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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT (CO-ORDINATION BRANCH)

LEVEL-II, A-WING, DELHI SECRETARIAT

I.P. ESTATE, NEW DELHI-110002

Minutes of the meeting of Senior Officers of GNCT of Delhi held on 21.05.2026 under the Chairmanship of Chief Secretary, Delhi

A meeting of the Senior Officers of the Government of NCT of Delhi was convened under the Chairmanship of the Chief Secretary on 21.05.2026 at 04:00 PM in the Conference Room-III, C-Wing, 2nd Level, Delhi Secretariat, I.P. Estate, New Delhi. List of officers who attended the meeting is enclosed as Annexure-I.

Discussions held and the decisions taken in the meeting are as under:

1. **Business Process Re-engineering, Service Simplification and Preparation of Functional Requirement Specifications (FRS)**

Chief Secretary referred to the presentation made by the Chief Secretary, Tamil Nadu during the meeting of Chief Secretaries chaired by the Cabinet Secretary regarding preparation of Functional Requirement Specifications (FRS) through extensive consultations with Secretaries and Heads of Departments. The initiative was appreciated by the Cabinet Secretary and identified as a model for adoption by other States/UTs.

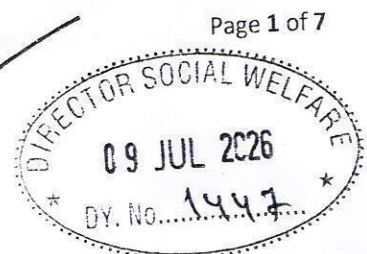
It was directed that the two days permitted for Work From Home, namely Wednesday and Saturday, shall be effectively utilised for brainstorming sessions, policy discussions, Business Process Re-engineering and simplification of procedures. It was emphasized that Departments should identify innovative measures for improving service delivery, enhancing ease of access for citizens and businesses, and cutting down the turn around time. All Departments were directed to review and simplify their service delivery mechanisms by exploring measures such as self-certification, engagement of third-party agencies, rationalisation of procedures and timelines, simplification of rules and processes, including reduction in the number of levels.

It was decided that the Administrative Secretary of each Department shall function as the Nodal Officer for this exercise and ensure wider stakeholder consultations through extensive use of video conferencing facilities. All Departments were further directed to review and improve their existing service flowcharts and process diagrams within 2-3 weeks after identifying procedural bottlenecks and scope for simplification.

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It was further directed that a Committee comprising the Additional Chief Secretary (Administrative Reforms), Principal Secretary (Finance), and Secretary (IT) will examine the suggestions received from Departments and finalize the FRS. It was decided that Secretaries and Heads of Departments shall hold internal brainstorming sessions in the first half of the day and present their proposals and innovative ideas before the Committee in the second half. The FRS for all 500+ services shall be finalized within 3 weeks with first priority to those services which are part of deregulation agenda for reduction in turn around time. After finalization of FRS, the Secretary of concerned department and Secretary (IT) will co-ordinate for expeditious implementation.

Chief Secretary further directed that Secretary (IT) shall also submit details of video conferences conducted by the Departments, including participation details and other relevant information.

[Action: All Departments, ACS (AR), Pr. Secretary (Finance), Secretary (IT)]

2. Review of Compliance of Environmental Targets, Implementation of Solid Waste Management Rules, 2026, and Air Pollution Mitigation Measures

Chief Secretary reviewed the status of compliance of directions of the Hon'ble Supreme Court relating to implementation of Solid Waste Management Rules, 2026, and measures being undertaken for mitigation of air pollution in Delhi.

Secretary (UD/Environment) informed that combined orders of the Hon'ble Supreme Court relating to implementation of Solid Waste Management Rules, 2026, have been received for various Departments of GNCTD. It was further informed that powers have been delegated to the concerned District Magistrates, who have also communicated the directions to concerned authorities. A coordination team, including representatives from MCD, has been constituted for implementation of the directions and zone/district-wise orientation programmes are proposed to be conducted. Secretary (UD) further informed that waste processing targets are being achieved and that short-term targets shall be completed within the stipulated timeline, with complete implementation of Rules within prescribed timeline of one year.

Commissioner (Transport) informed that the targets relating to adoption of EV buses are expected to be achieved within the stipulated timeline. It was further informed that procurement of additional EV buses is also being undertaken.

Discrepancies were observed in the data relating to End-of-Life (EoL) Vehicles and so, it was directed that the database relating to active and old vehicles, including vehicles registered more than 20 years ago, be reviewed and updated to ensure accuracy and action against all EoL vehicles found plying shall be ensured expeditiously. Vigil in this regard be strengthened significantly.

