

**Most Urgent**

From

Director,  
Urban Local Bodies, Haryana  
Chandigarh

To

- (i) Additional Director, Urban Local Bodies Department.
- (ii) Chief Engineer, Urban Local Bodies Department.
- (iii) All Executive Engineers of Urban Local Bodies Department.
- (iv) Executive Officer, Municipal Corporation, Panchkula.
- (v) Accounts Officer, Budget and Pension, Urban Local Bodies Department.

Memo No. DULB/TAII/2013/

Dated :

48722-43

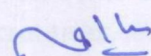
13/11/13

**Subject: Minutes of the meeting held on 11.11.2013 at 12:30 Noon in the O/o Director, Urban Local Bodies.**

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Reference on the subject cited above.

1. A review meeting of the department was held on 11.11.2013 at 12:30 noon under the Chairmanship of Director, Urban Local Bodies, Haryana in his office room.
2. Minutes of the meeting is hereby forwarded to you with the request to take further necessary action on the points related to your branch.



Executive Engineer-IV  
For Director, Urban Local Bodies,  
Haryana, Chandigarh

**CC:-**

1. PS/PSULB for kind information of W/PSULB.
2. PA/DULB for kind information of W/DULB.



**Minutes of the meeting held on 11.11.2013 at 12:30 noon in the O/o Director, Urban Local Bodies.**

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1. A review meeting of the department was held on 11.11.2013 at 12:30 under the Chairmanship of W/DULB. Following were present in the meeting :
  - (i) Sh. N.K. Garg, Chief Engineer, HQ
  - (ii) Sh. Ashok Rathee, Executive Engineer, HQ
  - (iii) Sh. O.P. Sihag, Executive Officer, MC, Panchkula
  - (iv) Sh. Kanwal Singh, M/s Webmentors Software Pvt. Ltd. Panchkula

During the meeting discussion was held on mainly e-tendering, to hold review meetings at Division level, property tax and e-governance etc. The action is to be taken on the following points, are as under :-

2. E-mail/SMS to be sent to all DMC/EO/Secy/XEN/ME regarding obtaining digital signature which should be obtained within 3 days, otherwise salary of month of November, 2013 to be paid in December, 2013 will not be released. Copy of this may also be sent to DCs.
3. Instead of holding a State Level Workshop on 14.11.2013 at Rohtak, it is decided to hold division wise meetings mainly on e-tendering and property tax as per following schedule :-
  - Ambala Division - 14.11.2013 at 3:00 PM
  - Hisar Division - 16.11.2013 at 10:00 AM
  - Rohtak Division - 16.11.2013 at 3:00 PM
  - Gurgaon Division - 18.11.2013 at 11:00 AM

The concerned Deputy Commissioners of District, Joint Commissioners, Dy. Municipal Commissioners, Executive Officers, Secretaries, Executive Engineers & Municipal Engineers are to be invited.

4. Letter, Power Point Presentation and user manual for e-tendering be prepared by Sh. Ashok Rathee, XEN-IV, HQ.
5. Letter to be written to all municipalities to invite tender for the works amounting Rs. 5.00 lacs and above, through e-tendering and all municipalities to ensure that at least one tender (of any amount) should be floated through e-tendering not latest before 7.12.2013.
6. A check list mainly comprising of property tax, e-tendering, e-delivery of services (Birth Registration and issuance of certificate, Death registration and issuance of certificate, Grievance redressal, approval of building plans and Property Tax)., CM announcements, Grants, double entry accounting system, updation of ULB portal, pension cases, service books and service matters of the employees , street light, sanitation, survey of properties is to be prepared for the divisional level meetings to be held under the Chairmanship of PSULB.
7. Chief Engineer to put up the revised standard on tender document by 18.11.2013 positively.



8. File regarding purchase of equipments for fire services to be put up next week positively.
9. Sh. M.S.Bhardwaj, FSO, Gurgaon may be given additional charge at Directorate for 3 days in a week.
10. Budget for fire head for the next financial year may be sent to Finance Department immediately.
11. Work of fire services should be distributed amongst the post equivalent at head office level. For example, Accounts matter, establishment matter, technical matters should be given to Accounts Officer, Superintendent (Admin) and FSO respectively.

(iv) Municipal Corporation, Panchkula

(v) Accounts Officer, Budget and Finance, Urban Local Bodies Department,

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Executive Engineer,  
For Director, Urban Local Bodies,  
aryana, Chandigarh

1. PS/PSA for kind information of W/PSULB.

2. PA/DULB for kind information of W/DULB.