

URGENT

**No. 3/1/2012-M&C
Government of Haryana
Monitoring & Coordination Cell**

**Haryana Civil Secretariat
Dated, Chandigarh, the 22nd December, 2014**

From

The Chief Secretary to Government Haryana.

To

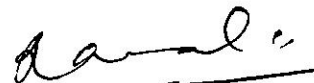
1. All the Divisional Commissioners in Haryana.
2. The I.G.P. Ambala, Hisar, Rohtak, South Range Rewari and CP Gurgaon, Faridabad, Ambala and Panchkula.
3. All the Deputy Commissioners in Haryana.
4. All the Superintendents of Police in Haryana.

Dated, Chandigarh the 22nd December, 2014

Subject: Minutes of the Conference of Deputy Commissioners and Superintendents of Police held under the Chairmanship of Hon'ble Chief Minister, Haryana on 8.12.2014 at 11.00 AM in Conference Hall of Haryana Niwas, Sector-3, Chandigarh.

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that the Minutes of the Conference of DCs and SPs held under the Chairmanship of Hon'ble Chief Minister, Haryana on 08.12.2014 at 11.00 AM at Haryana Niwas, Sector-3, Chandigarh have been e-mailed to you as well as have been hosted on CS Website. The same may be downloaded for your information and immediate necessary action. I am also directed to say that the follow-up action on all the decisions in the Conference be closely monitored by Commissioners of the Divisions and direct the Deputy Commissioners to send Action Taken Report in annotated form to the Chief Secretary to Government, Haryana (in Monitoring & Coordination Cell) by 15.01.2015, positively and also e-mail at cs.coordination@hry.nic.in



Secretary Coordination

Endst.No.3/1/2012-M&C

Dated: 22nd December, 2014

A copy along with copy of Minutes is forwarded to all the Administrative Secretaries to Govt. Haryana for information and necessary action.

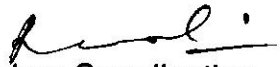

Secretary Coordination

Endst.No. 3/1/2012-M&C

Dated: 22nd December, 2014

A copy is forwarded to the following for information:-

1. Principal Secretary to Chief Minister, Haryana.
2. Addl. Principal Secretary to Chief Minister, Haryana.
3. Addl. Principal Secretary-II to Chief Minister, Haryana.
4. Officer on Special Duty to Chief Minister, Haryana.
5. Officer on Special Duty to Chief Minister, Haryana.
6. Officer on Special Duty to Chief Minister, Haryana.


Secretary Coordination

Endst.No. NO.3/1/2012-M&C

Dated: 22nd December, 2014

A copy is forwarded to the Senior Secretary to the Chief Minister, Haryana and Private Secretary to Chief Secretary to Government Haryana for information of Hon'ble Chief Minister and Chief Secretary, Haryana.


Secretary Coordination

INTERNAL DISTRIBUTION:

1. Senior Secy./PSCM.
2. PS/Secretary, Coordination.
3. Secretary/SSPS.
4. PS/SSGA.
5. Under Secretary/CM Cell.
6. SIO NIC, Haryana.

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Minutes of the Conference of Deputy Commissioners and Superintendents of Police held under the Chairmanship of Hon'ble Chief Minister, Haryana on 8th December, 2014 at 11:00 AM at Haryana Niwas, Sector-3, Chandigarh.

List of participants is attached.

The Chief Secretary welcomed Hon'ble Chief Minister Haryana and all other participants to the conference. At the outset, while expressing satisfaction over the functioning of the Deputy Commissioners/ Superintendents of Police, he emphasized that primarily their focus should be on giving the people a transparent, corruption free and responsive administration in the State. The challenges and bottlenecks being faced in implementation of development projects/programmes should be sorted out immediately so that the targets/time lines set for such programmes are adhered to and funds received from Government of India are utilized in time.

