

CHAPTER-13

OTHER ADMINISTRATIVE SERVICES

This sector includes Directorate of Training, Chief Electoral Office, Revenue, Trade & Taxes, Fire Services, Law & Judicial etc. Major Project/Program/Scheme details and their Budget Provision in this sector for financial year 2017-18 is as under:

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES (UTCS)

Sevottam Training Cell - CSS

Budget Allocation 2017-18 : ₹ 2 Lakh

A Sevottam Training Cell is to be established under the Sevottam (Plan) scheme entitled "Scheme for Strengthening of State Administrative Training Institutes October 2012" for capacity building for bringing improvements in public service delivery. A grant amounting to ₹ 20 lakh has been released in lump-sum by Department of Admn. Reforms & Public Grievance, Ministry of Personnel, Public Grievance and Pensions, GOI for establishing a Sevottam Training Cell within UTCS for a period of five years from 2013-14.

The 'Savottam Training Cell-(CSS)' programme 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.

This CSS is 100% funded by Department of Admn. Reforms & Public Grievance, Ministry of Personnel, Public Grievance and Pensions, Govt. of India.

ELECTION DEPARTMENT

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

Budget Allocation 2017-18 : ₹ 2300 Lakh (Cap.)

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 nine districts of NCT of Delhi. Presently, the whole work is scattered in nine 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 crore 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.

Moreover, Election Commission of India (ECI) has instructed all the States/UTs to construct the Integrated Election Complex to bring the work of storage and distribution of Electronic Voting Machines (EVMs) and other election material of all election districts at a single point.

Joint Secretary-cum-Director (Panchayat), vide their letter dated 30.11.2015, conveyed the approval of the Hon'ble Lt. Governor, Delhi to allot the Gaon Sabha land measuring 12 Bigha 04 Biswa on free of cost basis on lease for 99 years in Bakhtawarpur Village (North District) for construction of Integrated Election Complex. Election Department moved a proposal in 2017-18 for construction of Integrated Election Complex at Bakhtawarpur Village (North District) for storage of EVMs and other election material through DTTDC (Delhi Tourism and Transportation Development Corporation) at a preliminary estimated cost of ₹40.98 crore. Time required for completion of this project is 12 months after accord of A/A & E/S. The proposed complex would be capable to store 23125 Control Units, 27750 Ballot Units and 23125 VVPAT of EVMs.

REVENUE DEPARTMENT

The Revenue Department has emerged as second largest revenue earner 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.

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. Establishment and Administration.
5. Accounts and budget.
6. Planning statistics.
7. Computerization.
8. Sub-Division Offices for various certifications, affidavits etc.

9. Registration of property documents.
10. Collection of Stamp duty.
11. Co-ordination with various local bodies / departments / agencies for proper administration.
12. Land Acquisition.
13. Nazarat Branch.
14. Swaraj Fund for Citizen Local Area Development (CLAD) through public participation.
15. Disaster Management.
16. District Public Grievance Cell.
17. Implementation of centrally sponsored schemes.
18. Child Labour/bonded labour related matters.
19. SC/ST related matters & monitoring Committee.
20. Implementation of welfare schemes for Minorities.
21. Ground water extraction matters.
22. Food safety matters.
23. Solemnization and registration of marriages.
24. Defacement of property matters.
25. Aadhaar Enrolments.

1. CAPITAL WORKS OF REVENUE DEPARTMENT BUILDINGS (THROUGH PWD):-

Budget Allocation 2017-18	:	₹1500 Lakh
	:	₹ 500 Lakh (Revenue)
	:	₹1000 Lakh (Capital)

The Revenue Department 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.

Construction of District Magistrate Office (West District) at Raja Garden, New Delhi was approved by EFC / Cabinet in November 2014 at a Project Cost of ₹35.82 crore. Project Duration was 24 months and target of completion in 2016-17. As on August'2017 98% of the work has been completed.

Construction of another new DC Office at Mandawali, Fazalpur, Delhi is in process.

