Citizens' Charter



NEW DELLHI MUNICIPAL COUNCIL
PALIKA KENDRA, SANSAD MARG
NEW DELHI - 110001

**(Draft version-updation is under progress. The Hindi version will be followed.)*

Citizen's Charter

&

Citizen Responsibilities

Vision

NDMC resolves to intensify its efforts in providing better civic services to the citizens and a multitude of visiting patrons from all over the country and overseas. Other objectives before NDMC are to improve quality of life provide social and community welfare amenities with public, private participation- with special emphasis on promotion of art & culture, environmental improvement, cleaning & greening campaigns to serve as a show window of "A Model Well-Planned Metropolitan City"

NDMC Vision for Smart City is "To be the Global Benchmark for a Capital City

Mission

NDMC is committed to provide efficient, qualitative, responsive and accountable services to all the citizens and visitors of its area with instant access to information to bring transparency.

श्रम एव जयते
NDMC
नई दिल्ली नगरपालिका परिषद्

NEW DELLHI MUNICIPAL COUNCIL
PALIKA KENDRA, SANSAD MARG, NEW DELHI - 110001

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FROM THE DESK OF CHAIRPERSON

The New Delhi Municipal Council brought out the first edition of Citizens Charter in August, 1997, alongwith an information brochure, giving details of the citizens' entitlement to various municipal services. Thereafter, it introduced a Citizens Charter with Citizens Responsibilities also, which proved very useful to citizens and garnered recognition and appreciation.

This edition of the Citizens Charter is the latest in the series. It is al simplified Charter giving all details of citizens' entitlement to municipal services, quality of services, access to information, stages in decision making, time bound schedule of services, sanctions, approvals and their responsibilities. It is hoped that the revised edition of this charter will fulfil the citizen's aspirations to a greater extent in providing efficient, timely and transparent services. It will make the people more aware about their entitlement to the services.

For the convenience of the citizens, NDMC is in the process of setting up online facilities for payment of electricity bills and property taxes. To alleviate the problem of air pollution and to enhance the beauty of the city, plantation of 35,000 saplings of various kinds have been planned in the area, every year. A Master plan has been drawn up, whereby all NDMC owned building roofs will be used for generating solar power.

NDMC seeks the co-operation of the citizens in this endeavour. Nothing worthwhile can be achieved, without the active support and constructive participation of the esteemed citizens.

I sincerely hope that this document will prove to be immensely useful to all concerned.

नई दिल्ली नगरपालिका परिषद्

ABOUT NDMC

In 1911 the British Government decided to shift the capital of India from Calcutta to Delhi. On 12th December 1911, it was announced that Delhi would be the place of residence of the Viceroy and the new administrative centre. A Committee was constituted to select the site for the new capital. A number of sites were examined and finally Raisina Hill was selected for building the new capital of India. The English town planners led by Edwin Lutyens and Herbert Baker and others created the present New Delhi with avenues dominated by the palace of the Viceroy (now Rashtrapati Bhawan), Circular Pillar Palace, known as Parliament Secretariat building, green spaces, parks and gardens.

The construction of the new capital was a task of great magnitude. It was considered necessary that instead of leaving the control of construction and management to the local authority, a central authority may be entrusted with this work. This resulted in the formation of the constitution of the Imperial Delhi Committee on 25th March, 1913. This was the beginning of the New Delhi Municipal Committee.

In February 1916 the Chief Commissioner, Delhi, created the Raisina Municipal Committee. It was upgraded to a 2nd class Municipality under the Punjab Municipal Act on 7th April 1925. This Committee consisted of ten. members appointed by the Local Government either by name or by office. In the first Committee so constituted five members were appointed ex-officio and five by name. For the first time public men were included to participate in the deliberation of local affairs/problems.

On 9th September 1925, this Committee was allowed to impose tax on buildings and thereby the first source of revenue was created. The Chief Commissioner also transferred many administrative functions to the civic body whose income and expenditure grew noticeably.

On 22nd February 1927, the Committee passed a resolution to the effect that the name "New Delhi" be adopted and this Committee was designated as "New Delhi Municipal Committee" which was approved by Chief Commissioner on 16th March, 1927.

On 15th February, 1931, the new capital was officially opened. In the year 1932, the New Delhi Municipal Committee became a 1st class municipality. It was entrusted with supervisory powers to look after all the services and activities it was called upon to undertake.

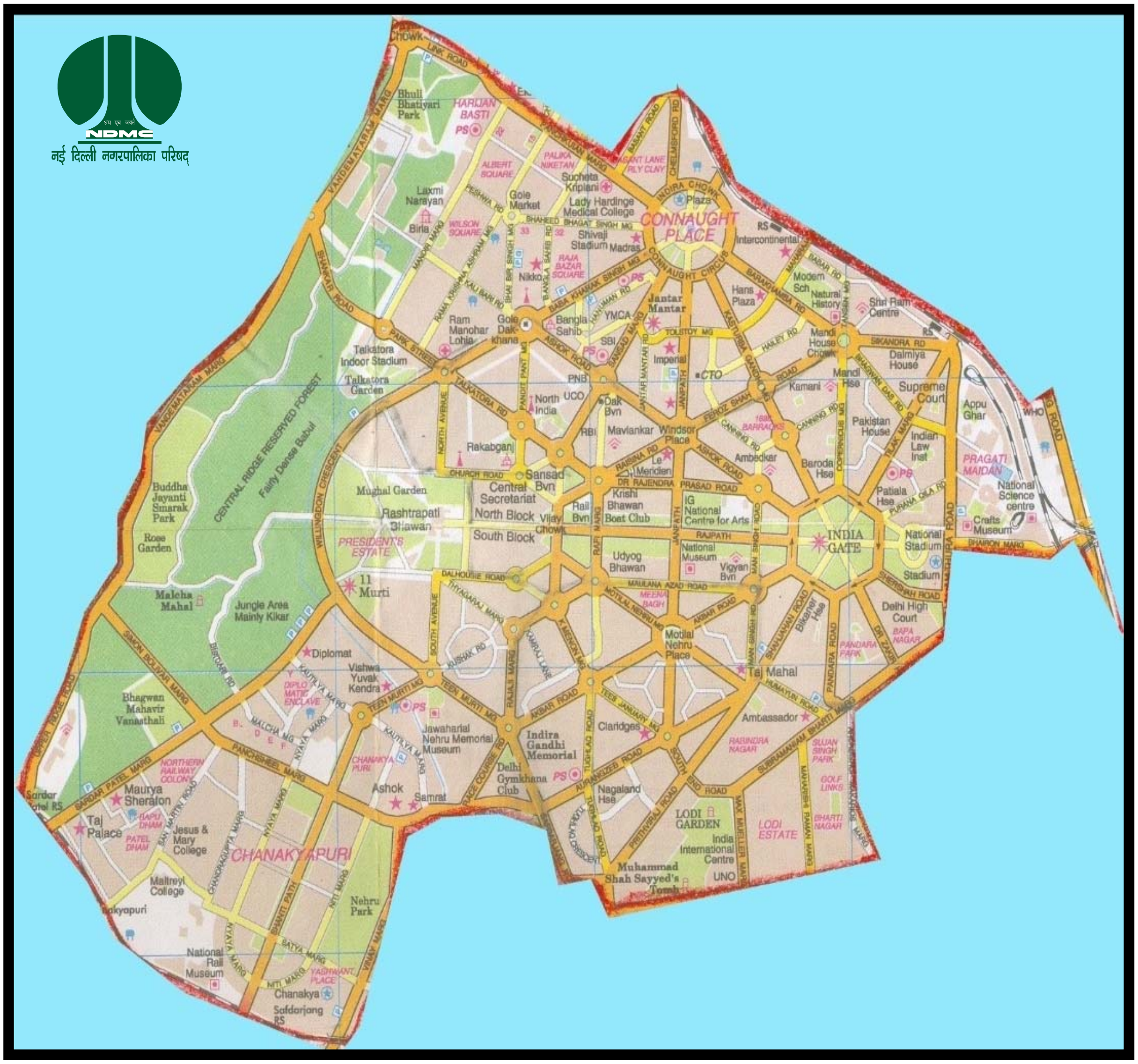
In the year 1916, this municipality was discharging the responsibility to cater only to the sanitation requirements of the workers engaged in the construction of the new capital. From 1925 onwards, the functions of the municipality increased manifold. In 1931 functions in connection with buildings, roads, sewers, medical and public health arrangements were transferred to the Committee. Further in 1932 works of Electricity distribution and Water supply were also transferred to this civic body.

During the last nine decades of its existence, this Civic Body has grown into an organization with the responsibility of beautifying the city and providing civic services. This civic body has always laid stress on quality of service. During this period the Municipality provided an underground sewer system in whole of its area. There were a number of open nallahs, which had become breeding grounds for malaria, all big open nallahs have been covered and reclaimed land has been utilized for construction of public utility services as well as greenery.

The New Delhi Municipal Committee (NDMC) was superseded in February 1980. Thereafter an Administrator headed it till the introduction of new Act in May 1994.

In May 1994, the NDMC Act 1994 replaced the Punjab Municipal Act 1911 and the Committee was renamed as the New Delhi Municipal Council. The Act has been passed by the Parliament. The Central Government appointed a Special Officer under Section 418 of NDMC Act 1994 till the nomination of the Members. The 1st meeting of the Council took place on 23rd Dec. 1995.

In accordance with NDMC Act, 1994, an eleven-member council headed by a Chairman governs the NDMC. Out of 10 members, 5 are officials and 5 non-officials. Among non-officials, 2 members are members of the Legislative Assembly representing constituencies in the NDMC area, another 2 members are representatives from amongst eminent personalities. The MP of New Delhi Parliamentary Constituency is a special invitee of the Council.



NDMC
नई दिल्ली नगरपालिका परिषद्
CONNAUGHT PLACE
INDIA GATE
CHANAKYAPURI
PRESIDENT'S ESTATE
CENTRAL RIDGE RESERVED FOREST
Fairly Dense Babul
Buddha Jayanti Smarak Park
Rose Garden
Malcha Mahal
Jungle Area Mainly Kikar
Bhagwan Mahavir Vanasthali
Mughal Garden
Rashtrapati Bhawan
North Block
South Block
Central Secretariat
Sansad Bvn
11 Murti
Talkatora Indoor Stadium
Talkatora Garden
Bhuli Bhatiyari Park
HARIJAN BASTI
Laxmi Narayan Birla
Gole Market
Lady Hardinge Medical College
Shivaji Stadium
Jantar Mantar
Hans Plaza
Modern Sch
Natural History
Shri Ram Centre
Mandi House Chowk
Dalmiya House
Supreme Court
Appu Ghar
PRAGATI MAIDAN
National Science centre
Crafts Museum
National Stadium
Delhi High Court
Pakistan House
Indian Law Inst
Patiala Hse
Baroda Hse
Krishi Bhawan
Boat Club
IG National Centre for Arts
National Museum
Vigyan Bvn
Udyog Bhawan
Motilal Nehru Place
Taj Mahal
Ambassador
Claridges
Indira Gandhi Memorial
Delhi Gymkhana Club
Nagaland Hse
LODI GARDEN
LODI ESTATE
India International Centre
UNO
Muhammad Shah Sayyed's Tomb
Jawaharlal Nehru Memorial Museum
Vishwa Yuvak Kendra
Diplomat
Ashok
Samrat
Maurya Sheraton
Taj Palace
Jesus & Mary College
Maitreyi College
Nehru Park
National Rail Museum
Chanakya
Safdarjang RS
RAJPATH

JURISDICTION

The junction of the Pusa Road and Upper Ridge Road towards east along with New Link Road, the Panchkuian Road upto its junction with the Old Gurgaon Road; thence towards north-east along the Old Gurgaon Road and Chelmsford Road upto the New Delhi Railway Station; thence towards south and south east along the railway line upto its junction with the Hardings Bridge; thence towards south along the Mathura Road; upto its junction with Lodi Road; thence towards south along the Lodi Road; upto its junction with the first road leading to Lodi Colony; thence towards south along the first road leading to Lodi Colony upto its junction with the Ring Railway; thence towards west along the railway line upto its junction with Qutab Road; thence towards south along the Qutab Road upto its junction with Khushak Nulla; thence towards cast along the Khushak Nulla upto its junction with the Boundary of the Corporation; thence towards south and thence towards west along the boundary of the Corporation and along the south boundary of the Medical Enclave upto its junction with the Ring Road near Gwalior Potteries; thence towards north-west along the Ring Road upto its junction with Kitchner Road; thence towards north along the Upper Ridge Road upto the starting point.

OR

Babar Road, Bangali Market, Barakhamba Road, Connaught Place, Feroz Shah Road, Tilak Marg, Shershah Road, Kaka Nagar, Punchkuian Road, Minto Road, North Avenue, Talkatora Lane/Road, South Avenue, President Estate, Central Secretariat, Ashok Road. Parliament Street, Janpath, Rafi Marg. Jantar Mantar Road, Pandara Road, Shahjahan Road, Rabinder Nagar, Lodi Estate, Khan Market, Golf Links, Sujan Singh Park, Bharti Nagar. Akbar Road, Aurangzeb Road, Tughlak Road, Man Singh Road, Maulana Azad Road, Teen Murti Marg, part of Lodhi Colony, Jor Bagh, Ali Ganj, Laxmibai Nagar, Kidwai Nagar, Sarojini Nagar, Nauroji Nagar, Brig. Hoshiyar Singh Road, Race Course Road, Willingdon Crescent, Kautilya Marg. Panchsheel Marg, Shantipath, Chanakya Puri, Netaji Nagar, part of Moti Bagh.

REDRESSAL OF GRIEVANCES

In case of any problem pertaining to:-

- ✓ ELECTRICITY SUPPLY
- ✓ WATER SUPPLY
- ✓ WATER LOGGING
- ✓ SEWER BLOCKAGE
- ✓ SANITATION
- ✓ ROAD DAMAGE
- ✓ FALLING OF TREES
- ✓ MISSING MANHOLE COVER
- ✓ WATER BORNE DISEASES
- ✓ EBR/ENCROCHMENT
- ✓ DEAD ANIMAL ETC

PLEASE CONTACT:-

		Telephone Nos.
NDMC Toll Free No	:	1503
Central Control Room, Palika Kendra	:	233483300 & 23348301
(For all complaints)	:	(Round the clock)
Centralized RTI Cell	For submission of applications under RTI Act 2005: 45580395	
Jan Suvidha Portal	:	www.ndmc.gov.in/complaints.aspx
Website	:	www.ndmc.gov.in
PGMS Website	:	www.pgms.delhi.gov.in
NDMC App	:	NDMC 311

ARCHITECTURE AND ENVIRONS

BUILDING PLANS

Any person who intends to construct, re-construction carry alteration or additions in their buildings should apply to the Building Plan Section of Department of Architecture & Environs. 11 – 12th floor, Palika Kendra, online on NDMC website.

Receipt will be generated online and SMS alert for the same along with date & time of inspection shall also be communicated.

