

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No. :

Dated :.....

Office-Order

Management Information System of Urban Services Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediate effect.

Sd/-

(Brijesh Kumar)

Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

DAILY SOLID WASTE MANAGEMENT MONITORING REPORT

To,
CEO/DCEO

Name of Agency:
No. of Supervisor

Date:.....
Area of Operation.....
No. of Cleaners

- | | | | |
|------|--|---------------------------|---------|
| 1. | Sweeping of Roads | Frequency time prescribed | Remarks |
| (i) | Main Road | On Time/Delayed | |
| (ii) | Sector Dividing Roads | Yes/No | |
| (a) | Is swept material collected simultaneously? | Yes/No | |
| (b) | Is Patri/street litter collected? | Yes/No | |
| (c) | Are sweepers provided with metal plate & metal tray ? | Yes/No | |
| (d) | Is the waste segregated by Sweepers? | Yes/No. | |
| (e) | Hands Cart with segregated container ? | Yes/No. | |

NMC(Members)

I/c Urban Services

DAILY MOBILE SQUAD REPORT

CHECK LIST - MOBILE SQUAD

I. Projections

- A) Front Projection
- B) Side Projection
- C) Canopy
- D) Rear Projection

II. Setback

- A) Front Setback
- B) Side Setback
- C) Rear Setback

III. Height

- A) Height of Floors
- B) Height of Building
- C) Height of Parapet

IV. Boundary Walls

- A) Front Boundary Wall
- B) Side Boundary Wall
- C) Rear Boundary Wall

V. DPC

VI. Location of Gate & Rear Setback

VII. No. of trees to be planted inside the plot

VIII. Ramp

IX. Name plate

X. Size of shaft & Internal Open Spaces

XI. Staircase location in smaller plots

XII. Patri in front of plot (leveled)

XIII. Colour control on buildings already constructed and prescribed control is being followed or not (for houses constructed by Authority).

XIV. Sign boards & painting on houses to be checked.

XV. Wasting of water by Building under construction.

XVI. Checking of unauthorised Jhuggis/hawkers.

XVII. Stagnant water

XVIII. Noise pollution

XIX. Construction debris in road ROW

XX. Management of parks and open spaces

XXI. Plantation of flowers in houses.

DAILY SECURITY MONITORING REPORT

To,

CEO/DCEO

सैक्टर.....

पाकेट

दिनांक

क्र० सं०	चेकिंग का विवरण	हाँ/नहीं	टिप्पणी यदि कोई हो
1.	प्राथमिकता पर भूतपूर्व सैनिक रखे गये ।		
2.	रखे गये व्यक्ति चिकित्सीय रूप से योग्य हैं ।		
3.	क्या अनुमन्य ड्रेस में हैं ।		
4.	क्या गनमैन के पास हथियार का वैद्य लाईसेन्स है ।		
5.	क्या रेडियो सैट/मोबाईल फोन से सुसज्जित गाडियां पर्यवेक्षक को प्रदान की गयी हैं ।		
6.	क्या मोबाईल पार्टी गश्त करती है ।		
7.	क्या रखे गये व्यक्तियों द्वारा प्राधिकरण के अधिकृत अधिकारी के निर्देश माने जा रहे हैं ।		
8.	सिक्योरिटी गार्ड का व्यवहार एवं कार्य अ- अच्छा ब- औसत स- खराब		
9.	क्या एजेन्सी द्वारा सुरक्षा कर्मी को निम्नानुसार सामग्री प्रदान की है । डाटा, सिटी, टार्च सैल सहित		
10.	क्या कोई चोरी क्षति पहुँची है		
11.	मोबाईल पार्टी के पास उपलब्ध साईकिल, मोबाईल फोन/वाकीटाकी की संख्या ।		
12.	उक्त मोबाईल पार्टी गश्त करती हैं या नहीं ।		

NMC (President)

Police Inspector
Greater Noida

Security Job - Monitoring Report

To,

CEO/DCEO

सैक्टर..... पाकेट दिनांक

क्र० सं०	चैकिंग का विवरण	हाँ/नहीं	टिप्पणी यदि कोई हो
1.	सैक्टर में लगे बार्बेड वायर को कोई क्षति पहुँची है ।		
2.	क्या कार्यालय/सैक्टर मे मवेशियों के प्रवेश को रोका जा रहा है ।		
3.	क्या सैक्टरों या रोडों पर फेंके कूड़ों को उठाया जा रहा है ।		
4.	सार्वजनिक भूमि पर गैर कानूनी निर्माण (लोकेशन अंकित करें)		
5.	अवैद्य रूप से विज्ञापन/बोर्ड की फिक्सिंग (लोकेशन अंकित करें)		
6.	पानी व्यर्थ बह रहा है । (लोकेशन अंकित करें)		
7.	वाटर लाईन में लीकेज है । (लोकेशन अंकित करें)		
8.	सैक्टर में आते-जाते समय समस्त वाहनों की प्रविष्टि की जा रही है या नहीं ।		
9.	सैक्टरों के गेट निर्धारित समय से बन्द हो रहे हैं या नहीं ।		
10.	सप्ताह में एक बार सुरक्षा कर्मियों को विधिवत ट्रेनिंग दी जा रही है या नहीं ।		

सुपरवाइजर
सिक््युरिटी सर्विस

उद्यान/भू-दृश्य विभाग के अनुरक्षण कार्य की हफ्तावार प्र

पाकेट:

दूरी क्षेत्र:

ठेकेदार का नाम:

ठेकेदार द्वारा नामित वर्क यूनिट का प्रभारी.....

