

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT  
(CARETAKING BRANCH)  
5-SHAM NATH MARG, DELHI-110054**

F.1/(715)/CTB(HQ)/URS/2017/455-496

Dated:- 01/03/17.

**Minutes of the meeting held on 17.02.2016 at 3.00 PM under the Chairmanship of Ms. Manisha Saxena, Secretary (Revenue)-Cum-Divisional Commissioner, Govt. of NCT of Delhi, regarding forthcoming URS Transit Camp-2017.**

A meeting under the Chairmanship of Ms. Manisha Saxena, Secretary(Revenue)-Cum-Divisional Commissioner, Govt. of NCT of Delhi was held on 17.02.2017 at 3.00PM in connection with arrangements required to be made for forthcoming URS Transit Camp-2017 to be set up at Burari Ground, Outer Ring Road, New Delhi from 23.03.17 to 08.04.17.

At the outset, Secretary (Revenue), Delhi welcomed the participants and stated that all arrangements on the setting up of the URS Transit Camp-2017 by and large, would be on the same pattern as were last year. The URS Transit Camp will start functioning w.e.f 23.03.17 to 08.04.17. All concerned departments may attend the review meeting and also requested to nominate Nodal Officer for the URS Transit Camp function.

After discussion, the following decisions were taken:-

S.N.	Name of the Department	Facilities to be provided
1.	Delhi Development Authority	DDA would provide the land for URS Transit Camp in Burari Ground for a period w.e.f. 23.03.17 to 08.04.17. A formal request has already been sent to DDA by Revenue Department (HQ) vide letter no. F.1(575)/CTB(HQ)/URS/2015/212 dated 03.02.17.
2.	Revenue Department	<ul style="list-style-type: none"> <li>i) Booking of venue/sites of URS Transit Camps at Burari Ground and Urdu park Jama Masjid, Delhi respectively by SDM (Model Town)/Dy.Mela Officer,Urs and SDM (Daryaganj)/Dy. Mela Officer,Urs from DDA and MCD respectively.</li> <li>ii) Tentage and Lighting etc. arrangement by CTB (HQ) as per tender approved rates.</li> <li>iii) Signage's/ advertisement material/artificial decoration/certificates printing/trophies and shawls/ identity cards printing for volunteers /crochery and any additional minor requirement of the Chairman for smooth functioning of his office along-with control room vehicle during URS camp through CTB (HQ).</li> <li>iv) One computer operator (part time), one peon (part time) for two months to be charged, Bills to be submitted on monthly basis to CTB, Revenue Department by Chairman, URS committee.</li> <li>v) Misc requirement conveyed by Chairman during Urs to be taken care by CTB with the approval of competent authority.</li> <li>vi) Two vehicles for two months at the disposal of Chairman, URS committee at department approved rates/Delhi tourism rates whichever</li> </ul>

*Urs on  
own file,  
7/3/17*

		<p>is lower for chairman URS.</p> <p>vii) Air conditioned pandal office alongwith VIP lounge to facilitate VIPs and foreign delegates along-with attach Kitchen, etc (fireproof) and rest room for Chairman URS committee and other members .</p> <p>viii) Organizing Quawalli /cultural programme and Chadars to pay homage on behalf of Hon'ble LG, CM, Minister of Revenue &amp; Divisional Commissioner, GNCT of Delhi through Chairman, URS(estimate will be submitted by Chairman , Urs for advance by 01.03.17 along with recommendations and codal formalities.</p> <p>ix) All types of stationery requirements and coupons to all the officials of different departments for food will be under the supervision of Chairman, URS.</p> <p>x) Allotment of canteen/two hotels/75 shops by Chairman, URS as per system in practice from previous years( amount will be collected by Cashier, Divisional Commissioner Office on the day of draw and deposited in the Banks on next working day, photocopy of challan will be given to Chairman, URS.</p> <p>xi) ADM (North ) will look after the URS Camp Burari and Urdu Park Jama Masjid as Mela officer(Safety, Law and order , co-ordination with Chairman URS.</p> <p>xii) Hoarding &amp; banners /floral decoration/canteen/water dispenser/trophies and shawls/hiring of vehicle/CCTV Camera Surveillance system rates pointwise/Water tanks ISI mark 5000&amp;10,000 litres/hiring of computer with printer with maintenance and ink on monthly basis/dustbin&amp; trollies/Wazu pot through limited tender on department website.</p> <p>xiii) To provide photographer as per DIP rate as per recommendation of Chairman, Urs Transit Camp.</p> <p>xiv) The coupons for refreshment given to staff working at Urs Camp Burari as per actual will be encashed after three days to control financial implications to the canteen operator fixed by Chairman Urs as there is no provision of eatables near the camp for vegetarian foods.</p>
3.	Municipal Corporation of Delhi	<p>i) To make arrangement of constructing of about 250 dry Toilets, 25 mobile toilets vans, construction of about 300-350 temporary bath rooms with drainage and disposal of water and garbage facility.</p> <p>ii) Arrangement of sanitation services such as deployment of Sanitation Staff.</p> <p>iii) Preparing camp site.</p> <p>iv) Fumigation of campus area daily.</p> <p>v) The officers were asked to submit the estimates if any as per last year level along-</p>