All inquiries including advice on deficiencies in applications / documents will be attended across the table by Chief Architect.	On all working days between 12:00 noon and 1:00 pm except Wednesday.
All payments can be deposited online or offline through Building Clerk, Department of Architecture & Environs at 12th Floor, Palika Kendra.	On all working days between 9:00 noon and 3:00 pm except Wednesday.
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	Within 30 days will be communicated

All applications shall be submitted online on NDMC Web Site i.e. www.ndmc.gov.in.

Any interface required in respect of sanctioning of building plans could be done at the level of Chief Architect on all working days during visiting hours.

Name of the officer	Telephone no.	Visiting hours
Chief Architect	41501354-60 extn 2701	Monday to Friday (Except Wednesday)

MISUSE SECTION

Any complaint regarding misuse of spaces other than such misuse on Right of way of road, public land / spaces within the campus of any NDMC premises and buildings owned by NDMC, can be registered / logged in misuse Section of Department of Architecture & Environs. 11 floor, Palika Kendra, or online on the link of Department of Architecture & Environs such complaints could be registered through letter, telephone or in person also to the following officer and for the Complaint one has to furnish his/her identity by furnishing full name, correct contact address, telephone number etc.

Name of the officer	Telephone no.	Visiting hours
Chief Architect	41501354-60 extn 2701e-mail: chief architect@ndmc.gov.in	Monday to Friday (Except Wednesday)

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

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

CITIZEN'S RESPONSIBILITIES

1. Any construction be carried out strictly in accordance with the sanctioned plans, any unauthorized construction disregard of the sanctioned plans are liable to be scaled/ demolished under the provisions of NDMC Act 1994. Persons purchasing or taking such properties on hire will be done doing the same at their own risk.
2. (i) Every person who intends to erect a building shall apply for sanction by giving notice in writing of his intention to the Chairperson in such form and containing such information as may be prescribed bye-laws made in this behalf.
   (ii) Every such notice shall be accompanied by such documents and plans as may be so prescribed.

Section 238 (1 & 2) of NDMC Act 1994

Failure to give notice of intension to erect a building:- simple imprisonment, which may extends to six months or with fine which, may extend to Rs. 5.000/- or with both.

3. (i) Every person which intends to execute any of the following works, that is to say:
   a) To Make any addition to building:
   b) To make any alteration repairs to a building involving the removal or re-erection of any external or partly wall thereof or of any wall which supports the roof thereof to an extent exceeding one-half of such wall above the plinth level, such half to be measured in superficial metres:
   c) To make any alteration or repairs to a frame building involving the removal or re erection of any such wall thereof as aforesaid to an extent exceeding one-half of such wall above plinth level, such half to be measured in superficial metres:
   d) To make any alteration in a building involving:
      i) The sub-division of any room in such building so as to convert the same into two or more separate rooms: or
      ii) The conversion of any passage or space in such building into a room or rooms;
   e) To repair, remove, construct, reconstruct or make any addition to or structural alteration in any portion of a building abutting on a street which stands within the regular line of such street:
   f) To close permanently any door or window in an external wall:
   g) To remove or reconstruct the principal staircase or to alter its position; shall apply for sanction by giving notice in writing of his intension to the Chairperson in such form and containing such information as may be prescribed by Bye-Laws made in this behalf.
   h) Every such notice shall be accompanied by such documents and plans as may be so prescribed.

Section 239 (1 & 2) of NDMC Act 1994

Failure to give notice of intension to make addition, etc, to building:- simple imprisonment which may extend to six months or with fine which may extend to Rs. 5,000/- or with both.

FUTURE PLANS OF ARCHITECT DEPARTMENT

3D Digital Mapping

We intend to provide an integrated 3D digital mapping for urban planning across all government agencies, scalable from 2D to 3D, to acquire, process, store, distribute and improve the utilization of geospatial data. The proposal envisages 3D digital mapping for infrastructure, transportation, green plans and redevelopment plans including Digital Elevation Models and topology.

CIVIL ENGINEERING DEPARTMENT

Er. Sanjay Arora, CE(C-I)	011-23341521	9915711456
Er.H.P Singh, SE(Road South) & Swachta Circle	011-23367665	9810043833
Er.T.R.Meena, SE(Road North & SE(Store)	011-23363874	9810681155
Er.Ashok Kumar, SE(Planning)	011-23742259	9716890776
Er.Ajay Gupta, SE(PH)	011-23366471	9811606869
Er.Harkesh Meena, EE(R-I)	011-23388822	9891903970
Er.C.L.Meena, EE(R-II)	011-23073515	7290059221
Er.V.K.Nimesh, EE(R-III)	011-23368005	9818922560
Er.R.K.Garg, EE(R-IV)	011-23344188	9810058238
Er.R.K.Garg, EE(R-V)	011-23742229	9810058238
Er.Harkesh Meena, EE(CP)	011-23362429	9891903970
Er.C.L.Meena, EE(S/D)	011-23367728	7290059221
Er.Harkesh Meena, EE(W/S)	011-23745439	9891903970
Er.S.S. Sharma, EE(S/M & S/P)South of Rajpath	011-23347352(SM) 011-23753129(SP)	7303346417
Er.M.S.Meena, EE(S/M) North of Rajpath	011-23347352 011-23753129	9868535753

ROAD MAINTAINENCE SERVICE CENTERS

Janpath Lane Service Center	011-23722146
Dr.Rajender Parsad Lane Service Center	011-23070591
C-II Flats (Tilak Lane Service Center	011-23382961
Sangali Mass Road Service Center	011-23070144
Man Singh Road Road Service Center	011-23792974 011-23070592
Safdarjung Flyover Road Service Center	011-24649238
Golf Link Road Service Center	011-26871825
Moti Bagh Road Service	011-26871825
Netaji Nagar Road Service Center	011-26870235
Laxmi Bai Nagar Road Service Center	011-24675490
Kautilya Marg Road Service Center	011-23015745
Neharu Park Road Service Center	011-24105035

Dara Sikoh Road Service Center	011-23103347
Udyan Marg Road Service Center	011-23326494
Traffic Training Park Road Service center	011-23344259
Charch Lane Road Service Center	011-23326494
Hanuman Road Service Center	011-23722146

COMPLAINT CENTRES- WATER SUPPLY

Kali bari Marg Control Room (W/S) 24x7	011-23743642,23360683,23747566,23747568
Gole Market Service Center	011-23362949
Tilak Marg, Tilak Lane Service Center	011-2338530
Jor Bagh Service Center	011-24626827
Chanakya Puri Service Center Vinay Marg	011-26111295

COMPLAINT CENTRE-SEWERAGE

Sarojini Nagar	011-26870249
Connaught Place	011-23351009
Bangali Market	011-23326840
Mandir Marg	011-23363519
Khan Market	011-24647295
Malcha Marg	011-23011168
XY Block Sarojini Nagar	011-24121190
Golf Link Bharti Nagar	011-23351009

COMPLAINT CENTRE-DRAINAGE SERVICE CENTER

Sangali Mass Drainage Service Center	011-23383795
Khan Market Drainage Service Center	011-24651429
Netaji Nagar Drainage Service Center	011-26870235
Malcha Marg Drainage Service Center	011-23794371
Mandir Marg Drainage Service Center	011-23346108

FUNCTION & RESPONSIBILITIES OF ROAD CIRCLE, CIVIL ENGINEERING DEPARTMENT.

The function of Road Circle are resurfacing, Maintenance of Road/Street/Back Lanes/Colony Road as given below:-

a) To improvement, development, construction & beautification of road, Lane Street furniture and Civil Work in Park etc.
b) To provide better Riding Quality on Road/Lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide Quality Maintenance of Road/Lanes/Street furniture/Drainage System and Park(Civil Work).
c) The functions of field staff are given below:-

- Resurfacing & Strengthening of Roads/ Lanes/ Colony Roads ete.
- Maintenance of Roads.
- Road Cut Permissions.
- Installation & Maintenance of Road Signage and Street furniture's.
- Removal of malba from Public Streets,
- Construction & Maintenance of Subways, Underpasses & Foot Over Bridges.
- Running and Operation of Bus-Q-Shelters.
- Mechanized Sweeping on major roads through Mechanical Road Sweeper.
- Improvement, Up gradation and De-silting of Drainage System/ Lines.

CITIZEN'S RESPONSIBILITIES

1. There should not be any encroachment on Public Roads.
2. No person should deposit any sort of Malba/ Building rubbish on Public Roads/ Streets.
3. No person should tether any animal on any Public Street/ Road.
4. Barricading provided by NDMC for repair of any road should not be removed by any citizen.
5. No person should damage any public Road/ Street/ Parks.
6. No building material should be stacked/ placed and No barricading, Scaffolding should be done by any person on Public Road/ Street.
7. All the Roads in the private premises should be leveled, paved with adequate drainage provision.

PUBLIC GRIEVANCES MECHANISM

1. **On receipt of complaints from citizens at Service Centres or Control Room, the work will be completed within;-**

1.	Filling of Pot holes	One day
2.	Patch Repairs	Three days
3.	Removal of Obstruction on Road	One working day
4.	Replacement of missing manhole covers	One working day
5.	Removal of Malba from Public Land	Notice to owner within 48 Hours
6.	Removal of malba by NDMC, if Owner fails to comply with Notice	One week After issue of Notice
7.	Road Cut Permission	Ten days after deposit of R.R. Charges

2. **Residents of the area may approach service centers indicated here with and to concern AE/EE/SE/CE/Control Room in regards the following Complaints/Service:-**

1.	Patch Repairs
2	Removal of any Obstruction on Road
3.	Replacement of Missing Manhole Covers, Gully Gratings
4.	Malba on Public Land
5.	Public Conveniences
6.	Replacement of Missing/ Broken Fixtures
7.	Drainage:-Repairs of Open & Covered Storm Water Drains including Removal of Stagnation of Rain Water
8.	Repair of Bell Mouths

CIVIL ENGINEERING DEPARTMENT-ROAD SECTOR

OVERALL-IN-CHARGE:- CHIEF ENGINEER (CIVIL-I), (Office)011-23341521, Extn.3602.

i) **SE(Road North)**
In-Charge of Division-Road-I, Road-V, Road-CP & Store Division
Ph.011-23363874,41501353-60 Extn.3659

ii) **SE(Road South)**
In-Charge of Division-Road-II, Road-III, Road-IV & Swachta Division
Ph.011-23367665,41501353-60 Extn.3408

SE (ROAD NORTH)

ROAD DIVISION-I	
Executive Engineer (Road-I)	**011-23388822**
1.Janpath Lane Service Center (Sub Division-I)	**011-23722146**
Jurisdiction:- Area bounded by Ashoka Road (from Gole Dak Khana to Windsor Place Roundabout), Bangla Sahib Lane, Hanuman Road, Hanuman Lane, Jai Singh Road, Jantar Mantar Road (from Tolstoy Marg to Ashoka Road) Janpath (from Scindia House to Windsor Place Roundabout), Janpath Lane, Sansad Marg (from Bank of Baroda to Patel Chowk) and Tolstoy Marg (from Sansad Marg to Janpath).	
2.Dr.Rajender Prasad Lane Road Service Center(Sub Division-I	**011-23070591**
Jurisdiction:- Area bounded by Ferozshah Road (from Windsor Place to Kasturba Gandhi Marg), Kasturba Gandhi Marg, Madhav Rao Scindia Marg (from Ferozshah Road to K.G. Marg), Jaswant Singh Road, Dr. Rajendra Prasad Road, Ashoka Road (from Windsor Place to C-Hexagon) Janpath (from Windsor Place to Dr. R.P. Road), Atul Grove Road, Tolstoy Marg (from Janpath to Kasturba Gandhi Marg). Dr. R.P. Lane (between Janpath to Dr. R.P. Road), Lane behind Meridian Hotel, Tolstoy Lane No.1 & 2, Electric Lane, Jaswant Singh Lane, Harish Chander Mathur Lane No.1 (from K.G. Marg to Janpath), P&T Qtr. Lane and Lane behind Eastern Court (Ferozshah Road to Atul Grove Road), Lane behind Chander Lok Building, Pt. Ravi Shanker Shukla Lane (from K.G. Marg to Navyug School Pataudi House), Telegraph Lane, Atul Grove Lane to Harish Chander Mathur Lane and Connaught Lane (from K.G. Marg to Janpath).	
3. C-II Flats (Tilak Lane) Service Centre (Sub-Division-II)	**011-23382961**
Jurisdiction:- Area bounded by India Gate, C-Haxagon, Tilak Marg, C-I/C-II Flats, Purana Quila Road, Shershah Road, High Court, Dr. Zakir Hussain Marg, Kaka Nagar, Bapa Nagar, Pandara Road, Pandara Park & Children Park, Bhagwan Dass Road upto Tilak Marg, Supreme Court, Subramanium Bharti Marg (from Mathura Road to Dr. Zakir Hussain Crossing).	
4.Sangli Mess Service Centre (Sub-Division-III)	**011-23070144**
Jurisdiction: Area bounded by Bhagwan Dass Road (from Mandi House Roundabout to Tilak Marg), Sikandra Road, Bengali Market, Babar Road, Copernicus Road, Ferozshah Road (from Mandi House Roundabout to K.G. Marg), Hailey Road, Shanker Market, Barakhamba Road, Tolstoy Marg (from K.G. Marg to Modern School) and Connaught Lane (from K.G. Marg to Barakhamba Road).	

5.Sangli Mess Drainage Service Centre (Sub-Division-IV)	**011-23383795**
Jurisdiction:- Area bounded by Tilak Marg, C-Hexagon, Mahatma Jyoti Rao Phule Marg, Jaswant Singh Road, Dr. Zakir Husain Marg, Safdar Hashmi Marg, Todar Mal Road, Purana Quila Road, Shershah Suri Road, Bhagwan Dass Road, Jantar Mantar Road, Tolstoy Marg, Sansad Marg (from C.P to Patel Chowk), Subramanuim Bharti Marg (from Dr. Zakir Husain Marg to Mathura Road), Atul Grove Road, Hailey Road, Babar Road, Madhav Rao Schindia Marg, Dr. Rajender Prasad Road, K.G. Marg, Janpath Road (from C.P to R.P. Road), Hanuman Road, Jai Singh Road, Barakhamba Road, Pandara Road, Ashoka Road, Copernicus Marg, Ferozshah Road, Sikandra Road, Tansen Marg, Abul Fazal Road & Sunanda Bhandare Marg.	

ROAD DIVISION-V	
Executive Engineer (Road-V)	**011-23742249**
1. Mandir Marg Drainage Service Centre (Sub-Division-I)	**011-23346108**
Jurisdiction:- . Whole area of R-V Division.	
2. T.T. Park Road Service Centre (Sub-Division-II)	**011-23344259**
Jurisdiction:- Area bounded by Sec-IV, Raja Bazar, B.K.S. Marg, Bangla Sahib Marg & Bhagat Singh Marg.	
3. Church Lane Road Service Centre (Sub-Division-III)	**011-23326494**
Jurisdiction:- Area bounded by North Avenue, Pt. Pant Marg, B.K.S. Marg, Sansad Marg, Red Cross Road, Raisina Road, Mahadev Road MP Flats.	
4. Udyan Marg Road Service Centre (Sub-Division-IV)	**011-23369248**
Jurisdiction:- Area bounded by Mandir Marg, Bhai Veer Singh Marg, Gole Market area, DIZ area, Sec-I, II & III, Park Street, R.K. Ashram Marg.	

