

**OFFICE OF THE DIVISIONAL COMMISSIONER
REVENUE DEPARTMENT
GOVERNMENT OF N.C.T. OF DELHI
5, SHAM NATH MARG, DELHI.**

**WRITE-UP OF PLAN SCHEMES FOR 12th FIVE YEAR PLAN (2012-17)
AND ANNUAL PLAN 2012-13:**

		(Rs. in lac)
Total Outlay:	For 12th Five Year Plan (2012-17)-Rs.1,22,660 lacs	
	For Annual Plan (2012-13) -Rs. 13,915 lacs	
Outlay under Rev. Head:	For 12th Five Year Plan (2012-17)- Rs.51,660 lacs	
	For Annual Plan (2012-13) - Rs. 4,615 lacs	
Outlay under Cap.Head:	For 12th Five Year Plan(2012-17) - Rs.71,000 lacs	
	For Annual Plan (2012-13) - Rs. 9,300 lacs	

The vision for Twelfth Five Year Plan

The Revenue Administration has been a core function of any Government from the ancient time starting from Kautilya encompassing Mughal period under Akbar the Great & Raja Todarmal and during the British Raj to present day. However, with the passage of time and with inauguration of welfare –oriented nature of state, Revenue Administration has become synonymous with Government in action and performing vast array of functions cutting across the population. In the recent past, the Revenue Department has initiated a plethora of steps / schemes for better service delivery, responsible Government, public grievance redressal mechanism, disaster management initiatives etc. The Revenue Department has also 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 Revenue Department has long term vision to provide best kind of governance and implement the best kind of administrative practices to ensure responsible Government. In this process, the department is introducing structural and systemic reforms with futuristic ramifications where citizen shall identify the department as their very own institution.

Following Plan Schemes will continue during 12th Five Year Plan and Annual Plan 2012-13:-

I. Direction and Administration (Strengthening of Distt. Offices & HQ): -

For 12 th Five Year Plan:	Rs. 18,250 lacs under Rev.Head
	Rs. 54,000 lacs under Capital Head
For Annual Plan:	Rs. 1,800 lac under Rev.Head
	Rs. 9,000 under Capital Head

Nine Districts with 27 sub-Divisions under the overall superintendence of Pr. 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.

The basic objective, for which 9 districts had been created, would not be achieved if there is paucity of adequate staff and other infrastructure to cater to the need and requirement of the local public.

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. District Development Committee.
15. Execution of works and activities under the scheme “My Delhi I Care”.
16. Disaster Management.
17. Bhagidari meeting and workshops.
18. District Public Grievance Cell.
19. Implementation of centrally sponsored scheme.
20. Child Labour/bonded labour related matters.
21. SC/ST related matters & monitoring Committee.
22. Ground water extraction matters.
23. Food safety matters.
24. Solemnization and registration of marriages.
25. Defacement of property matters.

In addition to above multifarious duties and responsibilities, each district has also been entrusted with additional work with the passage of time. Hence, the infrastructure requires on cost and the staffing pattern needs to be reviewed for each district and the HQ.

The revenue Department in its Endeavour to ensure best kind of administrative practices and as per its vision for 12th Five Year Plan proposes to have the following schemes:-

(i) Redevelopment /Renovation of Buildings /Offices:

- (a) **Head Quarter:** The Revenue Department is located at 5 Sham Nath Marg. The department proposes to redevelop/refurbish this building in keeping with the image of the department and its other offices located at Tis Hazari court complex with best of amenities and facilities during twelfth plan period.

