



Manual 1 BM-I
n, functions and duties in BM-I Division

[Section 4(1)(b)(i)]

1.	Aims and objectives of the organisation	To provide civic amenities to public residing & visiting NDMC area.
2.	Mission/Vision	To achieve highest standard of civic amenities.
3.	Brief history and background for its establishment.	NDMC formed in 1911.
5.	Allocation of business	To maintain municipal buildings to high standards.
6.	Duties to be performed to achieve the mission	As prescribed in CPWD Manual
7.	Details of services rendered	Maintenance of Buildings.
8.	Citizens interaction	Day to day interaction.
9.	Postal address of the main office, attached/subordinate office/field units etc.	NDMC, Palika Kendra, Sansad Marg, New Delhi. Room No.95, Shaheed Bhagat Singh Place, Gole Market, New Delhi-110001
10.	Map of office location	Near Gole Market, New Delhi.
11.	Working hours both for office and public	9 a.m. to 5.30 p.m.
12.	Public interaction, if any	Day to day
13.	Grievance redress mechanism	Grievances & reports are received at Service Centres from the residents. When these grievances are removed/attended, signatures of the residents are taken on the register.



Manual 1 BM-II

n, functions and duties in BM-II Division

[Section 4(1)(b)(i)]

1.	Aims and objectives of the organisation	To provide civic amenities to public residing & visiting NDMC area.
2.	Mission/Vision	To achieve highest standard of civic amenities.
3.	Brief history and background for its establishment.	NDMC formed in 1911.
4.		
5.	Allocation of business	To keep city clean.
6.	Duties to be performed to achieve the mission	To maintain the building upto desired standard as prescribed in CPWD Manual
7.	Details of services rendered	Maintenance of Buildings.
8.	Citizens interaction	Day to day interaction.
9.	Postal address of the main office, attached/subordinate office/field units etc.	NDMC Control Room, Parliament Street, New Delhi.
10.	Map of office location	Room No.320, Shaheed Bhagat Singh Place, Gole Market, New Delhi-110001
11.	Working hours both for office and public	9 a.m. to 5:30 p.m.
12.	Public interaction, if any	Day to day
13.	Grievance redress mechanism	Grievances & reports are received at Service Centres from the residents. When these grievances are removed/attended, signatures of the residents are taken on the register.



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Manual 1 C-I Organization function and duties Section 4(1)(b)(i)

- **Aims and objectives of the organization:** To construct buildings related to Electric Sector, Health sectors, Welfare sector of NDMC .
- **Mission/Vision:** To ensure timely completion of construction of Electric Sub-Station, hospitals/dispensary buildings .
- **Brief history and background for its establishment:** Construction Division-I came into existence in the year 1980-81 to look after the works of original construction.
- **Organization Charts:** Chart attached.
- **Allocation of business:** Construction of buildings related to Elect., Health and Welfare Sector of NDMC.
- **Duties to be performed to achieve the mission:** To follow CPWD manual, CPWD account code etc for completion of works .
- **Details of services rendered:** There is no direct interaction with the public.
- **Citizens interaction:** Information regarding the works is given to the Residents Welfare Associations of the area.
- **Postal address of the main office, attached/subordinate office/field units etc.:** Office of Construction Div.-I, IInd floor, Shaheed Bhagat Singh Place, New Delhi .
- **Map of office location:** Shaheed Bhagat Singh Place is situated at Gole Market, New Delhi.
- **Working hours both for office and public:** 9.00 A.M to 5.30 P.M
- **Public interaction, if any:** N.A
- **Grievance redress mechanism :** N.A

ORGANISATIONAL CHART

Particulars of organization, functions and duties[Section 4(I)(b)(i)]

1. Aims and objectives of the organization **Construction of housing.**
2. Mission/Vision **ACCOMODATION FRO STAFF/EMPLOYEES.**
3. Brief history and background for its establishment **PART OF CIVIL ENGG. DEPTT.**
4. Organization Charts **ATTACHED**
5. Allocation of business **ORIGINAL CONSTRUCTION**
6. Duties to be performed to achieve the mission **ESTIMATION, CONSTRUCTION SUPERVISION. ;**
7. Details of services rendered **AS ABOVE**
8. Citizens interaction **-NIL-**
9. Postal address of the main office, Attached/subordinate office/field units etc. **C-III division, 2 nd floor Vidyut Bhawan**
Aurangzeb Lane, janpath N.Delhi-110001
10. Map of office location **Attached.**
11. Working hours both for office and public **9-00 am to 5-30 pm**
12. Public interaction, if any **-Nil-**
13. Grievance redress mechanism **-Nil-**

