



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
(Ministry of Urban Development)  
CIVIL LINES, DELHI – 110 054.

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No. Estt./Circular/2014

Date 16-06-2014

**CIRCULAR**

A copy of Ministry of Urban Development's office memorandum No. A-46020/77/2014-Coord dated June 5<sup>th</sup>, 2014 is enclosed herewith.

All Branch Officers/Section Incharges of this department are directed to follow the instruction contained in the above O.M. strictly.

  
(A.K. Singh)

Asstt. Controller (Business.)

Copy to

1. P.A. to J.S.& C.P.
2. P.A. to A.C.(A)
3. P.A. to A.C (B)
4. P.A. to F.O.
5. All Section incharges
6. S.O. Kitab Mahal, Estate Emporia Building, Baba Khareg Singh Marg, New Delhi.
7. Sale Counter, Delhi High Court.
8. Hindi Section for Hindi version.
9. E-Gazette Section for uploading on this Department's website.
10. Notice Board.
11. Guard File.

  
Asstt. Controller (Business.)



Minutes of the meeting held under the Chairmanship of Hon'ble Minister for Urban Development and Housing & Urban Poverty Alleviation on 03.06.2014 at 11.15 AM with senior officers of Ministry of Urban Development and Ministry of Housing and Poverty Alleviation.

The following participated in the meeting :-

1. Shri M. Venkaiah Naidu, Hon'ble UDM ...In Chair
2. Dr. Sudhir Krishna, Secretary (UD)
3. Ms. Anita Agnihotri, Secretary (HUPA)
4. Shri V.K. Gupta, DG (CPWD)
5. Ms. Nisha Singh, Joint Secretary (Works)
6. Shri C.K. Khetan, Joint Secretary (UT)
7. Shri Dharmendra, Joint Secretary (A&C, L&E)
8. Ms. Jhanjha Tripathi, JS&FA
9. Shri Neeraj Mandloi, Joint Secretary (UD & M)
10. Shri Mukund Kumar Sinha, OSD (UT)
11. Shri A.S. Bhal, Economic Advisor (UD)
12. Shri B.K. Agarwal, Joint Secretary (Admn & UPA)
13. Shri Sanjeev Kumar, Joint Secretary (RAY)
14. Shri Sudhir Kumar Tiwari, Economic Advisory (HUPA)

1. Initiating the meeting, Hon'ble Minister directed the officials to maintain office premises clean and well maintained – both from inside as well as outside – and in this direction, asked all the discarded furniture and other material, which may be lying in the building at various places to be removed and disposed off. This removal of un-useful furniture and junk material may also be done with regard to the other buildings under CPWD and are occupied by other Ministries/Offices.

2. Hon'ble Minister directed the officials to ensure expeditious disposal of files and there should be no pendency at any levels. Any undue pendency with officials for more than 7 days should be explained while disposing the file.

3. ✓ The need for punctuality and adherence to office timings was emphasized by the Minister and it was desired that officials at all levels would adhere to the office timings.
4. The entry of unauthorized persons in the office premises should not be allowed and suitable directions in this regard be given to the security staff and the concerned officials to ensure this.
5. Interaction with the media should only be at the authorized levels and officials who are not authorized to deal with media, should avoid interacting with it.
6. ✓ The Hon'ble Minister desired that coordination within the Ministry among the various Divisions/Wings of the Ministry should be there and contentious issues should be resolved through discussions among the officials instead of valuable time being spent in file movements.
7. ✓ To expedite the various programmes and scheme implemented by the Ministry, Hon'ble UDM desired that instead of States coming to the Ministry for various issues, it would be better if the Ministry officials visit the States led by the Minister himself and Secretaries.
8. On the issue of RTI, Hon'ble Minister desired that performance of the Department regarding RTI may be put up along with issues, if any. The Hon'ble Minister also expressed need for reaching out to the people by having a social media based interface such as Twitter and Facebook etc.
9. ✓ The need for expeditious disposal of Parliamentary assurances was expressed and it was directed that Parliamentary assurances in the Minister should be expeditiously pursued and disposed off.
10. ✓ The references from the Members of Parliament and the Ministers should be treated on priority and their disposal to be monitored at the senior level.
11. On the issue of official vehicles, it was suggested by the UDM that the drivers of the official vehicles should also have regular training modules so that the unfortunate incidents of accidents can be avoided.

12. On the various civic issues of Delhi, UDM desired that a meeting with the civic bodies should be organized so as to discuss and resolve these issues.
13. To bring in efficiency UDM desired that all pending issues of the Ministry should be perused expeditiously and disposed of within rules and violation of the rules must be avoided.
14. To ensure transparency in procurement, UDM directed e-tendering should be adopted. It was also directed to have display boards installed at various worksites, indicating all essential details of the project/works including cost and time schedule of completion.
15. As the exercise of Budget preparation for 2014-15 is underway, UDM directed that preparation of Budget of the Ministry for 2014-15 be expedited.
16. UDM desired that Ministry should workout agenda for the next 100 days.
17. UDM desired that Secretary (UD) should visit Seemandhra soon after the Government in Seemendhra starts working to resolve the various issues pertaining to the MoUD regarding creation of Telangana and Seemandhra States.

The meeting ended with a vote of thanks to the Chair.