(b) **Districts:** when the decentralization of Revenue Department occurred during 1996-97, the offices of Districts were opened in the make-shift/temporary space available at the time. Since then, these offices are functioning in rented, make-shift offices. While over the years, the functions of districts have increased manifold, the offices are functioning in rudimentary premises/spaces. 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 HQ: HQ is the nerve centre of Revenue Department. The HQ prepares policies, issues directions and co-ordinates activities amongst districts. In the present set-up, there is only one post of ADM (HQ), which is a key post in the hierarchy. However, in view of the multifarious activities of the dept., this is an over-burdened functionary. Revenue Department proposes to create one more post of ADM (HQ). Both posts can be re-designated as Dy. Commissioner and Addl. Secretary/Spl. Secretary at appropriate time. Further, Department proposes to create 2 more posts of SDM (HQ) taking overall strength of SDM (HQ) from existing 4 to 6. Besides this it is also proposed that the Establishment Branch and the Vigilance Branch may be bifurcated into two branches i.e. one exclusively for Gazetted and other exclusively for Non-gazetted functionaries so that the Administrative and Vigilance matters can be dealt promptly and monitored properly. These branches will be supported by the additional ministerial staff and posts of 4 Head Clerks, 4 UDCs and 8 LDCs. **Therefore, it is proposed to make a provision of Rs. 300 lacs under Revenue Head for salary of the proposed posts and Rs. 5000 lacs under Capital Head for 12th five year plan 2012-17. An outlay of Rs. 02 lacs under the Revenue Head and Rs. 250 lacs under Capital Head for the annual plan 2012-13 is proposed.**

(iii) Expansion of district offices:

Districts are the executive organs of Revenue Department which have maximum interface with public and perform field functions. The magapolis city like Delhi has its own ubiquitous needs and requirements viz. prevention mechanisms to tackle terror attacks, bomb blasts, urban out growth and its concomitant ramifications etc. to cope up with increased functions of the districts. The paucity of staff and infrastructure adversely affects the service delivery to public. In the present dispensation in districts, ADMs have been bestowed with the duty and function of Land Acquisition which take a big chunk of their official time hardly leaving any time for other functions and activities. The manifold increase in the work of the Districts and ADM being the second most important office of Revenue Department, a need is felt that each district needs two ADMs. One ADM can perform land acquisition functions, chief executive officer of District Disaster Management Authority, supervision of SR offices etc. and the other ADM can focus on various administrative activities including emergent kind of functions and exigencies viz. crises situation like bomb blast, natural calamities, building collapses and other man made disaster. One of the ADM will also look after the work of Head of Office and Administrative matters. The function of Vigilance Officer is an important function performed by the ADM.

Each district also needs one SDM(HQ). There are three SDMs in each sub-division in district at present. One of these SDMs also works as SDM(HQ). He being overburdened in sub-divisional affairs experience great difficulty in working additionally as SDM (HQ). This new SDM (HQ) shall ensure coordination /communication work within districts and with HQ for smooth and proper flow of directions and information. This shall also provide better coordination between Districts and HQ. The Department envisions 4 SDMs- one each in 3 sub-division offices and one in District as SDM (HQ) of that District.

Expenditure outlay for each district:

- a. Land cost and Construction cost towards setting up of district office and sub-division offices: - Rs. 1000 lacs approximately during 12th five year plan and Rs. 100 lacs for annual plan 2012-13
- b. Office equipment and machinery: - Rs. 210 lacs approximately for 5 years and Rs. 5 lakhs for the year 2012-13.
- c. Salary towards additional post of ADM and SDM – HQ: - Rs. 60 lakhs approximately for 5 years and Rs. 1 lakh for the year 2012-13.

Therefore, it is proposed to make a provision of Rs. 270 lacs under Revenue Head for salary of the proposed posts and Rs. 1000 lacs under Capital Head for 12th five year plan 2012-17 and Rs. 06 lacs under the Revenue Head and Rs. 100 lacs under Capital Head for the annual plan 2012-13.

- (iv) **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. For this, each SDM shall have his/her own independent office with accompanying buildings (i.e. land and construction), infrastructure and requisite staff with a view to make this office stronger and public –centric since this office is having maximum public government interface. The intent is to bring public service nearer to the people and near their residence.

In the existing system there is 01 SDM, 01 Tehsildar, 01 Naib Tehsildar, 02 UDC, 03 LDC, 02 Peon besides Patwari, Kanungo, Ballif in one sub-division. However in the present scenario the strength of ministerial staff is not sufficient in view of increase in public related activities and in view of increase of population over the years. The Tehsildars, Naib Tehsildars and revenue staff are mostly pre-occupied in works relating to land revenue under DLR Act and

issuance of caste and other certificates. As a result, the other official work of the sub-division such as correspondence received from headquarter and district offices for implementation of various schemes, reply of RTI, monitoring of court cases and other administrative works is suffered adversely. It is proposed that one administration branch in each sub-division consisting of following officers / officials may be set up for strengthening the sub-division: -

- d. Superintendent - 01.
- e. Head Clerk / Gr. – II – 01.
- f. UDC - 02.
- g. LDC – 03.
- h. Peon – 01.