(Er. U.K. BHOWMICK)



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Manual 1 C-V

Organization, functions and duties

[Section 4(1)(b)(i)]

1. Aims and objectives of the organization. Construction of housing
 2. Mission / Vision Providing housing for staff/employees.
 3. Brief history and background for its establishment Part of civil engineering depot.
 4. Organization Charts Attached
 5. Allocation of business Original construction works.
 6. Duties to be performed to achieved the mission Estimation, execution, supervision
 7. Details of services rendered As above
 8. Citizens interaction NIL
 9. Postal address of the main office attached/subordinate. CV, Division (Civil) office/field units etc
-
1. Map of office location Attached.
 2. Working hours both for office and public 9.00 to 5.00 p.m.
 3. Public interaction, if any NIL
 4. Grievance redress mechanism NIL

ENGINEERING DEPARTMENT INSTRUCTION DIVISION C-VI Manual I

1. Aim & Objectives of the organization	C/o New Delhi City Centre Phase-II
2. Mission/ Vision	COMPLETED
3. Brief History & background for its establishment	<p>Project was taken up during 1992 after the approval of scheme by DUAC in march 1992. The Pile foundation and structure of the building comprising of 10 storied office building and a separate building for Auditorium cum Library over three level extended basement has been completed. The rectification work, finishing work of the building, fire fighting works and electrical works including Air-conditioning works are yet to be completed. A convention centre is proposed in library building.</p> <p>Finishing work tenders has been invited from the Pre-qualified firms and building is likely to be completed by 2007. It is proposed to provide facilities of international standards for convention centre and in the office block building. Estimated cost sanctioned vide resolution no. 39 dated 1/10/92 was Rs 61.59 Crores. Expenditure has not exceeded the sanctioned cost so far. However revised cost will be around 83.50 crores.</p>
4. Organization Charts	<p>Ex. Engineer: One Asstt. Engineers: Three in position J. E. : Four AAO: One HA: One STENO: One Draftsman: Nil Sr. Asstt.: Two Jr. Asstt.: Two Peons/ Beldar/ Helper: Nine</p>
5. Allocation of Business	As per CPWD norms of construction division.
6. Duties to be performed to Achieve the Mission	Preparation & Checking Estimates, NIT's, Tenders, Award of works, Supervision & Execution of Works. Finalization Bills of Contractors etc.



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	All the duties up to the construction stage of structure have been rendered.
8. Citizens interaction	Only with contractors regarding tenders and execution of works.
9. Postal address of the main office, attached/ subordinate office/ field units etc.	C/o NDCC Phase-II, NDMC Building, Office of the Ex. Engineer, Construction Div. VI Civil Engineering Department, Jai Singh Road, New Delhi. -110001
10. Map of Office Location:	Location is situated at next to Palika Kendra Building (NDMC Office), Parliament Street, Near Jantar Mantar, Jai Singh Road, New Delhi-110001
11. Working Hours	9 AM to 5:30 PM
12. Public interaction, If any:	No
13. Grievance redress mechanism	SE(C-I)/ CE(C-II)/ Dir. Vig/ Secretary NDMC/ Chairperson NDMC



Manual 1 CE-CII
Organisation , function and duties
(Section 4 (1) (b) (I))

1.	Aims and objectives of the organization:	Civil Engg. Zone II deals with construction of various NDMC bldgs. Like schools, hospitals, community centre/staff qrs.	
2.	Mission / Vision	Construction of various bldgs.	
3.	Brief History and background for its establishment	CE(C)Z-II was established to monitor and control bldg. construction activities.	
4.	Organizational Chart		
5.	Allocation of Business	As per item no. 1 & 2 above.	
6.	Duties to be performed to achieve the mission	Smooth functioning of Deptt.	
7.	Details of Service Rendered	- do -	
8.	<ul style="list-style-type: none"> Citizen Interaction 	N/A	
9.	Postal Address of the main office, attached / subordinate office/ field units etc	15 th floor, Palika Kendra, NDMC, Parliament Street, New Delhi	
10.	Map of Location	Parliament Street Opp. Jantarmantra.	
11.	Working hours both for office and public	9.00 A.M. to 5.30 P.M. and 3.00 P.M. to 4.30 P.M.	
12.	Public Interaction , if any	Through public hearing	
13.	Grievance redress mechanism	- do -	