		with the details of last year dismantle items and proof of codal formalities carried out as per audit purposes at the time of execution of work so that the physical verification may be carried out by the Mela Officer and Chairman, URS.
4	DUSIB	To make arrangements of about 25 mobile toilets vans and 05 mobile toilet at <u>Urdu park Jama Masjid, Delhi</u> at Urdu Park also 01 at Nizamuddin dargah.
5.	Delhi Jal Board	<ul style="list-style-type: none"> <li>i) Providing water supply for drinking, bathing and toilets.</li> <li>ii) 10 nos. of Hydrants.</li> <li>iii) Providing of 12 nos. of tap water supply through Sintex tanks.</li> <li>iv) Forty (40) taps for "Wazu" near Masjid Area.</li> <li>v) The officers were asked to submit the estimates if any as per last year level along-with the details of last year dismantle items and proof of codal formalities carried out as per audit purposes at the time of execution of work so that the physical verification may be carried out by the Mela Officer and Chairman, URS.</li> </ul>
6.	Delhi Police	<ul style="list-style-type: none"> <li>i) To make security arrangements at camp site. Maintenance of overall law and order situation. Deployment of adequate police personnel including female staff at the camp site and establishment of temporary police post at the camp during its site.</li> <li>ii) Installation of CCTV cameras on the site through limited tender on department website.</li> </ul>
7.	Delhi Traffic Police	<ul style="list-style-type: none"> <li>i) Traffic regulation and parking arrangements for Buses and other vehicles.</li> <li>ii) Earmarking and arrangements of parking area in suitable zones with proper inward/outward traffic movement of buses.</li> </ul>
8.	Mahanagar Telephone Nigam Limited(MTNL)	<p>The representative from MTNL assured that Area Manager will make arrangement of the lines.</p> <ul style="list-style-type: none"> <li>(i) To make provision for 05 PCO's with STD facilities.</li> <li>(ii) Demand letter, if any, may be submitted in CTB(HQ), 5-Sham Nath Marg at Revenue(HQ).</li> </ul>
9.	Delhi Transport Corporation	<ul style="list-style-type: none"> <li>(i) To make arrangement of bus service and deployment of adequate number of buses from Delhi to Ajmer.</li> <li>(ii) Shuttle service from camp site to Lal Quila, Jama Masjid.</li> <li>(iii) Setting up of information &amp; ticketing counter at the camp site.</li> </ul>
10.	Rajasthan State Road Transport Corporation	<p><b>No representative from has attended the meeting: - Action required</b></p> <ul style="list-style-type: none"> <li>(i) To make arrangement for regular bus service</li> </ul>

		from Delhi to Ajmer starting from camp site at suitable intervals and as per requirements. (ii) Setting up of information and ticketing counter at the camp site.
11.	Northern Railway	<b>No representative from Northern Railway has attended the meeting: - Action required</b>  To set up one computerized reservation booth at the camp site.
12.	DISCOM	<b>No representative from DISCOM has attended the meeting : - Action required</b>  Sanction of Temporary Electricity connection at the camp site.
13.	Delhi Fire Service	i) Adequate Arrangements for fire prevention to deal with fire hazards. ii) Setting up of a Fire post ready fire tender at the camp site during the duration of the camp for immediate response.
14.	Centralized Accident & Trauma Services(CATS)	Provision of at least two round the clock CATS Ambulance at the camp site.
15.	Civil Defence	Setting up of First Aid Counter and providing of Civil Defence Volunteers for the first aid and watch and ward at the camp site reporting to the Chairman Office camp for attendance.
16.	Mother Dairy	Provision of sale outlet at camp site for milk and milk products and fresh vegetables and fruits.
17.	Department of Food & Safety	Prevention of sale of sub-standard food at and around the camp site.
18.	Apna Bazar/Cooperative Store	Provision of mobile Apna Bazar Van/ Setting up of the grocery shop.
19.	Food & Supplies Department	Arrangement of supply of cooking gas at control rates at the camp site.
20.	Hamdard Dawakhana	<b>No representative from Hamdard Dawakhana has attended the meeting-Action required.</b>  Setting up of a dispensary with Unani medicines.
21.	Nizamia Dispensary/Dawakhana	<b>No representative from Nizamia Dispensary Dawakhana has attended the meeting-Action required.</b>  Setting up a dispensary during the camp period.
22.	Delhi Health Services	To setup a temporary dispensary and 20 bedded hospital with round the clock doctors and medical staff during the camp. Coordination with hospitals nearby to make pre arrangement in case any unfortunate emergency.
23.	Rex remedies limited, Azadpur, Delhi	For providing Unani Health care and Medicines.  The Executive from Company assured that Medicine camps will be there for providing Unani health care and medicines.

