

1695/CE/DEMS  
31/5/18

NORTH DELHI MUNICIPAL CORPORATION  
OFFICE OF ADDITIONAL COMMISSIONER (DEMS) 5<sup>TH</sup> FLOOR  
DR. SPM CIVIC CENTRE, JLN MARG, NEW DELHI - 110002

No. D-362/Addl. Comm./DEMS/NorthDMC/2018-19

Dated: - 31/5/18.

OFFICE ORDER

In supersession of all previous orders, the duties/responsibilities assigned to the various officials working in EMS Department will be as under:-

Head of Department	Chief Engineer	SEs (DEMS)	EEs (DEMS)/ Designation	AEs (DEMS)	JEs (DEMS)	Work Assigned
Sh. Devendar Kumar, Director in Chief (DEMS)	Sh. Sanjay Jain, CE (DEMS)	Sh. Rajesh Khanna, SE (DEMS)-I	Sh. Manoj Verma, EE (DEMS)-II	Sh. Amar Singh, AE Sh. Deepak Datwal, AE Sh. Kishan Kumar, AE	Sh. D.K. Gupta, JE	City SP Zone: - All work related to monitoring and supervision of collection and transportation of MSW in the zone and will also coordinate with zonal DCs/ACs/SSs for overall sanitation work in the zone and test check of works of commissioner/contractors/agencies of C&T of MSW and will coordinate with maintenance divisions EEs to get the EMS department related work executed. <b>OSD-SBM:</b> - All works related to Swachh Bharat Mission, Swachh Bharat Sarvekshan, preparation of action plan for SBM funded works including monitoring of funds under SBM. <b>Public Utilities:</b> - Tendering and monitoring of Public Utilities like CTCs, Toilet Blocks, Urinal Blocks, Ladies Toilets, Waterless Urinals of entire North DMC, and Manual Scavenging, ODF related activities. Monitoring of all associated Court Cases for the aforesaid assigned works.
			Sh. Tejveer Singh, EE (DEMS) VI	Sh. Gautam Chand, AE		<b>Karol Bagh Zone:</b> - All work related to monitoring and supervision of collection and transportation of MSW in the zone and will also coordinate with zonal

					DCs/ACs/SSs for overall sanitation work in the zone and test check of works of concessionaire/contractors/ agencies of C&T of MSW and will coordinate with maintenance divisions EEs to get the EMS department related work executed. Monitoring of all associated Court Cases for the aforesaid assigned works.
				Sh. A.K. Gupta, SE (DEMS)-II	Keshav Puram Zone: - All work related to monitoring and supervision of collection and transportation of MSW in the zone and will also coordinate with zonal DCs/ACs/SSs for overall sanitation work in the zone and test check of works of concessionaire/contractors/ agencies of C&T of MSW and will coordinate with maintenance divisions EEs to get the EMS department related work executed. Monitoring of all associated Court Cases for the aforesaid assigned works.
			Sh. S.A. Haider, AE	Sh. P.K. Hooda, EE (DEMS)-IV	
			Sh. S.D. Raza, AE Sh. Revti Raman, AE	Sh. Manoj Gupta, EE (DEMS)-I & EE (P&M)	Rohini Zone and Narela Zone:- All work related to monitoring and supervision of collection and transportation of MSW in the zone and will also coordinate with zonal DCs/ACs/SSs for overall sanitation work in the zone and test check of works of concessionaire/contractors/ agencies of C&T of MSW and will coordinate with maintenance divisions EEs to get the EMS department related work executed. Finalize the final bills of old concessionaires working on extension till May 2018 and would take over immovable asset and any other asset if applicable from them in terms of provisions of their contract.

