

**Manuals of  
Particulars of Organization functions and duties  
Manual 1  
{Section 4(i)(b) I}**

**1. Aims and Objects Organization:**

The Law Department has been set up to give advice to the Chairperson in instituting and pursuing legal proceedings and to give legal advice on other matters. This is as per provisions of Section 383 of the NDMC Act, 1994.

**2. Mission and Vision:**

The mission of the department is to give advice to the Chairperson in legal matters and to ensure that legal proceedings instituted against the NDMC are properly got attended to.

**3. Brief History and background of Establishment:**

This is a department to give legal advice and to pursue legal proceedings. Such a department exists in all local bodies. Exact date of establishment is not known. As aforesaid, it is an integral part of any organization.

**4. Duties to be performed to achieve the mission.**

The duties to be performed is to give legal advice and to get attended to the litigation.

**5. Details of services rendered**

Files for advice are processed by the DLO's and ALOs. The litigation side is attended to by legal retainers.

**6. Citizen Centre Action:**

There is no interaction with the citizens.

**7. Postal address:**

Office of Law Officer, Room No. 8005, Palika Kendra, Sansad Marg, New Delhi-110001.

**8. Map of Office Location:**

Sansad Marg, New Delhi

**9. Working Hours both for Office and Public:**

Working hours of Office are from 9.00 a.m to 5.30 p.m. The department has no public dealings.

**10. Public Interaction if any:-**

No dealings with the public.

**11. Grievances Redressal Mechanism:**

There is no such grievances Redressal forum in the department as no such forum appears necessary.