

## 25. OTHER ADMINISTRATIVE SERVICES

This sector includes Plan Programmes being implemented by the departments of Training, Revenue department, Chief Electoral Office, Fire Services, Law & Judicial department, DSSSB etc. The year wise position of Approved Outlay, Revised Outlay and Expenditure under this sector is as under:

[₹ in crore]

SN	Year	Plan Outlay	Revised Plan Outlay	Exp.
1.	2007-08	110.30	125.98	109.67
2.	2008-09	125.45	100.83	77.71
3.	2009-10	93.50	95.00	70.19
4.	2010-11	97.75	124.92	87.23
5.	2011-12	151.05	128.19	101.73
6.	2012-13	288.10	235.35	173.58
7.	2013-14	373.00	260.02	206.97
8.	2014-15	336.00	--	--

### DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES (UTCS)

**Annual Plan Outlay :** ₹ 500 Lakh

The Directorate of Training (Union Territory Civil Services) is the nodal department for training of officers/officials to the GNCTD and its local and autonomous bodies. It is functioning as State Administrative Training Institute and implementing the scheme "Staff Training Program".

### Proposed targets under Annual Plan 2014-15

1. Continuation of Institutional Training for IAS Trainees
2. Continuation of Foundation Training to DANICS Probationers
3. Mandatory mid- career training programmes for DANICS Officers
4. Refresher/orientation programmes as per the yearly calendar
5. Special/on demand training program
6. Upgradation of Library services
7. Upgradation of Hostel facilities
8. Purchase of office/training equipments
9. Setting up and upgradation of computer Lab
10. Yearly publication of newsletter/magazine and also the Annual Report
11. Establishment of Disaster Management Cell & upgradation thereafter
12. Installation of 2X630 KVA sub- station and KVAR APEC Panel at UTCS complex
13. Construction of room for installation of electric equipment and renovation old pump room in UTCS Complex.

In addition, the Directorate also plans to hold workshops and panel discussion on topical issues relating to governance. The purpose is to enlist wider participation of officers and senior functionaries in the government for appropriate feed back on the thrust and focus of the training programs etc.

### **ELECTION DEPARTMENT**

**Annual Plan Outlay : ₹ 2547 lakh**

#### **1. Construction and Development of Integrated Complex for housing and distribution of Electronic Voting Machines (EVMs):-**

The objective of this scheme is to bring at a single point the work of Storage and distribution of Electronic Voting Machines (EVMs) and other election material of all the eleven districts of NCT of Delhi. Presently, the whole work is scattered in districts plus godown at Loni, Ashram and Head Quarter at CEO Office. This result in duplication of security and other efforts at many places and during the conduct of elections, the expenditures run into crores of rupees on erection of Tentage etc. It has therefore become necessary to have a comprehensive system of storage and movement of EVMs with appropriate documentation for better management of the upkeep and security of these machines. At the complex, the arrangement for conducting tests and maintenance of EVMs by the manufacturers will also be made.

#### **2. Application of advancements in field of Information Technology in the Electoral Process:-**

This scheme aims to keep watch the pace of the advancements taking place in the field of Information technology, incorporating these developments in electoral process and provide services to the citizens of Delhi equipped with latest technology. All the polling stations of Delhi have been link with Google map. The online SMS facility is being provided to check the status of enrollment of electors. The implementation of this scheme will cover following activities:

- a) Implement the ERMS (Electoral Roll Management Information System) as per the guidelines given by ECI. Further improvement is necessary by upgrading hardware third party software & providing online facility to the public (work related to EPIC and electoral roll up to date).
- b) Preparation of GIS Maps of Parliamentary Constituencies, Assembly Constituencies up to Polling Stations level in accordance with the Notification issued by Delimitation Commission of India in respect of NCT of Delhi.
- c) Setting up of Grievance Monitoring System with minimum human interface by implementing IVRS system, SMS system and accepting grievances through website of the CEO, Delhi.
- d) To digitalize the electoral rolls records of previous years in order to preserve it for issue of certificate of entries in the electoral rolls.

- e) To provide faster internet connectivity to all the VRECs by using MTNL Tri-Band DG Plan/other service provider with the central server of ERMS. Stand-by connectivity or alternative connectivity to be arranged at VREC level to get 100% connectivity to the Central Server. Software of the real time connectivity with ERMS will be of continuous nature (like queries, reports, modules etc. to be incorporated).
- f) To replace timely the equipments which have completed their normal life. Annual Maintenance Contract shall be arranged for the equipments.
- g) To hire IT personnel for providing advice to the department on the hardware/software requirements & updating of software for Electoral Roll Management, preparation of EPIC in accordance with the instructions issued by the Commission from time to time.
- h) To maintain and upgrade the website of the department and to create software wherever required.
- i) To introduce web based monitoring of all Government staff deputed to election duty.
- j) To spread online e based facilities (such as enrolment) to reduce delay and multiple human interface and enhance transparency in the process.
- k) Outsource certain election related services and where considered essential, take staff on contractual basis from the open market for conceptualizing and implementing these services.