Hon'ble CM while giving out priority of his Government said that though the State has witnessed all-round development yet there is lot of scope for improvement. He said that transparent administration, zero tolerance for corruption and that benefits of various welfare schemes and programmes of the State Government right up to the grass root level are the priorities of his Government. He directed the officers to achieve targets in a time bound manner. They should perform their duties with sincerity. He hoped that all government functionaries, following the motto of "Minimum Government and Maximum Governance" will work together with dedication and devotion. After this, the agenda items were discussed and following decisions were taken:-

1. Health

1. Funds under 12th Finance Commission for repair of various residential and non-residential buildings should be utilized and utilization certificates be submitted immediately. The Deputy Commissioners should get these works inspected for quality check before sending UCs.
2. It was directed by the Hon'ble Chief Minister that the DCs should regularly monitor the progress of PNDT Act, IMR, MMR, Immunization and Institutional Delivery, status of malnutrition and sex-ratio in monthly meetings. Regular meetings of District Health & Family Welfare Society & Task Force of PNDT may be held. Special IEC drives may also be initiated.
3. Regular sampling may be ensured of milk products, especially, in view of the directions of the Hon'ble Supreme Court to stop sale of synthetic milk.

2. Revenue and Disaster Management Department

Aadhaar Saturation in the State is 79% and nearly 53.4 lakh population is still left for Aadhaar coverage. E & IT department was

instructed to procure adequate number of enrollment kits for setting up State owned permanent enrolment centers. PECs (Permanent Enrolment Centers) will facilitate Aadhaar enrolment, updation and e-Aadhaar downloading for residents. Deputy Commissioners were directed to provide space and other infrastructure for setting up these centers. Identification of left out population may be done through Aaganwari workers, Heads of School and Colleges and other means. Left out population is to be covered by March'15 and strategy may be formulated by Deputy Commissioners for universal coverage in stipulated time period. Fortnightly review may be done by Deputy Commissioners and progress report may also be sent to FCR's office. Mobile vans may be deployed for the enrolment of aged and sick residents who are unable to come to the enrolment centers. Verifiers may be deployed at all centres set up by the State Registrar agencies.

DITS (District IT Society) will work as Enrolment Agency in each District to set up PECs

Hon'ble Chief Minister stated that Aadhaar enrolment is on the priority list of PMO and it has given a target of Universal Coverage of Aadhaar by March 2015. He also announced that the district which is the first one to achieve complete 100% Aadhaar coverage will be awarded.

3. Animal Husbandry

While briefing the salient features of the Punjab Prohibition of Cow Slaughter Act, 1955 (amended by Haryana Act No. 6 of 1980), Principal Secretary, Animal Husbandry and Dairying requested the DCs/SPs to associate the officers/officials of the Animal Husbandry Department and CFL, Madhuban while investigating the cases under the said Act.

Hon'ble CM directed the DCs/SPs to implement the ban on cow Slaughter effectively with specific emphasis on curbing the menace of illegal transportation of cows out of the State of Haryana. He also directed DCs/SPs to ensure that the vehicles containing meat of other authorized species should invariably be covered and there should not be any dripping of blood from the vehicles which sometimes incite local population as they might become suspicious of beef being transported illegally in such vehicles. It was also decided that concerned SPs should associate the local Veterinary Surgeon to get the carcass identified, followed by DNA testing (Polymerase chain reaction) from CFL, Madhuban. It was directed that the department may explore the possibility of providing DNA testing (PCR) machine in districts of Mewat, Palwal & Yamunanagar as these districts have maximum number of cases registered under aforesaid Act.

Principal Secretary, Animal Husbandry and Dairying also informed that the conviction rate under the said Act is very low and therefore, SP concerned should investigate such matters sincerely and ensure effective participation of prosecution through the concerned District Attorney in the courts.

4. Town & Country Planning

Unauthorized colonization and construction in the State - to make Police Force and duty Magistrate available:

The Hon'ble CM directed the DCs to deploy Duty Magistrates and SPs to provide adequate police force for successfully undertaking demolition drives to check the menace of unauthorized constructions/ colonies, which come up in violation of law. The police must lodge FIRs promptly against offenders whenever requisite information is provided by the concerned DTPs and take follow up action.