						<p>Implementation of Solid Waste Management Rules 2016 and SWM Bye Laws 2017.</p> <p>Preparation of Solid Waste Management Plan for North DMC. Monitoring of Jetting Machines and Auto Tipper.</p> <p>Biometric attendance system with IT department, Wireless System.</p> <p>Maintain and Monitor the annual action plan under the Plan Head on monthly basis. Imparting training to the trainees.</p> <p>Preparation of daily reports by (P&amp;M) Division as required for monitoring at DEMS (HQ) level. All policy matter at DEMS (HQ) level.</p> <p>Monitoring of all associated Court Cases for the aforesaid assigned works.</p> <p><b>Civil Line Zone:-</b> All work related to monitoring and supervision of collection and transportation of MSW in the zone and will also coordinate with zonal DCs/ACs/SSs for overall sanitation work in the zone and test check of works of concessionaire/contractors/agencies of C&amp;T of MSW and will coordinate with maintenance divisions EEs to get the EMS department related work executed.</p> <p>Preparation of reports of EPCA matters, Air Pollution matters, other environmental related matters and attending its meetings. Monitoring of Mechanical Sweepers.</p> <p>Monitoring of all associated Court Cases for the aforesaid assigned works.</p> <p>DEMS (Store) and Wheel Barrow Workshop, Land related issues, Implementation of Plastic Waste Management Rules 2016, Formulation of Bye-Laws for Plastic Waste Management Rules, E-Waste Management Rules</p>
		Sh. Vijiender Dahiya, EE (DEMS)-V	Sh. Ashok Kumar, AE	Sh. Varun Kumar, JE		
		Sh. P.K. Raja, EE (DEMS)-III and EE (DEMS) HQ	Sh. Rajesh Banga, AE Sh. Anuj Tayal, AE	Sh. Mukesh Kain, JE Sh. Shailendra Nayak, JE (Contract)		

					and related matters. New tenders for Waste to Energy Plant. Short Term Tender for Collection and Transportation of MSW. Execution and procurement of various activities under UDF (1 TPD, 5 TPD and 200 TPD Bio-methanation Plants)
			Sh. K.D. Sharma, AE		Narela Bawana Project (SLF), New tenders for collection and transportation of MSW of four zones of North DMC and release of payment at HQ Level for all the zones to concessionaire/contractors/agencies for work of primary and secondary C&T of MSW.

**Note:-**

1. For strict monitoring, supervision and release of payment to concessionaires and other contractors/agencies's works related to daily primary and secondary collection of MSW in various zones, following three layer system shall be implemented immediately and all concerned designated officers would be responsible for the same:-

**First Layer:-** All the zonal SS and its subordinate staff will daily certify and evaluate the work of concessionaires and other contractors/agencies involved in primary and secondary C&T work of MSW in the respective zone and will send daily such certified reports to designated EE (DEMS) HQ as aforesaid for payment purpose.

**Second Layer:-** All the aforesaid designated zonal EE/DEMS will make regular inspections, make test check to the tune of at least 10% of the work of concessionaires and other contractors/agencies involved in primary and secondary C&T work of MSW, supervise the work of zonal SS and its subordinate staff as well and will send test check reports to designated EE (DEMS) HQ as aforesaid for payment purpose.

**Third Layer:-** Designated EE (DEMS) HQ as above would prepare the monthly bills of the respective concessionaire and other contractors of primary and secondary C&T work of MSW working in various zones of North DMC, at DEMS (HQ) level, keeping in view the various terms and conditions of the contract, certification/performance evaluation reports of zonal SS with its subordinate staff and also the test check reports of designated zonal EE/DEMS and submit the same to DCA (DEMS) HQ for its scrutiny and for releasing finally the payment to respective concessionaire/contractor/agency.



2. Apart from above three layer system, regular inspections would also be made by D-in-C (DEMS), CE (DEMS), SE (DEMS), DCs & ACs of zones and they would recommend the corrective/ remedial or punitive action against the delinquent official or concessionaire/contractor/agencies.
3. Designated EE (DEMS)-I as aforesaid, will finalize the final bills of old concessionaires working on extension till May 2018 and would take over immovable asset and any other asset, if applicable, from them in terms of provisions of their contract.
4. In general the meetings related to SBM, ODF, UDF, Air Ambiance Fund, EPCA or on any other issue shall be invariably attended by the respective SEs/CE/D-in-C. The Executive Engineers (DEMS) concerned shall be assigned to attend the meetings only in case of non availability of Senior Officers or if they are attending some other urgent meeting.
5. Sh. Rohit Sharma, JE (Contract) will work under the SE (DEMS)-II/CE (DEMS) for compilation of the reports & look after all RTI matters pertaining to DEMS.

All concerned are hereby directed to comply the aforesaid orders with immediate effect.

All Concerned ✓ *CE (DEMS)*

Additional Commissioner (DEMS)

Copy for kind information to:-

*SE(D) I & II*  
*SW*  
*P.A.*

1. Commissioner, North DMC

*W. S. / 30.5.18*

Additional Commissioner (DEMS)