

Confidential

No. 7/5/2014-AVII
Government of India
Ministry of Urban Development
(Shahari Vikas Mantralaya)



उप निदेशक (वेरिगैटि)-/Dy. Director (Vig.)-I
डि. वि. प्र. / Delhi Development Authority
अधारी सं. ०९
Diary No. _____
दिनांक 10/03/17
Date _____

Nirman Bhawan, New Delhi - 110011
Dated: 08.03.2017

OFFICE MEMORANDUM

Subject:-List of Sensitive posts identified for rotational transfers.

Director (Vig.) 1137
Dy. Dir. 10/3/17
Date _____

The undersigned is directed to enclose a list of sensitive sections in the Ministry as well as its attached and subordinate offices with a request that necessary action may be taken by respective Departments/Organisations for transferring the officers/officials working in sensitive posts for more than three years under intimation to AV unit of this Ministry.

2. This issues with the approval of JS & CVO.

R

Encl: As above.

(P.C.Dhasmana)

Deputy Chief Vigilance Officer
Tel. 23063661

D. M. Vig
CVO

To

1. Shri Arvind Mukherjee, Deputy Secretary (Admin), MoUD, Nirman Bhawan.
2. The DGW, CPWD [Shri M.R. Krishna, Chief Vigilance Officer], Nirman Bhawan, New Delhi.
3. The Directorate of Printing [Shri A.K. Bansal, Director], Nirman Bhawan, New Delhi.
4. The Directorate of Estates [Shri Anand Singh, Director of Estates], Nirman Bhawan, New Delhi.
5. The L&DO [Shri Anand Mohan, L&DO], Nirman Bhawan, New Delhi.
6. The DDA [Shri Manoj Kumar, CVO], INA, Vikas Sadan, New Delhi. [Fax No. 24699436].
7. The Principal Accounts Office, Ministry of Urban Development [Shri Shyam S. Dubey, Chief Controller of Accounts], Nirman Bhawan, New Delhi.
8. The Department of Publication [Shri G.D. Pandey, Assistant Controller], Civil Lines, Delhi. [Fax No. 23817846]. (Tel. 23812527)
9. The Government of India Stationery Office [Shri S.K. Mandal, Controller], 3 Church Lane, Kolkata. [Tel No. 2248-6280/89/0839(EPBX), Fax No. (033) 2243-7380]
10. The Town & Country Planning Organisation [Shri K.K. Joadder, Chief Planner], Vikas Bhawan, I.P. Estate, New Delhi. [Fax No. 23379197].
11. The DUAC [Shri Vinod Kumar, Secretary], India Habitat Centre, Zone-6, Core F, Lodhi Road, New Delhi. [Fax No. 24616391]
12. The NCR Planning Board [Ms. Ruchi Gupta, CVO], India Habitat Centre, 1st Floor, Zone 4, Lodhi Road, New Delhi. [Fax No. 24642163]
13. The National Institute of Urban Affairs [Dr. Sandeep Thakur, Senior Research Officer], 4 'B', 1st Floor, India Habitat Centre, Lodhi Road, New Delhi.
14. The National Buildings Construction Corporation Ltd. [Shri Sanjiv Swarup, Chief Vigilance Officer], NBCC Bhawan, Lodhi Road, New Delhi- 110003. [Fax No. 24367293]

Dy. Dir
10/3/17
Put up
Re. Grant
14/3

Ans/Adms

List of Sensitive Posts

The following posts common to all the organisations are sensitive:

- (i) Receipt and Issue Sections.
- (ii) Vigilance unit.
- (iii) Section dealing with the release and utilization of funds under:
 - (a) Grants-in-aid-General
 - (b) Office expenses
 - (c) Other administrative expenses