The Hon'ble CM further directed that detailed surveys must be conducted to identify unauthorized constructions/ colonies and take immediate action in the beginning itself so that the issues do not assume larger proportions. If necessary, the Department must utilize satellite imageries to identify the violations. On the pattern of housing policy adopted in Mumbai for slum redevelopment, the Department must explore the feasibility of constructing affordable houses in PPP mode to give relief to large sections of the society, particularly in low/medium potential zones. The Department must coordinate with the Revenue Department and provide full information to the public at the time of registration of sale deeds regarding restrictions imposed under the Controlled Areas Act and Urban Areas Act, as applicable. The Department also needs to review the minimum area norms for licensing for medium and low potential areas.

5. Food & Supplies

ACSFS apprised that Govt. of India has finalized End-to-End Computerization of TPDS, which involves digitization of Godowns, Fair Price Shops and Beneficiaries under National Food Security Act. While digitization of Godowns and Fair Price Shops has been completed, Haryana has lagged behind in digitization of Beneficiaries. This work is being monitored by P.M.'s Office and is being followed up by the Planning Commission. Govt. of India has fixed the dead line of 31st December, 2014 for this work. The work has been assigned to District I.T. Committees under the Chairmanship of Deputy Commissioner wherein DFSC is also a member. The work has been started. However, it involves digitization of

28 lacs beneficiaries which is a huge number and it will not be possible to complete the work by 31st December, 2014.

After deliberations, it was decided that the work of digitization be completed by 31st January, 2015. It was also emphasized that End-to-End Computerization of TPDS should be completed as per the time line given by the Govt. of India.

6. Mines & Geology

Illegal Mining & Disposal of Public Hearings regarding environmental clearances:

ACS (Mines & Geology) pointed out that mining in the State was lying closed for want of environmental clearances. Though there were no incidents of organized illegal mining in the State, however, sporadic incidents of illegal mining/theft of minerals had come to the notice of the department which needed to be dealt with a heavy hand. He requested the DCs and SPs of the concerned districts to hold monthly meetings of the **District Level Task Force** on a regular basis in order to monitor, review and control the menace of illegal mining. He also stressed the need for keeping a check on the mining material entering the State from the neighbouring States.

ACS (M&G) also pointed out that the Mineral Concessions holders were taking requisite steps to obtain the Environmental Clearances for which they had to obtain various records and NOCs from the departments like Forests/ Pollution Control Boards etc. As the State was facing acute shortage of construction material, it was imperative that mining was resumed at the earliest in the state. He, therefore, requested the DCs concerned to take immediate steps to expedite public hearings to facilitate the environmental clearances.

DC Mewat raised the issue of illegal mining in Mewat district. He suggested that a meeting of the State Level Task Force should be convened to take appropriate decision in the matter. DC Jind raised the issue of mining of sand in the canals run by the Irrigation Department. It was decided that ACS (M&G) should hold a meeting in this regard with the Principal Secretary, Irrigation to sort out the matter.

7. RURAL DEVELOPMENT AND DEVELOPMENT & PANCHAYATS DEPARTMENT

MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME (MGNREGS)

- a) Keeping in view very slow progress of seeding of Aadhaar Number of MGNREGS workers in NREGA soft, the Deputy

Commissioners were directed to speed up the seeding in NREGA soft and complete the same by 31st December 2014.

- b) The Deputy Commissioners should speed up the progress and achieve month wise labour budget targets.
- c) Directions were given to prepare labour budget for the year 2015-16 and send the same to the State Headquarter by 31st December 2014.
- d) To celebrate Rozgar Divas on first Sunday of every month as per guidelines and action taken report be sent to State Headquarter.

INDIRA AWAAS YOJANA (IAY)

- a) All the DCs were directed to sanction the houses to the beneficiaries against the target of FY 2014 by 31st Dec, 2014.
- b) Houses under construction sanctioned prior to last year (2013-14) be completed by 31st Jan, 2015.
- c) All the DCs, except Kurukshetra & Sirsa, were directed to utilize 60% funds and to claim 2nd instalment by 15th Dec, 2014.