2. **CITIZEN LOCAL AREA DEVELOPMENT (CLAD) – SWARAJ FUND** **(THROUGH GIA TO DUDA):-**

Budget Allocation 2017-18 : ₹ 350 Lakh (Revenue)

Budget Allocation 2017-18 : ₹ 35000 Lakh (Capital)

A new initiative, namely “**Citizen Local Area Development (CLAD) – Swaraj Fund**” is created enabling the citizens in selection and implementation of programmes prioritized by them for the development of their area. The citizens of respective Assembly Constituencies will decide how this allocated amount is to be utilized in line with their requirements. The citizens will themselves decide the priority of implementation of these developmental works. The scheme also seeks to empower the common citizen to have a greater say in the development and upkeep of their surroundings and in the civic matters pertaining to their localities.

The new scheme was initially proposed in 2015-16 to be implemented in 11 Assembly Constituencies, one in each Revenue District. From 2016-17 onwards, the scheme is to be implemented in all 70 Assembly Constituencies of Delhi. Each Assembly Constituency is to be divided into on an average 40 Mohalla Sabhas. The scheme is to be executed through the suggestions / recommendations of the voters of respective Mohalla Sabhas by prioritizing the works. Citizens will decide their priorities of developmental works by a process of voting carried out in these meetings. The payment towards the developmental works will be made to the contractor upon completion, only after citizens of the area give consent regarding satisfactory quality of the work. The works at the top of the list are to be taken up within the overall limit of fund allocated to Mohalla Sabhas by concerned Revenue District. Apart from this, the Mohalla Sabhas shall also act as Grievances Redressal Mechanism.

This scheme replaced the existing three schemes namely ‘District Development Committee (Minor Works), Bhagidari and My Delhi I Care (Citizen Care for Habitat Fund)’. These three schemes have been merged with CLAD-Swaraj Fund scheme.

The budget provision of this scheme includes two components; one - Participatory Budgeting & Development through Mohalla Sabhas and second – Other Charges for meeting expenses for organizing meetings of Mohalla Sabhas. Accordingly, a budget provision of ₹ 353.50 crore has been kept for the aforesaid scheme in Financial Year 2017-18.

The Government has set-up a new agency called “District Urban Development Agency (DUDA)” in each District, vide Order No. 18B(101)/UD/Plg./DUDA/2015-16/3816-3919 dated 16.7.2015, for execution of developmental work projects as well as maintenance of public assets. This new agency will execute the works recommended by the citizens under “Swaraj Fund” and works recommended by Hon’ble Members under “MLA Fund”. In addition, this new agency is also proposed to play a vital role in providing basic civic services and their improvement in unauthorized colonies and rural areas. For better administrative

control and supervision, Delhi Urban Development Agency (DUDA) in each district will be headed by the District Magistrate and who will be assisted by a team of engineers. It will facilitate in improving the accountability, efficiency and transparency in delivery of public services.

3. DISASTER MANAGEMENT:-

Budget Allocation 2017-18 : ₹ 1000 Lakh (Revenue)

Budget Allocation 2017-18 : ₹ 350 Lakh (Capital)

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 12 Emergency Operation Centers (11 in Districts & 1 in HQ) are operational in Delhi. One State EOC is functioning at DDMA (HQ) 24 hrs x 7days and 11 EOCs are functioning in 11 Districts of Revenue Department of Govt. of Delhi. The DDMA is working on transforming these EOC's into modern GIS based Emergency Operations Centers. One EOC is also proposed to be established in Delhi Secretariat.

(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. 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) **Establishment of Community Disaster Management Centers:**

The ever increasing population density of Delhi coupled with congested roads and lanes, pose a great threat to effectiveness of any response. Therefore, community response needs to be strengthened which would empower community for effective response of disasters. Community Disaster Management Centers required to be established in each subdivision of Delhi equipped with basic disaster response and relief equipments.

(v) **Disaster Management (DM) Lanes:**

Specific lanes of arterial roads of Delhi, important from disaster management point of view, are proposed to be notified as Disaster Management (DM) Lanes. The DM lanes will be demarcated and imprinted with specific design for identification purpose. People will be made aware to vacate the DM lanes and give way to Ambulances, Fire Brigades, Police Control Room (PCR) Vans and Vehicles of other emergency response agencies during the crises time.

