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/I	DCEO	
	of Agency:	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	Yes/No
	simultaneously?	
(b)	Is Patri/street litter collected?	Yes/No
(c)	Are sweepers provided with metal	Yes/No
	plate & metal tray ?	
(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 infront 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

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J	·	•

CEO/DCEO

सैक्टर.	पाकेट	दिनॉक	
क्र0	चैकिंग का विवरण	हाँ/नहीं	टिप्पणी यदि कोई हो
सं0			
1.	प्राथमिकता पर भूतपूर्व सैनिक रखे गये ।		
2.	रखे गये व्यक्ति चिकित्सीय रुप से योग्य हैं।		
3.	क्या अनुमन्य ड्रैस 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

CEO/DCEO		
सैक्टर	पाकेट	दिनाँक

क्र0	चैकिंग का विवरण	हाँ/नहीं	टिप्पणी यदि कोई हो
सं0			
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 कूडों को उठाया जा		
	रहा है ।		
4.	सार्वजनिक भूमि पर गैर कानूनी निर्माण (लोकेशन		
	अंकित करें)		
5.	अवैद्य रुप 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 ।		

सुपरवाईजर सिक्यूरिटी सर्विस

DAILY WATER SUPPLY MONITORING REPORT

T .						
I lata	•					
Date						

To, CEO/DCEO

Sector	Tube	Tube Pumping Hours				Tank Filling					Water Supply in Sector				or
Name	Well	Start	Close	Total time	Time	Lavel	Tank	Supply	Feeding	Remark	Start	Close	Hours	Pressure	Valve threat
		-													

NMC (Representative) I/c. Urban Services

DAILY WATER PRESSURE MONITORING REPORT

To,		
CEO/DCEO	दिनाँक	की रिपोर्ट

क्र0	सैक्टर	मकान	सत्यापन	पानी का प्रेशर			प्रेशर कम होने	अन्य विवरण
सं0	का नाम	नं0	का समय				का कारण	
				भातुल	प्रथम तल	द्वितीय तल		

NMC(Members)

WEEKLY WATER TESTING REPORT

To, CEO/DCEO

		Week: Date to									
S.No.	Date	Name	Address								

NMC (Members)

साप्ताहिक-पानी के लीकेज रिपोर्ट

To,	
CEO/D	CEO

	सैक्टर	लीकेज का स्थान	पाईप का	लीकेज का	ठीक होने
क्रम 	संपटर	लाकज का स्थान	पाइप का		
संख्या		(भूखण्ड संख्या एव	डाईमीटर	दिनांक	का
		(भूखण्ड संख्या एवं ब्लॉक)			दिनांक

NMC (Members)

साप्ताहिक सीवर के चैम्ब्रर/मैनहॉल के ओवरफ्लो रिपोर्ट

To,	
CEO/DCEC)

Week:	Date	 to

क्रम	सैक्टर	ओवरफ्लो का स्थान	ओवरफ्लो का दिनांक	ठीक होने का दिनांक
संख्या		(भूखण्ड संख्या एवं ब्लॉक)		

NMC (Members)

रोजाना डी.टी.सी. बस सर्विस रिपोर्ट

To, CEO/DCEO

बस रुट	कुल	मिरख	लेट	लेट ट्रिप्स	का विवरण
	कुल ट्रिप्स	ट्रिप्स	ट्रिप्स	निर्धारित	वास्तविक
				समय	समय

NMC (Members)

रोजाना प्राधिकरण द्वारा चलाई जा रही बसों की सर्विस रिपोर्ट

दिनाँकः	

To, CEO/DCEO

बस रुट	कुल	मिस्ड	लेट	लेट ट्रिप्स	का विवरण
	कुल ट्रिप्स	ट्रिप्स	ट्रिप्स	निर्धारित	वास्तविक
				समय	समय

NMC (Members)

SUMMARY OF COMPLAINTS/WORKS REPORT w.e.f. 24-07-2001 upto date

Total Nos.	Total Nos. of Complaints Attended			tal Nos. of Complaints Attended Pending on part of Allottee			ee	Pending on part of Authority					
Complaint													
received													
	Alpha	Beta	Gamma	Total	Alpha	Beta	Gamma	Total	Alpha	Beta	Gamma	Total	Grand Total

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

	491 47 (1891)
	पेडों की संख्या
ठेकेदार का नामः	ठेकेदार द्वारा नामित वर्क यूनिट का प्रभारी
पाकेटः	दूरी क्षेत्रः

