

NEW DELHI MUNICIPAL COUNCIL  
(ARCHITECTURE & ENVIRONS DEPARTMENT)

MANUAL 1  
PARTICULARS OF ORGANIZATION, FUNCTIONS & DUTIES  
(SECTION 4(1)(B)(i))

1. Aims & objectives of the organization

Departments »

Architect Section

The Department of Architecture & Environs, NDMC, is responsible for the control, regulate and monitor construction activities in the NDMC area, as per provisions of the NDMC Act, Unified Building Bye-Laws framed thereunder and the Master Plan of Delhi. The role of the Department is important as on one hand, the unique character of this prime area of Delhi is to be preserved; and on the other hand, the policies for development have to be implemented.

Design Section formulates architectural schemes for various categories of services such as:-

- Augmentation of Infrastructure like subways, Electric Sub Stations and water supply boosting stations.
- Service personnel housing.
- Projects of Social Welfare like Schools, Hospitals, Dispensaries, Community Centers, Working Girl Hostels, Aged People Homes etc.
- Street Furniture and Landscape works

2. Mission & Vision

To control, regulate and monitor building activities in its area, in consonance with the provisions of NDMC Act, UBBLs and Master Plan of Delhi and ensure aesthetic beauty of the city.

3. Brief History and Back-ground for its establishment

Prior to 1994, The Punjab Municipal Act, 1911 (Punjab Act 3 of 1911) was applicable to the entire New Delhi area and was administered by the then New Delhi Municipal Committee. Due to increase in population and more areas falling in its jurisdiction, it was considered necessary to enact an Act of Parliament to form a Municipal Council for New Delhi. In the year 1994, New Delhi Municipal Council Ordinance, 1994 was promulgated by the President and subsequently, it was replaced by an Act of Parliament and the New Delhi Municipal Council Bill was introduced in the Parliament. On passing of the Bill by both the Houses of Parliament, the same received assent of the President on 14<sup>th</sup> July, 1994 and 'The New Delhi Municipal Council Act, 1994' (44 of 1994) came into force. The Act was amended w.e.f. 01.03.2012 (05 of 2012). With a view to ensure execution of obligatory and discretionary functions, different departments, were created including Architecture & Environ.

#### 4. Organizational Chart

Chief Architect>Deputy Chief Architect>Architect>Dy.Architect>Assistant Architect / Technical Officer>Architectural Assistant

#### 5. Allocation of business

The department is responsible for performing the following activities:-

- (i) To sanction or refuse erection or re-erection of buildings;
- (ii) To control, regulate and monitor building activities in its area, in consonance with the provisions of NDMC Act, UBBLs and Master Plan of Delhi and ensure aesthetic beauty of the city.
- (iii) To make designs, drawings for improvement of its area in accordance with improvement schemes approved by the Council;
- (iv) To control, regulate and monitor building activities within its area in consonance with the provisions of NDMC Act, UBBLs & Master Plans of Delhi;
- (v) To restrict misuse of the properties and take action against misuse of the properties as per provisions of the NDMC Act.

#### 6. Duties to be performed to achieve the mission

Applications for sanction of building plans are examined and decision taken thereon, strictly in consonance with the provisions of NDMC Act, UBBLs and Master Plan of Delhi. Wherever any illegal activity / misuse being carried on in the area of NDMC comes to the notice of the department, immediate action is initiated as per provisions of the NDMC Act as well as directions of the Hon'ble Monitoring Committee.

#### 7. Details of service rendered

The following projects are being presently undertaken by the department:-

LIST OF PROJECTS HANDLED BY DEPARTMENT OF ARCHITECTURE & ENVIRONS DURING THE YEAR 2021-2022		
S.No.	Name of Project	Present Status
1.	Skill Centre at Moti Bagh, New Delhi.	<ul style="list-style-type: none"><li>• Drawings issued to Civil Engg.Deptt.</li><li>• Construction in progress</li></ul>
2.	Type-II Housing at Aliganj, New Delhi.	<ul style="list-style-type: none"><li>• Construction at completion stage</li><li>• Final finishing work going on at site</li></ul>
3.	Bapu Samaj Sewa Kendra, Panchkuiyan Road, New Delhi.	<ul style="list-style-type: none"><li>• All drawings issued</li><li>• Construction at standstill due to contractual issues</li><li>• To be retendered</li></ul>
4.	JPN Library at Udyaan Marg.	<ul style="list-style-type: none"><li>• Drawings issued</li><li>• Work commenced at site</li></ul>
5.	Redevelopment of School Campus at Lodhi Road as School of Excellence	<ul style="list-style-type: none"><li>• Drawings issued.</li><li>• DUAC approval already obtained</li><li>• DFS approval being pursued by Fire</li></ul>