(vi) **Quick Response Vehicles (QRV):**

Toyota Innova Vehicles fitted with emergency response equipments and designed, fabricated and duly pasted with retro-reflected stickers have been deployed as Quick Response Vehicles in 11 Districts and HQ. More QRVs are proposed to be purchased in near future for an effective emergency response.

(vii) **Quick Response Team (QRT)**

(viii) **Procurement of helicopters**

(ix) **Setting up of DDMA Secretariat**

(x) **Techno- Legal Regime**

(xi) **Modernization of the Disaster Management centers setup by Municipal Corporations of Delhi (MCD), NDMC etc.**

(xii) **Retrofitting of Life line building**

Disaster 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 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 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.

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.

Also proposal of construction of Disaster Management Training Centre at Rajokri, New Delhi is under progress.

4. DISASTER CONTINGENCY PLAN / DISASTER RESPONSE FUND:-

Budget Allocation 2017-18	:	₹ 500 Lakh (Revenue)
Budget Allocation 2017-18	:	₹ 200 Lakh (Capital)

Provisions of Disaster Management Act, 2005 stipulates constitution of a National Disaster Response Fund (NDRF) at the National level and constitution of State Disaster Response Fund (SDRF) at the State level respectively. In pursuance of the provisions of the Disaster Management Act, the Govt. of India has notified the constitution of NDRF vide Gazette of India dated 28.9.2010. As provided under the Act, all the State Governments are advised to constitute and notify the constitution of the SDRF. The 14th Finance Commission has made provision of funds for SDRF in

its recommendations which has been accepted by the Govt. of India. Keeping in view of the provisions of Disaster Management Act, 2005 and the recommendations of 14th Finance Commission, Govt. of India has framed guidelines for administration of NDRF at National level and for SDRF at the State level vide OM dated 30.7.2015.

As per the guidelines, The SDRF shall be used only for meeting the expenditure for providing immediate relief to the victims of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst, pest attack and frost & cold wave. A State Govt. may use upto 10% of the funds available under SDRF for providing immediate relief to the victims of natural disaster that they consider to be 'disaster' within the local context in the State. Any amount spent by the state for such disasters over and above the ceiling would be borne out of its resources and would be subject to the same accounting norms. Of the total size of SDRF indicated, GOI will contribute 75% for general category States and 90% for special category States of the total yearly allocation in the form of a Non-plan grant. The balance share will be contributed by the State Govt. concerned.

In the Central Govt. Budget 2017-18, Govt. of India has made a budget provision of ₹5 crore as GIA to GNCTD towards contribution to "Disaster Response Fund".

5. GRANT-IN-AID TO DELHI STATE E-DISTRICT IMPLEMENTATION SOCIETY FOR E-DISTRICT PROJECT:-

Budget Allocation 2017-18 : ₹ 200 Lakh (Revenue)

To eliminate possible corruption and delays in issuance of various certificates at the SDM's offices a new "e-District" project has been launched for ensuring delivery of certificates/documents to the public through single window system in time bound manner. The entire process of issuing certificate has been computerized. The system for verification, which has been a major source of corruption, will henceforth be carried through e-systems. 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. The Executive Magistrate will issue the certificate through digital signature. Citizens can take authenticated copies of certificates any number of times.

"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.

This project was approved by GOI at a total estimated cost of ₹3152.57 lakh out of which DeitY (Department of Electronics & Information Technology, GOI) share is ₹2364.94 lakh as Grant-in-Aid and ACA (Additional Central Assistance) amount is ₹787.63 lakh from Ministry of Communication & Information Technology, GOI.

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 ₹2 crore has been made in BE 2017-18 under the 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.

6. RENOVATION/MODERNIZATION/RELOCATION AND CONSTRUCTION OF SR / DC & SDM OFFICES (BY DEPARTMENT THROUGH DTTDC, I&FC AND DSIIDC):-

Budget Allocation 2017-18 : ₹ 3000 Lakh (Cap.)

The Revenue Department in its endeavor to ensure best kind of administrative practices proposes to have the following activities during the year 2017-18:-

(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 21 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/modernized 16 SR offices as e-SR to give better access of Government services to the citizens. The appointment for registration can now be taken online. 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.