2. Specific posts in the following organisations have been identified as sensitive:

S.No.	Organisations	Sensitive Sections
1	CPWD	<p>(A) Posts in Head Quarter</p> <p>(i) CE (HQ), DDG (Pers.) and all officers and staff posted in their respective unit.</p> <p>(ii) DDG (HQs) posted in the Central Office and in the Regional Offices of SDG's and all officers and staff in their respective units.</p> <p>(iii) All posts in Vigilance Unit.</p> <p>(B) ADG (Trg.)</p> <p>(C) Posts of SE, EE and AE in QA Wing in CSQ office and EE (QA) and AE (QA) in the office of ADGs and AE (QA) in Circle Offices.</p> <p>(D) All CEs in zone and CPMs, All SEs and Director (H) in circle office and PMs, All EEs and DD (H) in Division office and projects, All AEs and AD (H) in Sub-Divisions and Projects, All JEs and SOs in Sections and projects looking after the works of construction and/or maintenance in CPWD & PWD, GNCTD.</p> <p>(E) Posts of SE, EE, AE in Valuation Cells.</p> <p>(F) EE, AE, JE posted in Testing Labs of CPWD and PWD.</p> <p>(G) D/Man. and AE (P) in Planning Unit of Division Offices of CPWD and PWD.</p> <p>(H) Divisional Accountant, Auditors and Cashiers in Division Offices of CPWD and PWD.</p> <p>(Above posts include both Civil and Electrical Engineering Schemes at various levels.)</p>
2	DDA	<p>✓ 1) Housing :- The following desk of Housing Branches i.e. Higher Income Group, Middle Income Group, Lower Income Group, Janta and Expandable Housing Scheme</p> <p>(i) Dy. Director (Housing) (ii) Assistant Director (Housing) (iii) Assistant (Housing) (iv) UDC/SSA (v) LDC/JSA (vi) Daftary (vii) Peon</p> <p>✓ 2) Land Disposal: The following branches are sensitive:-</p> <p>(i) Co-operative Society (ii) Institutional Land (iii) Group Housing (iv) Old Scheme Branch (v) Commercial Land (vi) Lease Administration Branch (Rohini) (vii) Land Sales Branch (Industry) (viii) Lease Administration Branch (Residential) (ix) Commercial Estate (x) License Property Cell (xi) Land Sales Branch (Rohini) (xii) Land Disposal Coordination (xiii) Nagrik Suvidha Kendra</p>

3) Engineering: All Engineers posted in fields as per following details:

Project Zone:

A. Circles: (i) Asstt. Engineer (P) (ii) Ex.Engineer (P) (iii) Supdtg.Engineer (P)-VI (iv) Project Manager (Flyover) (v) Project Manager (Master Plan Road)

B. Project Divisions: (i) Accounts Branch Auditor and Asstt.Accounts Officer (ii) Finance Officer to Chief Engineer (iii) Jr.Engineer field (iv) Asstt.Engineer field (v) Executive Engineer

4) Planning

(i) The Building Section of Rohini i.e. Building PPR is now part of Building section under the control of Director Building.

(ii) The Building section (iii) The Land Pooling Cell

5) Personnel: Confidential Report Cell and Recruitment Cell

6) Land Management:

Zones: (East zone), West Zone, North Zone, Rohini Zone, South-East, South-West Zone - along with revenue staff, Ministerial Staff + Engineering Staff

Branches: Survey & Settlement-II, CDO, State Officer, Lands/Tehsildar Nazul Section:-Along with revenue staff, Ministerial Staff + Engineering Staff.

Asstt.Collector/PRW + Engineering Staff.

Accounts Officers/ Management/LMA - Along with Ministerial Staff + Engineering Staff.

7) Legal Department: All Law Officers posted in sensitive Departments i.e. Land Disposal, Housing & Land Management.

8) Commissioner-cum-Secretary Office:

(i) Dy.Dir (Nazarat) (ii) Asstt. Dir (Nazarat) (iii) Dealing Assistant-I (Deals with consumable items) (iv) Dealing Assistant-II (Deals with photocopy Machines, scanner, Fax. (v) Dealing Assistant-III (Deals with livery items) (vi) Dealing Assistant-IV (Deals with stationery items) (vii) Manager Printing Press (viii) Manager Automobiles

(9) Chief Accounts Officer:

(i) Director Land Costing (ii) Financial Advisor (Housing) (iii) All Dy.Chief Accounts Officer:- All Central Accounts Units, Land Costing 1&2, Housing Account wing. (iv) Sr.Accounts Officer/Accounts Officer:- Central Accounts Unit, Audit (Field) Finance Officer, offices in Zone and Hort., Housing Accounts, Industrial Accounts, Commercial Accounts, Institutional Accounts, Billing I,II, Land Sales Accounts- I,II,III Co-op.Society Accounts, Rohini Accounts (v) Asstt. Accounts Officer:- Central Accounts Units (works), All divisions (Civil, Elect, Hort.), Sports, All Housing Accounts, Land Sales Accounts- I,II,III, Co-op. Society Accounts, Rohini Accounts, Cash (Main) (vi) ASOs, SSAs and JSAs posted in Land Costing Wing, except the ministerial staff and officers working in AO (Project) under Land Costing Wing.