The total posts for 27 sub-divisions come out to be 216 and the total outlay expenditure towards the salary on such staff for the next five years comes out to be Rs. 2110 lacs approximately. **Therefore, it is proposed to make a provision of Rs. 2110 lacs under Revenue Head for salary of the proposed posts for 12th five year plan 2012-17 and Rs. 21 lacs under the Revenue Head for the annual plan 2012-13.**

(v) 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 collecting stamp duty and registration fee. Starting from First SR office at Kashmiri Gate in 1860 at present only 13 SR offices are functioning with latest addition of one more SR office at Libaspur in NW district out of approved strength of 27. Though, the system may appear running smoothly, but it is highly over-burdened. 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 registration of documents is bound to increase manifold in coming years. In order to meet these requirements, the department plans to establish two SR offices in each sub-division making the total number 54. All these SR offices shall be set up with accompanying buildings (i.e. land and construction), infrastructure and requisite staff. The Break up of total number of posts to be created under this scheme is:-

- a. Sub-Registrar – 01
- b. Court Attendant(Head Clerk) -01
- c. Record Clerk(UDC) -01
- d. Reader -01
- e. LDCs/Data Entry Operators -03
- f. Peon – 01
- g. Binder -01

Further, the up-gradation / modernization exercise of 13 existing SR offices is already under way in order to ensure smooth work flow and to provide better services to the citizens. These offices are presently functioning from the rented / make shift accommodation and are not adequately equipped to facilitate the public at large. These offices are required to be provided at the prominent places to facilitate easy access to the public. For this land is required besides construction of the building, facilitation centre for the public and creation of posts. **Therefore, it is proposed to make a provision of Rs. 5400 lacs under Revenue Head for salary of the proposed posts and Rs. 32400 lacs under Capital Head for 12th five year plan 2012-17 and Rs. 50 lacs under the Revenue Head and Rs. 6600 lacs under Capital Head for the annual plan 2012-13.**

(vi) 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 Nazarat Branch / district Malkhana of the Revenue Department of GNCT of Delhi receives confiscated case property – auctionable as well as un-auctionable items including items under the Rent Control Act and spurious liquor under the Excise Act. It also receives arms, ammunition and military stores etc. All these confiscated case properties are deposited in District Malkhana with the Distt. Nazir of Revenue Department till its disposal. The property is disposed off through auction with the approval of District Magistrate Delhi from time to time and Revenue generated is deposited in Government Exchequer.

Delhi High Court rules on forfeited and unclaimed property and malkhana and rules dealing with arms, ammunition and military stores deposited in District malkhana specifically mention that a separate room in every district for malkhana be set apart, if possible.

In the spirit of the said rules coupled with the following facts these activities need to be decentralized in each district.

a) Scarcity of space at the Head Quarter Malkhana as it was set up when Revenue Department functioned from Tis Hazari Complex. This lack of adequate space creates difficulties while accepting various case property items received from Police Stations through court orders immediately. This scarcity of space also makes difficult to arrange properly the items received at Malkhana and various items such as vehicles etc. are kept in open thereby depreciating the value of such items due to effect of natural forces.

b) The number of police stations, criminal cases and police districts have increased over time. Even the courts have been decentralized and are functioning from various districts. The police staff have to come from various districts to deposit case property or seized items. District Nazir has to rush to attend courts situated in various locations viz. Rohini, Dwarka etc. causing inconvenience and shortage of manpower. Public, including foreign nationals have also to face difficulty as they come to Nazarat branch at Tis Hazari to take possession of released items.

The decentralization of Malkhana to each districts will facilitate both the public / police as well as revenue officers / staff. The districts shall identify and arrange space Malkhana accordingly.