7. GIA TO MISSION SWARAJ (SAMAJIK SUVIDHA SANGAM):-

Budget Allocation 2017-18 : ₹ 200 Lakh (Revenue)

Earlier Samajik Suvidha Sangam (SSS) was registered in 2008 as a Registered Society, under the provisions of the Societies Act, 1860, established to provide an institutional mechanism for unifying social policies impacting the poor and to welfare, establish, manage, operate, maintain and facilitate the integrated delivery of welfare entitlements to the underprivileged citizens in an efficient, transparent, convenient, friendly and cost effective manner, with special focus of women's empowerment Programmes, under which District Resource Centers (DRCs) were set-up at district level structures of Mission Convergence (Samajik Suvidha Sangam) based at the office of the Deputy Commissioners of each district and acted as 'front office' of the DC office.

Services Department, GNCTD conveyed decision of Delhi Govt., vide Order No. 115 dated 8.3.2016, regarding handing over the administrative control of Samajik Suvidha Sangam from AR Department to Revenue Department, GNCTD and further designating the Project Director (Samajik Suvidha Sangam) as Deputy Commissioner (HQ), Revenue Department. In another development, Samajik Suvidha Sangam, vide Order dated 27.5.2016, conveyed the decision of Delhi Govt. regarding discontinuation of Mother NGOs, Gender Resource Centers (GRCs), Extension Centers, Stand Alone Centers, Homeless Resource Centers (HRCs) and District Resource Centers (DRCs) Projects w.e.f 31.05.2016. As per the order, Mother NGOs,

GRCs, Extension Centers, Stand Alone Centers, HRCs and DRCs will not use the name of SSS or banner in any further activity/correspondence. Data generated/provided in Mother NGOs, GRCs, Extension Centers, Stand Alone Centers, HRCs and DRCs shall not be used/shared by the NGOs for any purpose without the prior approval of the PMU-SSS.

Recently on 08 July 2016, Delhi Govt. Cabinet, vide Decision No. 2388, has taken a decision on “Mission Swaraj” – a State Level Project Management Unit to oversee the execution of Mohalla Sabha projects through merger of PMU-SSS with PMU-State Level Agency i.e. Mission Swaraj. Thus the “Mission Swaraj” is the society whose name was earlier “Mission Convergence” till 22.07.2016 that was constituted in the year 2008.

MINORITY WELFARE SCHEMES

The Directive Principles of the State Policy provide to promote with special care, the educational and economic interests of the target groups. To achieve the objectives of “Equality” with many facets, Govt. of India as well as State Govt. has been striving for socio-economic development of the people of minority community through administrative orders and plan process.

In the starting of 21st century welfare activities relating to Minorities was also assigned to Department for welfare of SC/ST/OBC/Minorities. From the year 2012-13 all the activities relating to Minorities were transferred to the Department for welfare of SC/ST/OBC/Minorities, which were previously looked after by Home Department.

In a recent development, General Administration Department conveyed decision of Delhi Govt., vide Order dated 23.11.2015, regarding handing over the business related to Welfare of Minorities from Department for the Welfare of SC/ST/OBC/Minorities to Revenue Department, GNCTD. As per the order “the business related to Welfare of Minorities was allocated to Department for the Welfare of SC/ST/OBC/Minorities vide Order No. F.7/1/2012/GAD/CN/3085-3092 dated 03.08.2012. It has been decided by the Govt. that henceforth the business related to Welfare of Minorities shall be transacted in Revenue Department and no business related to Welfare of Minorities shall be transacted in the Department for the Welfare of SC/ST/OBC/Minorities”.