Annual 1 E.O(C)-I
Organisation , function and duties
(Section 4 (1) (b) (I))

1.	Aims and objectives of the organization:	Civil Engg. Zone I deals with Road Maintenance Building Maintenance and Public Health Services.
2.	Mission / Vision	Buildings/Road Maintenance and Public Health Services.
3.	Brief History and background for its establishment	CE(C)Z-I was established to monitor and control bldg. and road maintenance activities.
4.	Organisation Chart	CE(C)-I is assisted by SE(R-I), SE(R-II), SE(BM-I), SE(BM-II),SE(PH) and EO(C)-I.
5.	Allocation of Business	As per item no. 1 & 2 above.
6.	Duties to be performed to achieve the mission	Smooth functioning of Deptt.
7.	Details of Service Rendered	- do -
8.	<ul style="list-style-type: none">Citizen Interaction	N/A
9.	Postal Address of the main office, attached / subordinate office/ field units etc	15 th floor, Palika Kendra, NDMC, Parliament Street, New Delhi
10.	Map of Location	Parliament Street Opp. Jantar Mantar.
11.	Working hours both for office and public	9.00 A.M. to 5.30 P.M., (Public hearing) 3.00 P.M. to 4.30 P.M.
12.	Public Interaction , if any	Through public hearing
13.	Grievance redress mechanism	- do -

Manual 1 Stores Organization, functions and duties {Section 4(1) (b) (i)}

- 1 Aims and objectives of the organization: Procurement of material on the requirement of other divisions of NDMC.
- 2 Mission/Vision : As above.
- 3 Brief history and background for its establishment : NDMC formed in 1911.
- 4 Organization Charts : CE(C), SE(C), E.E., AAO, AEs, JEs, H.A., Sr. Auditor, Jr. Auditor, Steno, Clerical Asstt., SDC, peons, Beldars.
- 5 Allocation of business : Procurement of Material for various divisions of NDMC.
- 6 Duties to be performed to achieve the mission : preparing draft NITs, calling tenders, issue of award letter, taking supplies, issue to other divisions.
- 7 Details of services rendered as : Management & procurement of Store Prescribed in CPWD Mannual.
- 8 Citizen's interaction : N.A.
- 9 Postal address of the main office, Street attached/sub-ordinate office/field units etc. : NDMC Control Room, Parliament New Delhi.
- 10 Map of office location : Room No. 224, SBS Place, Gole Mkt. New Delhi.
- 11 Working hours both for office and public: 9.00AM to 5.30 PM (Five days a week) and 9.00AM to 5.00PM in Stores (Six days a week).
- 12 Public interaction, if any : N.A.
- 13 Grievance redress mechanism : N.A.

**PROJECT DIVISION
Manual 1**

Particulars of organization, functions and duties[Section 4(I)(b)(i)]

1. Aims and objectives of the organization **improvement to barat ghars**
2. Mission/Vision **for providing marriage facilities to NDMC employees**
3. Brief history and background for its establishment **PART OF CIVIL ENGG. DEPTT.**
4. Organization Charts **ATTACHED**
5. Allocation of business **improvement of barat ghars**
6. Duties to be performed to achieve the mission **ESTIMATION, improvement**
7. Details of services rendered **AS ABOVE**
8. Citizens interaction **-NIL-**
9. Postal address of the main office, Attached/subordinate office/field units etc.
Special Project division, 3rd floor Vidyut Bhawan
Aurangzeb Lane, janpath N.Delhi-110001
10. Map of office location **Attached.**
11. Working hours both for office and public **9-00 am to 5-30 pm**
12. Public interaction, if any **-Nil-**
13. Grievance redress mechanism **-Nil-**

(Er. S.A. KHAN)

Manual I Designing Organization, function and duties (Section 4(1)(b)(i))

- Aim and objectives of the organization: *Preparation of structural design and minor retro-fitting suggestion for existing departmental buildings.*
- Mission/Vision: *Preparation of structural design.*
- Brief history and background for its establishment: *As per CPWD Manual . Design Division was established in 1977.*
- [Organization Charts :](#)
- Allocation of business: *Structural design for various departmental buildings.*
- Duties to be performed to achieve the mission: *As prescribed in the CPWD Manual.*
- Details of services rendered: *Structural design for various departmental buildings.*
- Citizen's interaction: *N.A.*
- Postal address of the main office, attached/subordinate office/field units etc.: *Room No.233, SBS Place, Gole Mkt. New Delhi.*
- Map of office location: *Near Gole Mkt New Delhi.*
- Working office hours : *9.00 a.m. to 5.30 p.m*
- Public Hours: *Nil.*
- Public interaction, if any : *Nil*
- Grievance redress mechanism: *N.A.*