C.P (ROAD DIVISION)	
Executive Engineer (CP)	**011-23362429**
Jurisdiction:- Area bounded by Connaught Place including Inner Circle, Middle Circle & Outer Circle, Seven Radial Roads, Panchkuian Road upto Basant Lane and Minto Road upto NDMC limit area.	

Store Division	
Executive Engineer (Store)	**011-23745439**
The main functions of the Store division is to procure various materials for consumption/usage for the requirement of maintenance and construction division, the items include Cement, Paint, Water Supply and Sanitary Fittings, Bitumen Aggregate and Emulsion, Timber, Pipe and Fittings, Building Material like Yamuna Sand, Coarse Sand, Red Bagri, Stone Aggregate etc. and further distributions to various departments of Civil Engineering of both Building Maintenance and Road Maintenance. The main theme of Store Division is :-	
a.	To procure and issue the materials required for smooth working of NDMC for the public utilities.
b.	To procure the material accordingly to the CPWD specifications.
c.	While executing all the rules & laws should be followed specifically labour rules & laws & CPWD Manuals.

SE (ROAD SOUTH)

ROAD DIVISION-II	
Executive Engineer (Road-II)	**011-23073515**
1. Man Singh Road Service Centre (Sub-Division-I)	**011-23070592,24642974**
Jurisdiction:- Area bounded by Akbar Road (from Moti Lal Nehru Roundabout to C-Hexagon), Prithvi Raj Road (from Q-Point to Rajesh Pilot Marg Crossing), Aurangzeb Road (from Claridge Hotel to Q-Point), Moti Lal Nehru Marg (from Moti Lal Nehru Roundabout Q-Point), Shahjahan Road (from Q-Point to C-Hexagon), Man Singh Road (from Q-Point to Dr. Rajendra Prasad Road), Janpath (from Moti Lal Nehru Roundabout to Dr. Rajendra Prasad Road), Maulana Azad Road (from Sunehri Masjid Chowk to Man Singh Road Chowk), UPSC Lane, Vidyut Bhawan Lane, Darbhanga House Lane & Jam Nagar House Complex.	

2. Man Singh Road Service Centre (Sub-Division-II)	**011-23792974**
Jurisdiction:- Area bounded by Tees January Marg, Prithviraj Road (from Rajesh Pilot Marg to Aurobindo Marg), Safdarjung Road, Tuglak Road, Akbar Road (from Rajaji Marg Roundabout to Moti Lal Nehru Roundabout), Kemal Attaturk Crossing to Claridge Hotel Roundabout), Rajesh Pilot Marg upto Prithviraj Road, Janpath (from Prithviraj Road to Moti Lal Nehru Roundabout).	
3 Safdarjung Flyover, Service Centre (Sub-Division-III)	**011-24649238**
Jurisdiction:- Area bounded by Lodhi Road (from Safdarjung Madarsa to Max Muller Marg), Auronindo Marg (from Y-ford crossing to Safdarjung Flyover), Najaf Khan Road, West side of Max Muller Marg, Jor Bagh Colony, Lodhi Colony, B.K. Dutt Colony and Aliganj Colony.	
4. Khan Market Drainage Service Centre (Sub-Division-IV)	**011-24651429**
Jurisdiction:- Area bound by India Gate to Akbar Road, PM House to Aurobindo Marg upto Safdarjung Road, Jor Bagh Road, Lodhi Road (from Safdarjung Tomb upto Archbishop Makarios Marg Red Light), Dr. Zaklr Hussian Marg (from Red Light to Subramanium Bharti Marg), Archbishop Makarios Marg, Maharishi Raman Marg, Max Muller Marg, India Gate to Race Course (from Prithivraj Road to Aurangzeb Road), Rajesh Pilot Marg, Tees January Marg, Tuglak Road, Maulana Azad Crossing to Janpath (Claridge Hotel), Man Singh Road to Q-point, Humayun Road, Maulana Azad Road (from Vice President House to Sunheri Masjid), IInd Avenue, IIIrd Avenue (Khanna Market) & Najaf Khan Road.	
5. Golf Links Service Centre (Sub-Division-V)	**011-24648120**
Jurisdiction:- Area bounded by Archbishop Makarios Marg, Golf Links Colony, Bharti Nagar, Lodhi Estate, Lodhi Garden upto Prithviraj Road, Pandara Road Colony, Pandara Market A & B block, Shahjahan Road upto A-B Flats, Humayun Road, Khan Market, Amrita Shergill Marg & Rabindra Nagar.	

ROAD DIVISION-III

Executive Engineer (Road-III)	**011-23368005**
1. Netaji Nagar Service Centre (Sub-Division-I)	**011-26870235**
Jurisdiction:- Area bounded by Netaji Nagar, Nauroji Nagar, Africa Avenue, A to J Avenue, Netaji Nagar Colony Roads.	
2. Laxmi Bai Nagar Road Service Centre (Sub-Division-II)	**011-24675490**
Jurisdiction:- Area bounded by Laxmi Bai Nagar, East Kidwai Nagar, West Kidwai Nagar, Aurobindo Marg, Laxmi bai Nagar Colony Roads, Pillangi Village, AIIMS, Yusuf Sarai Market, Ansari Nagar (EAST & WEST), Laxmi Bai Nagar Mkt., Brig. Hoshiyar Singh Road (Pillanji Village-Safdarjung Flyover), Dilli Haat Surrounding Laxmi Bai Nagar, Aurobindo Marg-Yusuf Sarai.	
3. Moti Bagh Road Service Centre (Sub-Division-III)	**011-26871825**
Jurisdiction:- Area bounded by Charak Palika Hospital, Moti Bagh, Palika Kutumb Housing Complex, R.K. Puram, Aradhna Complex, Multistory R.K. Puram Sec-13, North West Moti Bagh, Vidhan Chand Bengali Sr. Sec. School, Moti Bagh-I, New Moti Bagh, Anant Ram Dairy, Palika Bhawan, Netaji Nagar, Part Of Shanti Path [Rail Museum - Moti Bagh], Basrurkar Mkt., Begam Zaidi Mkt., North Moti Bagh.	
3. Netaji Nagar Drainage Service Centre (Sub-Division-IV)	**011-24104630**
Jurisdiction:- Area bounded by Drainage - Whole area of R-III Division. Road – Main roads and lane-by-lane of Sarojini Nagar area including Pillanji Village.	
ROAD DIVISION-IV	
Executive Engineer (Road-IV)	**011-23344188**
1. Kautaliya Marg Road Service Centre (Sub-Division-I)	**011-23013341**
Jurisdiction:- . Area bounded by S.P. Marg, Mother Terresa Cresent, Niti Marg(From Kautilya Marg to Panchsheel Marg), Panchsheel Marg, Shanti Path and its Parrallel Road (From Kautilya Marg to Satya Marg R/About), Nayaya Marg (Kautiltya Marg to Satya Marg), Chander Gupta Marg (Panchsheel Marg to Satya Marg), San Martin Marg, Dr. Radha Krishan Marg, Jesus & Merry Marg, Abai Marg, Officer's Mess Marg, Manas Marg, Simon Boliver Marg, Malcha Marg, Dharam Marg, Rajdoot Marg, Pt. Uma Shankar Dixit Marg, Bardoil Marg, Rizal Marg, Arti Gas	

Marg, TPT Road, Kamal Attaturk Marg, Cross Road No. 1 Ahmed Shah Masood Marg, Shanti Path to Niti Marg), Cross Road No. 2 Shanti Path to Chander Gupta Marg, Cross Road No. 3 Shanti Path to Chander Gupta Marg, Cross Road No. 4 Shanti Path to Chander Gupta Marg, Cross Road No. 4 Shanti Path to Chander Gupta Marg, Cresent Marg (A,B,C,D,E,F,X,Y, Cresent), Side Lane of Austria, Back Lane of Oman From Veera Wali to Viveka Nand Camp, Side Lane of UAE, Side lane of Veerawali to S.P. Rizal Marg, Back Lane of T.P.T. from San Martin to Ring Road, Back Lane of Diplomatic Enclave A Cresent (GP Marg to Rajdoot Marg) B Cresent, Back Lane of D,E & F, Side Lane of D,E,& F, Back Lane of Kautilya Marg, X Cresent Back Lane, Y Cresent (I), Side Lane of Chattis Garh, Fire Brigade Back Lane (I), Parellel Road to Dharam Marg, Kaventor Lane (Kautilya Marg to ESS/Palika Milan), Back Lane Anchal, Service Road S.P. Marg (11 Mort to Panchsheel Marg), Road arounf Park Between Malcha Marg/Panchsheel Marg, S.P. Marg Parrallel Road (Kushak Nallah to Panchsheel Marg), PM House (Out Side Area).	
2. Dara sikoh Road Road Service Centre (Sub-Division-II)	**011-23013341**
Jurisdiction:- Area bounded by Moti Lal Nehru Marg, Sunheri Bagh Road, K. Kamraj Marg, Krishna Menon Marg, Raja Ji Marg, Tyag Raj Marg, Dalhousie Marg, Tu-Tu Road, South Avenue, Kushak Road, Teen Murti Marg, Moti Lal Nehru Lane, Sunheri Bagh Lane, K. Kamraj Lane, Krishna Menon Lane, Kushak Lane, South Avenue Lane, Teen Murti lane, South Block.	
3. Nehru Park Road Service Centre (Sub-Division-III)	**011-26871825**
Jurisdiction:- Area bounded by Satya Marg (a) Madhulimay Marg to Vinay Marg R/A (b) Vinay Marg R/A to Niti Marg R/A (C) Niti Marg R/A to Shanti Path R/A (d) Shanti Path R/A to Nyay Marg R/A (e) Nyay Marg R/A to Chander Marg, Nyay Marg (a) Satya Marg R/A Rail Mueseum R/A, Niti Marg (a) Panchsheel Marg R/A to Satya Marg R/A (b) Satya Marg R/A to Rail Mueseum R/A, Chander Gupta Marg from Satya Marg to Rail Mueseum, Vinay Marg, Africa Avenue from Satya Marg to RUB, Madhulimay Marg, Cross Road No. 2 ton 5 from Niti Marg to Shanti Path (i) Andre Malraux Marg (ii) Eamon De Valera Marg (iii) Alexander Dubcek Marg (iv) Kwame Nkruah Marg, Hillary Marg & Tenzin Marg, Chanakya Cinema Road, Tikender Jeet Marg, G-Avenue from Satya Marg to RUB, Railway Enclave Road, Sanjay Camp, Shanti Path from Satya Marg to Rail Museum R/A.	

4. Kautaliya Marg Drainage Service Centre (Sub-Division-IV)	**011-24104630**
Jurisdiction:- Area bounded by Drainage - Whole area of R-IV Division.	

SWACHHTA CIRCLE

Executive Engineer (SWACHHTA CIRCLE)	**011-23388822**
Function and responsibility of the department must be given briefly.	
1.	Construction, Supervision for Operation & maintenance of all PTU's/CTU's including Smart Public Toilets in NDMC area.
2.	Running Operation & Maintenance of Mechanical Road sweepers in NDMC area.
3.	Collection, transportation, and disposal of C & D waste from NDMC area to Processing plant for recycling
4.	Supervision, of operation and maintenance of 197 BQS constructed under PPP Model in NDMC area.

SE (Public/Health) Circle

Er. Ajay Gupta, SUPRINTENDING ENGINEER (PUBLIC HEALTH CIRCLE),
In-Charge of Circle:– Public Health Circle
OFFICE OF THE SUPRINTENDING ENGINEER (PUBLIC HEALTH)
NEW DELHI MUNICIPAL COUNCIL
CIVIL ENGINEERING DEPARTMENT
15th FLOOR, ROOM NO. 1508,
PALIKA KENDRA, NEW DELHI 110001
M-9811606869, 7290061910
(O) – 011-23366471,Extn.No:-3508

INFRASTRUCTURE (INQUIRY/SERVICE CENTER–DETAILS)

SEWERAGE DIVISION

1	Sewerage Control Room	Sewerage Control Room, XY Block, Sarojini Nagar, New Delhi	011-26870249
2	Scindia House	Scindia House, Sewerage Service Centre, Behind Electric Service Centre, New Delhi	011-23351009
3	Todermal Lane, Bengali Market	Todermal Lane, Bengali Market, Sewerage Service Centre, New Delhi	011-23326840
4	Mandir Marg Sewerage Service Centre	Mandir Marg Sewerage Service Centre, Near St. Thomas School, New Delhi	011-23345839
5	Khan Market	Khan Market, Sewerage Centre, near Lok Nayak Bhawan, New Delhi	011-24647295
6	Keventer Lane	Keventer Lane, Palika Milan Complex, Sewerage Service Centre, Near Kautilya Marg, Malcha Marg, New Delhi	011-23011168
7	XY Block	XY Block, Sarojini Nagar, Sewerage Service Centre, Sarojini Nagar, New Delhi	011-24121190
8	Bharti Nagar Pumping Station	Bharti Nagar Pumping Station, Sewerage Service Centre, Back Side of Kothi No. 132, Golf Link, Bharti Nagar, New Delhi	011-23351009

INFRASTRUCTURE (INQUIRY/SERVICE CENTER–DETAILS)

Water Supply

S. No.	Service Station	Address	Phone Numbers
WATER SUPPLY			
1.	Water Supply Control Room 24X7	Water Supply Control Room, Kali Bari Marg, New Delhi	011-23743642, 23360683, 23747566, 23747568
2.	**Sub Division-I** Gole Market Service Centre	Sub Division-I (Entire Area North of Rajpath), Gole Market Service Centre	011-23362949
3.	Mandir Marg Service Centre	Mandir Marg Service Centre	011-23363519
4.	**Sub Division-II** Tilak Marg Service Centre	Sub Division-II, Water Supply Service Centre, Water Boosting Station, Tilak Marg, Tilak Lane, New Delhi	011-23385030
5.	**Sub Division-III** Jor Bagh Service Centre	Sub Division-III, Jor Bagh Service Centre	011-24626827
6.	Bharti Nagar Service Centre	Bharti Nagar Service Centre	011-24690264
7.	**Sub Division –IV** Vinay Marg Service Centre	Sub Division –IV, Vinay Marg Service Centre	011-26111295
8.	Netaji Nagar Service Centre	Netaji Nagar Service Centre	011-24104688
9.	**Sub Station-V** Mandir Marg	Sub Station-V, Water Meter Work Shop, Mandir Marg, New Delhi, Near St. Thomas School	011-23363519

Water Control Room (24x7) : 011-23743642, 23360683, 23747566, 23747568
SE(PH) Office : (O):011-23366471
Executive Engineer (W/S) : M- 9891903970, (O) 011-23745439
Executive Engineer (S/M)(South) : M- 7303346417, (O) 011-23347352
Executive Engineer (S/P) : M- 7303346417, (O) 011-23753129
Executive Engineer (S/M)(North) : M- 9868535753, (O) 011-23347352

BUILDING MAINTENANCE DIVISION-I

Executive Engineer (BM-I)	**011-23346032**
Room No. 321, 3rd floor SBS Place, GOle Market, New Delhi.	