### **3. To Conduct Voter Education Programme:**

The objective of this scheme is to motivate the eligible citizens of Delhi to get their names registered in the Electoral Roll of Delhi, to get issued Elector's Photo Identity Cards (EPIC) and use their franchise as duty as well as their right at the time of elections. In NCT of Delhi, it has been observed that the 18 -19 age group, women and homeless are significantly under represented in the Photo Electoral Roll and also there are some sections of society who do not respond to the campaigns of election department for enrollment in the Electoral roll and issue of electors Photo Identity Card. Special Camps for women, Youth, Minorities, homeless and marginalized sections of the society have been organized last year during Special Summary Revision of Electoral Roll. As per direction of Election Commission of India every year round the clock, campaign for registration of electors is being done through Special Summary Revision programme and various SVEEP (Systematic Voters Education and Electoral Participation) activities.

### **4. Setting up and running of Voter Centers (VCs) :**

The objective of this scheme is to provide round the year services to the citizens of Delhi for inclusion of names in the Electoral Rolls and issue of Photo Identity Cards to the electors from a single point i.e with the establishment of Voter Centers (VCs), one in each of the 70 Assembly Constituencies. But after implementation of delimitation of 70 Assembly Constituencies in 2008, VCs of 15 have been got redundant; therefore, action has been initiated in the year 2010-11 to set up the VCs in 15 Assembly Constituencies.

At present there are seven Assembly Constituencies where VCs are to be set up. One Voters Center at Geeta Colony is likely to be started shortly. The proposal for setting up of Voters Centers in remaining six ACs is to be initiated.

Following public related services are being made available to the citizens:

- (1) Inclusion of names in the Electoral Roll through Application Form No. 6
- (2) Objection to the existing entry in the Electoral Roll through Form No. 7
- (3) Modification of the existing incorrect entry in the Electoral Roll through form No.8
- (4) Transposition of entry in the Electoral Roll through Form No. 8A
- (5) Preparation & issue of Photo Identity Cards to the new elector
- (6) Preparation & issue of Duplicate Photo Identity Card to the elector
- (7) Issue of certificate of entry in the Electoral Roll for current year or for the previous year
- (8) Inspection of entries in the Electoral Rolls

Besides above activities, each VCs is also responsible in respect of its area falling in the Assembly Constituency for smooth and successful conduct of election related activities ordered by Election Commission of India from time to time. These centers will also coordinate the interaction with the Booth Level Officers (BLOs) appointed by the EROs for their Assembly Constituency.

## **5. Training Cell in Election Office :**

Govt. of NCT of Delhi and Election Commission of India has approved the setting up of Voter Centre (VC), one in each of the 70 Assembly Constituencies in NCT of Delhi. Each VC will be manned by 8 officials. These officials and staff of District Election Office, EROs Office and CEOs Office are required to be trained on all the provisions of election process, instructions/guidelines issued by Election Commission of India from time to time. Similarly, at the time of Annual revision exercise of Electoral Rolls of all the 70 Assembly Constituencies in NCT of Delhi ordered by Election Commission of India, more than 10,000 officials are deployed in case of Summary Revision and similar numbers officials are deployed in case of Intensive Revision on diverted capacity to Election Office. These officials are also required to be trained on the guidelines/instructions issued by the Commission for that revision exercise. In addition to this, during the conduct of General Elections to Assembly Constituencies or Parliamentary Constituencies in NCT of Delhi about 60,000 officials are deployed in the formation of Polling Parties, Sector Officers, Asstt. Returning Officers, Returning Officers, Counting Officials etc. A Training Cell has been set up at CEO (HQ).

## **REVENUE DEPARTMENT**

**Annual Plan Outlay : ₹ 19600 lakh**

The Revenue Department has emerged as second largest revenue earning Department for the GNCTD. The service delivery by the Revenue Department and interface with public makes or mars the image of the Government of the day. Thus, the functioning of the Revenue Department is in a way an indicator of governance as the Revenue Department has the maximum interface with public at almost every level. The department is introducing structural and systemic reforms with futuristic ramifications where citizen shall identify the department as their very own institution.

**1. Direction and Administration (Strengthening of District Offices & HQ) :  
₹ 4600 lakh**

Nine Districts with 27 Sub-Divisions under the overall superintendence of Secretary (Rev.) designated as Divisional Commissioner, Delhi were established vide notification No. 409/GA dated 27.06.1996 in NCT of Delhi to give prompt and responsive administration to the rural as well as urban population within their area itself. The districts started functioning w.e.f. 01.01.1997. But, 02 more districts namely Shahdara and South-East with 06 Sub-Divisions have been created vide notification no. 1948 dated 11.09.2012 and thus there are 11(eleven) districts with 33 Sub-divisions.

The broad function of each District administration by and large covers following areas viz:-

1. Revenue Administration.
2. Judicial work.
3. Relief and rehabilitation work.
4. Planning statistics.
5. Computerization.
6. Sub-Division Offices for various certifications, affidavits etc.
7. Registration of property documents.
8. Collection of Stamp duty.
9. Co-ordination with various local bodies / departments / agencies for proper administration.
10. Land Acquisition.
11. Nazarat Branch.
12. District Development Committee.
13. Execution of works and activities under the scheme "My Delhi I Care Fund".
14. Disaster Management.
15. Bhagidari meeting and workshops.
16. District Public Grievance Cell.
17. Implementation of centrally sponsored scheme.
18. Child Labour/bonded labour related matters.
19. SC/ST related matters & monitoring Committee.
20. Ground water extraction matters.
21. Food safety matters.
22. Solemnization and registration of marriages.
23. Defacement of property matters.
24. Aadhar Enrolments.

The Revenue Department also proposes to redevelop/ refurbish/ repair/ construct their building(s) keeping with the image of the department and its other offices with best of amenities and facilities. The Department proposes to establish new buildings for each district and sub division. These buildings will be closer to public and easily accessible as well. The Department is also launching web based e-calculator to know quantum of duty to be paid on different instruments.