		10) Horticulture Department: Dy. Director (Hort.) posted in Divisions/Quality Assurance Cell, Asstt. Director (Hort) posted in Divisions & Quality Assurance Cell, Section Officer (Hort) posted in Divisions. 11) Quality Assurance Cell: Sensitive
3	Dte. of Estates	1) Subletting Section, 2) Litigation Section, 3) Eviction Inspectors, 4) General Section, 5) Computer Cell, 6) Chief Suptd./Suptd. Of Govt. Hostels (Solitary Post), 7) In charge - NIC.
4	L&DO	1) Property Section -I, 2) Property Section -II, 3) Property Section -III, 4) Lease-I Section, 5) Lease -IIA Section, 6) Lease- IIB Section, 7) Lease-III Section, 8) Lease-IV Section, 9) Lease- V Section, 10) R.P. Cell, 11) Internal Audit Cell, 12) Co-ordination Section, 13) Enforcement Section, 14) Administration Section, 15) Despatch Section, 16) Bill Group/ Cash Section, 17) Estate Officer, 18) Engineer Officer/Assistant Engineer, 19) Vigilance Section.
5	DUAC	1) UDC-cum-Cashier.
6	TCPO	(a) Admin I Section dealing hand of office expenses, other Administrative expenses, professional fees, publication and other charges (b) Stores (c) Cashier (d) Procurement Clerk (e) Caretaker (f) Medical reimbursement
7	Dept. of Publication	1) Assistant Controller (Administration), 2) Assistant Controller (Business), 3) Financial Officer, 4) Establishment Section, 5) O&M Section, 6) General Section, 7) Advertisement Section, 8) Cash Section, 9) Gazette Section, 10) Weeding Out Section, 11) Sale-II Section, 12) Care Taker.
8	NBCC	Corporate Office: 1) Fund Division: All employees posted in Fund Division 2) HRM Division: (i) Recruitment Cell - Manager & above (ii) Control Cell:- Manager & above 3) Administration Division: Procurement Section Head, Incharge of store, Incharge of Vehicle Maintenance 4) Real Estate Division:- Real Estate Division Head, Incharge of Land Procurement 5) Vigilance Division: All executives reporting to CVO. <u>RBG/SBG/Zonal/Project offices:</u> 1) RBG Office(s): RBG Head & RBG Finance Head 2) SBG Office(s): SBG Head & SBG Finance Head
9	Directorate of Printing	1) Receipt & Issue Section 2) Procurement Section 3) Establishment Section (Store keeper, Procurement of Goods & Services) 4) Vigilance Section 5) O.P. Section Posts in respect of all the GIPs/Branches under the DOP: 1) Procurement Section 2) Timekeeper 3) Cash Section
10	PAO	1) Post of AAO working in the division of CPWD 2) Official/Officers dealing with issuance of LOC (Letter of Credit) to the divisions of CPWD. 3) Officers/Officials dealing with making payments to private parties/contractors/supplier in all Pay and Accounts Offices including Principal Accounts Office.

11	NCRPB	<p><u>Finance and Accounts Wing:</u> 1) Finance and Accounts Officer 2) Assistant Director (finance)/DDO</p> <p><u>Administration wing:</u> 1) Assistant Director (Admn.)</p> <p><u>Project Monitoring Cell:</u> 1) Assistant Director (PMC) (re-designated as Dy. Director (PMC) on grant of Assessment Scheme of NCRPB)</p> <p><u>Planning Wing:</u> 1) Joint Director (Technical) 2) Dy. Director (GIS) 3) Assistant Director (Technical) 4) Planning Assistant (re-designated as Assistant Director (Technical) on grant of Assessment Scheme of NCRPB)</p>
12	GISO	1) C&P Branch 2) Purchase Branch I, II & III 3) Progress Branch 4) Inspection Branch. 5) Paper Branch 6) Service Branch i.e. General Branch 7) C.R. Branch

THE DIVISIONS OF MOUD

S.No.	Division	Sensitive sections/posts
1	Administration	CR Unit, Admin-I, II, III, IV and IT Cell, Administrative Vigilance Unit
2	Finance	IFD
3	Delhi Division	All Desks in Delhi Division
4	Missions	(i) All the sections/desks under Smart City Mission, (ii) All the sections/desks under Swachh Bharat Mission (iii) AMRUT (iv) HRIDAY
5	Work	Works Division
6	Urban Directorate	UD-II, UD-III, NERUDP, CPHEEO
7	Arbitration	O/o Arbitrator