However, the centralized Nazarat Branch at HQ shall be used for depositing arms, ammunition, military items only in view of the sensitivity / security of such items.

These offices are required to be built for which the land is required besides construction of the building. Nine posts of District Nazir and 27 posts of ministerial staff are required to be created for the functioning of District Nazarat Branch. In addition, the security of these buildings needs to be looked after either by the paramilitary organization like CISF, ITBP etc. for which expenditure is to be made. In view of the above, **it is proposed to make a provision of Rs. 50 lacs under Revenue Head for salary of the proposed posts and Rs. 1800 lacs under Capital Head for 12th five year plan 2012-17. Further it is proposed to make a provision of Rs. 1 lac under Revenue Head and Rs. 50 lacs under Capital Head for the annual plan 2012-13.**

Overall, the department requires Rs. 10,120 lacs for the salary and OE of the existing staff for the Head Quarter and 09 districts during 12th Five Year Plan and Rs. 1,720 lacs for the annual plan 2012-13. In addition the department proposes Rs. 8,130 lacs under Revenue Head for the 12th Five Year plan 2012-17 and Rs. 80 lacs for the annual plan 2012-13. Further, the department proposes a sum of Rs. 54,000 lacs for Capital works of the department for the 12th Five Year plan 2012-17 and Rs. 9,000 lacs for the annual plan for the year 2012-13.

II. Disaster Management and Delhi Disaster Management Authority:

Outlay under Rev.	For 12th Five Year Plan (2012-17) - For Annual Plan (2012-13) -	Rs. 25,000 lac Rs. 1,300 lac
Outlay under Cap.	For 12th Five Year Plan (2012-17) - For Annual Plan (2012-13) -	Rs. 17,000 lac Rs. 300 lac

Disasters are the grim reality of human life. The best antidotes to face and over come the disaster problem is to inculcate capabilities of preparedness and quick response capacity in each individual. The shift in current years has moved from providing relief only to preventing disasters happening in the first instance or mitigating the impact to the minimal to creating of greater awareness and developing resources.

Disaster Management Act was enacted in the year 2005. Consequently, Delhi Disaster Management Authority (DDMA) was established vide notification dated 19.03.2008 of His Excellency of Delhi. DDMA functions under the chairmanship of Lt. Governor of Delhi and Chief Minister of Delhi act as Co-chairperson.

Key progammes 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 Centres 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) Networking knowledge on effective approaches, methods and tools in developing and promoting policy frameworks for 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, NYKS etc.]
- o) Any other work relating to the activities of DDMA.

During last Three years, DDMA has participated effectively in the major events of Metro city- IPL matches, CWG Games 2010, Bhagidari Mela and conducted non-structural training of teachers as well as training of Civil Defence Volunteers, NYKs and other participants. DDMA conducted Metro mock drill on six metro stations at one time in collaboration with NDMA. Besides, these activities, the authority has prepared State Plan, District Plan, School Plans, RWA's Plans, Hospitals Plans also. The steps taken and activities touched upon by DDMA during last three years have been spectacular, it is, therefore, felt that quantum of preparedness and capacity to tackle disaster requires long term proactive inventions. Following programmes are to be carried out with cost estimates and area of inventions to bring Delhi at par with any city having best disaster management preparedness during 12th Five Year Plan.

1. Institutional Mechanism and Systems

For 12th Five Year Plan (2012-17) -	Rs. 450 lac (under Rev. Head)
For Annual Plan(2012-13) -	Rs. 130 lac (under Rev. Head)
For 12th Five Year Plan (2012-17) -	Rs. 2500 lac (under Capital Head)
For Annual Plan (2012-13) -	Rs. 60 lac (under Capital Head)

Under the programme Institutional Mechanism and Systems, following activities are required to be carried out-

(i) **Setting up of DDMA Secretariat:**

Office of DDMA (HQ) plays a very important and prominent role in planning, policy making and monitoring of disaster related activities in Delhi. It is, therefore, proposed to set up a full-fledged DDMA Secretariat under the umbrella of Secretary (Revenue). At present total 8 posts of different nomenclature exists under the plan scheme 'Disaster Management' at the Head Quarter of DDMA, which will continue in the 12th Five Year Plan.