Revenue Department has put up 25 services in e-SLA system, thereby, ensuring that the certificates/documents are delivered to the public in time bound manner. In order to make these services user friendly, the department in e-district project is giving options to the public to file documents through system only and they will be informed about the status of the application on daily basis, as well as through SMS alert.

As a result of active follow-up and close monitoring, almost entire population of Delhi has been covered with Aadhar. Aadhar have already been issued to approx. 177 lakh persons and approx. 188 lakh persons have been enrolled with Aadhar. Delhi is only state with highest Aadhar penetration in the country.

## **2. District Development Committees (Minor Works) :**

**Annual Plan Outlay : ₹ 300 lakh**

Delhi Government constituted a two-tire structure vide order dated 15.11.1999 comprising Apex Committee at the State level and 9 District Development Committees. Now, Govt. of NCT of Delhi vide notification dated 11.09.2012 has created two additional Districts and formed in total eleven (11) Distt./Session Divisions and thus formed 11 Districts Development Committees to provide a responsive and responsible administration by involving elected representatives 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 ensue 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 programs listed out for the district and to prepare District level plans for future implementation based on the needs of the area. The Committee comprises Chairman, to be elected from 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 Convener of 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.

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 or any other work related to that activity, 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.

In order to ensure equitable distribution of the resources among various Legislative Constituencies, the individual DDC could be allocated funds to the tune of ₹10 lakh per year to each 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 is required to be taken from such representatives during the meeting itself. In the light of the recommendations of the DDC it would be open to the Deputy Commissioners 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.

### **3. My Delhi I Care Fund (Citizen Care for Habitat Fund):-**

**Annual Plan Outlay : ₹ 5500 lakh**

‘My Delhi I Care Fund’ has been created with the Deputy Commissioners (Revenue) of eleven districts to enable the citizens to participate in upkeep and protection of their own habitat through partnership with the Government. GNCTD started the ‘My Delhi I Care Fund Program’ so that development works required in each colony, habitat and locality may be suggested by the people through their RWA. The ‘Fund’ aims to attract citizen groups registered under the Bhagidari Scheme of Delhi Government to contribute through financial and other means in various micro projects and maintenance works, designed to improve their immediate environment in the true spirits of Bhagidari. In view of the increasing number of requirements being proposed by Resident Welfare Associations in each District, an amount of ₹500 lakh is allocated to each revenue district of Delhi. The Deputy Commissioner is required to release the money to the asset owning agencies / implementing agencies or to the Bhagidar citizens groups for execution of works.

Further, the guidelines for “My Delhi I Care Fund” have been restructured so as to further promote the participation of RWAs and the citizens. It is a heartening development that many progressive RWAs of Delhi are organizing free yoga classes in nearby parks voluntarily. It is proposed to support such efforts; GNCTD will sanction a one-time grant of ₹1 lakh to those RWAs which will offer space to house essential equipment like treadmill and undertake to maintain them properly and open such units to residents, at nominal cost on no-profit no-loss basis.

The following nature of works which are permissible under the scheme can be directly executed through the RWAs associated with Bhagidari initiative as the execution of such works may not require specific technical expertise:

- (1) Creation of recreational facilities for senior citizens like indoor games, TV, Newspapers, space for interaction (excluding construction activities)
- (2) Establishing public libraries and book banks (excluding construction activities)
- (3) Provision of signage inside colonies/markets
- (4) Establishment of children activity centre and benches in the public parks
- (5) Beautification of colony parks, roundabouts
- (6) Establishment of gymnasium and recreational facilities at community centre (as per approved rates by Directorate and sports) and
- (7) Maintenance of gardens

The above works shall be executed subject to the following conditions:

- (1) The proposed works can be executed by RWA which has been associated with Bhagidari at least for the last three years
- (2) The RWA should get its account audited as per terms and conditions of their registration. The RWA should have conducted regular election as per terms and conditions of their registration
- (3) RWA should be mandate to provide space for development as per scheme
- (4) Deputy Commissioner (Revenue) should ensure proper monitoring of expenditure and physical progress
- (5) Deputy Commissioner (Revenue) concerned may release fund directly to RWAs on the basis of an MOU with RWA as envisaged in the Delhi Parks and Gardens Society registered vide No. S/62922/2008.

The limit of single development work is enhanced from ₹5 lakhs to ₹8 lakhs as per guideline issued vide letter No. F.CM/JS/2008/1922-1945 dated 04.09.2008. Only in exceptional cases where the cost of works exceeds ₹8 lakh the previous sanction of the Divisional Commissioner will have to be obtained before forwarding the same to the asset owning / implementing agency. Proposals under the schemes "My Delhi I Care" are furnished by RWAs according to their need and requirement. The same are placed before the Core Committee for approval in accordance with the existing rules and regulations in this regard. The Core Committee of every sub-division will monitor the progress of work and quality of work in every sub-division and will submit a report to the Deputy Commissioner on a quarterly basis. The views of the citizen groups of the area of the scheme should be incorporated in this report. Deputy Commissioner and SDMs with implementing agency will physically monitor at least 20% of the works.

A monthly physical progress report in the prescribed proforma should be furnished by the executing agencies including RWAs to the Deputy Commissioner (Revenue) concerned under intimation to Divisional Commissioner, GNCTD and Pr. Secretary to CM, GNCTD. Emphasis is to be given to complete the work within the same financial year and major works should be taken up latest by third quarter of the financial year in order to avoid spill over to the next financial year.