JURISDICTION AREA

Sr. No.	Schools
1.	R.K. Ashram Marg School
2.	Valmiki Basti School
3.	Atal Adarsh School, Bapu Dham
4.	Atal Adarsh Balika Viyalaya Gole Market
5.	Atal Adarsh Bengali Vidyalaya, Gole Market
6.	Navyug School, Peshwa Road
7.	Atal Adarsh School, Havlock Square

COMMERCIAL BUILDING

Sr. No.	Commercial building
1.	Shaheed Bhagat Singh Place
2.	Mohan Singh Place
3.	Palika Place
4.	Northend complex

ELECTRIC SUB-STATIONS

Sr. No.	Electric Sub- Stations
1.	Gole Market E/S/S
2.	Baird Lane E/S/S
3.	Peshwa Road E/S/S
4.	Kali Bari E/S/S
5.	Havlock Square E/S/S
6.	Clive Square E/S/S
7.	Scindia Road E/S/S
8.	Park Street E/S/S
9.	Udyan Marg E/S/S
10.	Compost Plant E/S/S
11.	33 KV E/S/S
12.	Bapu Dham (New & Old) E/S/S
13.	Chanakya Puri (New Sanskriti School) E/S/S
14	Hanuman Lane E/S/S

HOUSING COMPLEX

Sr. No.	Housing Complex
1.	Valmiki Sadan Housing Complex
2.	Gandhi Sadan housing Complex
3.	Rohini Housing Complex
4.	Palika Dham Housing Complex
5.	Palika Vas Housing Complex
6.	Palika Niketan Housing Complex
7.	M-Block Flats at SBS Market
8.	Bapu Dham Housing Complex
9.	Palika Nilay Housing Complex
10.	Lal Bahadur Sadan Housing Complex
11.	20-21 Block Peshwa Road.
12.	Compost Plant Housing Complex.
13.	Motia Khan

DHOBI GHATS

Sr. No.	Dhobi Ghats
1.	Dhobi Ghat No. 4 Pt. Pant marg.
2.	Dhobi Ghat No. 5 Rakabganj
3.	Dhobi Ghat No. 6 Mahadev Road
4.	Dhobi Ghat Bapu Dham

SHOPS/ MARKET

Sr. No.	Shops/ market
1.	Baba Kharak Singh Market
2.	Hanuman Road Market
3.	Baird Lane Market
4.	4 Nos. Shops at Udyan marg

DISPENSARIES

Sr. No.	Dispensaries
1.	Innoculation Centre
2.	Bapu Dham

BARAT GHAR

Sr. No.	Bharat Ghar
1.	Bapu Dham Barat Ghar

OTHER BUILDINGS

Sr. No.	Other Buildings
1.	Multipurpose Community Centre, Bapu Dham
2.	Health and Malaria Inspector Office, Gole Market
3.	Silai Kadai Siksha Kendra Near Lady Harding Hospital
4.	Water Supply Enquiry, Gole Market
5.	Water Supply Control Room, Kali Bari Marg
6.	Enforcement Store Kali Bari Marg
7.	Administrative Building, Compost Plant
8.	Work Shop Compost Plant
9.	Multipurpose Community Centre, Bapu Dham

SERVICE CENTRE/ COMPLAINT CENTRE.

Sr. No.	Service Centre/ Complaint Centre.	Enquire No.
1.	SBS Place, Gole Market	011- 23346032
2.	Hanuman Road	011- 23340709
3.	Jaffery Square	011- 23365123
4.	Palika Place	
5.	Mandir Marg	011- 23360888
6.	Palika Niketan	011- 23748261
7.	Rohini	011- 27573728
8.	Bapu Dham	011- 26110988
9.	Compost Plant	-

BUILDING MAINTENANCE DIVISION – PALIKA KENDRA

Executive Engineer (BM-II)	011-21400525
Room No. 322, 3rd Floor S.B.S. Place Gole Market, New Delhi.	

JURISDICTION AREA

Sr. No.	Name of building
Schools	
1.	Atal Adharsh Prathmik Vidyalaya D.G. Block School
2.	Atal Adharsh Prathmik Vidyalaya B- Avenue School
3.	Atal Adharsh Prathmik Vidyalaya Babu Market School
4.	Sr. Navyug School Sarojini Nagar
5.	Atal Adharsh Madhyamik Vidyalaya at Kitchner Road
6.	Atal Adharsh Prathmik Vidyalaya Kautilya Marg, Near Ashoka Hotel
7.	Aanchal School at Kautilya Marg
8.	Navyug School Vinay Marg
9.	Atal Adharsh Vidyalaya at Netaji nagar
10.	Atal Adharsh Prathmik Vidyalaya Netaji Nagar
11.	W.T.I Netaji Nagar
12.	Atal Adharsh Prathmik Vidyalaya Moti Bagh
13.	Navyug School, Moti Bagh
14.	Atal Adharsh Vidyalaya MOTI BAGH
15.	Navyug School, Mandir Marg
16.	Atal Adharsh Bal Vidyalaya, Mandir Marg
17.	(b) Skill Development Centre, Mandir Marg
18.	(c) Swimming Pool + Youth Centre, Mandir Marg
19.	(d) Staff Quarter Type-I 4 Nos.

Electric Sub Station	
1.	C Block ESS
2.	Pillanji ESS
3.	B Block ESS
4.	DG Block ESS
5.	D Block ESS
6.	E.S.S. at Malcha Marg
7.	E.S.S. at Circular Road
8.	E.S.S. at Fire Brigade Lane.
9.	E.S.S. at Bardoloi Marg.
10.	E.S.S. Panchsheel Marg.
11.	E.S.S. at S.P. Marg.
12.	E.S.S. at Keventer Lane.
13.	66 KV ESS State Guest House
14.	ESS Vinay Marg
15.	ESS Nehru Park
16.	ESS Satya Marg

17.	Sandhya Old Age Home / ESS
18.	ESS, R.K PURAM
19.	ESS ANANT RAM DAIRY
20.	ESS A- BLOCK, NETAJI NAGAR
21.	ESS NEAR SCHOOL NETAJI NAGAR
22.	ESS I- BLOCK, SAROJINI NAGAR
23.	ESS K- BLOCK, SAROJINI NAGAR
24.	ESS H- BLOCK, SAROJINI NAGAR
25.	ESS, North West Moti Bagh
26.	ESS Baigum Zaidi Market
27.	ESS, C-II Flats
Commercial	
1.	Amrit Bhawan
2.	Chanakya Bhawan
3.	Yashwant place Shopping Complex
4.	Office Cum Residential Complex Yashwant place
5.	Akbar Bhawan
6.	PALIKA BHAWAN Office Cum Shopping COMPLEX
7.	Talkatora Indoor Stadium
8.	New Utility Block
Residential Complex	
1.	Sarojini Vihar Housing Complex
2.	Palika Awas
3.	Palika Gram
4.	CWC Complex
5.	Sarojini Sadan Housing Complex
6.	Palika Milan at S.P.Marg No. of flats-46. Type of flats-III
7.	Palika Vihar at Teen Murti Marg. No. of flat- I (type-IV) No. of flats-7 (type-V)
8.	Palika Kutumb at S.P.Marg No. of flat-2 (type-II) No. of flat-1 (type-IV) No. of flats-4 (type-V)
9.	Flats above E/S/S, Malcha Marg. No. of flats-2 (type-III)
10.	Flats above E/S/S Panchsheel Marg. No. of flats-4 (type-III)
11.	Flat above E/S/S/ Kaventer Lane Civil Engineering Deptt. (BM-II)No. of flat-1 (type-V)

12.	Flats in the compound of N.P. middle school at Kitchener Road. No. of flats-3 (type-II) No. of flats-5 (type-I)
13.	Yashwant Place Resident cum office building
14.	Type-I Flats Vinay Marg (12 Qtr)
15.	Type-IV Flat Satya Kutumb (12 nos flats)
16.	FLATS OVER NETAJI NAGAR MARKET
17.	PALIKA NIKETAN HOUSING COMPLEX R.K PURAM
18.	CPH Housing Complex, Moti Bagh.
19.	Old Doctor's Flats
20.	New Doctor's Flats
21.	Old Nurses Hostel
22.	New Nurses Hostel
23.	H & N Block
24.	Veterinary Hospital Housing Complex
25.	Flats above road service centre
26.	M-Block Flats
27.	Chowkidar Quarters in Pry. School No – 1 & 3
28.	Dhobi Ghat flats
29.	Palika Enclave (99 Quarters)
30.	Flats above Basrurkar Market
31.	Flats above Baigum Zaidi Market
32.	Flats above ESS North West Moti Bagh
Shadi Ground	
1.	Shadi Ground
2.	Ullas Recreating Centre
3.	Community hall at S.P. marg.
4.	SAROJINI NAGAR BARAT GHAR
5.	Barat Ghar Moti Bagh
6.	Community Hall B-Block
7.	Multipurpose Hall, North West Moti Bagh
8.	Barat Ghar, Mandir Marg
Market	
1.	Cattle Pond
2.	Vegetable stall Sarojini Nagar
3.	CSC Market Sarojini Nagar
4.	Shops near Sarojini Vihar
5.	Mini Market at Malcha Marg. (29 Shops)
6.	Stalls in vegetable Markets at Kautilya Marg.(17 Nos.)
7.	Satya Marg Shop (6 nos. mini shops)
8.	NETAJI NAGAR MARKET.

9.	SUVIDHA MARKET NETAJI NAGAR
10.	VEGETABLE MATKET NETAJI NAGAR
11.	ZONAL HEALTH CENTRE, NETAJI NAGAR
12.	Basrurkar Market
13.	Baigum Zaidi Market
14.	Shops at North West Moti Bagh
DISPENSARIES	
1.	Palika Health Complex at Dharam Marg having three Dispensaries, central medical stores, M.C.W.C. and Dental Clinic
2.	Charak Palika Hospital
3.	Old Building
4.	New Building (OPD)
5.	Veterinary Hospital
OTHER BUILDINGS	
1.	Horticulture service centre at Dharam Marg.
2.	ZONAL HEALTH CENTRE, NETAJI NAGAR
3.	Health club near Basrurkar Market
4.	Road Service Centre
5.	Swati Girls Hostel, Mandir Marg
6.	Aashirwaad Old Age Home, Kali Bari Marg
7.	Health club near Basrurkar Market
In case on non-redressal of grievances in any service centre, commercial complex on can contact.	Concerned SE(BM), NDMC office all working days between 9:30 A.M. to 5:30 A.M.

OFFICE OF EXECUTIVE ENGINEER BM-III DIVISION CIVIL
PALIKA PARKING: CONNAUGHT PLACE NEW DELHI

Er. LALIT PAUL TOPPO-----E.E.(B.M.-III)
M-7290059261

Assistant Engineers:-

Er. Mukesh Kumar -A.E.-I(BM-III)	Er. Rakesh Banshal A.E.-III(BM-III)	Er. Garib Dass A.E.-IV(BM-III)	Er. Naresh Kumar A.E.-V(BM-III)
M-9310862275	M-9873098908	M-9958346716	M-9899674618

J.Es. in Sub-division-I

Sh. Ashwani Kumar Sharma, M-9868377230
Sh. Hem Chand Pant-M-9868377230
Sh. Kapil Kumar- J.E. Works,M-7290059253

J.Es. in Sub-division-III

Sh. Manu Sharma , M-9873094044
Sh. Amir Khan, M-9891157801
Sh. Sunil Meena, M-7006803787
Sh. Niraj Kumar Saha, M-9958615520

J.Es. in Sub-division-IV

Sh. J.K. Tiwari, M-9582148986
Mohd. Shahid, M-9717501443

J.Es. in Sub-division-V

Sh. Anupam Jain,M-9810014815
Sh. Dipak Garg,m-8130483808
Sh. Manoj Kumar Rai.

Name of Service Centre :-

Aditya Sadan,	Palika Bazar		
Talkatora Garden	Laxmibai Nagar	Satya Sadan	PSOI Club
Lodhi Road	Golf Link		
Kaka Nagar	Vidyut Bhawan		

Residential Buildings

Aditya Sadan Housing complex Type III flats 56 Nos., Type-I Flats 4Nos., Palika Sadan Housing Complex at H..M. Lane Type F Flats 8 Nos. , Palika Nikunj Housing complex at H.C.M. Lane Type-V duplex Type Flats 8 Nos. 24 Type-1 Quarters and 02 nos. Type-IV Quarters atH.C.M. Lane.
ESS & Staff QTR West Kidwai Nagar, Chowkidar QTRS Type-I over N.P. School Ansari Nagar, Chowkidar QTRS over Navyug School, L.B. Nagar Type-I QTR Lal QTR East Kidwai Nagar.,Satya Sadan Flats Type-V and Type-VI Officer Flat, Servant Room Satya Sadan Back Yard Area V-9.
Golf Link Sadan Type-V, Type-V Flats near ESS Golf Link, Ground Floor Golf Link Type-V Flats, Type-I flats Bharti Nagar, Type-II Flats (N.P. Co.Ed. Sec. School , Lodhi Estate.
P.R. Market flat 26 Nos. Pandara Market Flat 10 Nos., P.R. Lane Triple Story Flat 66 Nos., P.R. Lane Double Story 72 Nos. E Type Flats 09 Nos. Kaka Nagar Housing Complex type-IV Flats 07 No. Type-III flats 23 Nos. ,Type-I Flats 09 Nos. Housing Complex above ESS Tilak Lane Type IV Flats 02 nos., Type-III Flats 03 Nos. Type-II Flats 03 Nos. , 40 Quarter Complex Pandara Park Housing Type I Flats, 40 Nos. Community Centre/Barat Ghar/other.

Office Buildings.

BM-III (Civil) division Office, Roll Call Centre Palika Bazar Opposite Gate No. 4, Health Store Near Plaza.Roll Call Centre at Ashoka Road near Hotel Royal Plaza, Porta Cabin Shastri Market near Press Club of India, Roll Call Centre at R.P. Lane.
Petrol Pump Office Complex, Basement Guard Room , Enforcement Office L.B. Nagar, Roll Call Centre Laxmi Bai Nagar Market, INA Market , Old Bus Stand Aurbindo Marg, Front of Navyug School Laxmi Bai Nagar Market, Outside Gate No. 1 AIIMS.
Lodhi Colony CWC Roll Call Centre, Roll Call Centre Zakir Husain Marg,
Vidyut Bhawan Service Centre, Old School Building Wing AB-1 No., Old School Building Wing C(New Electric Gate)-1 No., New Office Building 4th Story-1 No., Barracks for the use of office S/Centre Dispensaries Room No.1 to 21. Roll Call Centre, RCC Darbhanga Lane.