An outlay of Rs. 150 lac is proposed under the Revenue Head for Five Year Plan and Rs. 30 lac for the Annual Plan (2012-13). An Outlay of Rs. 1000 lac is also proposed for construction of building of DDMA office under Capital Head for the 5 yr plan and Rs. 10 lac for the annual plan (2012-13).

(ii) **Techno- Legal Regime:**

Under the activity Techno- Legal Regime, following sub-activities are required to be carried out during Five Year Plan.

- a) Review of Building Codes
- b) Sensitization of Policy Makers
- c) Sensitization of Professional Bodies and Corporate sector.
- d) Developing partnerships with financial institutions and insurance agencies for ensuring seismic safety in new/old constructions through loans
- e) Conducting Multihazard Risk Assessment of the state
- f) Land Use planning and zoning regulations
- g) Any other related to the activity.

An outlay of Rs. 300 lac is proposed under the Revenue Head for Five Year Plan and Rs. 100 lac for the Annual Plan (2012-13).

(iii) **Disaster Mitigation Prevention:**

Under the activity Disaster Mitigation Prevention, following sub-activities are required to be carried out during Five Year Plan.

- a) Disaster Mitigation Prevention to be mainstreamed into the development process.
- b) Retrofitting of Life line buildings.
- c) Any other related to the activity.

An Outlay of Rs. 1500 lac is also proposed for construction of building of DDMA office under Capital Head for the 5 yr plan and Rs. 50 lac for the Annual Plan 2012-13.

2. Preparedness and Response:

For 12th Five Year Plan (2012-17) -
For Annual Plan(2012-13) -

Rs. 9700 lac (under Rev. Head)
Rs. 180 lac (under Rev. Head)

For 12th Five Year Plan (2012-17) -
For Annual Plan (2012-13) -

Rs. 10000 lac (under Capital Head)
Rs. 200 lac (under Capital Head)

Under the programme Preparedness and Response, following activities are required to be carried out-

(i) Construction of Warehouses:

Under this activity, 02 State Level Warehouses are required to be constructed – one in East or North East District and 2nd one in West or South West District. These Warehouses shall be used for the following purposes:

- Storage of medicine and other materials to be used at the time of major disaster.
- Storage of major equipments for their used at the time of disaster.
- Use of space of Warehouses for providing training to the officials of State Disaster Response Force (SDRF) at the time of disaster.

Besides, 2 major Warehouses, smaller warehouses are also required to be constructed in 27 subdivisions to serve the purpose at the time of disaster for purchase of the land for warehouses and construction work of building, an amount of Rs. 8000 lac approximately is required during 12th Five Year Plan. For managing two warehouses at the **State Level**, following 26 posts are required to be created, the details of which is given below:

S.No	Name of the Post	No of Post for 2 Warehouse	Salary month	Per	Requirement of fund for 1 year
1	Manager Warehouse	2	40,000/-		9,60,000/-
2	Store Incharge	2	30,000/-		7,20,000/-
3	Equipments Maintenance Incharge	4	22,000/-		10,56,000/-
4	Office Assistant	2	11,000/-		2,64,000/-
5	Data Entry Operator	2	9,000/-		2,16,000/-
6	Peon	2	7,500/-		1,80,000/-
7	Guards	6	7,000/-		5,04,000/-
8	Driver	6	8,500/-		6,12,000/-
		TOTAL 26	1,35,000/-		45,12,000/-

Besides, above following 135 posts also are required to be created for 27 Warehouses at the Sub-division level, the detail of which is given below:

S.No	Name of the Post	No of Post for 27 Warehouse	Salary Per month	Requirement of fund for 1 year
1	Store Incharge	27	15,000/-	48,60,000/-
2	Equipments Maintenance Incharge	27	22,000/-	71,28,000/-
3	Peon	27	7,500/-	24,30,000/-
4	Guards	27	7,000/-	22,68,000/-
5	Drivers	27	8,500/-	27,54,000/-
		TOTAL 135	75,000	1,94,40,000/-

An outlay of Rs. 250 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs. 10 lac for the Annual Plan (2012-13). An amount of Rs. 8000 lac approx is proposed under the Capital Head for the Five Year Plan and Rs. 100 lac for the Annual Plan (2012-13).