A report on the physical and financial progress made in respect of each work along with reconciliation report of the account for this 'Fund' will be submitted to the District Deputy Commissioner in every quarter by the implementing agency. A quarterly consolidated report from each district will be forwarded to the Divisional Commissioner as well as to Bhagidari Cell in the office of Chief Minister. Payment of advances of any type to the contractors / suppliers under any work falling within this scheme is prohibited.

#### **4. Bhagidari - Citizen Government Interface (Interactive Sessions & Workshops) :**

**Annual Plan Outlay : ₹400 lakh**

##### **Objectives:-**

- 1) The Bhagidari scheme envisions evolving a common platform 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 and to create awareness amongst the citizen group.
- 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.
- 4) The 'Bhagidari' aims to bring the citizens of Delhi, the actual stakeholders, to the focus of planning and policy- making process through their participation and active involvement in governance.

Normally most of the expenditure under this scheme is being made as per requirement of Chief Minister's office, which is conducting Bhagidari Workshops/Utsavs etc. or any other work related to that activity. In accordance with the work allocated to the various DCs, expenditure is done by DC offices. However, monthly Bhagidari meetings are held at the level of District and one video conferencing per year for which nominal expenditure is made at the District Level.

#### **5. Disaster Management:-**

**Annual Plan Outlay : ₹ 2400 lakh**

Disasters are the grim reality of human life. The approach to the Disaster Management earlier was search & rescue and relief activities after the incidence of a disaster. This has now changed to preventive disaster management. The preventive disaster management is possible through various activities which result in an aware and prepared community, citizens, government departments, various stakeholders etc. The preventive disaster management results in reducing the impact and losses occurring due

to disasters. Awareness, preparedness and capacity building requires a range of activities like organizing awareness programs, workshops, seminars, nukkad natak, publicity through media, training and mock drills. The purpose of these activities is to have orientation, conditioning of and coordination between the government departments, various stakeholders and the community to enable them to take preventive action as well as to respond quickly and effectively to any situation of disasters.

Disaster Management Act was enacted in the year 2005. Consequently, Delhi Disaster Management Authority (DDMA) was established vide notification dated 19.03.2008 of Hon'ble Lt. Governor of the NCT of Delhi. DDMA functions under the chairpersonship of Hon'ble Lt. Governor of Delhi and Hon'ble Chief Minister of Delhi acts as Co-chairperson.

### **Key programmes of Delhi Disaster Management Authority (DDMA)**

- a) Institutionalization of disaster risk management system at all levels.
- b) Development of multi-hazard preparedness, response and mitigation plans for disaster risk management at state, district and ward level.
- c) Organization of mock drills to enhance preparedness, coordination and effective response mechanism.
- d) Establishment of appropriate techno-legal regime for multi-hazard safety.
- e) Awareness generation programmes for disaster mitigation and preparedness.
- f) Establishment/strengthening of Emergency Operations Centers at State and district level.
- g) Capacity building of disaster management teams at all levels in the field of first-aid, shelter management, rescue and evacuation, damage assessment etc.
- h) Training of engineers, architects & masons in disaster-resistant technologies.
- i) Knowledge networking on effective approaches, methods and tools in developing and promoting policy frameworks for Disaster Risk Management (DRM).
- j) Training and capacity building of administrative functionaries and other stakeholders in different facets of disaster management.
- k) Inclusion of disaster management in the school curriculum.
- l) Strengthening Public-Private Partnership for awareness generation and disaster preparedness and mitigation planning.
- m) Collaboration with professional bodies and associations for mainstreaming DM.
- n) Promotion of volunteerism for prevention, mitigation and preparedness [Civil Defence, NSS, National Yuva Kendra Sangathan (NYKS) etc.].
- o) To launch a media campaign on the 'Preparedness of Earthquake'.
- p) Any other work relating to the activities of DDMA.

## **Institutional Mechanism and Systems**

Under the programme the following preparedness / activities are required to be carried out:

### **(i) Strengthening of Emergency Operation Centers (EOC):**

DDMA has set up a 24x7 disaster helpline (1077) to coordinate disaster response efforts. At present 10 Emergency Operation Centers (9 in Districts & 1 in HQ) are operational in Delhi. One State EOC is functioning at DDMA (HQ) 24 hrs x 7days and 09 EOCs are functioning in 9 districts with additional charge of districts South-East and Shahdara of Revenue Department of Govt. of Delhi. There is a need of establishment of two new EOCs at newly created districts South-East and Shahdara of Delhi. The DDMA is working on transforming these EOC's into modern GIS based Emergency Operations Centers.

### **(ii) Establishment of State Disaster Response Force (SDRF):**

The proposal for setting up of State Disaster Response Force (SDRF) on the lines of the National Disaster Response Force (NDRF) is under consideration. For establishing the State Disaster Response Force, as a first setup, the acquisition of land is required. Simultaneously, the manpower, creation of posts for different units etc is being worked out. DDMA is working towards development of a modern GIS based Emergency Operation Centre for increased effectiveness in disaster response.

The Ministry of Home affairs vide their letter dated 30.05.2013 has allocated funds to the tune of ₹5 crore for the creation of "State Disaster Response Funds". This fund will be in the nature of revolving funds which will be at the disposal of State Disaster Management Authority to ensure that different department of the State Govt. and the Districts Authorities take appropriate preparedness measures and provide rehabilitation and reconstruction assistance to the victims of any disaster.