8. GIA to Delhi Wakf Board:-

Budget Allocation 2017-18	:	₹ 179 Lakh
		₹ 19Lakh (General)
		₹ 160 Lakh (Salary]

9. Survey of Wakf Properties:-

Budget Allocation 2017-18	:	₹ 5 Lakh
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10. GIA to Delhi Haj Committee:-

Budget Allocation 2017-18	:	₹ 320 Lakh
	:	₹ 160 Lakh (General)
	:	₹ 160 lakh (Salary)

1. POST MATRIC SCHOLARSHIP SCHEME FOR MINORITY STUDENTS - CSS:-

Budget Allocation 2017-18	:	₹ 2 Lakh
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2. PRE-MATRIC SCHOLARSHIP SCHEME FOR MINORITY STUDENTS - CSS:-

Budget Allocation 2017-18	:	₹ 600 Lakh (Revenue)
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3. MERIT-CUM-MEANS BASED SCHOLARSHIP SCHEME FOR MINORITY STUDENTS - CSS:-

Budget Allocation 2017-18	:	₹ 7 Lakh
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4. MULTI SECTORAL DEVELOPMENT PROGRAMME FOR MINORITY CONCENTRATION DISTRICT - CSS:-

Budget Allocation 2017-18	:	₹ 1400 Lakh
	:	₹ 1100 Lakh (GOI-CSS Share)
	:	₹ 300 Lakh (State Share)

5. FINANCIAL ASSISTANCE / SCHOLARSHIP & OTHER SOCIAL SECURITY SCHEMES FOR WELFARE OF MINORITY:-

Budget Allocation 2017-18	:	₹ 1000 Lakh (Revenue)
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DIRECTORATE OF CIVIL DEFENCE

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. 01st January 2011. The 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 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 2017-18:

1. CIVIL DEFENCE

1.1. Development of Civil Defence Central Training Institute (c.t.i.) Hq/District Offices

Budget Allocation 2017-18 : ₹ 100 Lakh

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 about 55,782 Civil Defence Volunteers are enrolled in 2016-17 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 the necessity of separate Central Training Institute for Civil Defence, a Gram Sabha land measuring 20 acre (approx.) has been allocated by Directorate of Panchayat at Village Bajitpur, Bawana (North District) for construction of Civil Defence Headquarter & Training Center.

Besides development of Central Training Institute, it is also required to develop 11 Civil Defence District Regional Centers and 52 Zones of Directorate of Civil Defence in 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.

1.2. Vehicles and Machinery & Equipment for Central Training Institute, Headquarter & District Training Centers

Budget Allocation 2017-18 (Cap.): ₹ 150 Lakh

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.

OTHER CENTRALLY SPONSORED SCHEMES

1. Revamping of Civil Defence – CSS

Budget Allocation 2017-18 : ₹ 50 Lakh

The Centrally Sponsored Scheme “Revamping of Civil Defence” started in the year 2009 by MHA, GOI. The scheme consists of various components namely, up-gradation/strengthening of CTI, Strengthening of Civil Defence setup in Multi Hazard Districts (MHDs), Re-orientation of Civil Defence, publicity and awareness of Civil Defence in general public. Further, Directorate of Civil Defence had organized the training camps and demonstration which could help to attain the object the Civil Defence in common man.

COMPONENTS OF THE CSS “REVAMPING OF CIVIL DEFENCE”:

1. Up-gradation / strengthening of New/ Existing institutes

The basic and initial requirement of Civil Defence is to have its own Central Training Institute (CTI) at centralized Head Quarter and district levels, which is already planned under State Plan Head. However, the Directorate requires funds for the repair/renovation of physical infrastructure etc. which will be met under CSS fund.

2. Strengthening of CD Setup in MHDs

The main objective of the Civil Defence is to spread over the awareness amongst the masses about the calamities either man made or natural. Civil Defence as it is clear from its name itself “Defence of Civilian”. 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 city like Delhi, which is not only the Metropolitan city but also serves as national capital, it is mandatory that the Civil Defence must be strengthened to face the problems of terrorism and disaster inch to inch i.e. from earthquake to collapse of building.

At present, two districts namely South East and North East, which are more prone to natural calamities therefore, the funds under the CSS released by MHA, GOI is required to be utilized to face any problem/calamities with full confidence and activeness.

3. Re-Orientation

Special enrollment drives were organized in the North East and South East Districts (MHDs) for the enrollments of volunteers where less numbers of persons were taking interest in the working of Civil Defence.

4. Publicity and awareness

For the publicity of Civil Defence project and creation of awareness among the general public, different types of methods were used for this purpose. Publicity was made through printed material to electric media. Awareness camps were organized in different parts of Delhi including Schools, Colleges, through NGOs, institutes in which volunteers participated with their full strengths and showed their ability.