MEMBER PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME (MPLADS)

Under the scheme, 825 works have been completed and 740 works are under progress upto Nov, 2014 whereas, 311 works are yet to be started. All the DCs were directed to complete the works and also ensure that the unutilized funds of former Lok Sabha & Rajya Sabha MPs are deposited in the accounts of sitting Lok Sabha & Rajya Sabha MPs.

SAANSAD ADARSH GRAM YOJANA (SAGY)

The details of the scheme were discussed and it was directed that the DCs shall be the Nodal Officers and ADCs the Charge Officers. The timelines prescribed under the scheme should be strictly adhered to by involving all line departments and the Hon'ble MPs.

SWACHH BHARAT MISSION-GRAMIN (SBM-G)

- a) As the targets of IHHLs for Annual Implementation Plan (AIP) 2014-15 have been revised, approximately twice of the original targets, therefore, it was directed that serious efforts be made to achieve the same. It was further directed that the progress shall be monitored, on daily basis, from the State Headquarter.
- b) It was observed that the progress of Base Line Survey entry in MIS is very poor (only 4%), therefore, it was stressed upon to complete the entry of entire data in MIS within 3 weeks.
- c) All the DCs should expedite utilization of available funds (as on 1.4.14) and submit utilization certificate by 31st Dec, 2014.

- d) To complete 449 Solid Liquid Waste Management projects approved in 21 districts by 31st March, 2015.

13TH FINANCE COMMISSION

- a) All the DCs were directed to send the pending UCs from 2009-10 onwards immediately as the same are required to be submitted within 18 months from the release of funds.
- b) All the projects sanctioned in 2012-13 & 2013-14 be completed by 31st January, 2015.
- c) The amount of Rs.185.50 crores released to all the districts, as 1st instalment, should be utilized by 31st Dec, 2014 and utilization certificate be sent so that next instalment could be claimed from Govt. of India.
- d) It was observed that the Model Accounting System (MAS) was adopted in the year 2011-12 by the department but as per report of the Principal Accountant General, Haryana, all the PRIs are not implementing the MAS. It was directed that adoption of MAS by all PRIs be ensured.

PRIYADARSHINI AWAAS YOJANA (PAY)

- a) DCs to ensure timely release of funds of 2nd & 3rd instalment to the beneficiaries.
- b) The detail of beneficiaries to whom notices have been issued for non start of work or who have failed to utilize the instalments in time, be sent by 31st Dec, 2014.
- c) The details of total number of houses actually completed in each district be sent by 31st Dec, 14.

MAHATAMA GANDHI GRAMIN BASTI YOJANA (MGGBY)

- a) All the DCs should provide timeline for completion of process of allotment, demarcation, handing over physical possession and execution of gift deeds in the villages and pavement of streets with brick-on-edge, where suitable Shamilat land is available, by 31st Dec, 2014.
- b) The details of number of estimates prepared, approved and works started for laying of electricity lines, installation of poles, transformers etc. for providing electricity as well as water supply pipelines in these basties by Power Department, be sent to headquarter by 31st Dec, 2014.
- c) The details of number of beneficiaries who have started the construction at site and those who have completed the house, be sent by 31st December, 2014.

In addition to above, after detailed discussions on various schemes of the department, the following decisions were taken:-

1. A paradigm shift in outlook is required in implementation of various schemes and works carried out there under. Qualitative use of funds be ensured instead of UCs based approach which achieves only targets and not the quality.