		पंजा पंग संख्या								
क्रम	कार्य का नाम	सोमवार	मंगलवार	बुधवार	बृहस्पतिवर	शुक्रवार	शनिवार	रविवार	हस्ताक्षर	अभ्युक्ति
सं0										
1	2	3	4	5	6	7	8	9	10	11
1.	सिचाई - मीडियन में									
2.	पेडों/बेलों की अधई-पटरी पर									
3.	पेडों की छंटाई व कटाई									
4.	निराई - गुडाई									
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
		3	7	3	U	

NMC (Members)

MONTHLY CENSUS REPORT

OCCUPANCY REGISTER

To	
CEO	/DCEO

Sector: Pocket	t: 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
		3		5		,

NMC (Members)

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					

•		•
7	$H \cup O$	ging
≠•	105	51115

(F)	rom	1	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			

3. Ration Cards.

S.	Sector	Forms deposited	Fresh forms	Ration	Pendency	Remarks
No.	name	by residents till	deposited by	cards	till date	
		last week	residents in week	prepared		
	Alpha-1					
	Alpha-2					
	Beta-1					
	Beta-2					
	Gamma-1					
	Gamma-2					

4. Other Services:

S. No.	Sector Name	New residents this month	Cumulative residents upto the month	Identity card Issued cumulative	Waste bags issued this month	Cable connection issued during the month	Neighbor hood councils formed
	Alpha-1						
	Alpha-2						
	Beta-1						
	Beta-2						
	Gamma-1						
	Gamma-2						

5. Security:

S. No.	Sector Name	Name of Agency	Schedule No. of guards	No. of guards on duty	Schedule No. of gun mans	No. of gun man on duty	Mobiles available	Rating of securit y as per NMC of the sector
	Alpha-1							
	Alpha-2							
	Beta-1							
	Beta-2							
	Gamma-1							
	Gamma-2							

SECTOR WISE MONITORING OF WATER SUPPLY AND TUBE WELLS

6.	Water Supply, Sector- Alpha	

				(From	to)
Date	Sector Name	Supply hrs. as per ideal schedule in hours	Supply hours as per present proposed schedule	Actual Supply hours.	Remarks

7. <u>Details of Tube Well not working due to High/Low voltage.</u>

(Fromto)

Date	Pump No. 1 Office		Office	Gamma	Pum	p No.2(J)	Pump	(D.	M.Office)	Pump (C	Golf Co	urse)	
	(Gamma)						Alpha						
	From	То	Period	From	To	Period	From	То	Period	From	То	Period	in
			in			in hours			in hours			hours	
			hours										

8. <u>Details of not working of Tube Well due to failure of power supply.</u>

Date	Pump No. 1 Office (Gamma)		Gamma Pump No.2(J)		Pump (D.M.Office) Alpha		Pump (Golf Course)						
	From	То	Period in hours	From	То	Period in hours	From	То	Period in hours	From	То	Period i	in

MIS-US-03

MONITORING OF THE WASTE COLLECTION AGENCY

			(From	to	
S.No.	Activities	Area to be	Area actually	Performance	in
		covered	covered	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				
	Sweeping of open				
5.	area				
	Green area and				
	vacant plots				
	ether contractor has use sed trolleys.	e d		Yes/ no	
	ste collector vehicle ployed ,(vehicle numbe		yes/no		
8. Cov Trip	vered with pal			yes/no	
	Manager			I/C. (USD)	

Weekly Monitoring Report

					(Fron	1	to)
For S	ewer Conne	<u>ction</u>					
S.No.	Particulars		tions received	(Connections re	leased	Rejected/remarks
			g the week.				
		Week	Cumulativ	/e			
For V	Water Cor	nection	•				
			_		(From		to)
					(=		,
S.No.	Particulars	Applica	tions received	Cui	mulative	Rejec	eted
			he week.				

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

(From	to)

Route	Total No. of schedul	O.K. Late		Late	Very Late		Ex-Or- Late		Missed		
	e trips	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.	Address of	Sector	Date	Deviations	Nature of	Action Taken
No.	the building				Deviation	By Incharge
	Inspected					USD

I/C USD

MIS-US-07

Objective: To Monitor the action initiated against deviations/illegal constructions

reported by mobile squad.

USD. Prepared by:

Frequency:

Every fortnightly. (3rd and 18th of every month) CEO and DCEO and on share file of Urban Services Division. Submission to:

MIS-US-07A

Consolidated Rectification Action Report.

Period : (**From To.....**)

S. No.	Address of them	Date of report	Date of Action	Nature of	encroachment		Action Ta	•
	encroachm of ent		of by USD squad		Materia Unauthorise Unauthorise d ised stacking construction y		Notice given	demoli shed

Manager (USD)

I/C USD

MIS-US-07B

Objective: To check on any kind of encroachments/unauthorised constructions in the Work

Circles, where development works. Fortnightly on 3rd and 18th of every month. Frequency:

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)