पेड़ों की संख्या

क्रम सं०	कार्य का नाम	सोमवार	मंगलवार	बुधवार	बृहस्पतिवार	शुक्रवार	शनिवार	रविवार	हस्ताक्षर	अभ्युक्ति
1	2	3	4	5	6	7	8	9	10	11
1.	सिचाई - मीडियन में									
2.	पेड़ों/बेलों की अर्ध-पटरी पर									
3.	पेड़ों की छंटाई व कटाई									
4.	निराई - गुड़ाई									
5.	दवाई									
6.	खाद डालना									
7.	घास की कटाई									
8.	खाद बनाना									
9.	सफाई									

1. प्रत्येक पन्द्रह दिन में सभी कार्यों को सिलसिलेवार पूरा किया जाना है ।
2. प्रत्येक वर्क यूनिट अपने काम का टाईम-टेबल दिन के अनुसार बना लें, व जिस दिन जो काम करना है, उस दिन के आगे 'X' का चिन्ह लगा दें ।
3. जब काम हो जाय तो उस काम के आगे सही () का चिन्ह लगा दें ।
4. प्रत्येक यूनिट की यह जिम्मेदारी होगी कि अपने क्षेत्र को साफ-सुथरा व सुन्दर रखें ।

DETAILS OF RESIDENT IDENTITY-CARDS

To,
CEO/DCEO

S. No	Particulars	Received	Particulars	Issued	Balance	Issued by N.M.C.
1	2	3	4	5	6	7

NMC (Members)

I/c. Urban Services

MONTHLY CENSUS REPORT

OCCUPANCY REGISTER

To
CEO/DCEO

Sector : Pocket :.....

Month:

S. No.	Pocket/ Plot No.	Name of Allottee	Owner/ Tenant	Period of Occupancy	Date of Entry	Remarks
1	2	3	4	5	6	7

NMC (Members)

I/c. Urban Services

Weekly Progress Report on Urban Services

1. Food Material Supply.

(Fromto)

S. No.	Sector name	Schedule date of supply	Actual date of supply	Amount of material supplied	No. of houses supplied.
1.	Alpha-1				
2.	Alpha-2				
3.	Beta-1				
4.	Beta-2				
5.	Gamma-1				
6.	Gamma-2				
Total					

2. Fogging

(From to)

	Sector name	Schedule date of Fogging	Actual date of fogging	Remarks
Residential	Alpha-1			
	Alpha-2			
	Beta-1			
	Beta-2			
	Gamma-1			
	Gamma-2			
Institutional	KP-1			
	KP-II			
Industrial	Ecotech-I			
	Ecotech-II			
	Ecotech-III			

MONITORING OF THE WASTE COLLECTION AGENCY

(From to)

S.No.	Activities	Area to be covered	Area actually covered	Performance in percentage
1.	Door to door garbage collection			
2.	Sweeping of roads a) daily sweeping b) twice a week			
3.	Cleaning of open drains			
4.	Cleaning of closed drains			
5.	Sweeping of open area Green area and vacant plots			

6. Whether contractor has used Closed trolleys.

Yes/ no

7. Waste collector vehicle Employed ,(vehicle number)

yes/no

8. Covered with Tripal

yes/no

Manager

I/C. (USD)

Weekly Monitoring Report

(From.....to.....)

For Sewer Connection

S.No.	Particulars	Applications received during the week.		Connections released	Rejected/remarks
		Week	Cumulative		

For Water Connection :

(Fromto)

S.No.	Particulars	Applications received during the week.	Cumulative	Rejected

Weekly - Monitoring Report of D.T.C. BUS Schedule:

(From to)

Route	Total No. of schedule trips	O.K.		Late		Very Late		Ex-Or-Late		Missed	
		Act Trips	%	Act Trips	%	Act Trips	%	Act Trips	%	Act Trips	%
Noida to Kasna											
Kasna to Noida											
I.S.B.T. to Kasna											
Kasna to I.S.B.T.											
N. Place-Dhola Kuana to Kasna											
Kasna to N.Place-Dhola Kuana											
Sahibabad to Kasna											
Kasna to Sahibabad											
Shahadra to Kasna											
Kasna to Shahadra											

Manager

Sr. Manager(HDB)

MIS-US-06

- Objective :** To inform the Planning Division of the action initiated against deviations/illegal constructions.
- Prepared by :** USD
- Frequency :** After every corrective action initiated and consolidated every fortnightly.
- Submission to :** I/C (Mobile squad), GM(Planning) and copy on the file of the allottee where deviations are reported.

Rectification Action Report

Period : Fortnightly.

To,

GM (Planning),

Date of rectification action initiated.

S. No.	Address of the building Inspected	Sector	Date	Deviations	Nature of Deviation	Action Taken By Incharge USD

I/C USD

MIS-US-07

Objective : **To Monitor the action initiated against deviations/illegal constructions reported by mobile squad.**
Prepared by : **USD.**
Frequency : **Every fortnightly. (3rd and 18th of every month)**
Submission to : **CEO and DCEO and on share file of Urban Services Division.**

MIS-US-07A

Consolidated Rectification Action Report.

Period : (From To.....)

S. No.	Address of them encroachm ent reported	Date of report of mobile squad	Date of Action by USD	Nature of encroachment			Action Taken By Incharge USD	
				Material stacking	Unauthorise d construction	Unauthor ised occupanc y	Notice given	demoli shed

Manager (USD)

I/C USD

Objective : To check on any kind of encroachments/unauthorised constructions in the Work Circles, where development works.

Frequency : Fortnightly on 3rd and 18th of every month.

Prepared by : Manager (USD).

Submitted to : CEO and ACEO/DCEO looking after USD and on harefile for general information.

**CONSOLIDATE ENCROACHMENT
MONITORING REPORT**

Cumulative

S. No	Sector's Name	Work Circle Name	No, of encroachment reported	No. of Action initiated	Encroachments removed	Remarks

Manager (USD)

General Manager(USD)