24.	Delhi Wakf Board	For making arrangements for cremation in case of death of pilgrim.
25.	St. John Ambulance	Provision of at least <b>two</b> , round the clock Ambulance at the camp site.

The departments entrusted with the execution of work shall ensure that works are executed in a proper manner & on actual need basis by effecting economy. Wherever possible, Proper codal formalities shall be followed. The departments shall provide contact details of personnel deployed for making arrangements for Urs function.

As no representative was there from Delhi Police (Central District), the final decision on the quantum of facilities at the proposed camp at Urdu Park, Jama Masjid will be taken only after a joint site inspection by DM (Central) along with all agencies.

*D. Jha*  
(DINESH JHA)  
SDM-VI (HQ)

F.1/(715)/CTB(HQ)/URS/2017

Copy to:-

Dated:-

1. Vice-Chairman, Delhi Development Authority, B-Block, Vikas Sadan, INA, New Delhi.
2. Commissioner of Police, Delhi Police, Police head quarter, I.P.Estate, New Delhi.
3. Chief Executive Officer, Delhi Jal Board, Varunalaya , jhadewalan Extn. Rani Jhansi Road, New Delhi.
4. Commissioner, North Delhi Municipal Corporation of Delhi, Rajpur Road, Delhi.
5. Commissioner, Food and Civil Supply, K-Block ,Vikas Bhawan, IP Estate, New Delhi.
6. Dy. Commissioner (North) Revenue Department, GNCT of Delhi., Delhi.
7. DM (Central), Revenue Department, Govt. of NCT of Delhi.
8. DM (West), Revenue Department, Govt. of NCT of Delhi.
9. Secretary to Minister (Revenue) , Govt. of NCT of Delhi , A-Wing, 7<sup>th</sup> Level, Delhi Sectt., I.P.Estate, New Delhi.
10. CMD , MTNL, Khurseed Lal Bhawan, New Delhi.
11. Chief Fire Officer, Near Super Bazar, Connaught Place, New Delhi.
12. General Manager, Northern Railway, Baroda House, New Delhi.
13. Dy. Mela Officer/SDM (Model Town), Revenue Department, GNCT of Delhi.
14. Dy. Mela Officer/SDM (Daryaganj), Revenue Department, GNCT of Delhi.
15. SDM (HQ), Civil Defence , mayor vihar , GNCT of Delhi.
16. Chairman & Managing Director, Delhi Transport Corporation, I.P.Estate, New Delhi.
17. Director, Health Services , Govt. of NCT of Delhi, F-17 Karkardooma, New Delhi.
18. Director, Department of Prevention of food adulteration, Govt. of NCT of Delhi A-20 lawrance Road Industrial Area, Delhi-110035.
19. Chief Executive Officer NDPL, 33 KV Sub-Station Bldg., Kingsway Camp, Delhi.
20. Manager, Delhi onsumer Cooperative Wholesale Store Ltd., karampura Road, Moti nagar Delhi.
21. The Additional Commissioner, DUSIB, Purnawas Bhawan, I.P.Estate, Delhi.
22. Chairman, Delhi Wakf Board, DaryaGanj, New Delhi.
23. ADM (Revenue) North ( Mela Officer) to Burari Ground, Govt. Of NCT of Delhi, Delhi.
24. ADM Revenue, Central (Mela Officer) to Urdu Park , Govt of NCT of Delhi, Delhi.
25. General Mangager, Mother Dairy, Patparganj, New Delhi.
26. The Nizamia Dispensary, Nizamia Purani Basti, Nizamuddin, New Delhi.
27. Manager, M/s Hamdard Dawakhana, Asif Ali Road, Delhi.
28. M/s Rex Remedies Ltd., Azadpur Delhi.

29. Deputy Commissioner, Civil Line Zone, Municipal Corporation of Delhi, Rajpur road, Delhi.
30. Chief Supdt. Telegraph office (BSNL), Janpath Road, New Delhi.
31. Medial Superintendent, Babu Jag Jiwan Ram Hospital, Jahangirpuri, Delhi.
32. Medial Superintendent, Aruna Asif Ali Hospital, 5-Rajpur Road, Delhi.
33. Medial Superintendent, Dr. Baba Saheb Bhimrao Hospital, Sector-6, Rohini, Delhi.
34. Medial Superintendent, Hindurao Hospital, Delhi.
35. Chief Manager, Rajastahan Roadways, ISBT Delhi.
36. Head St. John Ambulance, 1 Red Cross, Red cross Road, New Delhi.
37. Project Officer, CATS, Tank Road, New Delhi.
38. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi.
39. PA to Divisional Commissioner, Delhi for information.
40. PA to Dy. Commissioner (Central) for information.
41. PA to Dy. Commissioner (HQ-I) for information.
42. Jt. Director (IT) It to ensure tendering on department website.

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*11/3/12*  
(DINESH JHA)  
SDM-VI (HQ)

Copy forwarded for information and necessary action to the:-  
Chairman,  
Delhi State Urs Committee  
Haj Manzil, Asaf Ali Road, Delhi.