5. Training camps/Exercises/Demonstration

The Directorate of Civil Defence is regularly organizing the Training Camps/Exercises Camps and Demonstration Camps in different districts in which volunteers from all the districts took part. In these camps PTIs and guest faculties including retired Civil Defence officers are also invited to give benefits of their experience to the volunteers. These programmes get financed on equal sharing basis between Central Govt. and State Govt.

This CSS is funded by Ministry of Home Affairs, Govt. of India and comes under 66 re-structured schemes namely “National Scheme for Modernization of Police and other forces”. The funding ratio between Centre & State for this scheme is 50:50.

2. NATIONAL PROGRAMME FOR CAPACITY BUILDING FOR EARTHQUAKE RISK MANAGEMENT - CSS

Budget Allocation 2017-18 : ₹ 50 Lakh

Traditionally, India has been vulnerable to various natural hazards on account of its unique geo-climatic conditions especially earthquakes, which is considered to be among the most destructive with the potential of inflicting huge losses to life and property. Almost the entire Gangetic plain and some parts of Rajasthan including the Capital of the Country are in seismic zone IV. Rapid urbanization and unplanned development has led to the situation that millions of people in various parts of the country are at risk from earthquake.

The steps being taken by the Government. The approach has been translated into a National Disaster Framework [a roadmap] covering institutional mechanisms, disaster prevention strategy, early warning system, disaster mitigation, preparedness and response and human resource development. The expected outputs, areas of intervention and agencies to be involved at the National, State and District levels have been identified and listed in the roadmap.

Ministry of Home Affairs in the Government of India, has formulated the national programme – “National Programme for Capacity Building for Earthquake Risk Management”. The programme underlines the shift of focus in disaster management from post disaster relief and rehabilitation to pre-disasters risk mitigation. The overall goal of the programme is sustainable earthquake risk reduction in the country. The project aims to enhance the preparedness of the nation

to face earthquakes and to reduce the loss to life and property caused by earthquakes.

Ministry of Home Affairs, Government of India will execute the programme in collaboration with States/ UT Administrations. The national nodal agency, MHA will provide support to strengthen National Programme for Capacity Building for Earthquake Risk Management. The State Government would provide support for the successful implementation of the programme.

This CSS is 100% funded by Ministry of Home Affairs, Govt. of India and comes under 66 re-structured schemes namely “National Scheme for Modernization of Police and other forces”.

3. STRENGTHENING OF SDMA & DDMA - CSS

Budget Allocation 2017-18 : ₹ 30 Lakh

The National Disaster Management Authority (NDMA) is implementing a Centrally Sponsored Scheme (CSS) of “Strengthening of State Disaster Management Authorities (SDMAs) and District Disaster Management Authorities (DDMAs)” at a cost of ₹42.50 crore during 2015-17 for 36 SDMAs and 256 DDMAs throughout the country to improve the effectiveness of all SDMAs and selected DDMAs for taking up measures for the prevention, mitigation, preparedness and capacity building to deal with the threatening disaster situation or disasters. The scheme aims at providing human resources to the SDMAs and DDMAs for technical support towards disaster preparedness and mitigation activities. 26 States and 4 UTs have signed Memorandum of Understanding (MoU) for implementation of the scheme so far, and funds have already been released to 17 States & UTs.

NDMA proposed to provide ₹27.60 lakh to Delhi in FY 2015-16 and ₹38 lakh in FY 2016-17. The scheme is proposed to cover all the SDMAs and 40% of DDMAs for each State/UT. The scheme was earlier planned to start from 1st October, 2015 and to end on 31st January, 2017.

The Revenue Department has prepared vulnerability profile of districts as per the approved State Disaster Management Plan (SDMP). East, South East, Central and North West districts has to be selected for the scheme. The deliverables of the project include activities such as review and updating of disaster management plan, carrying out mock drills and capacity building programmes for various stakeholders and other mitigation and preparedness activities, etc.

As per the draft MoU, to be signed between GNCTD and GOI, States/UTs will continue the scheme from their own resources after 31.01.2017.