2. All individual works costing above Rs. 10.00 lacs be got inaugurated by the elected representatives like Minister/MLA/Zila Parishad/ Panchayat Samiti Members etc.
3. A status report on the condition of the houses constructed in the villages under Indira Awaas Yojana since inception be sent to the headquarter by 31st January 2015.
4. The quality inspection by third party of all major works costing above Rs.20 lacs shall be carried out by the Engineering Wing of the Department through reputed Institutions like PEC, Chandigarh, REC, Kurukshetra, YMCA, Faridabad and Deenbandhu Chotu Ram College of Engineering, Murthal etc.
5. For works less than Rs.20 lacs, random quality testing shall be institutionalized as per existing criteria.
6. 25th December, 2014, being the birthday of former Prime Minister Sh. Atal Bihari Vajpayee, be observed as "Swachta Divas" under Swachh Bharat Mission (Grameen). All officers in the district be issued instructions for proper observance of the Day.
7. Display various works under different schemes of the department in village at common place for the information of general public.
8. Evaluation studies be got conducted about the use and effectiveness of toilets – IHHL & Community Toilets.

8. Industries & Commerce and Electronics and Information Technology.

Following decisions relevant to Department of Industries & Commerce and Electronics & IT were taken which should be implemented as per the timelines prescribed below:-

- i) Hon'ble Chief Minister emphasized the need to maintain transparency in the functioning of the department and ensure that efficiency and integrity of employees is rewarded in work allocation.
- ii) Punctuality in offices needs to be enforced strictly. Hon'ble C.M. emphasized the need to focus on results/outcomes instead of rituals/processes.
- iii) Hon'ble C.M. also desired that due courtesy should be accorded while dealing with public representatives including MPs, MLAs and councillors etc.
- iv) Hon'ble Chief Minister also emphasized the need for time bound action plan with respect to all the activities being undertaken by the Department as part of the action plan.
- v) 300 machines for setting up Permanent cum Portable Enrolment Centres should be purchased by 31.01.2015 and supplied to the districts to ensure the target of 100% enrolment by 30.06.2015.
- vi) 15 online services using SSDG/SRDH through the CSCs/e-Disha centres should be launched by 31.01.2015.
- vii) 400 villages should be connected to the NOFN by 31.12.2015. Apparently optical fibre has already been laid and only logistics arrangements for locating the router/switches in the villages by providing suitable space (10x10 sq. ft.) and arranging electricity connection for 200 watts is to be made. Efforts should be made to co-locate CSCs and ALCs of HKCL along with the place where the

terminal equipment of NOFN will be used (Principal Secretary Education, Principal Secretary Rural Development and Director Rural Development to make available Panchayat Khar/Rajiv Gandhi Bhawan/School rooms for this purpose.)

- viii) 10 more online services using SSDG/SRDB should be launched by 31.12.2015 keeping in view the overall perspective of launching at least 150 services by March, 2016. The phasing of roll out of these online services should be planned and got approved and executed as per defined timelines during the next one year period. A meeting should be organized before 20.12.2014 to take the concerned department on board and to assign the specific timelines for roll out of services through the e-SDA platform and also to target/focus on specific mission mode projects under the National e-governance programme.

9. Social Justice & Empowerment

Additional Chief Secretary, Social Justice and Empowerment Department explained about the modalities finalized for the disbursement of various kinds of pensions and allowances into the dedicated bank accounts of the beneficiaries under the social security schemes. It was informed that as per the mandate given by the Hon'ble Chief Minister, the disbursement of pensions and allowances for the month of January, 2015 payable in February, 2015 shall be made directly into the bank accounts of the beneficiaries. The main objective of the direct bank transfer was to eliminate all intermediaries at all levels and cut the delays in the disbursement to bring in greater transparency.

A detailed power-point presentation was made signifying the main features of direct transfer of pensions and allowances into the dedicated bank accounts of the beneficiaries. It was pointed out that all the banks, whether nationalized or private, shall open the bank accounts of all the individual beneficiaries residing in their respective sub-service areas on the basis of village-wise lists (for rural areas) and ward-wise lists (for urban areas) supplied by the department. These banks have assured to complete the opening of the bank accounts of the beneficiaries residing in their respective sub-service areas by 31st December, 2014. After opening of the accounts, the banks would also inform the beneficiaries of their account numbers by 15th January, 2015.