### **(iii) Disaster Mitigation and Prevention:**

To create "State Disaster Mitigation Fund" and construction of Delhi Institute of Disaster Management (DIDM)

### **(iv) Emergency Flood Response and Rescue Centre:**

To meet the futuristic demand for more boats, divers, safety equipments and need for housing disaster related infrastructure, proposal for renovation and modernization of existing boat club as an Emergency Flood Response and Rescue Centre has been approved by Hon'ble Lt. Governor. Department is in the process of improving its preparedness for an effective and efficient response and to take a number of measures including year round training of personnel for rescue and relief work during floods, sailing and land training, storage & maintenance of large fleet of Boats and trained personnel etc. A Central Flood Control Room has been established in District East on 24x7 basis alongwith deployment of Nodal Officers from all the line departments on rotational arrangement basis for the first time.

- (v) Quick Response Team (QRT) Vehicles
- (vi) Procurement of 2 helicopters
- (vii) Setting up of DDMA Secretariat
- (viii) Techno- Legal Regime
- (ix) Modernization of the Disaster Management centers setup by Municipal Corporations of Delhi (MCD), NDMC etc.
- (x) Disaster Management (DM) Lanes
- (xi) Retrofitting of Life line building

### **Preparedness and Response**

Under the programme the following preparedness and response activities are required to be carried out:

#### **Construction of Warehouses:**

Under this activity, 04 State Level Master Warehouses are required to be constructed – one each in East/Trans Yamuna, North West Delhi, near the airport and Okhla / Badarpur area at an estimated construction cost of ₹ 34 crore for each warehouse. The purpose of these warehouses is to store medicine, major equipments and other materials to be used at the time of major disaster and to provide space for training of the officials of State Disaster Response Force (SDRF) at the time of disaster. The DDMA in collaboration with NDMA and UNICEF is working on the project of establishing master level and district level warehouses in Delhi. As per study done by UNICEF, it is estimated that around 10 to 22 acre plot will provide adequate space for a master warehouse with sufficient potential for expansion as required. The plot of land includes provision of minimum 6M setback for fire service and parking lot for 30 to 40 tracks, space for adequate maneuvering space for training ground and office space. Besides 4 major Warehouses, 33 sub-divisional warehouses are also required to be constructed one in each of the 33 sub-divisions of Delhi to serve the purpose at the time of disaster.

#### **6. Grant-in-Aid to Delhi State e-District Implementation Society for e-District Project:-**

**Annual Plan Outlay : ₹ 300 lakh**

“e-District” is one of the 31 Mission Mode Projects (MMPs) under the National e-Governance Plan (NeGP), with the Department of Information Technology (DIT), Govt. of India as the Nodal Department, to be implemented by “Delhi State e-District Implementation Society (e-IDS)” over a period of 4 years. This MMP project aims at electronic delivery of identified high volume citizen centric 26 services, which are not part of any other MMP, to citizens at their door steps at district and sub-district level. “e-District” has been envisaged by Govt. of India as automation of workflow and internal processes of district administration processes with the possibility of seamless integration of various services covered under the project like Certificates, Redressal of

Right to Information, Ration Card/PDS, Social Welfare Services, Dues & Recoveries, NOC, Marriage Registration and Relief & Rehabilitation. Eleven certificates have been redesigned and Business Process Reengineering (BPR) has been developed. The e-District application will be integrated with the databases of the other line departments to ensure easier and faster validation of citizen information. An Executive Committee has been formed to monitor the performance of the Project.

State Level e-Governance Society has been set-up at the District and State level. The project aims to provide citizen services online and through a single window system at the customer service centers.

This project has been approved by GOI at a total estimated cost of ₹3152.57 lakh out of which DeitY (Department of Electronics & Information Technology, GOI) share will be ₹2364.94 lakh & ACA (Additional Central Assistance) amount will be ₹787.63 lakh to be received from Ministry of Communication & Information Technology, GOI. DeitY contribution would be released as Grant-in-Aid to be met from e-Governance Head.

However, the total amount proposed by Divisional Commissioner's Office for this project is ₹3259.53 lakh. Therefore the difference amount of ₹106.96 lakh is to be borne by GNCTD. A provision of ₹3 crore has been made in the Annual Plan 2014-15 under new plan scheme "GIA to Delhi State e-District Society for e-District Project". The funds will be released on receipt of ACA installments and corresponding share of differential amount after receiving of ACA.

#### **7. Renovation / Modernization and Relocation of SR / DC & SDM offices (by Department through DTTDC, I&FC and DSIIDC):-**

**Annual Plan Outlay : ₹4400 lakh**

The Revenue Department in its endeavor to ensure best kind of administrative practices proposes to have the following activities during the year 2014-15:-

- (i) Redevelopment /Renovation of Buildings /Offices:** The department proposes to establish new buildings for each district and sub division with the best of amenities and facilities. These buildings will be closer to public and easily accessible as well. The quality of amenities and facilities will provide better environment for the public and also enable better service delivery system.
- (ii) Expansion of district offices:** Districts are the executive organs of Revenue Department which have maximum interface with public and perform field functions. Two new districts namely Shahadra and South-East have also been created vide notification dated 11.09.2012. For these two new districts and six sub-division/Tehsils, purchase of the land from DDA and construction of two new districts has been proposed.
- (iii) Independent offices of SDMs:** SDMs are the key functionaries at sub-division level performing multifarious functions including judicial functions with emergent kind of role-set. Over the years, a need has been felt to strengthen the office of this functionary at the sub-division level.