		Consultant / Civil Engineering Department
6.	Multi Speciality Charak Palika Hospital at Moti Bagh.	<ul style="list-style-type: none"> <li>• All drawings ready</li> </ul>
7.	Paryatan Bhawan at Udyaan Marg.	<ul style="list-style-type: none"> <li>• L&amp;DO requested for allotment of land to NDMC</li> </ul>
8.	External Redevelopment of CPH	<ul style="list-style-type: none"> <li>• Drawings issued to Civil Engg. Department</li> <li>• Work to be commenced</li> </ul>
9.	External Redevelopment/ Facade of Yashwant Place Commercial Complex & External Redevelopment of Momo Market Facade.	<ul style="list-style-type: none"> <li>• Drawings issued.</li> <li>• Work commenced at site.</li> </ul>
10.	Veterinary Dispensary at Moti Bagh	<ul style="list-style-type: none"> <li>• Drawings issued</li> <li>• Matter referred to DDA for permission to construct the building</li> </ul>
11.	Standard Kiosk in NDMC Area	<ul style="list-style-type: none"> <li>• Drawing issued.</li> <li>• Sample Kiosk constructed.</li> </ul>
12.	India Investment Centre, Yashwant Place	<ul style="list-style-type: none"> <li>• Drawing approved by DUAC/DFS</li> <li>• Work yet to Commence</li> </ul>
13.	Redevelopment of Shivaji Terminal	<ul style="list-style-type: none"> <li>• Drawing approved by DUAC/DFS</li> <li>• Work yet to Commence</li> </ul>
14.	Refurbishment of Vidyut Bhawan for ED Office	<ul style="list-style-type: none"> <li>• Work completed</li> </ul>
15.	292 Type - IV & Type - V Housing at Arjun Das Camp	<ul style="list-style-type: none"> <li>• Drawings issued</li> <li>• Matter pending for sorting out land issue with DDA and L&amp;DO</li> </ul>
16.	160 Type III Housing at Sector- VI, Saket	<ul style="list-style-type: none"> <li>• Drawings issued</li> <li>• Work to Commence</li> </ul>
17.	Sector VII, Saket	<ul style="list-style-type: none"> <li>• Drawings issued</li> <li>• Work in progress</li> </ul>
18.	Addl. Block in working Girls Hostel at Laxmi Bai Nagar	<ul style="list-style-type: none"> <li>• The case was submitted in the Building Plan Section and sent to Civil Engineering Department to comply with the observations of Building Plan</li> </ul>
19.	Khan Market Community Centre, Redevelopment Centre	<ul style="list-style-type: none"> <li>• Khan Market office building underground Parking project and redevelopment of Prithvi Raj Road Market Complex, underground services duct, fire evacuation Pylons</li> </ul>
20.	Development of Tikona Park	<ul style="list-style-type: none"> <li>• Drawings being issued to Civil Engineering Department</li> </ul>
21.	Refurbishment of Palika Kendra	<ul style="list-style-type: none"> <li>• Sample toilet completed at 11<sup>th</sup> Floor</li> <li>• The same to commence on all floors</li> </ul>
22.	Improvement of NDMC Markets	<ul style="list-style-type: none"> <li>• To be taken up</li> </ul>

#### 8. Citizens interaction

Misuse: Any complaint regarding Misuse of Building can be registered / lodged with Misuse Section of Department of Architecture & Environs, 11th Floor, Palika Kendra NDMC. Such complaints can also be sent through letters, mails or in person to the following officers. The Complainant has to furnish his/her identify by furnishing full name, correct contact address, telephone number etc.

Name of Officer	Tel. No.	Visiting hours
Chief Architect / Director (A&E)	Extn.2701	12.00 noon to 1.00 p.m. on all working days.
Dy. Chief Architect	3101	12.00 noon to 1.00 p.m. on all working days.
Architect (Misuse)	3117	12.00 noon to 1.00 p.m. on all working days.

Immediate inspection of the complaints are done by the staff of Misuse Cell and action against the genuine complaint regarding misuse in NDMC area, is taken under the provisions of NDMC Act for stoppage, removal, sealing and prosecution in respect of misuse so noticed.

Any interface required in respect of above said misuse could be done at the level of Chief Architect and Dy. Chief Architect on all working days during the visiting hours as given above.

Any interface required in respect of sanctioning of building plans could be done at the level of Chief Architect and Dy. Chief Architect (Building Plan) on all working days during visiting hours. The telephone numbers and visiting hours for Chief Architect and Dy. Chief Architect (Building Plan) are as under:-

Name of Officer	Tel. No.	Visiting hours
Chief Architect	2701	With prior appointment, Monday Wednesday and Friday from 12.00 p.m. to 1.00 p.m. Tuesday & Thursday from 3.00 p.m. to 4.00 p.m.
Dy. Chief Architect	3101	On all working days between 12.00 and 1.00 p.m.
Executive Engineer (BP)	3657	On all working days between 12.00 and 1.00 p.m.

Building Plan Section: This deals in sanctioning of plans for all types of Buildings in NDMC Area.

Decision on application for sanction of Building Plans will be communicated.		Within 60 days.
Decision on revalidation of Plans will be communicated.		Within 30 days
Decision on Completion Certificate / Plans will be communicated		

#### 9. Postal address of the main office and map:-

The postal address of the office of the Architecture & Environs Department is as under:-

Office of Chief Architect, Architecture & Environs Department, New Delhi  
Municipal Council, 1101, Palika Kendra, New Delhi - 110001

10. Working hours both for office and public

From 9.00 AM to 5.30 PM (Office)  
(with Lunch Break 1.00 PM to 1.30 PM)

11. Public interaction, if any

Same as at serial No. 8 above.

12. Grievances redress mechanism

Same as at serial No. 8 above