The Deputy Commissioners were advised that they should see whether all the banks have already appointed their BCAs or not as per the guidelines of the Reserve Bank of India. If no BCAs are appointed by any bank, the Deputy Commissioners should push up the process of their appointment.

The Deputy Commissioners should further ensure that each bank appoints its District Nodal Officer for each district who will monitor the opening of dedicated bank account and operationalisation of disbursement of pensions and allowances. They should review the status in the meetings of the District Level Consultative Committee (DLCC) and District Level Review Committee (DLRC) of

the bankers of the district. They were further requested to ensure that the Aadhar numbers of all the beneficiaries are collected by 31st March, 2015 so that these are appropriately used by the department for the eradication of ineligible beneficiaries from the database and linked to disbursement of pension at an appropriate time when needed.

10. Finance

It was emphasised by the Principal Secretary Finance that for the State to achieve 100% opening of bank accounts for eligible families, it is essential that district administration monitors the progress of implementation on a day to day basis and coordinates with LDMs. Deputy Commissioners were apprised of the latest status of implementation of PMJDY in the districts and the number of households still left uncovered.

11. Urban Local Bodies

The following directions pertaining to Urban Local Bodies Department were issued for strict compliance for the municipalities. They were required to be supervised extensively by the D.C.s by holding periodic and frequent meetings.

i) "Swachh Haryana Swachh Bharat Abhiyan (Agenda Point No. 35)

The achievement made during the Swachh Bharat Abhiyan launched in the State from 01.11.2014 to 07.11.2014 was reviewed and the Hon'ble Chief Minister directed that special attention be given for cleanliness in the municipal areas. RWA's as well as other social organizations should be associated with the municipalities for better coordination to achieve the goal of cleanliness.

ii) Urban Infrastructure :

i) Solid Waste Management (Agenda Point No. 36 (i))

It was directed by the Hon'ble Chief Minister that special focus on the following points should be given by the municipalities.

All municipalities shall prepare city sanitation plan, inducting dustbins, placing vehicles and other accessories for lifting, collection and disposal of the waste as well as identify land for establishment of SWM upto 2019 by all means. Apart from the above directions emphasis be given on the following points: -

- i. Each municipality should prepare city sanitation plan which will include SWM Plan upto 2019.
- ii. Identification of land for setting up of Municipal Solid Waste Management Plant.
- iii. Bring efficiency in redressal of citizen complaints.

- iv. All the Municipalities must procure sufficient number of dustbins, large-bins, vehicles, compactors & other accessories for lifting, collection and disposal of solid waste.
- v. Dustbins should be placed at public places in sufficient numbers, so that people are not required to walk for long distances for disposal of garbage.
- vi. Garbage should be lifted from all the collection points in proper manner and there should be a time-frame for collection & lifting of waste.
- vii. Efforts for proper segregation at source be made.

The D.C.s were required to get these decisions executed through timely and strict supervision.

ii) Development works (Agenda Point No. 36 (ii))

Special emphasis be given by all the municipalities to develop sewerage, roads, drainages, Street lights, Community Center/ Chaupals in public friendly manner so that maximum benefit is obtained by the public. The grants received should be utilized as per guidelines of the scheme prioritizing the velocity of the works. Progress report of the works going on under the grant scheme should be sent to the Directorate by 7th of each month by all the municipalities.

- i. Grants be utilized as per guidelines of each scheme.
- ii. Priority be given to the areas requiring basic civic amenities on urgent basis.
- iii. Each work be got done through e-Tendering
- iv) Each MC should send the UCs for the grants released during the year 2011-12, 2012-13 and 2013-14 by 31st March 2015 to the Directorate.

D.C.s were required to extensively monitor these works.

iii) Property Tax (Agenda Point No. 37)

- i. The data of property tax should be made online with facility of payment gateway through the State ULB Portal.
- ii. Steps be taken to motivate and educate the assesses to deposit the tax through self assessment.
- iii. MCs should work out year wise (2010-2011 to 2014-2015) volume of demand, number of units (Res/Comm/Ind/Instt etc) and tax recovered.
- iv. The self assessment and actual assessment should be reconciled and steps be taken to recover the difference.
- v. The detailed year wise (2010-2011 to 2014-2015) report

mentioning number of units and difference in total amount and the recovery made so far.