- (iv) Up-gradation of existing SR Offices and creation of more SR Offices:** Office of Sub-Registrar is a very important and prominent office interacting directly with the public for the purpose of registration of various kinds of documents including sale deeds. These offices are also a major revenue earner for the government by collection stamp duty and registration fee. First SR office started in 1860 at Kashmiri Gate in Delhi. At present there are 17 SR offices. In order to meet the requirements, the department plan to establish more SR offices in each sub-division making the total number of 33. All these SR Offices shall be set up with accompanying building (i.e. land and construction), infrastructure and requisite staff.

The Department has already upgraded/created 11 SR offices as e-SR upto 04.07.2014 namely Hauz Khas (Mehrauli), Rohini, Vivek Vihar (Nand Nagari), Janakpuri-Basai Darapur, Kapas-hera, Preet Vihar, Nangloi, Narela and Kanjhawala. Besides, 05 SR offices are in pipeline for up-gradation/modernization/creation as new e-SR office, namely Libaspur, New Delhi at Palika Bhawan at R. K. Puram, Najafgarh, Bhalaswa and Gandhi Nagar. Given the changing profile of the city, infrastructural development, creation of more residential and commercial spaces by private organization as well as government agencies, the work related to registration of documents is bound to increase manifold in coming years.

- (v) Decentralization of Nazarat Branch:** At present there is one centralized District Malkhana / Nazarat Branch functioning under the control of Head Quarter of Revenue Department. The decentralization of Malkhana to each district will facilitate the public / police as well as revenue officers / staff. In addition, the security of these buildings needs to be looked after by the paramilitary organization like CISF, ITBP etc.

## **DIRECTORATE OF CIVIL DEFENCE**

**Annual Plan Outlay :** ₹1700 lakhs

The Civil Defence in India started in the year 1962 passed through several phases before coming of age in 1985. The Civil Defence is to be organized as an integral part of the Defence of the country with the aims of (a) to save life (b) to minimize to damage property (c) to maintain continuity of production and (d) to keep up the high morale of public. The Lt. Governor of NCT of Delhi vide notification No. F.No. 1/50/20089/HG-913-23 dated 05.03.2009 separated the Directorate of Civil Defence from Directorate of the Home Guards and placed it under the control of Divisional Commissioner, Delhi w.e.f. 01<sup>st</sup> January 2011. The above said notification also empowered the Divisional Commissioner to be the commanding and controlling authority for all purposes and for the purposes of the Civil Defence Act. 1968 and rules made there under in the National Capital Territory of Delhi. Keeping in view the growing attachment of common man and identification of the Civil Defence activity by them the department proposes the following programs and activities to strengthen the same during Annual Plan 2014 – 15.

## **1. Development of Civil Defence Central Training Institute (C.T.I.)/ HQ/ District Offices**

In the present scenario, the basic requirement of Civil Defence is to have its own Central Training Institute (CTI) at centralized, headquarter and district level. At present 70,000 Civil Defence Volunteers are enrolled and this number is increasing day by day & to cater training schedules of these volunteers various advance training programmes are being carried out throughout the year. Keeping in view necessity of separate Central Training Institute for Civil Defence, a land measuring 97 bigha (approx.) has been allocated at Village Bajitpur (North District) to the Civil Defence at a cost of ₹17 crore (approx.), against initially proposed 136 bigha land, for the construction of Central Training Institute (CTI). Out of this an amount of ₹5 crore has already been paid to Director Panchayat and remaining will be paid during CFY 2014-15. Boundary wall on this land is proposed to be constructed by DTTDC at an estimated cost of ₹247.77 lakh.

Besides development of Central Training Institute are also required to be developed in 11 Civil Defence Districts and 52 Zones of Directorate of Civil Defence Delhi. The broad functions of each District of Civil Defence office by and large cover following area viz.:

1. Enrolment of Civil Defence Volunteers/ Wardens.
2. Conduct Basic training.
3. Organize mock drill.
4. Awareness programme at RWA/ Market Association/ College etc.
5. Mustering exercises.
6. Meetings.
7. Rescue/ Relief operations.
8. Deployment of Civil Defence volunteers.
9. Establishment and Administration.
10. Dress/Band Equipment/ Jacket.

To meet out above mentioned requirement i.e. development of Central Training Institute and District Regional Training Centers a sum of ₹1400 lakh is proposed under Capital Head for the Annual Plan 2014-15.

## **2. Strengthening of staff of Civil Defence Central Training Institute (CTI)/HQ/District Staff**

The main objective of the Civil Defence is to spread awareness amongst the masses about the calamities either man made or natural. Hence the basic concept of Civil Defence came into the light keeping in view the necessity to train civilians to handle any type of calamities. In the city like Delhi, which is not only the Metropolitan city but also serves as national capital, it is mandatory that the organizations like Civil Defence must be strengthened to face the problems of terrorism and disaster inch to inch i.e. from earthquake to collapse of building.

### **3. Training Equipments required for Central Training Institute & District Training Centers**

As on all 11 Districts are running with old/ outdated equipments, therefore it is proposed to procure the below mentioned equipments/ articles so that any type of rescue / relief operations be carried out in an efficient/ proper manner. Below listed equipments are also required to carry out training of Civil Defence volunteers/ wardens:

- A. Siren System.
- B. Audio-visual equipment for community education.
- C. Personal protective clothing and equipment.
- D. Rescue equipment.
- E. Communication equipment:-
  - (a) Internal radio communication.
  - (b) External radio communication.