4. DISASTER MANAGEMENT PROJECTS UNDER NATURAL DISASTER PLAN IN DISASTER PRONE AREA - CSS

Budget Allocation 2017-18 : ₹ 11 Lakh

5. COMPUTERIZATION OF LAND RECORDS - CSS

Budget Allocation 2017-18 : ₹ 96 Lakh

National Land Record Modernization Programme (NLRMP) envisages computerization of land records, digitization of cadastral maps, updation of survey and settlement records, computerization of property registration and setting up of modern record rooms etc. Computerization of land records of all villages of Delhi is under progress and will be completed in a phased manner.

This CSS is 100% funded by Department of Land Resources, Ministry of Rural Development, Govt. of India and comes under 66 re-structured schemes namely "National Land Record Management Programme (NLRMP)". An amount of ₹1,32,06,000/- has been received from GOI during March 2015.

Objective:

- i. National Land Records Modernization Programme (NLRMP) for training of all the revenue Staff in the digitization process, recruiting a team of Data Entry Operators (DEOs) and purchasing requisite infrastructure (Servers, PCs, UPS, Printers, Scanners, biometric devices etc) for making the project functional at the Tehsil level.
- ii. Digitization of Khasra Girdawari/crop statements and Field Measurement Book (FMB) through the Khasra Girdawari Module of DLRC and FMB module of DLRC.
- iii. Digitization of the cadastral maps of the rural villages maps/Sizra of all the villages for better planning and records which will be integrated with the computerized land records so that there will not be any confusion of identifying the concerned Khasra Number/property.
- iv. Availability of Khatauni/RoR, Khasra Girdawari/Crop Statements and Cadastral Map of each Khasra number/property on the Website of Delhi Govt.
- v. Taking up this programme in all the Revenue Villages of all Districts of Delhi.
- vi. Finally to integrate the computerized land records with the Sub-Registrar offices for initiating automatic mutation process for continuous updating of records by making necessary amendments in the Delhi Land Reforms/Revenue Acts and ultimately move towards a clear title system from the current presumptive title.

DEPARTMENT OF TRADE & TAXES

Budget Allocation 2017-18 : ₹ 1500 Lakh (Capital)

(1) Vyapar Bhawan Annexe

Budget Allocation 2017-18 : ₹ 600 Lakh (Capital)

To construct new building on the land adjacent to Vyapar Bhawan. No expenditure is incurred till date. Construction will start after approval from MCD and completion of other codal formalities.

(2) Renovation and Maintenance of Building

Budget Allocation 2017-18 : ₹ 600 Lakh (Capital)

The work for Renovation / Maintenance of building has already been started. Renovation/replacement of lifts, renovation of floors, installation of CCTV and misc. repairs etc.

(3) Motor Vehicle

Budget Allocation 2017-18 : ₹ 300.00 Lakh (Capital)

Provision of ₹300 lakh has been made available for fulfilling the need of motor vehicle of the department.

DELHI FIRE SERVICE

Budget Allocation 2017-18 : ₹ 3500 Lakh (Capital)

The fast pace of urbanization and industrialization with the extensive use of hazardous materials and increased construction of multi-storied buildings has not only enhanced the risks due to fire accidents but has also put tremendous strain on the operational abilities of Firemen. In addition, in the aftermath of any disaster, the immediate mobilization and deployment of trained fire personnel for search and rescue operations is critical for the survival of disaster-affected victims.

The Delhi Fire Service is providing fire prevention and safety services to the people of national Capital territory of Delhi through 61 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 61 to 63 by the end of 2017-18 and strengthen & modernize the existing resources to cope up with the complex operational requirements.

(1) Motor Vehicle

Budget Allocation 2017-18 : ₹ 500 Lakh (Capital)

Provision of ₹500 lakh has been made available for fulfilling the need of motor vehicle of the department.

(2) Machinery and Equipments

Budget Allocation 2017-18 : ₹ 2000 Lakh (Capital)

A number of fire fighting appliances and equipments 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 / TTL
- (ii) Water Tenders including Chassis
- (iii) Small Water Tenders including Chassis
- (iv) Water Bousers
- (v) Bulk Foam Tenders
- (vi) Delivery Hoses
- (vii) Multi Outlet Breathing Apparatus Compressor
- (viii) Hydraulic Cutting Tools for Disaster Management
- (ix) Truss Type Extension Ladder
- (x) Prime Mover for Rescue Tools
- (xi) Crash Tender
- (xii) Portable Pumps
- (xiii) Hand Controlled Jet / Spray Branch

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 equipments including re-furbishing.