Chief Secretary reviewed the progress of road redevelopment works and observed that progress against targets remains unsatisfactory. He expressed unhappiness that even the tenders for all works as per Action Plan submitted to CAQM have not been awarded in number of cases and asked for award of all such works expeditiously with reasons of delay to be sent to Environment Department. It was informed that funds have been allocated to MCD under the Chief Minister Development Fund for road redevelopment works. Chief Secretary directed that approval, tendering and execution of works be completed expeditiously. He directed to make up for the slow pace of road redevelopment works, particularly in unauthorized colonies, and also directed the concerned agencies to significantly augment the pace of execution and meet the timeline committed to CAQM failing which adverse action may be initiated.

With regard to pollution in the river Yamuna, Chief Secretary directed all concerned agencies to expedite measures for reducing pollution levels as discussed in various meetings. He further directed that field inspections be conducted at the identified locations and drains for monitoring of pollution levels and assessment of the ground situation. It was also directed that strict action be taken against non-compliant Industrial units in conforming areas and all air and water polluting units in the non-conforming areas including disconnection of power and water connections and a compliance report be submitted to the Environment Department.

[Action: UD Department, Environment Department, Transport Department, MCD, NDMC, Revenue Department and all concerned Departments/Agencies]

3. Vacancy Position and Plans for Filling up of Vacancies and Status thereof including the On-going Recruitment Status at DSSSB

The vacancy position in various Departments and the status of recruitment being undertaken through DSSSB was discussed in detail.

Secretary (DSSSB) informed that Departments are required to notify anticipated vacancies at the beginning of each year in accordance with the prescribed vacancy calendar. It was further informed that recruitment examinations in respect of a number of vacancies are pending due to non-receipt of requisite inputs and clarifications from certain Departments.

Chief Secretary directed all Departments to furnish the requisite information and clarifications to DSSSB within 7 days so that recruitment processes are not delayed. He further directed the Education Department to provide the necessary clarifications in respect of pending recruitment proposals and resolve the matter on priority. Chief Secretary also reviewed the status of vacancies in the DSS cadre and directed that pending vacancies, particularly in Grade-II and Grade-IV categories, be filled on priority.

Secretary (DSSSB) informed that the pending examinations and declaration of results are proposed to be completed in a time-bound manner. Chief Secretary directed DSSSB and all concerned Departments to ensure close coordination for expeditious completion of the recruitment process. It was further informed that DSSSB is facing constraints relating to examination infrastructure. Chief Secretary directed that possibilities for augmentation of examination infrastructure may be explored including the use of funds under SASCI Scheme and use of centres where JEE Exams etc. are being held.

Chief Secretary further directed all Departments to assess their vacancies and identify posts for which recruitment may be undertaken either through DSSSB or through available panels of UPSC and SSC, wherever feasible, with prior approval of the Hon'ble Lieutenant Governor, Delhi. A Committee comprising Principal Secretary (PWD), Principal Secretary (Law), Secretary (Services), and Secretary (Education) was constituted to examine the matter and submit its recommendations within 7 days.

[Action: DSSSB and all concerned Departments, Pr. Secretary (PWD), Pr. Secretary (Law), Secretary (Services), Secretary (Education)]

4. Review of Biometric Attendance System

Chief Secretary reviewed the status of biometric attendance being marked by officers across Departments. He emphasized that all officers and officials shall invariably mark their attendance through the biometric attendance system and directed all Secretaries and HoDs to ensure strict compliance. He further directed that officers undertaking field inspections shall ensure that their attendance is duly recorded on the biometric system upon reporting to office after inspection.

Chief Secretary directed all Departments to ensure installation and operationalisation of biometric attendance machines wherever the same has not yet been completed. Senior officers were also directed to closely monitor attendance of officials working under their administrative control.

Chief Secretary further directed that a uniform biometric attendance system shall be implemented across all Departments. The Additional Chief Secretary (AR) was directed to examine the feasibility of adopting an Aadhaar-based attendance system and to submit appropriate proposals. Chief Secretary stated that Aadhaar-based attendance system may also be used to record attendance while on field/inspection duties by using geo-coordinates. ACS (AR) was directed to submit the monthly report of attendance marking of Secretaries/HoDs to Chief Secretary and Hon'ble Chief Minister.