- vi. Property Tax be recovered from all the remaining units who have not paid the property tax through self assessment or otherwise. The figure should be year wise (2010-2011 to 2014-2015) mentioning number of units and the recovery made so far.
- vii. The defaulters involving heavy amount be identified/ segregated and efforts be made to recover the tax from the perpetual defaulters.

These were required to be monitored by the D.C.s.

12. Power Department

Additional Chief Secretary Power stated that the arrears amounting to about Rs.4900 crores are recoverable from the consumers all over the State. The DSCOMs of the Power Department have launched a campaign for recovery of arrears and for enforcement of rules for timely payment of electricity dues. To begin with this, a campaign has been launched for industrial, commercial and urban domestic consumers.

At times law and order situation is faced while implementing such policies. SEs, XENs and SDOs of the Power Department will be approaching DCs, SPs and other Civil and Police Administration officials for police help if required. All DCs and SPs should instruct the subordinate offices to provide such help whenever asked for.

ACS Power also stated that adequate stocking of materials including transformers, meters and conductors has been done in all the districts. Power Department officials are trying to provide best quality services to the public. All DCs were requested to review the arrangements in this regard at their level and also review the recovery of dues from the public.

It was also stated by ACS Power that large number of transformers are stolen every year which results into disruption of power supply as well as expense for the Government. Over 2600 transformers have been stolen during the current financial year up to 31.10.2014. SPs were requested to investigate the matter deeply and identify the organized gangs who were indulging in such activities. Raids should be conducted on buyers of copper wire also.

Hon'ble Chief Minister specifically directed all the DCs and SPs to ensure that power dues as well as the arrears are recovered expeditiously

and all possible assistance is provided to the Power Department by the DCs, SPs and their subordinate officers.

13. Grievances Department

Government is keen to address citizen grievances in a timely manner. A demo of the proposed system was made by the OSD Grievances during the meeting for further improvements. Officers / personnel at the district level who would be handling the grievance system shall need to be identified and trained. Deputy Commissioners need to ensure that initial contact / response to the complainant be made by the concerned officer / official within one week from the date of the complaint.

14. Welfare of Scheduled Castes & Backward Classes.

Meeting of Distt Level Vigilance Committee.

It was emphasized that the meeting of District Level Vigilance & Monitoring Committee under Rule 17 of Scheduled Castes/Scheduled Tribes (Prevention of Atrocities) rules, 1995 should be held regularly every quarter at District Magistrate level. Especially position needs extra care in the Districts of Fatehabad, Mewat, Panchkula, Hisar, Kurukshetra, Faridabad, Rohtak, Narnaul, Bhiwani, Jind, Gurgaon, and Kaithal.

Dr. B.R. Ambedkar Awas Yojana for Scheduled Castes and denotified Tribes.

It was noted that the amount being given under this scheme was only Rs 50000 for construction of Houses and Rs 10000 for repair which was lesser than that given under the Indira Awas Yojana which is Rs 91000/-. Worthy CM directed that case be moved to bring parity in both the amounts and asked for the target to be accomplished with extra efforts, especially in districts of Mewat, Faridabad, Gurgaon, Fatehabad, Kaithal.

Constitution of District Level Vigilance Committee & Sub-Divisional Level Vigilance Committee under Section 24(2 & 3) of "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013".

All the DCs were directed to get the said committees at Distt and Sub-divisional Level constituted immediately. All the Municipal Commissioners/Deputy Commissioners were directed for strict Prohibition of Employment as Manual Scavengers and effective implementation of the provision of this Act by Urban Local Bodies Department.