Commercial Buildings

Palika Bazar, Palika Parking, Yusuf Zai Market, Janpath Market, Tibetan Market.
Laxmi Bai Market, Local Shopping Complex Flat over L.B. Market, Vegetable Market, L.B. Nagar Fruit Shop Yusuf Sarai Market.
Main Market Lodhi Colony
Shops P.R. Market shop No. 1 to 26, P.R. Market Shop No. 27 to 52 No., Pandara Market shop No. 1 to 21. Vegetable Shop P.R. Market Back side of P.R. Market 1-20- 1 No., Khan Market Vegetable shop 1 to 10 Near Barat Ghar 1 No. Barbar Shop Prithviraj Market back side Shop No. 1 to 3 one no. , Dhobi Ghat NO. 23 Darbhanga Lane Man Singh Road,NDMC Barat Ghar Khan Market.

Schools/Educational Institutions

Navyug Primary School at Pataudi House, Silai Centre near Pataudi House School, Crech near Silai Centre.
Navyug School, N.P Co. Educational Middle School Ansari Nagar, N.P. Model School East Kidwai Nagar, NavyugSchool Guard Room, Day Time Secondary School East Kidwai Nagar, Indra Niketan Girls Hostel.
Atal Adarsh Vidyalaya Primary wing Lodhi Colony, Atal Adarsh VidyalayaSecondary Wing Lodhi Colony, Navyug Senior Secondary School Primary Wing, Lodhi Colony, Navyug Senior Secondary School secondary Wing Lodhi Colony.
NDMC Primary School Darbhanga Lane Man Singh Road.

Electric Sub-station

Minto Road ESS, Opposite Marina Hotel ESS, New Plaza ESS, F Block Electric ESS, A Block ESS, E.S.S. No.3,New and Old HCM Lane ESS, ESS Ice Factory Ravi Shankar Shukla Lane.
ESS No.1 L.B.Nagar, ESS No. 2 L.B. Nagar, ESS Factory Road, ESS at AIIMS Ansari Nagar, Augmentatioin ESS 33 KV Kidwai Nagar.
ESS Block 5 Lodhi Colony, ESS Bharti Nagar, ESS Lodhi Plaza, ESS Lodhi Estate, ESS Lodhi Garden, ESS Golf Link Sadan, ESS in the premises of Community Centre Golf Link,
33 KV ESS Tilak Lane, 11 KV ESS Kaka Nagar, 11 KV ESS Bapa Nagar, 11 KV ESS Pandara Park.
11+33 KV ESS Vidyut Bhawan, 66KV ESS Vidyut Bhawan, 11 KV + 33 KV ESS No. 7 at Pandara Road/Shahjahan Road 1 to 3 One no.

Dispensaries

Allopathic Dispensary H.C.M Lane
Ayurvedic Dispensary at Kidwai Nagar
Palika Maternity Hospital
Allopathic and Homeopathic Dispensary at East Kidwai Nagar
Dispensary at Local Shopping Complex Centre, East Kidwai Nagar, Dispensary at Banquet Hall East Kidwai Nagar, Dispensary at Golf Link,MCW dot centre Golf Link, MCD Malaria Office Golf Link

Barat Ghar Community Centre

Community Centre Aditya Sadan,
Barat Ghar L.B. Nagar, Banquet Hall Kidwai Nagar
Community Centre Barat Ghar Lodhi Colony, Youth Centre Lodhi Colony
Community Centre Golf Link, Community Centre /Barat Ghar Kaka Nagar

Club etc.

PSOI Club, Badminton Court, Triangular Park, Servant Room, Restaurant, Swimming Pool and Cafeteria.

Dhobi Ghat

Dhobi Ghat No. 13 Aditya Sadan, 14 , No. of Haud 14
Dhobi Ghat Bapa Nagar, Number of Haud 3
Dhobi Ghat No. 23 Darbhanga Lane, Number of Haud 6

Roll Call Centres

1.Roll Call Centre at Ashoka Road, Near Hotel Royal Plaza
2. Porta Cabin shastri Market, Near Presss Club of India
3.Roll Call Centre at R.P. Lane
4.Palika Bazar Opposite Gate No.4
5.Laxmibai Nagar Market
6.INA Market Old Bus Stand Aurobindo Marg
7.Front of Navyug School Laxmi Bai Nagar Market
8.Outside GateNo.1 AIIMS
9.Lodhi Colony CWC
10.RCC Bharti Nagar Gate No.7
11.Roll Call CentreA.B. Marg Golf Link
12.Prithvi RajLane
13.PandaraRoad
14.Old Porta Cabin DarbhangaLane
15.RCC DarbhangaLane
16.Kaka Nagar Zakir Husain Marg.

BUILDING MAINTENANCE DIVISION – PALIKA KENDRA

Executive Engineer (BM-PK)	011-23362816
Room No. 1615 16th floor Palika Kendra New Delhi	

JURISDICTION AREA

Schools :-

S.No	Schools
1.	N.P. School No- 1 & 2, Babar Road
2.	N.p. School No- 3, Babar Road
3.	N.p. Primary school at Hunuman Road
4.	N.P Middle School, Sangli Mess
5.	Augazeb lane school primary & secondary
6.	Tuglk Cresent School
7.	N.P. Pry School Aliganj
8.	Navyug School Jor Bagh
9.	Duplex Lane School
10.	K.Kamraj Lane School & Type-I sevent quarter

Commercial Building:-

S.No	Commercial Building
1.	Palika Kendra Building
2.	NDCC Phase-II Building
3.	Convention Centre (Block-B)
4.	Chander Lok Building
5.	Lok Nayak Bhawan
6	Mayur Bhawan 'B'
7.	Prgati Bhawan Jai Singh Road
8.	Health office karbala

Electric Sub-Stations

S.No	Electric Sub-Stations
1.	Tees January Lane E/S/S
2.	Tuglak Crescent E/S/S
3.	Tuglak lane E/S/S
4.	Aurangzeb lane E/S/S
5.	Akbar Road E/S/S/
6.	Race course road E/S/S
7.	Krishna Menon Lane E/S/S
8.	Dalhouse Road E/S/S
9.	South Avenue E/S/S/
10.	E.S.S Baroda House
11	E.S.S,Service Centre Todarmal Lane
12	E.S.S School Lane (66 kv)
13	E.S.S. Mayur Bhawan
14	E.S.S Connaught Place
15	E/S/S Jor Bagh No 1
16	E/S/S Jor Bagh No 2
17	E/S/S Jor Bagh No 3
18	Auto market Aliganj E/s/s/ Jor Bagh No 4
19	E/S/S/ Multistorey Flat No 1
20	E/S/S Karbala No 2
21	Akbar lane E/S/S & type-3 quarter
22	Housing Complex and E/S/S Hanuman Road 33 kv
23	E.S.S J- Point, Staff qtrs.

Housing Complex

S.No	Housing Complex
1.	Jor Bagh Complex
2.	Double storey and Triple storey
3.	Multi storey housing complex
4.	Palika Kunj housing Complex
5.	Flats of Barat Ghar Aliganj
6.	Falts at ESS Aurobindo marg
7.	NDMC flat at Tuglak Crescent
8.	Hailey lane housing complex
9.	Type-IV flats at Hailey Lane
10.	Type-III qtr at Babar Road
11.	Abul Fazal Road Housing Complex

Dhobi Ghats

S.No	Dhobi Ghats
1.	Dhobi Ghats no 15 South avenue
2.	Dhobi Ghat No 16 K-Kamraj Lane
3.	Dhobi Ghat no 17 Krishna Menon Lane
4.	Dhobi Ghat no 18 Sunhari Lane
5.	Dhobi Ghat No 19 Tuglak Crescent
6.	Dhobi Ghat No 20 Tuglak Lane
7.	Dhobi ghat at Hailey lane
8.	Dhobi Ghat Raza Bazar

Shops/Market

S.No	Shops/Market
1.	Shop in Jor Bagh Lane Karbala Aliganj
2.	Shop in Palika Kunj & Auto Market Aliganj
3.	Municipal Market, Babar Road

Dispensaries

S.No	Dispensaries
1.	Polyclinic SBS Marg
2.	Cancer Detection Centre, Babar Road
3.	Homeopathic Dispensary at Tuglak crescent
4.	Palika Kunj Dispensary
5.	Child Welfare Centre, Babar Road

Barat Ghar

S.No	Barat Ghar
1.	Aliganj Barat ghar
2.	Aliganj Community Hall
3.	Community hall Jor Bagh
4.	Community Hall, Babar Road

Other Buildings

S.No	Other Buildings
1.	Creche at Mutlistorey at Aliganj
2.	Polyclinic SBS Marg
3.	EE (SP) office Todar Mal Lane
4.	Service Centre Sanglimess ESS building
5.	Service Centre Snaglimess ESS Road/drainage
6.	Service Centre at Humayun Road
7.	Service Centre at Dalhouse Road
8.	Roll Call Centre at Sunheri Bagh Lane
9.	Saintary strore at Tuglak Lane
10.	Health office karbala

Service Centre /Complaint Centre

S.No	Service Centre/Complaint Centre	
1.	Palika Kendra -	23360477
2.	NDCC Phase-II	
3.	Shivaji Stadium	23360477
4.	Aliganj	24658716
5.	Humayun lane	24643767
6.	Sanglimess	23073755
7.	Pragati Bhawan	23360476
8.	Chander Lok Building	23311169

C-III DIVISION, GOLE MARKET.

EXECUTIVE ENGINEER (C-III)	**e-mail Id: eec3civil@gmail.com**
3rd floor, SBS Place, Gole Market, New Delhi-110001	
Jurisdiction Area	**Since it is construction division engaged in contraction activities and after construction of buildings/projects, the same has been handed to respective Building Maintenance divisions.**

SPECIAL PROJECT DIVISION.

EXECUTIVE ENGINEER (S. Proj.)	**011-23362024**
3rd floor, Pragati Bhawan, Jai Singh Road, New Delhi-110001	
Jurisdiction Area	**Since it is construction division engaged in contraction activities and after construction of buildings/projects, the same has been handed to respective Building Maintenance divisions.**

COMMERCIAL DEPARTMENT

BILLING & METERS

A. Billing :

1. Meter reading of Electricity & Water date.	Once in every month on a scheduled.
2. Issue of Electricity/ Water bills.	Monthly.
3. Issue of duplicate bills.	On request, the same day.
4. Complaints made on personal visit regarding billing will be sorted out.	Within one week.
5. Final reply to the consumer.	Within 15 days.

B. Defective Meters :

1. Testing of defective meter.	Within 7 days after deposit of fee.
2. Communication of testing result to consumer.	Within 7 days after testing.
3. Replacement of defective electric meter.	Within 15 days of receipt of request from consumer or before the next reading rounds.

C. Complaints :

1. Redressal of Grievance relating billing & bills Corrections by 4:30 PM Sr. A.O.(Billing).	Every day between 3:00 PM.
2. Complaints/ Enquires will be attended personally by ACOs and Section Officer (Rate).	Every day between 2:00 PM & 5:00 PM.
3. Attending to complaints by EE (Commercial)/ AEE (Commercial).	Between 3:00 PM and 4:30 PM on all Working Days.
4. Redressal of grievances of consumers by Joint Director (Commercial).	Between 3:00 PM and 4:30 PM on all Working Days.

D. Miscellaneous :

1. Disconnection of electricity/ water meter on request of the consumer.	Within three working days of receipt of the application.
2. Issue of pre-final current bill.	Within 2 days of disconnection of supply.
3. Issue of NOC/NDC (No Objection Certificate/ No Demand Certificate).	After disconnection and deposition of final bill from Sr. AO (B)/ AO (B).
4. Refund of Security Amount.	Within 10 to 15 days after completing all the codal formalities by Sr. AO (B).
5. Disconnection of electricity & water connection on non-payment.	After two billing cycles.
6. Restoration of Electricity/ Water supply.	Same day after clearing of outstanding dues.

Consumers are advised to clear their bills by due date to avoid levy of surcharge at prescribed rate by DERC per month.

GENERAL

The Commercial Department deals with revenue realization on account of electricity/ water supplies to consumers. Consumption of electricity/ water is metered. Meter readings of electricity meter are being recorded through Smart Meter on GPRS Communication System to our Head End System/ Meter Inspectors every month and thereafter it is computerized and bills are sent to consumers accordingly. Further, the water meter reads are taken manually by the Meter Readers for further processing for generation of bills.

Consumer may pay the Electricity/ Water bills at any of the following collection counters:-

Sr. No.	**Counters**	**Day/ Time**	**Address**
1.	Palika Kendra	Mon-Fri : 9:00 AM to 3:00 PM Sat : 9:00 AM to 2:00 PM	Sansad Marg, N.D. Ph.: 41501355-70 Ext.: 2229
2.	Shaheed Bhagat Singh Place	Mon-Fri : 9:00 AM to 3:00 PM Sat : 9:00 AM to 2:00 PM	Gole Market, New Delhi, Ph.: 23746067
3.	Babar Road	Mon-Fri : 9:00 AM to 3:00 PM Sat : 9:00 AM to 2:00 PM	Medical Centre, 48, Babar Road, N.D. Ph.: 23321661
4.	Palika Bhawan	Mon-Fri : 9:00 AM to 3:00 PM Sat : 9:00 AM to 2:00 PM	Palika Bhawan, M-57, Sec-13, R. K. Puram, N.D. Ph.: 24675648
5.	Nirman Bhawan	Mon-Fri : 10:00 AM to 3:00 PM	Electric Sub-Station, Nirman Bhawan,N.D. Ph.: 23063245
6.	Kaka Nagar	Mon-Thu : 10:00 AM to 3:00 PM	Civil Enquiry, Kaka Nagar, N.D. Ph.: 24354448
7.	Kidwai Nagar (East)	Tues-Wed.& Fri 10:00 AM to 3:00 PM Sat.: 10: 00AM to 2:00 PM	Near Electric Sub-Station, Kidwai Nagar (West)

For the convenience of Hon'ble Ministers and Hon'ble Members of Parliament, NDMC has set up an office at Parliament Annexe at Room No. 314. An officer is available in this office to look into the day-today problems of Ministers and Members of Parliament where they can also deposit their electricity and water bills.

Sr. No.	**Counters**	**Day/ Time**	**Address**
1.	Parliament Annexe	Mon-Fri : 10:00 AM to 3:00 PM	Room no. 314, Parliament House Annexe, New Delhi Ph.: 23034314/ 16

Online payment can also be made by consumers through Debit Card, Credit Card, Net Banking, UPI, Bhim, etc through a pay online link available at NDMC website https://www.ndmc.gov.in. Payment is also accepted in respect of electric/ water dues through RTGS by Govt. Deptt. for which they have to make specific request to NDMC and confirmation of payment by them on every transaction.