(ii) Modernization of the Disaster Management centers setup by MCD, NDMC etc:

The disaster management centers by setup by MCD, NDMC are required to be modernized by providing with modern equipments. An outlay of Rs. 500 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs.100 lac for the Annual Plan (2012-13). For purchase of modern equipments.

(iii) Establishment of State Disaster Response Force(SDRF):

A State Disaster Response Force (SDRF) is required to be setup in lines of the National Disaster Response Force (NDRF). For this purpose, an amount of Rs. 5000 lac approximately is required for purchase of land and construction work of office building and Rs. 100 lac for the Annual Plan (2012-13).

For establishing the State Disaster Response Force, following 1149 posts are proposed to be created for 10 units of SDRF. The units will consist of the posts namely- Commandant, Dy. Commandants, Asstt. Commandants, Doctors and Para Medical Staff, Engineers, Inspectors, Sub-Inspectors, Head Constables, Consultants, Plumbers, Electricians, Carpenters etc.

An outlay of Rs. 1750 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs.10 lac for the Annual Plan (2012-13) for the payment of remunerations of the 1149 proposed Staff. An amount of Rs. 5000 lac approx is being proposed under the Capital Head for Five Year Plan and Rs. 100 lac for the Annual Plan (2012-13)

(iv) Strengthening of Emergency Operation Centers:

At present 10 Emergency Centers are operational in Delhi. One State EOC is functioning at DDMA (HQ) 24 hrs x7 days and 09 EOCs are functioning in 9 districts of Revenue Department of Govt. of Delhi. These EOCs are required to be strengthened with latest equipments and other infrastructure facilities to make them operational 24 hrs x7 days for any response relating to any disaster event. A vehicle equipped with all equipments is required to be kept ready and these EOCs round a clock and drivers will be deployed in three shifts of 8 hrs each.

For strengthening of EOC following steps are required to be taken:

- a) Multihazard resistant construction.
- b) Procurement of state of the Art equipments
- c) Appointment of human resource for the 24 hours operational EOC
- d) Effective communication system linkages.
- e) Any other work related to the activity

An outlay of Rs. 200 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs.50 lac for the Annual Plan (2012-13).

(v) Procurement of 2 helicopters:

Under this activity 2 helicopters are required to be purchased for the aerial surveillance, rescue and response at the time of disaster. 2 Helipads will be constructed inside the State Level Warehouses. These helicopters will be kept in these State Level Warehouses. An amount of Rs 8000 lac approx is proposed for the purchase of helicopters under the Revenue Head during 12th Five Year Plan and Rs. 10 lac for Annual Plan 2012-13.

3. Awareness Generation and Training at Capacity Building:

For 12th Five Year Plan (2012-17) -	Rs. 4600 lac (under Rev. Head)
For Annual Plan(2012-13) -	Rs. 930 lac (under Rev. Head)
For 12th Five Year Plan (2012-17) -	Rs. 1500 lac (under Capital Head)
For Annual Plan (2012-13) -	Rs. 40 lac (under Capital Head)

Under the programme Awareness Generation and Training at Capacity Building, following activities are required to be carried out- during 12th Five Year Plan.

(i) Awareness Generation:

It is a continuous exercise and required to be carried out on regular basis with different Stake holders namely, schools, collages, RWAs, NGOs, Market Associaitons, Govt. and Private Institutes or any other organization. Following sub activities are to be carried out under the activity 'Awareness Generation'

- a) Workshop of develop strategy for awareness generation in Delhi.
- b) Development of IEC including information on appropriate construction technologies, retrofitting, etc. awareness for various stakeholders in Hindi and English.
- c) School Safety and Awareness Generation Programme.
- d) Awareness generation campaigns at state district and RWA levels.
- e) Handicap/disabled awareness/sensitisation programme in disaster activities
- f) Elderly awareness programme in disaster activities.
- g) Play school awareness programme.
- h) Initiation of disaster management cells in school/ colleges.
- i) Any other related activities

An outlay of Rs. 4400 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs.900 lac for the Annual Plan (2012-13).

