

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

(Office of Dy. General Manager)

DSI IDC/DGM/PS/2017/

January 3, 2018

Subject : Activities required to be undertaken by various Divisions of DSI IDC for enhancement of revenue and curtailment of expenditure

Please find enclosed a copy of document, duly approved by MD, along with the target date for completion of various tasks for enhancement of Revenue and Curtailment of Expenditure of DSI IDC. All the Divisional Heads are requested to complete the task (s) concerning their division within the time limit indicated against the each task by the Managing Director, DSI IDC. In case, any doubt exists, the same may kindly be got clarified from Director (Finance), DSI IDC.


(S. P. Pant)
Dy. General Manager

All Concerned

Dm(17) - please upload on website

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REVENUE ENHANCING ACTIVITIES

1. Revision of rent/ licence fee/utility charges.

An apex Committee will be set up for revision of rent/ licence fee/ utility charges. Hence, a meeting of the Divisional Heads of Relocation Division, IEM Division, REM Division and CWC Division may be convened under the Chairmanship of Director Finance. Further, the sub Committees will be set up by each divisional head to find ways / modalities to revise rent of the properties being controlled by each division. **REPORT TO BE SUBMITTED TO M.D. BY 31ST JANUARY, 2018**

[Action : DGM (REM)]

2. Advertisement may be taken up so as to increase revenue from Emporium sales, BCD, Nation Institute of Jewellery (NIJ). **DETAILED PLAN TO BE SUBMITTED TO M.D. BY 20TH JANUARY, 2018**

[Action : DM (Publicity)]

For BCD and Emporia building, DM (BCD), Sh. Praveen Rai may be asked to prepare a draft advertisement for approval of the Competent Authority. For NIJ, similar activity will be carried out by the Director NIJ. They may be asked to do the needful immediately. **TO BE COMPLETED BY 15TH JANUARY, 2018**

[Action : DM (BCD) / Director (NIJ)]

3. Best possible efforts may be made to recover various long due charges like damage charges, licence fees, Hire purchase dues in CWC etc.

A Moratorium Scheme may be launched by CWC Division in which offers may be given to all the shed holders to get the sheds transferred in their respective names by paying necessary charges and past dues. This scheme shall remain in force only for three months. After three months, the transfer charges and the land rates shall be enhanced considerably. The contents of the Moratorium Scheme may be brought to the notice of all present shed holders. Once approved, in principle, the sketch of the scheme will be put up by DM (CWC). **TO BE COMPLETED BY 31ST JANUARY, 2018**

[Action : OSD (CWC)]

4. Various prime location sites owned by corporation may be utilized for getting advertisement revenues.

Majority of the prime locations must be known to the concerned Chief Engineers. Hence, all the three Chief Engineers may be asked to send the names of prime locations and also the advertisement that can be given from these locations. **ACTION PLAN TO BE SUBMITTED BY 20TH JANUARY, 2018**

[Action : All CEs / DM (Publicity)]

5. Linking various statutory receivables with NBFC may get the Corporation long pending dues as well as current and future dues well on time.

CAO (HQ) and CAO (IMFL) along with Sh. Manoj Aggarwal, (DAO), in combination, shall select a NBFC with whom our statutory receivables can be linked. **TO BE COMPLETED BY 31ST JANUARY, 2018**

[Action : CAO (HQ) / CAO (IMFL)]

6. Revenue Generation Project division (RGP) be strengthen.

Revenue are generated by Relocation Division, IEM Division, Engineering Division, IMFL Division, CWC Division, REM Division and Housing Division. The problems being faced by them may be identified and remedial measures be taken to sort them out. Accordingly, a meeting of heads of these divisions may be convened to know about their problems. **ACTION PLAN TO BE PUT UP BY 20TH JANUARY, 2018**

[Action : DGM (REM)]

7. Deposit work- Presently DSIIDC gets only 5% on Deposit works while CPWD gets up to 23.75% on Deposit works, Issue may be taken up with the Govt. of NCT of Delhi.

CE-IV may be asked to prepare a proposal in this regard. Perhaps, the matter needs to be deliberated in the meeting of BOD *ab initio*. **PROPOSAL TO BE PUT UP BY 20TH JANUARY, 2018**

[Action : CE-IV]

8. Disposal of unsold houses constructed by DSIIDC may be done at the earliest.

In the weekly review meeting, MD has already directed that a proposal may be prepared to sell the unsold houses to the group 'C' and 'D' employees of DSIIDC and other Govt. Departments along with the industrial workers working in the industrial areas within the periphery of NCT of Delhi. In this connection, it is submitted that recently 405 flats were allotted to industrial workers. However, out of them a good number of workers are willing to surrender the flats allotted to them. Hence, the exact number of flats available for sale will be known to us in next 10-15 days. Further, it need to be decided whether the flats are to be allotted only to Group 'C' and 'D' employees of DSIIDC or to the group 'C' and 'D' employees of Delhi Govt. also. It also need to be decided whether a new scheme is to be required to be launched on the pattern of earlier scheme. A committee having DGM (H) and CE-(H) may be constituted under the Chairmanship of FA to finalize the exact *modus operandi* for disposal of these flats. **TO BE PUT UP BY 20TH JANUARY, 2018**

[Action : DGM (H) / FA]

