	22800
Antivirus for Server	1	8000	8000
Laying of LAN (appx. Rate)			150000
Total			1708900
NICSI Charges @ 7% on Total			119623
Contingency			250000
Grand Total			2078523
*Server and Client configuration are enclosed (The latest configuration may be confirmed at the time placing orders)			

Total project cost for first phase (excluding manpower) is Rs. 2078523/- (approx.)

Manpower requirement

The manpower requirement has already been informed to the department. The Deptt. informed that they are procuring manpower separately. The earlier informed manpower is two persons of Asst. Programmer/ Programmer level from RCC-DOEACC/NICSI be hired for two years. The manpower is required for assistance is smooth implementation of application software's, training of staff etc.

During Annual Plan 2004-05, an amount of Rs. 100.00 lakhs has been approved for computerization of Civil Defence Home Guard.