Digitization of details regarding students for Centrally Sponsored Scheme of Post-matric Scholarship for SC and OBC student

Hon'ble CM directed that digitization of beneficiary details and Adhaar seeding of the same is a mandate of Govt of India. DC's were directed to organize camps for enrollment of beneficiaries who don't have Aadhaar Number for getting the same in the Educational Institutes of the District concerned so that all the eligible beneficiaries are covered by February 2015.

15. Home Department:

Additional Chief Secretary, Home presented a brief review of law & order and crime situation and stated that the law & order situation in the State is presently normal and under control. DGP Haryana gave details about the law and order as well as the crime situation. The Hon'ble C.M. Haryana desired to ensure implementation of registration of FIR anywhere/zero FIR system throughout the State. CM also directed that disposal of seized vehicles and other case properties kept in the Police Station should be done in a time bound manner at the earliest and as per the law. The Police should be sensitive to the problems and issues relating to the people from North-Eastern region. Swift and strict action should be initiated in situations arising out of communal tension, cow slaughter, cow smuggling or transportation of meat. Proper check shall be maintained on illegal mining in the State. The Police has to work with transparency and zero tolerance for corruption. The field officers, unless busy elsewhere on duty, should be in office (not camp office) by 9.00 AM on all working days. They should hear public grievances between 11.00 AM to 1.00 PM in their office unless their presence is required elsewhere for handling urgent law and order or crime situations. Hon'ble CM expressed satisfaction at the law and order and crime situation of the State.

After completion of discussion on agenda Items Hon'ble Chief Minister gave the following directions:-

1. Deputy Commissioners (DCs) and Superintendent of Police (SPs) are face of the Government. They should perform their duties in coordination with each other. Their conduct and punctuality will certainly enhance the working of the administration. They should remain available in their offices during office hours and use their camp offices only after the office hours or on holidays. Further, to hear and redress public grievances, they should remain present in their offices from 11:00 A.M. to 12:00 Noon daily.

2. For on the spot identification of problems and finding solutions thereof by discussion with the local people, DCs/SPs should jointly visit atleast 8 villages in a month. DCs will also ensure that similar action in respect of others is taken by assigning one village each to Class-I Officers working in the district. To start with, the DCs will assign at least 50% of the villages of their district to class-I officers. Besides, they should also maintain coordination with public representatives like MLAs, Chairmen, Zila Panchayats Simitis, Sarpanches and Panches etc.
3. Deputy Commissioners should frequently conduct inspections of the institutions/offices frequently visited by general public, like hospitals/schools etc., to check presence of staff and proper rendering of services etc.
4. To avoid inconvenience to the public, all departments/organizations should put their information in the public domain for easy access by the public. More and more services should be brought under the Right to Service Act.
5. While stressing upon the need for National Integration, he desired that the Education department should arrange educational tours of students to North East States.
6. There is an urgent need of restructuring of staff working in various departments/organizations to utilize their services effectively. Surplus staff, wherever it is, should be re-deployed in the department in areas where the staff is short and work has increased.
7. Expressing concern over occurrence of few incidence of communal violence in the State, Hon'ble CM said that there is still need to improve it as the Law and Order was among the main priorities of his Government.
8. In view of the difficulties being faced by the people in rural areas during winter, Power supply in rural areas should be continued upto 8 a.m. instead of 6 a.m. He also said that a comprehensive policy regarding minimizing line losses and pendency of Electricity Bill should also be framed.
9. Hon'ble CM desired that the Government should celebrate former Prime Minister Atal Behari Vajpayee's Birthday (25th December) as "Good Governance Day". On this day, all the departments will ensure that projects/works which stand completed be got inaugurated and foundation stone/new projects be laid.

In the concluding remarks, Chief Secretary assured the Hon'ble Chief Minister that he alongwith the team of his officers would continue to work to meet the challenges in a responsive way. He urged the officers to be more sensitive to the grievances of the people and improve perception of the Government in the minds of people so that the public at large may feel that the Government cares for them. He thanked the Hon'ble Chief Minister for sparing his valuable time and for his valuable guidance.

Meeting ended with a vote of Thanks to the Chair and the participants.