RESRESSAL OF GRIEVANCES:

Complaints are attended by the following:

1.	Discrepancies in Consumption	Assistant Commercial Officer, Commercial Deptt., 1st Floor, Shaheed Bhagat Singh Place, Gole Market, New Delhi Ph.:011-23348965
2.	Defective Electric meters upto 30 KW load	A.E. (Meter/ North) & A.E. (Meter/South), 1st Floor, SBS Place, Gole Market, New Delhi
3.	CT/ T operated defective meters. Above 30 KW load	AEE(Meter), NDMC E.S.S, Harish Chandra Mathur Lane, Janpath, New Delhi Ph.: 011-23329789
4.	Discrepancies in rates/ amount	Sr. A. O. (Billing)/ A.O. (Bulk), 1st Floor & 2nd Floor at Room No. 87, 91, SBS Place, Gole Market, New Delhi
5.	Delay in delivery/ receipt of bills	A. O. (Billing)/ A.O. (Bulk), 1st Floor & 2nd Floor at Room No. 87, 91, SBS Place, Gole Market, New Delhi
6.	Excessive Billing	A. O. (Billing)/ A.O. (Bulk & NG), 1st Floor & 2nd Floor at Room No. 87, 91, SBS Place, Gole Market, New Delhi
7.	Cases related to connections/ disconnections in Govt. Flats and issuance of NOCs	Supdt. (C&D), Shaheed Bhagat Singh Place, Gole Market, New Delhi Ph.: 011-23362906
8.	Cases related to misuse/ theft of electricity/ water	Executive Engineer (Commercial), 1st Floor, Room no. 103, SBS Place, Gole Market, New Delhi Ph.: 011-23341606
9.	Refund of Security	A.O. (Billing), 1st Floor, Room no. 87, SBS Place, Gole Market, New Delhi Ph.: 011-23745687

CITIZEN RESPONSIBILITES

A. GENERAL

1. Citizens who intend to purchase property in NDMC area advised to have no dues certificate from the Commercial Department of NDMC for electricity & water dues in order to avoid inconvenience.
2. The landlords are advised to ask their tenants to obtain no dies certificate for electricity and water dues while vacating the premises.
3. Consumers of electricity and water supply are advised to make payment on or before the due date to avoid levy of surcharge as applicable by DERC per month and disconnection supply.

B. ENERGY CONSERVATION

The electricity is precious. Every unit of energy saved in additional unit of energy generated. So it is expected from the citizens that they may conserve electricity in their own interest as well as in the interest of the nation. A few tips in this regard are as under:-

DOs

- Put on the light/ fan/ coolers/ ACs only when required. Use natural light where-ever possible.
- Use LED Lamps/ Electronic Tubes etc in place of fluorescent tubes/ compact fluorescent lamps/ incandescent lamps etc.
- Use ordinary signboards fitted with LEDs.
- Use right capacity capacitors with the induction motors of 5 HP & more capacity.
- Use separate control for each light/ fan so that the same could be used optionally.
- Use only fan or coolers in the peak hours in the evening.
- Use LPG/ PNG for cooking instead of electric heaters/ hot-late etc.
- Keep the electric wiring in proper condition.
- Use the connected load strictly within sanctioned limit.
- Use the electricity connection for the premises only for which it is sanctioned.

DON'Ts

- Don't keep the light/ fan/ coolers/ ACs 'ON' when not in use.
- Avoid using incandescent lamps as these draw considerably higher power than LED/ CFL/ Fluorescent tubes.
- Don't use Neon Signboards, as the electricity consumption of such signboard is about 10 times higher than ordinary fluorescent tube fitted signboard/ LEDs.
- Don't run the induction motors of 5 HP & above without right capacity of the capacitors. It will increase the energy consumption/ bill also.
- Don't put the light/ fans in group control. This will load to wastage of energy & higher billings as well.
- Don't use air conditioners at peak hours in the evening.
- Don't use electric heaters for cooking purpose, as it is costly in comparison to LPG/ PNG.
- Don't keep the electrical wiring loose causing spark & heating. It can cause fire.
- Don't connect the load higher than the sanctioned limit, otherwise 30% MDI surcharges are leviable as per DERC Regulations.
- Don't use the domestic connection for non-domestic purpose, otherwise non-domestic/ commercial tariff alongwith 100% misuse charges are chargeable as per DERC Regulations.
- Don't extend the electricity to the other premises, otherwise non-domestic/ commercial tariff along with 100% misuse charges are chargeable as per DERC Regulations.

Generally there are complaints of inflated electricity bills but on verification it has been found that consumers are using heavy duty appliances i.e. geysers, heat convectors, heaters, electric iron, hot plates, ovens etc. Consumers are advised to use these appliances sparingly to minimize their energy consumption. If these appliances are uses for 4 hours a day per month expenses will be for air conditioner (1.5 tonnes) Rs. 1500/-, Geyser (storage type) Rs. 800/-, Geyser (Instant) Rs. 1500/- Single Hot Plate/ Electric Iron Rs. 600/-, Heat Convector Rs. 600-1000/- and Electric Oven Rs. 1200/-.

ACHIEVEMENT & FUTURE PLANS OF COMMERCIAL DEPARTMENT

NDMC has implemented e-collection of various payments from consumers/ citizen like Electricity/ Water charges/ Estate license and Property Tax. For this purpose multiple banks have been selected to provide payment gateway services using which the users have option to pay their bills through Credit Card, Debit Card, Net Banking Services, UPI, BHIM, NEFT/ RTGS, etc.

New Delhi Municipal Council (NDMC) is the municipal body of city of New Delhi which covers an area of 42.74 Sqm. with population of 2.5 Lakhs (as per 2011 census).

NDMC has become India's first utility to implement the Smart Electricity Meter in its area, the project was launched on 9th January 2019 by Hon'ble Minister of State of Power, Govt. of India. Under Smart Meter National Programme of Govt. of India and Smart City initiative of NDMC, this programme of replacing all old electricity meter with new smart electricity meter has been implemented. Presently, NDMC has replaced 62,322 Nos. meters with AMI based Smart Meters.

NDMC has planned to replace all HT CT Operated Meters into Smart Meters in near future and the replacement of LT CT Operated meters are in progress. Further, all CTs of HT & LT are also to be replaced for efficient metering and recording of energy consumption.

By way of installation of Smart Meters, NDMC has improved the revenue collection and monitoring of power consumption in real time. Connection & Disconnection operation is being done through online (remotely). NDMC has also installed Smart Net Metering and Smart Renewable Energy Meters in the Domestic and Commercial places to record the Net consumption of energy (import and export) in the premises who have installed Solar Panels.

EDUCATION DEPARTMENT

NDMC assures Primary Education to all children living in NDMC area. Besides, education is also provided at Middle, Secondary & Senior Secondary Level.

1.	Application for admission will be received by	Head of School from 1st April onwards throughout the year.
2.	Confirmation/rejection of admission	On the spot, same day on First Come First Served basis.
3.	Facilities	Free Supply of textbooks from class Nursery to XII to all students of NDMC schools and NDMC Aided School. Uniform Subsidy to students of class Nursery to XII. Scholarships to students selected in Talent Search Exams. Mid Day Meal provided to classes Nursery to XII in all NDMC, NDMC Aided & Navyug Schools. Financial Assistance to SC/ST/OBC/Minority Students: all welfare schemes sponsored by GNCTD and MHRD.
4.	Computer Education	Computer Education as an awareness course has been introduced in 35 NDMC & 10 Navyug Schools. Computer Science/Information Practices as an elective subject at +2 Level as per CBSE Syllabus is being taught in 13 NDMC Senior Secondary and 7 Navyug Senior Secondary Schools.
5.	Vocational Education	Stenography/Typing, Shorthand, Office Management and Secretarial Practice in English & Hindi in two Sr. Sec. Schools i.e. Atal Adarsh Bal Vidyalaya, Mandir Marg and Atal Adarsh Vidyalaya, Ansari Nagar.
6.	Cultural Activities	In all schools of NDMC.

NAVYUG SCHOOLS

1.	Who can apply	Admission is restricted to the wards of NDMC area residents only. For Class – Pre-Primary (KG) and Class – I admission notice is published in newspaper every year in the month of February/March. Age for Pre-Primary (KG): 4+ years as on 31st March of the year. For Class – I: 5+ years as on 31st March of the year
2.	When to apply	In response to the admission notice - published in newspapers in the month of February/March every year.
3.	How to apply	In prescribed registration forms available from schools, enclosing birth certificate, proof of residence and Income certificate.
4.	Where to apply	In the nearby Navyug School.
5.	Procedure for admission	The admission in Classes – Pre-Primary (KG) and Class-I are on the basis of draw to lots.
6.	Confirmation/rejection of the admission	List of the selected students is displayed on the Notice Board of the schools.
7.	Computer Education	In 10 out of 11 Navyug Schools
8.	Cultural Activities	In all Navyug Schools

Admission Policy for Navyug Schools

As per the admission policy admission in Class - Pre-Primary (KG) and Class – I are taken on the basis of draw of lots'. 70% seats for admission are reserved for students in Category 'A' (Parental annul income below Rs. 1,80,000/- per annum) and 30% seats reserved for Category 'B' (Parental annual income above Rs. 1,80,000/- per annum).NDMC/NSES employees. 40% in both the Categories 'A" and 'B' are reserved for students of NDMC schools.

Further, 05% seats for Alumni and 05% seats for Sibling are also available. For reservation of SC/ST students, Govt. of NCT of Delhi instructions are followed. 03% reservation has also been kept for children with disabilities other than mental disabilities.

10% of seats in all admission categories are kept at the discretion of the Navyug School Education Society (NSES) in specially deserving cases. For this purpose, a power is vested with the Chairperson, NDMC/NSES.

Fee structure: Like NDMC schools, the education is free of cost in Navyug Schools.

COMPLAINTS/GRIEVENCE CELL FOR ADMISSION IN NDMC SCHOOLS/NAVYUG SCHOOLS

The individuals may contact the following officers in case of any problem regarding admission and other cases related to Education Department.

NDMC SCHOOLS:

- Deputy Education Officer (G) for Primary and Nursery – Room No. 8019, 8th Floor, Palika Kendra, New Delhi. (Phone No. 41501354-60, Extn. No. – 2819.
- Deputy Education Officer (A) for Secondary and Senior Secondary – Room No. 8016, 8th Floor, Palika Kendra, New Delhi. (Phone No. 41501354-60, Extn. No. – 2816.

Visiting Timings: 3 pm to 4 pm on all working days

NAVYUG SCHOOLS:

- Deputy Director (NSES), NDMC Science Centre, Tuglak Crescent, New Delhi

Visiting Timings: 3 pm to 4 pm on all working days

In case of non-redressal individuals can also approach Director (NSES) for all such problems in Room No. 5016, 5th Floor, Palika Kendra, New Delhi – 110001.

Timings: 3 pm to 4 pm on all working days

LIST OF SCHOOLS WITH TELEPHONE NO.

SENIOR SECONDARY SCHOOLS

S. No.	Name of School	Contact No.
1	Atal Adarsh Bal Vidyalaya, Mandir Marg, New Delhi	011-23343630
2	Atal Adarsh Balika Vidyalaya, Gole Market, New Delhi	011-23360227 011-23743701
3	Atal Adarsh Bengali Balika Vidyalaya, Gole Market, New Delhi	011-23744090
4	Atal Adarsh Vidyalaya, Ansari Nagar, New Delhi	011-26190616
5	Atal Adarsh Vidyalaya, Moti Bagh, New Delhi	011-26881737
6	Atal Adarsh Vidyalaya, Tilak Marg, New Delhi	011-23382635
7	Atal Adarsh Vidyalaya, Lodhi Estate, New Delhi	011-24604731
8	Atal Adarsh Vidyalaya, Bapu Dham, New Delhi	011-26114866
9	Atal Adarsh Vidyalaya, Havlock Square, New Delhi	011-23366714 011-23366715
10	Atal Adarsh Vidyalaya, Aurangzeb Lane, New Delhi	011-23018329
11	Atal Adarsh Vidyalaya, Lodhi Road, New Delhi	011-20818342
12	Atal Adarsh Vidyalaya, Laxmibai Nagar, New Delhi	011-26881247
13	Atal Adarsh Vidyalaya, Kidwai Nagar, New Delhi	011-20846905

SECONDARY SCHOOLS

S. No.	Name of School	Contact No.
1	Atal Adarsh Vidyalaya, Babar Road, New Delhi	011-23358337
2	Atal Adarsh Vidyalaya, Sangli Mess, New Delhi	011-20841291
3	Atal Adarsh Vidyalaya, Netaji Nagar, New Delhi	011-20863799
4	Atal Adarsh Vidyalaya, Kitchner Road, New Delhi	011-24101586
5	Atal Adarsh Vidyalaya, Babu Market Sarojini Nagar, New Delhi	011-24122084
6	Atal Adarsh Vidyalaya, Aliganj, New Delhi	011-24619853
7	Atal Adarsh Vidyalaya, Balmiki Basti, New Delhi	011-23367030
8	Atal Adarsh Vidyalaya, Hanuman Lane, New Delhi	011-23360179

PRIMARY SCHOOLS

S. No.	Name of School	Contact No.
1	Atal Adarsh Prathmik Vidyalaya, Babar Road, New Delhi	011-23358336
2	Atal Adarsh Prathmik Vidyalaya, Kaka Nagar, New Delhi	011-23380565
3	Atal Adarsh Prathmik Vidyalaya, Kidwai Nagar, New Delhi	011-24654437
4	Atal Adarsh Prathmik Vidyalaya, B-Avenue Sarojini Nagar, New Delhi	011-24122087
5	Atal Adarsh Prathmik Vidyalaya, DG-Block Sarojini Nagar, New Delhi	011-24122085
6	Atal Adarsh Prathmik Vidyalaya, Netaji Nagar, New Delhi	011-24122069
7	Atal Adarsh Prathmik Vidyalaya, Moti Bagh, New Delhi	011-24122071
8	Atal Adarsh Prathmik Vidyalaya, Ashoka Hotel, New Delhi	011-23792978
9	Atal Adarsh Prathmik Vidyalaya, K.Kam Raj Marg, New Delhi	011-23016852
10	Atal Adarsh Prathmik Vidyalaya, R K Ashram Marg, New Delhi	011-23360246

NURSERY SCHOOLS

S. No.	Name of School	Contact No.
1	Nursery Vidyalaya, Kidwai Nagar (Clubbed with AAPV Kidwai Nagar)	011-24654437
2	Nursery Vidyalaya, Lodhi Road (Clubbed with AAPV Lodhi Road)	011-24642368
3	Nursery Vidyalaya, B-Avenue, Sarojini Nagar (Clubbed with AAPV B-Avenue Sarojini Nagar)	011-24122087

NAVYUG SCHOOLS

S. No.	Name of School	Contact No.
1	Navyug School, Sarojini Nagar (SR.SEC.), New DElhi	011-26870393
2	Navyug School, Peshwa Road (SR.SEC.), New Delhi	011-23363820
3	Navyug School, Laxmibai Nagar (SR.SEC.), New Delhi	011-24109545
4	Navyug School, Moti Bagh (SR.SEC.), New Delhi	011-24102029
5	Navyug School, Lodhi Road (SR.SEC.), New Delhi	011-24652071
6	Navyug School, Mandir Marg (SR.SEC.), New Delhi	011-23366022
7	Navyug School, Vinay Marg (SR.SEC.), New Delhi	011-26874415
8	Navyug School, Pandara Park (Secondary), New Delhi	011-27033754
9	Navyug School, Pataudi House (Primary), New Delhi	011-23389863
10	Navyug School, Jor Bagh (Primary), New Delhi	011-24619854
11	Navyug School, Darbhanga House (Primary), New Delhi	011-23015240

ELECTRICITY DEPARTMENT –I

The Electricity Department is responsible for granting elect, load feasibility sanctioning of electric connections to various categories of consumers having load more than 200KW and also for maintaining good standard of road lighting, Besides the maintenance of electrical and mechanical services installed at all NDMC buildings

A. Electric connection: Technical feasibility for major loads more than 200KW)

- Acknowledgment of application- Immediately.
- Issue of NOC if sub-station, within 30 days after completion of formalities required

B. Complaint pertaining to NDMC building

Leakage of Current No Power, Sparking, Bell fault. Socket/Switch fault, Fan not working.. Regulator fault, MCB not working, Main switch fault, wireman required, lift fault.	Immediate Within ½ hours.