(ii) Training and Capacity Building:

To carry out the training on regular basis with the stakeholders, a Disaster Management Training Institute is required to be established at State Level with proper infrastructure equipped with required equipments an amount of Rs. 1500 lac is required for purchase of/land and construction works of institute building and Rs. 40 lac for the Annual Plan (2012-13).

Following programmes are to be conducted in association with training/resources institutions according to training calendar during 5 year plan.

- a) Training of trainers for Community Base Disaster Preparedness
- b) Training of practicing Engineers
- c) Training of Practicing Architects
- d) Training of masons in hazard-resistant housing with cost-effective features
- e) Capacity building of government functionaries and technical institutions in the formulation and review of earthquake preparedness and response plans.
- f) Printing and distribution of Manuals, SOPs, etc.
- g) Identification and Training of Trainers and facilitators in development of preparedness and mitigation plans at all levels
- h) Training of DMCs, DMTs at District, Sub-division
- i) Training of NGOs, SHGs and RWAs on Urban Disaster Risk Management
- j) Training to Government officials/school teachers on DRR activities
- k) Training Programme for Civil defence volunteers
- l) Capacity building of government functionaries
- m) State level advocacy workshop was mainstreaming DRR into development
- n) State level workshop on post disaster damage and needs assesment
- o) Sensitisation Programme for NCC Cadets
- p) Sensitisation Programme for Scouts & Guides
- q) Sensitisation Programme for Medical Sector
- r) Sensitisation Programme for Town Planners
- s) Media sensitization workshop on disaster related issues
- t) Sensitization of Area MLAs/Municipal Councilors
- u) Sensitization Programme for Medical Sector
- v) Sensitization Programme for Women for gender inclusion
- w) Sensitization of Policy makers
- x) Sensitization of Professional Bodies and Corporate Sector
- y) Sensitization meetings with communities, Resident Welfare Association etc
- z) Any other work related with the activity

For imparting the training courses/programmes, following 11 posts of professional staff are required to be created during 12th Five Year Plan.

S.No	Name of the Post	No. of Post	Salary per month	Required of fund for one year
1	Executive Director	01	60,000/-	7,20,000/-
2	Trainers	04	40,000/-	19,20,000/-
3	Technical Officer (Information and Technology)	01	25,000/-	3,00,000/-
5	Personal Asstt./Stenographer	01	20,000/-	2,40,000/-
6	UDC	01	20,000/-	2,40,000/-
7	LDC	01	15,000/-	1,80,000/-
8	Data Entry Operators	01	9,000/-	1,08,000/-
9	Peon	01	7,500/-	90,000/-
	Total Post	11	1,96,500/-	37,98,000/-

An outlay of Rs. 200 lac approx. is proposed under the Revenue Head for Five Year Plan and Rs. 30 lac for the Annual Plan (2012-13). An amount of Rs. 1500 lac is proposed under the Capital head for Five year plan and Rs. 40 lac for the Annual Plan (2012-13)

4. Development of Material Module:

For 12th Five Year Plan (2012-17) - Rs. 200 lac (under Rev. head)
 For Annual Plan (2012-13) - Rs. 50 lac (under Rev. head)

Under this programme, the training module are to be developed on different topics of 'Disaster Management' for imparting training for each segment properly. For this purpose, agencies are required to be hired on payment basis an amount of 200 lac approx is required under the Revenue head during 12th Five Year Plan 2012-17 and Rs. 50 lac for annual plan 2012-13.

