CIRCULAR

Sub: Information of projects/achievements of all branches of Directorate of Education -
regarding.

Kindly refer to Minutes of the Meeting of Pr. Secretaries/Secretaries/HODs
Chaired by the Chief Secretary, Delhi on 5/7/2011 at 5.00 P.M, copy enclosed, vide
which some information was sought from Directorate of Education.

All branches of Directorate of Education are hereby requested to furnish the requisite
information as under:-

1. Important projects being handled by the branches.
2. Monthly progress report of branches highlighting their achievements and
   the factors which hindered achievement of targets

As desired by the Chief Secretary these above said reports are required to submit to the
Office of the Chief Secretary of GNCT of Delhi for monitoring them by the Chief Secretary
himself.

It is therefore requested that progress reports in the matter may kindly be furnished by 6th
of every month to this branch regularly.

(Shashi Kaushal)
Addl. Director of Education (Coord)

Copy for information and necessary action to:-
1. PS to Director (Education), Directorate of Education, Delhi.
2. PS to Addl. Director of Education (Admn.), Directorate of Education.
3. PS to Addl. Director of Education (School), Directorate of Education.
4. All Branches of HQ, Directorate of Education, Delhi (through website).
5. OS (IT) with the request to upload the Circular on the website.

(Shashi Kaushal)
Addl. Director of Education (Coord.)
MINUTES OF THE MEETING OF PR. SECRETARIES / SECRETARIES / HODs CHAIRMED BY THE CHIEF SECRETARY, DELHI, ON 05.07.2011 AT 5.00 P.M.

List of participants is as at Annexure A.

The Chief Secretary initiated the deliberations with the agenda points of the meeting.

1. **Monitoring of Cabinet Decisions**

   The Pr. Secretary (GAD) gave a PowerPoint presentation on CDMS (Cabinet Decisions Monitoring System). The Chief Secretary directed that the status of the implementation of the Cabinet decisions must be monitored closely by all HODs concerned and updated on the Cabinet Decision Monitoring System. He further stated that detailed scrutiny of the pending cases would be done in the next Meeting.

2. **Review of Plan Expenditure**

   The Pr. Secretary (Finance) gave a PowerPoint presentation of the fiscal status of the government as on May 2011. It was reported that the total tax revenue was Rs. 2910 crore, an increase of 4% as compared to the same period of the previous financial year. Total receipts during April-May 2011 were Rs. 3278 crores which indicated a decline of 30% as compared to April-May 2010. The total expenditure during April-May 2011 was Rs. 2498 crores, an increase of 33% over the same period in the year 2010. Upto May 2011 departments and local bodies have utilised 9% of the approved outlay.

   The Chief Secretary emphasised that Head of the Departments should monitor the various schemes which are being implemented by their departments. He directed that all plan implementing departments should obtain utilisation certificate, audited statement of accounts and physical achievements from Grant-in-aid Institutions. He also directed that departments should avail the schemes of Government of India which are relevant to their departments.

   The Chief Secretary stated that 25% of the plan expenditure in the form of first instalment was given without any scrutiny. However for release of the second instalment, to be started in August 2011, departments have to produce utilisation certificate of the first instalment.

   Contd...2
3. **Non-Agenda items.**

- Chief Secretary directed Departments to prepare a master plan for maintenance works.

- Procurement plan for purchase of equipment, materials and supply should be prepared by the all departments.

- All departments should review user charges, which should be commensurate with the service provided by them.

- An office automation policy should be prepared so as to standardise the office automation equipments to be used by various departments of the Government.

- Departments are hiring personnel on contract basis and continuing with their services over a long period of a time. Departments must fill up posts on regular basis as per the prescribed recruitment rules.

- The Chief Secretary directed that in respect of the directions issued by various courts, departments should state their views and seek direction of the Government before implementation.

- Departments should launch a campaign to update service books of employees. The exercise should be completed within three months.

- Officers of the level of Head of the Department should brief the media at the media centre.

Contd...3
Departments should inform the Chief Secretary's Office about a minimum of five most important projects being handled by the departments so that these could be monitored by the Chief Secretary.

Departments should write monthly letter to the Chief Secretary highlighting their achievements and the factors which hindered achievement of targets. The letter should be short, not exceeding three pages.

Departments should not hold back officials from attending training programmes. If any official could not be relieved for compelling reason then a substitute should be provided. If any programme is cancelled due to lack of attendance charges for the training programme could be levied on the concerned department.

The Chief Secretary reiterated on the importance of field inspection and directed that concerned officers must ensure timely and periodical field inspection.

The meeting ended with a vote of thanks to the chair.