### **4. Vehicles required for Central Training Institute, Headquarter & District Training Centers**

Civil Defence volunteers/ wardens are earmarked as first responder during any kind of disaster (manmade/ natural). This purpose cannot be fulfilled without availability of transportation/ vehicles. Hence it is proposed to provide all the 11 Districts & CTI/ HQ with the appropriate vehicles so that Civil Defence volunteers/ staff may be able to reach at incident place as and when required.

## **DELHI FIRE SERVICE**

**Annual Plan Outlay : ₹7000 lakhs**

The Delhi Fire Service is providing fire prevention and safety services to the people of national Capital territory of Delhi through 56 fire stations and functioning under the Administrative Control of Govt. of NCT of Delhi. However, the growth in population and infrastructure besides trades / industries, high rise buildings has resulted in the extension of the urban area and increase in the quantum of fire risk. Ever high standard of living has further increased the fire load, total number of vehicles on road thereby requiring a bigger infrastructure for the fire service to cope up with the increasing number of fire accidents. Keeping in view, the Govt. of NCT of Delhi has decided to increase the number of fire stations from 56 to 70 in the 12<sup>th</sup> five year plan and strengthen & modernize the existing resources to cope up with the complex operational requirements.

### **CAPITAL WORKS:-**

During the year 2014 – 2015, construction work of fire stations & staff Quarters is likely to continue at the following locations:



- 1 Annad Parbat
- 2 Jasola Badar Pur
- 3 Geetanjali Enclave (Malviya Nagar)
- 4 Dwarka Sectro – 3
- 5 Dwarka Sector – 20
- 6 Vasant Kunj
- 7 Yamuna Vihar
- 8 Chandrawal Water Works
- 9 Sanjay Gandhi Transport Nagar
- 10 Geeta Colony Workshop Fire Station

Beside above some expenditure is also proposed to incur on renovation, addition & alteration of existing fire station buildings and staff quarters. Apart from the above – it is proposed to re-construct the Headquarters building, Shahdra Fire Station, Shyama Prasad Mukherjee Marg Fire Station and construction of Staff Quarters at Kirti Nagar, Janak Puri, Geeta Colony. In addition, the land allotment is expected from DDA at following locations for construction of fire station and staff quarters:-

1. Mahipal Pur
2. Shalimar Bagh
3. Pitam Pura
4. Golden Park Rohtak Road
5. Udyog Nagar Industrial Area
6. Saket District Centre

Dallu Pura Fire Station completed in 2013-14 and start functioning. Delhi Fire Service also proposes to construct a fire training centre to fulfill its statutory obligation under section 29 of Delhi Fire Service Act 2007 (Delhi Act 2 of 2009) at Budanpur, North-West district, Delhi. A piece of about 15 acres of land has been identified belonging to the Goan Sabha and land is allotted to Delhi Fire Service. The proposed training facility shall have state-of-art training facilities including several indoor and outdoor training to prepare the firemen for the likely future challenges in industries, high-rise structures, malls & multiplexes, large hospitals, multilevel parking, underground and elevated metro rail stations, oil & gas fires etc. In 2014-15, it is proposed to construct boundary wall on the plot of land and further obtaining statutory clearances from the various agencies viz. MCD, DDA etc.

Delhi Fire Service also proposes to upgrade and modernize its communication facilities and opening of 3 Fire Control Rooms One each for the 3 Fire Zones as per the Delhi Fire Service Act 2007. In 2014 – 2015, the preliminary work would be done concerning technical feasibility, equipment / system requirement, man power requirement and obtaining necessary approval of the Competent Authority.

#### **REVENUE PLAN:-**

Recruitment of Fire Operators and promotion of Sub-Officer & Leading Fireman to be completed during 2014 – 2015. Beside this General Admn. Staff, Academy Staff & Fire Prevention Wing Staff will also be required for smooth running and functioning of all District Offices as well Headquarters of Delhi Fire Service. The staff is also required for computerization of entire Delhi Fire Service.

A number of fire fighting appliances have been proposed for condemnation and are out of the fleet. It is proposed for procurement of following fire fighting vehicles and equipments for fire fighting and similar other purposes:

- (i) Hydraulic Platform / T.T.L
- (ii) Water Tenders including Chassis
- (iii) Small Water Tenders including Chassis
- (iv) Water Bourse
- (v) Multi Outlet Breathing Apparatus Compressor
- (vi) Hydraulic Cutting Tools For Disaster Management
- (I) Hydraulic Platform / T.T.L.
- (II) Crash Tender
- (III) Portable Pumps

It is proposed for procuring the Global Positioning System (GPS), Computers and Software, digitization of personnel & fire risk data, deployment of resources data, personnel protective fire resistant gears viz. fire resistance protective clothing, fire fighters gum boots, helmet with visor, FR gloves, foam compound, dry powder, small gears & other materials required for firefighting along-with day-to-day repairs and maintenance of fire fighting vehicles including re-furbishing.

