

**NEW DELHI MUNICIPAL COUNCIL  
(ARCHITECTURE & ENVIRONS DEPARTMENT)**

MANUAL 3

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS  
(SECTION 4(1)(b)(iii))

The department has a separate Portal for on-line receipt of applications for building permits along with annexures. The applications so received are examined by the Building Plan Section as per the provisions of NDMC Act, Unified Building Bye-Laws framed thereunder and Master Plan of Delhi and the proposal is forwarded to Dy.Chief Architect/Chief Architect/ for examination and taking decision. Thereafter, the decision so taken at the level of competent authority is conveyed to the applicant. However, in case of discrepancies or short-comings, applicant is informed of the same with the request to complete the same.

**TIME FOR DISPOSAL OF APPLICATION**

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