C. Road lighting complaint

1. Leakage of current 2. Non-functioning of Road Light Fittings. 3. Replacement/installation of additional pole/fitting.	Immediately Within 48 Hrs. Within 7 days.

D. Complaint Centre for Road Lighting Complaints

(Round the Clock Phone No. 0112301105825)

Zone	Complaint Center/Site office and Telephone Number	Area/Locality covered
I	Electric Sub Station Darasukho Road 23012281, 23010832	South Avenue, Teen Murti Marg, Rajaji Marg, , Dalhousie Rd, Sunehri Bagh Rd & Lane, Tuglak Rd & Tuglak Crescent, Aurangzeb Rd, M.L.N. Marg, K.M. Marg, Maulana Azad Rd, Rafi Marg, K.Kamraj Marg, Kushak Rd., Circular Road, Keventer Dairy, Bardolai Marg, Meena Bagh Flat, Safdarjung Lane, Akbar Lane, Akbar Road, Krishna Menon Lane, K.Kamraj Lane, Mother Terresa Crescent, Aanchal lane , Palika Vihar, Palika Milan, Palika Kutub
II	Electric Sub Station Shahjahan Road (Pandara Road) 23383276	Aurangzeb Lane, Aurangzeb Road, Aurangzeb Lane, Aurangzeb Lane NDMC Quarter Type-IV,Akbar Road ,Amrita Shergill Marg, Amrita Shergill Lane 3 Pole Service, Amrita Shergill Gole, Bapa Nagar, C-Hexagon, C- I Pandara Park & D-II Pandara Road 40 Quarter, C-I Humayun Flats, C-I Lodhi Garden Flats, Claridge Gole, Cementary & Mali Quarter, Children Park CFL lamp, C-I Pandara Park CFL lamp, Dr Zakir Hussain Marg New Pole & old Pole, Dr Zakir Hussain Parking, Delhi High Court service, Humayun Road ,Humayun Lane, Janpath, Kaka Nagar ,Khan Market,Lodhi

		Garden Service ,Maulana Azad Road, Man singh Road ,Man Singh Gole,Man Singh Dhobi Ghat ,Moti Lal Nehru Marg near Masjid ,Meena Bagh Flats ,Max Mullar marg ,Prithvi Raj Road ,Prithvi Raj Lane,Prithvi Raj Road service, Pandara Road ,Pandara Flats (A & B Block),Q – Point Gole ,Ravindra Nagar, Rajesh Pilot Marg, Rajesh Pilot Lane,Rajesh Pilot Lane NDMC Quarter, type-V,Sujan Singh Park ,Sher Shah Road ,Shahajan Road ,Shahajan Road Parking ,Shahajan Flats ,Shahajan Flats CFL lamp ,S Bharti Marg ,S Bharti Lane,Tees January Marg ,Tees January lane & old Pole ,Tuglak Lane, UPSC Service ,Varda Vakil Marg ,Vidyut Bahvan service ,Vidyut Bahvan compound, York Place Gole ,York Place Gole.
III	Electric Sub Station Harish Chand Mathur Lane 23323412, 23329789	M/S Flat ,Asia House,Jashwant Singh Road,Jashwant Singh Lane ,Ravi Shankar Sukla Lane (Canning Lane),Patodi House,RP Lane,Merdian Back side,Rai Sina Lane,Rai Sina Parking,Jantar Mantar Lane,Rakab Ganj Rod ,Mahadeva Road,Mahadeva Lane,Patel chowk Gole ,Aditya sadan,Rafi Marg Metro station Patel ,Chowk,Bangla Sahib Lane ,Hanuman Road ,Hanuman Lane ,Hanuman Road Park ,Hanuman Road Quarter Park ,Hanuman Road Quarter, BKS Marg Old Pole ,Regal Back side ,LIC Car parking ,Indian Oil Bhawan,Janpath Lane, Janpath

		Mini Market ,Scindia House,56, 76 Janpath ,Hailey Lane ,Hailey Rod ,Atul Grove Road ,Vakil Lane ,State Man Service,HCM Lane ,ESS No-3 Service ,Chanderlok Back side, Atul Grove Lane,Telegraph lane ,Jantar Mantar Park.
IV	Electric Sub Station Scindia Road (Udyan Marg) 23347873	Gole Mkt., DIZ Area, R.K. Ashram Marg, Bhagat Singh Marg & Mkt., M.P. Flats North Avenue, B.K. Singh Marg, Talkatora Rd, GRG Rd, Shankar Road, Park Street, Park Lane, Talkatora Garden & Lane, Pt. Pant Marg, G.P.O. Gole, Kali Bari Marg, Mandir Marg, Peshwa Road, Red Cross Road, Panchkuiya Road, Bhai Veer Singh Marg, B.D. Marg, Church Road, Bangla Sahib Road.
V	Electric Sub Station Tilak Marg near Supreme Court of India 23386253, 23389355	Abdul Fazal Road,Babar Road,Babar Lane,Babar Place,Bazar lane,Barakhamba Road,Barakhamba Lane (New),Barakhamba Road (Old),Bhagwan Das Road,Bhagwan Das Lane,Bhagwan Das Lane (Aakansha), Blawant Metha Lane,Connaught Lane,Chemsford Road,College Lane, Central Place,Central Lane,C-Hexagon, C-II Flats Area,Copernicus Marg,Copernicus Lane,Copernicus Lane Service,Canning Lane,C-II Park, Fire Brigade lane,J Point Service,Kasturba Gandhi Marg (Inner C-Hexagon),Link Road,Maha Raja Ranjeet Singh Marg,Modern School Lane,Mayur Bhawan Service,Mathura Lane,Panchkuaya Road,Purana Quila Road, Shankar

		Market,School Lane,Sikandra Lane,Sikandra Road,Safdar Hasmi Road (College Road),Sirimat Madhav Rao Scindia Road,ESS No. 6 Service,Tilak Marg (Inner C-Hexagon),Tilak Marg (Outer C-Hexagon),Todarmal Road,Todarmal Lane,Tansen Marg,Tansen Marg (Lantern),Todarmal Lane Service,Tilak Lane,Patiala House Service,
VI	Electric Sub Station Aurbindo Marg near Jor Bagh Metro Station 24106892,24104748	Aurobindo Marg Main Slip, Road ,Arch Bishop Marg,Lodhi Road ,Maharishi Raman ,Maxmuller Marg,Delhi Flying Club,Nazaf Khan Road,Safdarjung flyover ,Jor Bagh Road ,Karbala Lane,Ist Avenue,IIIrd Avenue,Jor Bagh Colony,Lodhi Colony ,BK Dutt Colony,Bharti nagar ,Centre Golf Link ,Golf Link Colony ,Back Bharti Nagar,Lodhi Estate,Lodhi Garden ,Palika Niwas,Sujan Singh Park ,Ali Ganj,Palika Kunj,Aurobindo Marg upto Usuf Sarai, Pillanji Village.
VII	Electric Sub Station Kidwai Nagar 24106892, 24104748	Sarojini Nagar colony ,Ring Road market,S N market,Sarojini Vihar,Palika Gram SN & LBN ,Indira niketan, Girl Hostal ,Sarojini Sadan, SN ,Palika awas, SN,Navyug School (B Avenue),Laxmi Bai Nagar Colony ,Back Lane of LBN,Ulhas, LBN ,Metro slip road of LBN,Netaji Nagar Colony, Subhash Park, Netaji nagar, Sudhir tyagi Marg, RK Puram,Anant Ram Dairy,Kidwai Nagar East Colony ,Kidwai Nagar west Colony,

		Nauroji Nagar colony,Aurobindo Marg main & slip road ,Common Wealth Game Park, Sanjay Park/ Jheel ,BHS Marg,Africa Avenue for Zone- IX Area ,INA Parking.
VIII	Electric Sub Station Moti Bagh near Begam Zaidi Market (CPH) 24672444, 24673677	Sardar Patel Marg,Simon Voliver Marg (Link Road),Panch Sheel Marg,Satya Marg,Shanti Path,Nayay Marg, Chandra Gupta Marg,Jesus Marry College RD.,Dr. Radha Krishnan Marg,Rizal Marg,Abai Marg,MES Service, Manas Marg,Malcha Marg,S.P Marg Parallel Service,Mahatwar Singh Negi Marg,48 Block Area, 48 Block, C,D,E,F,Y-4,CPWD Compound,NDMC Compound,Dhobbi Ghat Bapu Dham,CBI Colony,Arti Garbia Marg,Balgaria Service,Singapore Embassy,Korea Service,Western Service,Cross Road No.2,CrossRoad No.3,Cross Road No.4,Cross Road No.5,Belzum Service,Bhutan Service,Thai Service,North West Moti Bagh, Moti Bagh Colony,99 QTR Moti Bagh,R.K.Puram Sec-XIII,S/S Bapu Dham,Fire Bridage Lane,San Martin Marg,
P.M. House Area	Electric Sub Station Race Course Road near P.M. House 23793165, 23793167	Safdarjung Road, Race Course Road, Kamal Ataturk Marg, Kautilya Marg, Niti Marg, Vinay Marg, Madhu Liyame Marg, Satya Marg, Panchsheel Marg, Upto Shanti Path, Africa Avenue, Teen Murti Lane, All Eastern service, Service along Shanti Path (Japan embassy side),

		Tensing Lane, Tikender Singh Marg, Lane, Service Lane toward Railway Flats, Chanakya Lane, DID Camp, Old/New Willingdon Camp, Nehru Park, D-I-II Flats Vinay Marg, Satya Sadan.

D. Public Grievance Redressal

S.No.	Nature of Grievance	Whom to contact	Location
1.	All complaint relating to road lighting	Chief Engineer (E)-I 011-23341521	Room No. 1601, NDMC Palika Kendra'Sansad Marg New Delhi
		Suptdg. Engineer (E) 011-23348146	Room No. 17014, NDMC Palika Kendra Sansad Marg New Delhi
		Executive Engineer (E) R/L 011-23365748	Mohan Singh Place, (R/L) Baba Kharak Singh Marg, New Delhi

E. Citizens responsibilities

For providing efficient electrical services, the consumers are expected to shoulder the following responsibilities:-

1. To use the electricity load within the sanctioned limits in the premises for which the same has been sanctioned.
2. The electricity connection should be used for the purpose for which the same has been sanctioned by NDMC.
3. The electrical installations of the .premises from Meter Board onward should be maintained strictly as per Indian Electricity Rules in safe conditions. Particular attention be paid to maintain proper earth connection and encourage use of E.L.C.B. & M.C.B.
4. The electricity connection should not be misused particularly during peak periods because every unit of energy saved is more than a unit generated.
5. The consumers should use energy efficient light fixtures and power gadgets to reduce consumption.

If there is any leakage of current or sparking at a public place the citizen should inform the nearest Electricity Complaints Center or Control Room.

F. General

1. No person shall indulge in damaging breaking road light installations.
2. No person shall take any electric connection from road light installations as it will be treated as theft of Electricity under Indian Elect. Act. 2003.

ELECTRICITY DEPARTMENT –II

VITAL STATISTICSS

11KV Electrical substations (11KV)	506
33KV Sub-stations	28
66KV Sub-stations	05
No Current Complaint Centers	13

Public Grievances Redressal

All matters regarding sanction and transfer of Electric connections except billing.

1. EE (Distribution North) for area, North of Rajpath, NDMC ESS 66KV School Lane,Barakhamba Road, New Delhi Between 12.00 Noon and 1.00 pm- All working days.

2. EE (Distribution South) for area, South of Rajpath, NDMC Elect. Substation Kidwai Nagar (W), Between 12.00 Noon and 1.00 pm - All working days.

3. SE (E-II) for area, North of Rajpath, Room No. 1712, Palika Kendra, between 12.00 Noon and 1.0 pm- All working days.

4. SE (E-III) for area, South of Rajpath, Room No. 1705, Palika Kendra, between 12.00 Noon and 1.00 pm All working days.

5. Chief Engineer (E-II), Room No. 1706, Palika Kendra, between 12.00 Noon and 1.00 pm All working days.

Permanent/ Temporary Electricity Connection
(New/Additional Load /Renewal Electric Connection)

From the office of Executive Engineer (Distribution) on

1.	Services Name	Designation of Officers/ Employees Providing Service
A	Electric Load Enhancement	Upto 25KW by Executive Engineer (Distribution) Upto 50KW by Superintending Engineer (Electric) Above 50KW by Chief Engineer (Electric)
B	New Electric Connection	
C	Temporary Electricity Connection	
D	Application for intent to connectivity of Renewal Energy System	
E	Application for NOC/ Intent to seek connectivity of Renewal Energy System	
2.	Prescribed application form	Available at NDMC's website: www.ndmc.gov.in
3.	Applicationfor Electric connection will be received	Only through NDMC's website: www.ndmc.gov.in
4.	Acknowledgement of receipt of application from with required documents will be issued	Same time of receipt of online application form.
5.	Intimation of deficiencies in the application form	As per DERC
6.	Field Inspection	As per DERC
7.	Load sanction & demand note	As per DERC
8.	Payment of demand note by the applicant	As per DERC
9.	Energization of connection	As per DERC&subject to Site Availability

ENFORCEMENT (NORTH) DEPARTMENT

(1) **Sh. Ajay kumar, Director (Enf) - North**
director enforcement.north@ndmc.gov.in Phone No. 011-23744227

(2**) Smt. Asha Verma, Dy Director (Enf)**
id enforcement@ndmc.gov.in

FUNCTION :-

The Enforcement Department deals with removal of unauthorized encroachment on the NDMC/Public Land / Footpath in its area. removes unauthorized vendors/squatters and unauthorised Jhuggies, hoarding, banners, cycle- rickshaws and unauthorized / unclaimed Parked of Vehicles on municipal land/footpath are also removed.

Section 225. Prohibition of deposit, etc., of things in streets (1) No person shall, except with the permission of the Chairperson and on payment of such fee as he in each case thinks fit, place or deposit upon any street, or upon any open channel, drain or well in any street or upon any public place any stall, chair, bench, box, ladder, bale or other things whatsoever so as to form an obstruction thereto or encroachment thereon. (2) Nothing in sub-section (1) applies to building material.

Section 226. Power to remove anything deposited or exposed for sale in contravention of this Act The Chairperson may, without notice, cause to be removed -

1. Any stall, chair, bench, box, ladder, bale, or other things whatsoever, placed, deposited, projected, attached or suspended in, upon, from or to any place in contravention of this act.

2. Any article whatsoever hawked or exposed for sale on any public street or in other public place in contravention of this Act and any vehicle, package, box or any other thing in or on which article is placed.