## **EXCISE DEPARTMENT**

**Annual Plan Outlay :** ₹ 200 lakh

### **I. CONSTRUCTION & DEVELOPMENT OF PROPERTY AT OKHLA INDUSTRIAL AREA, NEW DELHI (MEASURING APPROXIMATELY 2500 SQ. YARDS)**

This Department is in possession of the above noted property. The said property is presently lying vacant since 31.08.2008. This property is located on main road and has vast commercial potential and can be effectively used for pecuniary benefit by this Department. Simultaneously, this Department is optimally utilizing the office space available in this office and is in need of additional space AND intends to shift the existing Excise Laboratory, the Excise Intelligence Bureau (EIB) and to establishment of DATA Center for Excise Supply Chain Information Management System (ESCIMS) at the proposed premises, A-92, Okhla Industrial, Phase-II, New Delhi.

Matter regarding construction of Development Centre and Excise Control Laboratory at the above mentioned Govt. property has been taken up with the DSIIDC. DSIIDC has framed estimate coasting to ₹22.19 crore for construction the complete building (Basement, Ground floor, 1<sup>st</sup> floor and 2<sup>nd</sup> floor). Finance Department has accorded its approval. An amount to ₹ 2 crore under Annual Plan 2014-15 has been allocated in order to initiate the development of the said property.

## **DEPARTMENT OF LAW AND JUDICIAL**

**Annual Plan Outlay : ₹ 2510 lakh**

### **I. High Court**

**Annual Plan Outlay : ₹ 200 lakh**

The components of the scheme are as under:-

- 1) Digitalization of old records
- 2) Gbps LAN / Up-gradation of existing LAN
- 3) e-Court / e-Filing Project

### **II. Family Court**

**Annual Plan Outlay : ₹ 1200 lakh**

Establishment of Family Courts with a view to promote conciliation and speedy settlement of disputes relating to the marriage and family affairs. The major component of the scheme is salary of judges & subordinates staff and establishment expenditure.

### **III. Computerization of District Courts**

**Annual Plan Outlay : ₹ 210 lakh**

Government of Delhi has been providing funds for the computerization of District and Session Court under plan. The stationery for the same will be provided out of the plan funds of Govt. of National Capital Territory of Delhi. It is proposed to establish 12 e-courts, hiring of manpower, purchase Dictaphones, purchase of digital signatures for judicial officers, purchase of computers, and enhancement of leased line, etc.

### **IV. DELHI JUDICIAL ACADEMY**

**Annual Plan Outlay : ₹ 500 lakh**

The components of the scheme are as under:-

- 1) To conduct Training Programmes, Refresher Courses, Workshops, Environment Awareness & Cultural Contact Retreats
- 2) Recruitment of sanctioned staff and extension of teaching faculty
- 3) To meet out office contingent expenses
- 4) Purchase of Computers, Printers and Other computer Accessories and Audio Visual Equipments etc.
- 5) Completion of Guest House, Delhi Judicial Academy, Officers Hostel including mess, club Houses, Directors residence, Academic Block, Cafeteria and Pantries in Dwarka Complex

- 6) Full furnishing of the new building including Judicial Hostel and installation of equipments at Sector-14, Dwarka and shifting of the Delhi Judicial Academy from Karkardooma Courts Complex to Dwarka Complex

## **V. Delhi Dispute Resolution Society**

**Annual Plan Outlay : ₹ 400 lakh**

Delhi Dispute Resolution Society (Regd.) (DDRS) under the Department of Law, Justice & L.A., Govt. of N.C.T. of Delhi, came into an existence in November 2009 with the objective of providing alternative forum for resolution of disputes of the public at large before approaching the Court of Law.

The components of the scheme are as under:-

- 1) Setting up of District Mediation Centers in all remaining District of Delhi
- 2) Possession of site for Mediation Centre at Jahangir Puri has been taken and the possession for Bhogal site is in pipeline
- 3) Recruitment of staff for headquarters and its various Mediation Centers and upcoming Mediation & Conciliation Centers
- 4) Hardware for office computerization
- 5) Furniture software for upcoming Mediation Centers
- 6) Engagement of Advocate Mediators for the upcoming projects
- 7) Advertising and Publicity
- 8) Awareness, Seminars for RWAs, NGOs and Public personalities and persons working in the field of mediation for awareness
- 9) Short-term programmes for community mediation
- 10) Organizing of 40 Hours Mediation Training Programmes to have trained mediators
- 11) Refresher courses for the Mediators every month

## **DELHI SUBORDINATE SERVICES SELECTION BOARD (DSSSB)**

**Annual Plan Outlay : ₹1240 lakh**

The Board was created by the Government of Delhi vide Resolution dated 4.10.1996. The Board commenced its functioning from July, 1997. The board was entrusted for the recruitment of all Group 'B' non-gazetted and Group 'C' posts of all the Departments of Delhi Government and Local/Autonomous Bodies under the Govt. of National Capital Territory of Delhi. Recruitment of B and C posts of MCD, NDMC and TRANSCO and GENCO along with preparation, moderation, printing of question papers and evaluation of examinations is also assigned to the Board. The Board has been incorporated with the purpose of recruiting capable, competent, highly skilled individuals by conducting written tests, professional tests and personal interviews wherever as desired. The Board is committed to develop selection and recruitment procedures that confirm to the global standards in testing, and promise selections by all

fair means, of the most competent, capable, and skilled individuals for user departments. Result processing with document scanner with integrated software has been adopted for ensuring accuracy. Online Job Application Recruitment Process (OJARS) as approved by IT Department has been started.

**General Administrative Department (GAD)**

**Annual Plan Outlay: ₹ 3 lakh**

This amount of ₹ 3 lakh is allocated for purchase of new books/journals for Delhi Secretariat Library.