

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (SERVICES-I BRANCH)
B-WING, 5TH FLOOR, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI

F.No.2/05/2024/S-I/787-818

dated 15/03/2024

Subject: Setting up of Committees for Capacity Building and Work Quality Improvement of employees under various categories of services in Govt. of NCT of Delhi.

Presently, a large strength of officers/officials of DANICS, GNCTDSS and other different cadres like Health, Education and Engineering etc. are performing executive, secretariat and other specialised/technical nature of work according to their respective work fields in the departments of GNCTD, Autonomous Bodies, Local Bodies and PSUs etc. Recently, Government has appointed a number of officers/officials in different departments/local bodies/boards etc of GNCT of Delhi.

Considering the stress of Hon'ble LG, Delhi for improvement in the quality of services being provided by the Government departments of GNCT of Delhi, Chief Secretary, Delhi has directed that a roadmap be prepared, sector /field wise, for capacity building and quality improvement of the work force of GNCT of Delhi and its bodies.

Accordingly, for the purpose it has been decided to constitute following sector/field wise committees:-

1. Administrative Services-

S.No.	Designation	Department	Post in the committee
1	Pr. Secretary	Services	Chairman
2	Director (Training)	UTCS	Member
3	Spl. Director	AR	Member
4	Asstt. Director	UTCS	Member

Deputy Secretary (Services) to assist the committee.

Under this category, officers and employees involved in the administrative work of various department/local bodies/boards etc. using procedures, rules related to disposal of government work like Manual of Office Procedure, Application of FRs SRs and other service rules. The

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committee will inter-alia cover the aspect of conducting of regular training on these subjects for all categories of officers and staff.

2. Medical/Health Services-

S.No.	Designation	Department	Post in the committee
1	Pr. Secretary	Finance/ Planning	Chairman
2	Spl. Secretary	H&FW	Member
3	Dean	MAMC	Member
4	Addl. Commissioner	Hospital Admn. (MCD)	Member
5	Director (Medical Services)	NDMC	Member

The service of employees of Health Department is very crucial in the government. A large number of employees i.e. Doctors/Nurses/Para-Medical staff are serving in Hospitals/Dispensaries etc. of Govt. of NCT of Delhi. Following will be the set up of the committee for this sector for preparing road map for capacity building to improve their skills for quality of service:

3. Education Services -

S.No.	Designation	Department	Post in the committee
1	ACS	Home/ Revenue	Chairman
2	Secretary	TTE/Higher Education	Member
3	Director	Education	Member
4	Director (SCERT)	Education	Member
5	Director (Edu.)	MCD	Member
6	Vice Chancellor	DTU	Member
7	Vice Chancellor	IP University	Member
8	Deputy Director	TTE	Member

Implementation of latest teaching tools for use of IT and other modern techniques/methods of teaching are crucial for improvement of quality of

...ing staff in the Education, Higher Education and TTE Departments. The committee will therefore focus on up-gradation of training facilities, techniques while preparing the road map for the stated departments.

4. Engineering Services: -

S. No.	Designation	Department	Post in the committee
1	Engineer-in-Chief	PWD	Chairman
2	Chief Engineer	I&FC	Member
3	Chief Engineer	MCD	Member
4.	Chief Engineer	NDMC	Member
5.	Chief Engineer	DJB	Member
6.	Chief Engineer	DSIIDC	Member
7.	Dy. Secretary	PWD	Member

The Public Works Department (PWD), Irrigation and Flood Control Department, Municipal Corporation of Delhi (MCD) and New Delhi Municipal Council (NDMC) are the major departments/bodies in GNCT of Delhi for performing work related to development of infrastructures in Delhi. The most of the employees in these departments/organisations are purely technical. Thus, the focus of the committee will be for preparing road map for enabling the technical staff to imbibe and utilize latest technologies in the engineering fields for various projects works undertaken by these departments in Delhi.

5. Revenue Services:

S. No.	Designation	Department	Post in the committee
1	Commissioner	DT&T	Chairman
2	Secretary	Finance/ Planning	Member
3	Deputy Commissioner (HQ)	Revenue	Member
4	Spl. Commissioner	Transport	Member
5	Deputy Commissioner	Excise	Member

The officers/officials of the revenue earning departments of GNCT of Delhi viz. Divisional Commissioner office, Trade & Taxes, Excise, Weights & Measures, Transport, for discharge of their work, implement provisions of various Acts, Rules, Statutory and Executive orders. The committee will therefore inter-alia cover this aspect while preparing the road map for capacity building and quality improvement of service of these departments as well.