5. Knowledge networking & Information Technology

For 12th Five Year Plan (2012-17) - Rs. 50 lac (under Rev. head)

For Annual Plan (2012-13) - Rs. 10 lac (under Rev. head)

In this age of information technology, it is essential to developed important case studies and materials of works carried out by DDMA(HQ) and districts DMAs. The case studies are required to be uploaded on the website of DDMA for the knowledge and use by users besides, the important case studies may be disseminated to various departments of Govt. of Delhi and Govt. of India an amount of Rs. 50 lac is proposed for the said programme under the Rev. head for the 12th Five Year Plan and Rs. 10 lac for the annual plan (2012-13)

Therefore, overall it is proposed to make a provision of Rs. 15000 lacs under Revenue Head and Rs. 14000 lacs under Capital Head for 12th five year plan 2012-2017. Further, the department proposes a sum of Rs. 1300 lacs under the Revenue Head and 300 lacs under Capital Head for the annual plan 2012-2013 for implementation of the plan scheme, Disaster Management.

III. District Development Committees (Minor Works):-

For 12th Five Year Plan: Rs. 3295.00 lac under Rev. Head

For Annual Plan: Rs. 615.00 lac under Rev. Head)

Delhi Government had constituted a two-tire structure vide order dated 15.11.1999 comprising Apex Committee at the State level and 9 District Development Committees to encourage decentralization and decision making and 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 programmes 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.

In view of the involvement of various autonomous bodies in civic and other development plans in the city with their distinct controlling bodies, separate from Delhi Government, the District Development Committees are yet to evolve as District Planning Bodies. There are a number of cases being brought before the DDCs relating to urgent minor works such as provision of tube lights on small stretch of roads, replacement of doors / toilet sheets in a Government school scheme, repair of storage tanks, construction of culverts 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 Rs. 10 lac 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.

A sum of Rs. 3295.00 lac is proposed under Revenue Head for 12th Five Year Plan (2012-17) and Rs. 615.00 lac for Annual Plan 2012-13 under the Scheme 'DDC'.

IV. My Delhi I Care

For 12th Five Year Plan: Rs. 3015.00 lac under Rev.Head
For Annual Plan: Rs. 550.00 lac under Rev.Head

'My Delhi I Care Fund' has been created with the Deputy Commissioners (Revenue) of nine districts to enable the citizens to participate in upkeep and protection of their own habitat through partnership with the Government. 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. The amount is allocated to each revenue district of Delhi, to be kept under the control of the Deputy Commissioners of the Revenue Districts. 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.

The following works in particular will not be allowed under the scheme:-

- i Office buildings, residential buildings and other buildings relating to Central or State Governments, Departments, Agencies and Organizations.
- ii Memorials or Memorial buildings.
- iii Acquisition of land or any compensation for land acquired.
- IV Assets for individual benefit.
- v. Places for religious worship.

The works and activities carried out under the 'Fund' should not exceed Rs. 8.00 lakhs for each residential colony. Only in exceptional cases where the cost of works exceeds Rs. 8.00 lakhs the previous sanction of the Divisional Commissioner will have to be obtained before forwarding the same to the asset owning / implementing agency. 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.

While estimating the works, the latest DSR rates (Delhi Schedule of Rates) be taken as the basis for the time being for maintaining uniformity and acceptability.

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 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.

In execution of works the concerned Resident Welfare Association and other citizen groups may point out special problems / deficiencies. Such cases are required to be taken up by the District Deputy Commissioner with the district level authority of the implementing agency for rectification and clarification.

A sum of Rs. 3015.00 lac is proposed under Revenue Head for 12th Five Year Plan (2012-17) and Rs. 550.00 lac for Annual Plan 2012-13 under the Scheme 'My Delhi I Care'

V. Citizen Government Interface – Bhagidari :-

For 12th Five Year Plan: Rs. 2100.00 lac under Rev.Head
For Annual Plan: Rs. 350.00 lac under Rev.Head

Objectives:-

- (i)** 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 city.
- (ii)** 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.

- (iii)** As the action plan/ strategies are to be jointly prepared by the deptt. officials and public, So it would help to develop a sense of commitment among the citizens and officials.
- (iv)** “Bhagidari” aims to bring the citizen of Delhi, the actual stake holder 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 as per requirement of office of the Chief Minister . 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 Distts. and one video conferencing per year for which nominal expenditure is made at the Distt. Level.

A sum of Rs. 2100.00 lac is proposed under Revenue Head for 12th Five Year Plan (2012-17) and Rs. 350.00 lac for Annual Plan 2012-13 under the Scheme ‘Bhagidari’.