[Action: All Departments, ACS (AR)]

5. Redressal of Public Grievances including PMO PG, LG Listening Post, Jan Sunwai, CPGRAMS and Follow-up Action thereon

Chief Secretary reviewed the status of disposal of public grievances on various grievance redressal platforms. It was informed by the AR Department that CPGRAMS, PGMS and PMO grievance portals have recently been integrated into the CM Jan Sunwai Portal.

Chief Secretary expressed concern over the pendency of grievances in various Departments, particularly on the PMO Grievance Portal, and observed that a significant number of cases were pending beyond the prescribed timelines. He directed all Departments to clear all pending and defaulted grievances by 27.05.2026 and ensure timely disposal of grievances in future.

Chief Secretary further directed that grievances received through the PMO Grievance Portal, LG Listening Post, and CM Jan Sunwai shall be monitored closely by the concerned Departments to ensure timely redressal without fail. He emphasized that all Departments shall ensure prompt and effective disposal of grievances and avoid recurrence of defaults.

Issues relating to the functioning and integration of grievance portals were also discussed. In this regard, Chief Secretary constituted a Committee comprising the Additional Chief Secretary (AR), Secretary to Hon'ble Chief Minister, and Secretary (IT) to examine the issues and ensure seamless integration and smooth functioning of CPGRAMS with the CM Jan Sunwai Portal within 7 days.

[Action: All Departments, ACS (AR), Secretary to HCM, and Secretary (IT)]

6. SASCI Projects of all Departments & SASCI Reforms by MCD, PWD, Development Department & UD

Chief Secretary reviewed the status of capital expenditure and implementation of SASCI projects across Departments. He expressed concern over the slow pace of capital expenditure and directed all Departments to substantially accelerate execution of projects and utilization of sanctioned funds to achieve the prescribed expenditure targets within the stipulated timelines. He cautioned that non-performance in this regard will be adversely viewed.

Chief Secretary directed that priority be accorded to approved SASCI projects and that all Departments shall expedite implementation of such projects. It was informed that a number of projects have been identified under SASCI for execution by Departments. All Departments were directed to submit complete project details in the prescribed format within three days for monitoring and follow-up.

It was reiterated that capital expenditure shall be treated as a top priority by all Departments. Senior officers were directed to closely monitor progress, resolve issues relating to approvals and execution, and undertake regular reviews to ensure achievement of expenditure targets.

[Action: All Departments]

7. Progress regarding Budget Announcements and Budget Matters

Chief Secretary reviewed the status of implementation of Budget Announcements for the year 2026-27. It was informed that timelines for implementation of a majority of Budget Announcements have already been finalized but certain departments have not yet furnished the timelines. Chief Secretary directed that timelines in respect of all remaining Budget Announcements be finalized within two days.

All Departments were directed to closely monitor implementation of Budget Announcements and ensure timely achievement of the prescribed milestones.

[Action: All Departments]

8. Constitution of Internal Complaints Committees under the POSH Act

Secretary (WCD) apprised the requirement for constitution of Internal Complaints Committees (ICCs) for redressal of complaints relating to sexual harassment of women at the workplace in compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the directions of the Hon'ble Supreme Court.

Chief Secretary directed all Departments to constitute Internal Complaints Committees in all Departments, headquarters and field offices within one week and ensure strict compliance with the provisions of the POSH Act and the directions of the Hon'ble Supreme Court.

[Action: All Departments]

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

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(Pradeep Tayal)

Joint Secretary (GAD)

F. No. 53/827/GAD/CN/2026/3424-3433

Dated: 02.06.2026

Copy for necessary action to:

- i. All Additional Chief Secretaries, GNCTD/Commissioner, MCD, New Delhi.
- ii. Chairperson, New Delhi Municipal Council, New Delhi.
- iii. All Principal Secretaries, GNCT of Delhi, Delhi/New Delhi.
- iv. All Secretaries, GNCT of Delhi, Delhi/New Delhi.
- v. CEO (DUSIB), Vikas Bhawan, GNCT of Delhi, New Delhi.
- vi. CEO, Delhi Jal Board, GNCT of Delhi, New Delhi.
- vii. Pr. Chief Conservator of Forests, Deptt. of Forest & Wildlife, GNCTD.
- viii. Engg.-in-Chief, Public Works Department, GNCT of Delhi, New Delhi.

Copy for information to:

- i. OSD to Chief Secretary, 5th Level, Delhi Secretariat, New Delhi.
- ii. PS to ACS (GAD), 2nd Level, Delhi Secretariat, New Delhi.

Pradeep Tayal

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(Pradeep Tayal)

Joint Secretary (GAD)