6. IT Services:

S.No.	Designation	Department	Post in the committee
1	ACS	Urban Development	Chairman
2	Secretary	IT	Member
3	Director (IT)	NDMC	Member
4	Director (IT)	MCD	Member
5	Jt. Director	IT	Member
6	SIO	NIC, Delhi	Member
7	Sr. System Analyst	IT	Member
8	Deputy Secretary	IT	Member

Use of IT has become a crucial tool for discharge of government work as well as providing various services to the citizens across the department/local bodies/boards etc of the government. Therefore, increasing use of IT in government work as well as updating the skills of the staff regularly is two key components for successful and efficient use of IT in the functioning of the government. Also the road map for capacity building of the staff of IT Department itself also needs to be prepared.

The aforesaid committees will have following terms of reference:

- i) Road map for quality improvement of the employees.
- ii) Capacity Building.
- iii) Prepare HRMS systems of aforesaid departments.
- iv) To undertake Gap Analysis study in the matter of quality, capacity building and training of respective departments.

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- v) To identify the training institutes for capacity building at State/National level.

These committees will submit the reports within Five weeks from the date of issue of this order.


(Y.V.V.J. RAJASEKHAR, IAS)
SPECIAL SECRETARY (SERVICES)

Copy to the following for information and necessary action:

1. Additional Chief Secretary (UD), Urban Development, GNCTD.
2. Chairperson (NDMC), Palika Sadan, New Delhi.
3. Additional Chief Secretary (Home/Revenue), Home Department, GNCTD.
4. Principal Secretary (Finance/Planning), Finance Department, GNCTD.
5. Principal Secretary (Services), Services Department, GNCTD.
6. Principal Secretary (PWD/DT&T), GNCTD.
7. Commissioner (MCD), Dr. S.P. Mukerjee Marg, Civic Centre, New Delhi.
8. Secretary (Finance/Planning), Finance Department, GNCTD.
9. Secretary (Health), Department of Health & Family Welfare, GNCTD.
10. Secretary (TTE/Higher Education), Dte. of Training & Technical Education, Govt. of NCT of Delhi.
11. Secretary (IT), Information Technology Department, GNCTD.
12. Director (Training), Directorate of Training (UTCS), GNCTD.
13. Director (Education), Education Department, Old Secretariat, New Delhi-110054
14. Director (TTE), Department of Training & Technical Education, GNCTD.
15. Deen (MAMC), Maulana Azad Medical College, Bahadur Shah Zafar Marg, Near Delhi Gate, New Delhi-110002.
16. Vice Chancellor (IP University), Sector - 16C, Dwarka, New Delhi - 110078.
17. Vice Chancellor (Delhi Technological University), Delhi Technological University, Shahbad Daultpur, Main Bawana Road, Delhi-110042.
18. Special Director (AR), Administrative Reforms Department, GNCTD.
19. Engineer-in-Chief, Public Works Department, MSO Building, I.P. Estate, New Delhi.
20. Chief Engineer, MCD, Dr. S.P. Mukerjee Marg, Civic Centre, New Delhi.
21. Chief Engineer, NDMC, Palika Kender, New Delhi.
22. Chief Engineer, DSIIDC, N-36, Bombay Life Building, Connaught Circus, New Delhi.
23. Chief Engineer, DJB, Varunalaya Complex, Jhandewalan, Karol Bagh, New Delhi.
24. Chief Engineer (I&FC), Irrigation and Flood Control Department, GNCTD.
25. Director (IT), MCD, Dr. S.P. Mukerjee Marg, Civic Centre, New Delhi.
26. Director (IT), NDMC, Palika Kender, New Delhi.

27. Director (Medical Services), NDMC, Palika Kender, New Delhi.
28. Officers concerned through HoD concerned
29. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi - *with the request to upload this order on website of Services Department.*


(Y.V.V.J. RAJASEKHAR, IAS)
SPECIAL SECRETARY (SERVICES)

Copy to the following for information:

1. Principal Secretary to Hon'ble Lt. Governor, Delhi.
2. Staff Officer to Chief Secretary, Govt. of NCT of Delhi.
3. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Head of Departments GNCT of Delhi.


(Y.V.V.J. RAJASEKHAR, IAS)
SPECIAL SECRETARY (SERVICES)