QUALITY CONTROL AND TECHNICAL AUDIT-I
Manual 1

PARTICULARS, FUNCTIONS AND DUTIES

{Section 4(i)(b)(I)}

1. Aims and Objectives:-

Quality Control and Technical Audit by randomly selecting works for inspections thereby observance of progressively improved and uniform quality during construction stage itself.

2. Mission/Vision:-

Management of quality systems and procedures to achieve and sustain quality of works executed under certain divisions of Civil Engineering Department and to offer necessary guidance, if any, to the field units in this regard.

3. Brief history and background for its establishment:-

Mandated as per C.P.W.D. Manual in context of NDMC works.

4. Organization Chart:

(i)	EE(QC&TA)-I	Er. Ashok Johri
(ii)	A.E.-III(QC&TA)-I	Vacant
(iii)	A.E.-IV(QC&TA)-I	Er. S.M.Arora
(iv)	JE-I(QC&TA)-I	Er. Tilak Bakhuni
(v)	JE-II(QC&TA)-I	Er. N.S.Chauhan
(vi)	Stenographer	Mrs. Seema Sharma

5. Allocation of Business:

Matter relating to Quality Control & Technical Audit in r/o Civil works through random selection.

6. Duties to be performed:

Endorsement of inspection reports to field units for rectifications of defects/observance of quality and further follow-up action.

7. Details of Services rendered:

Assigning accountability at different levels issuing instructions/guidelines/circulars and highlighting commonly observed irregularities.

8. Citizen interaction:

N/A

9. Postal address of the main office, attached/subordinate office:

Main office attached/subordinate offices situated at Shaheed Bhagat Singh Place, Gole Market, New Delhi.

10. Map of office location:

Quality Control & Technical Audit Division, 2nd Floor, NDMC Office, Shaheed Bhagat Singh Place, New Delhi.

11. Working hours for office and public:

Between 9.00A.M. to 5.30P.M.

12. Public interaction:

N/A

13. Grievance redressal mechanism:

Office open for public information required, if any, between 3.00PM to 4.00PM regarding quality related issues.

QUALITY CONTROL AND TECHNICAL AUDIT-II
Manual 1

PARTICULARS, FUNCTIONS AND DUTIES
{Section 4 (i) (b) (I)}

1. Aims and Objectives :-

Quality Control and Technical Audit by randomly selecting works for inspections thereby observance of progressively improved and uniform quality during construction stage itself.

2. Mission/Vision:-

Management of quality systems and procedures to achieve and sustain quality of works executed under certain divisions of Civil Engineering Department and to offer necessary guidance, if any, to the field units in this regard.

3. Brief history and background for its establishment:-

Mandated as per C.P.W.D. Manual in context of NDMC works.

4. Organization Chart:

(i)	EE(QC&TA)-II	Er. M.S. Khan.
(ii)	A.E.-I (QC&TA)-II	Er. V.K. Sharma.
(iii)	A.E.-II(QC&TA)-II	Er. M.S. Mathur.
(iv)	P.A. to Dir.(QC&TA)	Smt. Sita Jain.
(v)	Jr. Assistant	Smt. Rajvinder Kaur.

5. Allocation of Business:

Matter relating to Quality Control & Technical Audit in r/o Civil works through random selection.

6. Duties to be performed:

Endorsement of inspection reports to field units for rectifications of defects/observance of quality and further follow-up action.

7. Details of Services rendered:

Assigning accountability at different levels issuing instructions/guidelines/circulars and highlighting commonly observed irregularities

8. Citizen interaction:

9. Postal address of the main office, attached/subordinate office.

Main office, attached/subordinate offices situated at Pragati Bhawan,
Jai Singh Road, New Delhi.

10. Map of office location:

Quality Control and Technical Audit Division, 2nd Floor, NDMC Office,
Pragati Bhawan, Jai Singh Road, New Delhi.

11. Working hours for office and public:

Between 9.00A.M. to 5.30A.M.

12. Public interaction:

N/A.

13. Grievance redressal mechanism:

Office open for public information required, if any, between 3.00 to
4.00 P.M. regarding quality related issues.