9. Development of New Industrial Areas may be expedited.

The concerned Chief Engineer i.e. CE-II and CE-IV may be asked to draw a plan of action with time schedule to develop the New Industrial Areas. Regular monitoring of the work *viz. -a-viz.* the time schedule may be done by ED / FA. **PLAN OF ACTION TO BE PUT UP BY 20TH JANUARY, 2018**

[Action : CE-II & CE-IV]

10. Appointment of Estate Officers may increase revenue generation.

The File regarding appointment of Estate Officers has been sent to the Legal Department of the government of NCT of Delhi for vetting. Hence, the Estate Officers are going to be appointed very soon. If the file is not received within another few days, Shri S.P. Pant, Dy. G.M. will visit the Legal Department to get the file cleared from them. **TO BE COMPLETED BY 10TH JANUARY, 2018**

[Action : DGM (Legal)]

11. Parking spaces presently occupied by MCDs may be taken over or proper sharing of parking revenue with them may be made.

CE II may be asked to let us know the areas where Parking spaces of DSIIDC are being utilized by the MCD. Once the list is available, letters may be written by the FA to the concerned Authorities in MCD. **TO BE COMPLETED BY 20TH JANUARY, 2018**

[Action : CE-II]

12. Corporation has the capacity to cater various clients in the IT Sector as we are already serving to DTC and in Emporium. Opportunities may also be worked out in this segment.

Shri Mahesh Arora, DM(IT) may be asked to put up a paper on the potential of DSIIDC to serve the other Department with specific areas of strength. **TO BE PUT UP BY 15TH JANUARY**

[Action : DM (IT)]

13. Holding brain storming session monthly with head of Divisions.

This may be done at the level of Divisional Heads. Officers of the level of Manager and above may be called upon to attend the sessions. The action taken reports may be sent by the each Divisional Head to ED / FA on monthly basis.

[Action : DM (Personnel)]

14. Outsourcing activities e.g collection of dues etc.

The Divisional Heads of Relocation Division, IEM Division, REM Division, Housing Division, CWC Division shall identify the areas which can be outsourced and put up the same to the ED / FA within a week's time. **PROPOSAL TO BE PUT UP BY 20TH JANUARY, 2018**

[Action : DM (RL) / DM (IEM) / DM (REM) / DM (Housing) / OSD (CWC)]

EXPENDITURE CURTAILMENT

1. Human capital audit may be conducted to find out and curtail excessive human capital cost.
 - (a) In the first instance, a meeting of all the Heads of Department may be convened by the ED / FA. They may be asked to come with all preparations about the exact requirement of staff and the staff available with them. Once, the excessive staff is identified, the same shall be surrendered to Personnel Division for further deployment in other Divisions which are facing dearth of staff.
 - (b) A consultant in this particular field may be hired for a limited period for human capital audit. **TO BE COMPLETED BY 20TH JANUARY, 2018**
[Action : DM (P)]
2. ERP (Enterprizes Resources Planning) should be implemented so as to reduce various costs to some extent like maintaining hard files, taking prints etc. Substantial cost can be controlled or may be even reduced by having a sound project monitoring system under proposed ERP.
[Action : DM (IT)]
3. Use of Video Conferencing for various meeting/ conferences.

We need to ask IT Division, Shri Mahesh Arora to let the management know the cost of installation of equipment/systems/lease lines. **TO BE PUT UP BY 15TH JANUARY, 2018.**

[Action : DM (IT)]
4. Setting up an Internal Dispute Resolution Committee so that long pending legal cases can be reviewed internally and decision taken about the further course of action. **TO BE COMPLETED BY 20TH JANUARY, 2018**
[Action : DM (Legal)]
5. Now a day, under open access system, solar power may be procured at much lesser rates. Apart from economic benefit branding will also be there.
 - (a) Shri Sharat Kumar, Superintending Engineering is dealing with the subject. He may identify the roof-tops where the solar system can be installed. We have already done the same in Lajpat Nagar. Shri Sharat Kumar may be asked to put up a proposal to this effect to ED / FA on urgent basis.
 - (b) At proposed Kanjhawala Industrial Areas, a solar project may be envisaged. We may protect our land by setting up solar project in a particular part / area of land.

Letters may be sent to all the Chief Engineers to do the needful immediately. **TO BE DONE BY 31ST JANUARY, 2018**

[Action : Sh. Sharat Kumar, SE]

6. Staff requirement analysis in engineering divisions may be conducted by respective Chief Engineers as per CPWD manual-I to restructure and deploy the manpower, accordingly. **TO BE DONE BY 20TH JANUARY, 2018**

[Action : All CEs]

7. Empanelment of Nursing homes & hospitals for charging consultation & treatment on CGHS rates and linking it with the prevailing Insurance Based Cashless Insurance Scheme (IBCIS) in DSIIDC. **TO BE PUT UP BY 20TH JANUARY, 2018.**

[Action : DM (P)]

8. Taking insurance policies on liabilities of the DSIIDC e.g. against arbitration/high court cases etc.

CAO(IMFL) may be directed to find out the availability of this product with the Insurance Companies. The number of arbitration cases, with details, may be taken from the Legal Cell or respective Chief Engineer and, thereafter, the matter may be taken up with the company which gives the best offer. **PROPOSAL TO BE PUT UP BY 31ST JANUARY, 2018**

[Action : DM (Legal) / All CEs]