(3) Capital Works of Fire Stations / Buildings

Budget Allocation 2017-18 : ₹ 1000 Lakh (Capital)

Construction and maintenance work of fire stations & staff quarters, beside renovation, addition & alteration of existing fire station buildings and staff quarters, is in progress / likely to continue at various locations. Apart from this it is proposed to

re-construct the Delhi Fire Service Headquarters Building at Connaught Place, New Delhi. Proposal is in planning stage.

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 Budhanpur Mazra, North-West district, Delhi. A piece of about 14 acres of land, belonging to the Goan Sabha, has been allotted to Delhi Fire Service for setting up of Fire Training Centre/College at Budhanpur Mazra, North-West district, Delhi. 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.

DEPARTMENT OF LAW AND JUDICIAL

Budget Allocation 2017-18	:	₹ 900 Lakh
Revenue	:	₹ 890 Lakh
Capital	:	₹ 10 Lakh

I. High Court

Budget Allocation 2017-18	:	₹ 200 Lakh
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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. Computerization of District Courts

Budget Allocation 2017-18	:	₹ 300 Lakh (Revenue)
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Government of Delhi has been providing funds for the computerization of District and Session Court. The computerization of Delhi District Court was initiated in the year 2003-04. In order to centralize the database, a Local Area Network and Server Room was established. Digitization Project initiated in January 2012 to have records in digitized manner. National Informatics Centre has developed custom software based on requirements of District Courts, Delhi for providing IT based infrastructure and quick reference to Judges for speedy justice. Case-list, judgments and daily orders were made available on the District Court Website. Provision of real-time web casting of e-courts trials and TFT/LCD monitors on dias to monitor and correct the evidence judgments/orders.

First ever paperless model e-court started functioning at Karkardooma Court Complex and now one such court has already been established in each District. The projects e.g. 'Centralized Filing Counter', 'E-kiosks' and 'De-duplication of Cases U/s 138 N I Act' have been accomplished. It is further proposed to implement new plans

e.g. Interconnectivity of Courts for implanting central database, SMS Case Enquiry System, Digital Archiving of Judicial Records and its metadata, hiring of manpower, purchase Dictaphones, purchase of digital signatures for judicial officers, purchase of computers, and enhancement of leased line, etc.

III. Delhi Dispute Resolution Society (DDRS)

Budget Allocation 2017-18 : ₹ 400 Lakh

Revenue : ₹ 390 Lakh

Capital : ₹ 10 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) Recruitment of staff for headquarters and its various Mediation Centers and upcoming Mediation & Conciliation Centers
- 3) Hardware, software for office computerization
- 4) Furniture for upcoming Mediation Centers
- 5) Engagement of Advocate Mediators for the upcoming projects
- 6) Advertising and Publicity
- 7) Awareness, Seminars for RWAs, NGOs and Public personalities and persons working in the field of mediation for awareness
- 8) Short-term programmes for community mediation
- 9) Organizing of 40 Hours Mediation Training Programmes to train mediators
- 10) Refresher courses for the Mediators every month

At present 10 Mediation Centers, including one mediation clinic at TDSAT, have been functional since the DDRS came into existence on 27.11.2009. Further DDRS intends to set-up 19 Mediation and Conciliation Centers in various parts of Delhi. In all 43058 cases have been received in various Mediation Centers of DDRS, out of which 16564 cases have been settled during the FY 2016-17.

GENERAL ADMINISTRATION DEPARTMENT (GAD)

Shaheed Kosh

Budget Allocation 2017-18 : ₹ 100.00 lakh

In current financial year 2017-18, a new scheme, viz. "Shaheed Kosh" started. The main objective of this scheme – celebration of Shaheed Utsav, awareness/seminar/workshop and all India conference of historians / research scholars related to freedom fighters / martyrs.