In addition to this, Enforcement Department also deals with removal of unauthorised hoarding, poster, banners, advertisement, cycle-rickshaws under section 89 of NDMC Act in line with the Delhi Outdoor Policy 2017 and Delhi Prevention of Defacement of Property Act, 2007.

Roles and Responsibilities

1.	UNAUTHORISED SQUATTING/ ENCROACHMENTS	Unauthorised squatters / hawkers/ encroachments/ parking are being removed on day to day basis as per statutory provision of NDMC Act, 1994 and deposited their confiscated/seized goods at Enforcement Store i.e. Laxmi Bai Nagar, Kali Bari, Udhyan Marg and Okhla Compost Plant.
2.	Tehbazari	There are 604 Tehbazari are exists North Enforcement, out of which 492 are known as Thareja Verified authorized by Chaturvedi Committee appointed by Hon'ble Supreme Court of India and 112 are known as Old Tehbazari Holder authorized by Enforcement Department, NDMC. Monthly tehbazari fee - Rs.33/- per month per sq ft for Connaught Place Area and Rs.22/- per month per sq ft for other than Connaught Place area. The allotments made as rehabilitation measure on tehbazari basis and now will be regulated as per "The Street Vendor (Protection of Livelihood & Regulation of Street Vending) Act 2014 and the Street Vendors scheme that is being notified by Delhi Government.
3.	STALLS	All stalls were allotted to Thareja verified squatters in NDMC area.
4.	THARAS	There are 86 Nos of Tharas are exists in North Enforcement area (wooden and masonry). Further, allotment of Taxi Booths has been banned by the NDMC as a policy decision.
5.	Taxi Stand/Stall	There are 48 Nos of Taxi Booths are exists in South Enforcement area (wooden and masonry). Further, allotment of Taxi Booths has been banned by the NDMC as a policy decision.

6.	Temporary permission for Hording/Banners, Poster etc.	Policy for putting up Temporary Hoarding Poster permission for Banners etc. is governed under provision of Outdoor Supreme Court of India. No Hoardings are allowed in NDMC area without prior permission of Competent Authority, NDMC. However, Removal of unauthorised hoarding, posters, banners, advertisements, is also governed under DOAP 2017 and Delhi Prevention of Defacement of Property Act, 2007.
7.	Telephone/PCO Booths	There are 5 Nos of PCO Booths are exists in South Enforcement area. Telephone / PCO booths were earlier allotted to physically handicapped persons as a rehabilitation measure on the usual Licence fee. Thereafter, since 1998 No Telephone / PCO Booth were allotted..
8.	Passenger Rickshaws	Plying of cycle passenger rickshaws in the NDMC area is banned. On noticing any person using passenger rickshaw, the same would be seized and shall be crushed.

Following permission and services are being provided by the Enforcement Department subsequent to approval of Competent Authority, NDMC.

Sr No.	Service Name	Time
1.	Approval for hoardings /Banners/Poster etc for temporary function	Within 7 days subject to observing guidelines of for Hon'ble Supreme Court and obtaining permission. from traffic police.
2.	Approval of temporary permission to organize social/welfare/charitable event	Within 7 days subject to observing terms and organise conditions after taking approval of Competent. Authority on the payment of Rs.292 per sq ft per month including all applicable taxes.
3.	Removal of encroachments	Encroachments by unauthorized squatters are removed immediately and other encroachments of pucca nature within 72 hours and in case police assistance are required, then immediately on getting police assistance.
4.	Releasing of Seized items/goods/vehicles belonging to unauthorized sqatter	Within 2 days of application which is to be made within 15 days of Seizure, failing which goods may. be auctioned by NDMC. In case of

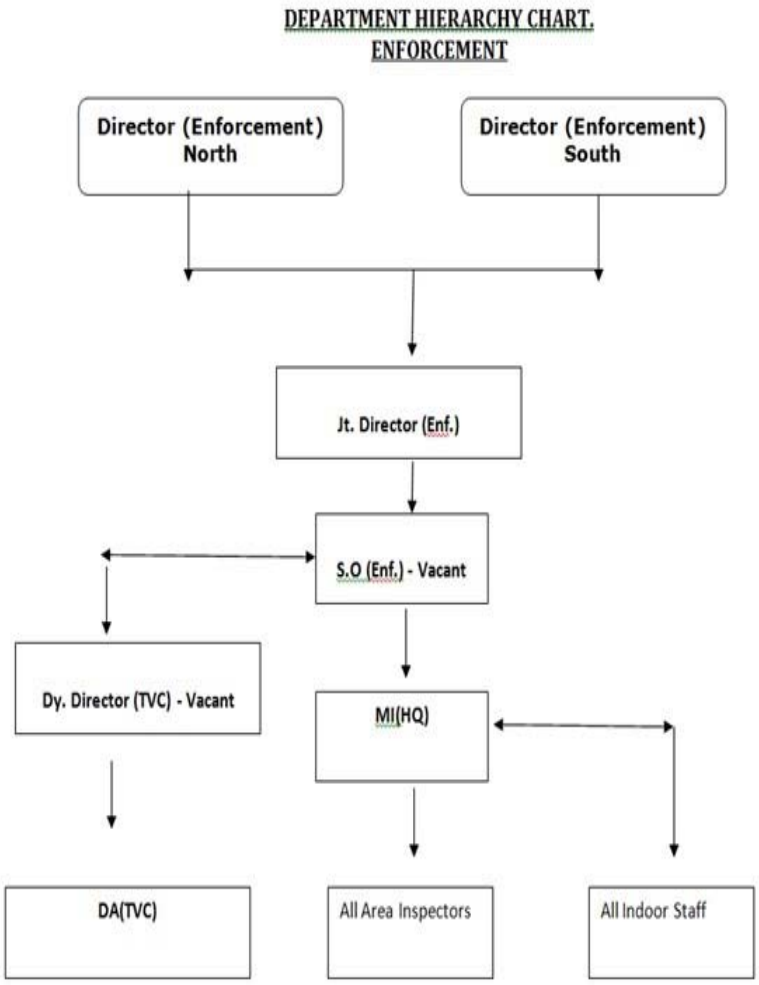
		perishable goods they are to be claimed on the same day of seizure they are on receipt of application, failing which goods are destroyed.
5.	Scooter/Car	Immediately towed unauthorised parked vehicles and released after imposing usual penalty
6.	Request for transfer of Tehbajari/Taxi booth/CRT/Tharas/stall on Legal heir basis as well as Change of trade	After enactment of street Vendor Act, 2014, all the powers relating to regulate Street Vending are vested with Town Vending Committee.

Staff of North Enforcement Department

Sr. No.	Name	Designation	Mo No. Landline No.	Address
1.	Sh. Ajay Kumar	Director	011-23744227	Room No. 5001 5th Floor Palika Kendra
2.	Smt Asha Verma	Dy. Dir Enforcement	9212873156	Room No 1812 18th Floor Palika Kendra
3.	Sh. Mool Chand	H.A/M.I (HQ)	9013451999	C.P & Palika Bazaar
4.	Sh. Krishan Kumar	H.A	8826136442	4th Floor Pragati Bhuwan
5.	Sh. Gulshan	Sr. Astt.	7838906815	4th Floor Pragati Bhawan

6.	Sh Y.S. Rana	Sr. Astt.	9899190069	E.I Janpath
7.	Sh. S.S Rana	Sr. Astt.	8802536538	E.I Gole Market Shankar Market
8.	Sh. Suresh Chand	Consultant (Min.)	9873112507	Legal Cell/RTI
9.	Sh Vikas	D.E.O on Contract	9811894924	4th Floor Pragati Bhawan
10.	Sh Sandeep Rawat	Clerical Astt. On contract	9891037634	4th Floor Pragati Bhawan

Hierarchy Chart



For inquiry : Contact No:- 011-23347080

ENFORCEMENT (SOUTH) DEPARTMENT

(1) Sh. D. Karthikeyan, Director (Enf)- South
director.enforcement.south@ndmc.gov.in
Phone No. 011-23347080

(2) Smt. Asha Verma, Dy Director (Enf)
jd.enforcement@ndmc.gov.in

FUNCTION:-

The Enforcement Department deals with removal of unauthorized encroachment on the NDMC/Public Land / Footpath in its area. It removes unauthorised vendors/squatters and unauthorised Jhuggies, hoarding, banners, cycle-rickshaws and unauthorised / unclaimed Parked of Vehicles on municipal land/footpath are also removed.

Section 225. Prohibition of deposit, etc., of things in streets- (1) No person shall, except with the permission of the Chairperson and on payment of such fee as he in each case thinks fit, place or deposit upon any street, or upon any open channel, drain or well in any street or upon any public place any stall, chair, bench, box, ladder, bale or other things whatsoever so as to form an obstruction thereto or encroachment thereon. (2) Nothing in sub-section (1) applies to building material.

Section 226. Power to remove anything deposited or exposed for sale in contravention of this Act – The Chairperson may, without notice, cause to be removed –

1. Any stall, chair, bench, box, ladder, bale, or other things whatsoever, placed, deposited, projected, attached or suspended in, upon, from or to any place in contravention of this act.
2. Any article whatsoever hawked or exposed for sale on any public street or in other public place in contravention of this Act and any vehicle, package, box or any other thing in or on which article is placed.

In addition to this, Enforcement Department also deals with removal of unauthorised hoarding, poster, banners, advertisement, cycle-rickshaws under section 89 of NDMC Act in line with the Delhi Outdoor Policy 2017 and Delhi Prevention of Defacement of Property Act, 2007.

Roles and Responsibilities

1	UNAUTHORISED SQUATTING/ ENCROACHMENTS	Unauthorised squatters/hawkers/encroachments/parking are being removed on day to day basis as per statutory provision of NDMC Act, 1994 and deposited their confiscated/seized goods at Enforcement Store i.e. Laxmi Bai Nagar, Kali Bari, Udhyan Marg and Okhla Compost Plant.
2	Tehbazari	There are 314 Tehbazari are exists South Enforcement, out of which 247 are known as Thareja Verified authorized by Chaturvedi Committee appointed by Hon'ble Supreme Court of India and 67 are known as Old Tehbazari Holder authorized by Enforcement Department, NDMC. Monthly tehbazari fee - Rs.33/- per month per sq ft for Connaught Place Area and Rs.22/- per month per sq ft for other than Connaught Place area. The allotments made as rehabilitation measure on tehbazari basis and now will be regulated as per "The Street Vendor (Protection of Livelihood & Regulation of Street Vending) Act 2014 and the Street Vendors scheme that is being notified by Delhi Government.
3	STALLS	All stalls were allotted to Thareja verified squatters in NDMC area.
4	THARAS	There are 86 Nos of Tharas are exists in South Enforcement area, allotted to verified squatters in NDMC Area
5	TAXI STAND	There are 66 Nos of Taxi Booths are exists in South Enforcement area (wooden and masonry). Further, allotment of Taxi Booths has been banned by the NDMC as a policy decision.

6	Temporary permission for Hoarding / Banners , Poster etc.	Policy for putting up Temporary Hoarding Poster Banners etc. is governed under provision of Outdoor Advertisement Policy 2017 approved by Hon'ble Supreme Court of India. No Hoardings are allowed in NDMC area without prior permission of Competent Authority, NDMC. However, Removal of unauthorised hoarding, posters, banners, advertisements, is also governed under DOAP 2017 and Delhi Prevention of Defacement of Property Act, 2007.
	TELEPHONE/PCO BOOTHS	There are 15 Nos of PCO Booths are exists in South Enforcement area. Telephone/PCO booths were earlier allotted to physically handicapped persons as a rehabilitation measure on the usual Licence fee. Thereafter, since 1998 No Telephone / PCO Booth were allotted.
8	Passenger RICKSHAWS	Plying of cycle passenger rickshaws in the NDMC area is banned. On noticing any person-using passenger rickshaw, the same would be seized and shall be crushed.

Following permission and services are being provided by the Enforcement Department subsequent to approval of Competent Authority, NDMC.

Sr. No.	Service Name	Time
1	Approval for hoardings /Banners / Posters etc. for temporary function	Within 7 days subject to observing guidelines of Hon'ble Supreme Court and obtaining permission from traffic police.
2	Approval of temporary permission to organise social/welfare / charitable event	Within 7 days subject to observing terms and conditions after taking approval of Competent Authority on the payment of Rs.292 per sq ft per month including all applicable taxes.
3	Removal of encroachments	Encroachments by unauthorized squatters are removed immediately and other encroachments of pucca nature within 72 hours and in case police assistance are required, then immediately on getting police assistance.
4	Releasing of Seized items / goods / vehicles belonging to unauthorized squatter.	Within 2 days of application which is to be made within 15 days of Seizure, failing which goods may be auctioned by NDMC. In case of perishable goods they are to be claimed on the same day of seizure on receipt of application, failing which goods are destroyed.
5	Scooter/Car	Immediately towed unauthorised parked vehicles and released after imposing usual penalty.
6	Request for transfer of Tehbazari/Taxi booth/CRT/ Tharas/stall on Legal heir basis as well as Change of trade	After enactment of Street Vendor Act, 2014, all the powers relating to regulate Street Vending are vested with Town Vending Committee.

Staff of South Enforcement Department				
Sl. No	**Name**	**Designation**	**Mob. No.**	**Address with Contac No.**
1	Sh. D.Karthikeyan	Director(Enf)	011-23347080, 8800911449	Room No. 4001, 4th Floor, Pragati Bhawan, Jai Singh Road, New Delhi – 110001
2	Smt. Asha Verma	Dy.Director(Enf)	9212873156	Room No. 1812, 18th Floor, Palika Kendra, Parliament Street, New Delhi-110001
3	Sh. Pradeep Kumar	Sr. Asstt.	9289538075	VIP, Chankypuri Area, Health Enforcement and Store LBN
4	Sh. Dayanand,	Sr. Asstt.	9911120891	Sarojini Nagar & Safdarjung area
5	Sh. Ajay Malhotra	Sr. Asstt.	9810603820	Tehbazari, Taxi Booth, Permission, Legal Cell

ESTATE-I DEPARTMENT

The Estate Department deals with allotment of stalls, shops, office spaces and commercial premises like hotels, restaurants. It is managing around 3599 commercial units.

The allotments are made as per the following stipulations;

Sl.No.	Description of allotment	Mode of Auction and Process
1.	Allotments of shops/office spaces other commercial Properties on license fee	On E-auction basis as per circular dated 16.08.2016 on the reserve price provided by transaction Advisor as resolved by Council on prescribed Terms and conditions. The Public notice is published in leading newspapers and uploaded on ndmc website.
2.	Schedule of E-auction and Modalities and process of E-auction	As specified in the Public notice including training etc.
3.	Decision on allotment and subsequent issue of allotment letter	Within 07 days of the approval of the Competent Authority to the Successful bidders..
4.	Issue of Offer/Allotment letter	Within 07 days of approval of the Competent Authority.
5.	Completion of formalities	Within 15 days from the date of Offer/Allotment letter.
6.	Refund of earnest money to unsuccessful bidders.	With the prior approval of Competent Authority, the EMD to unsuccessful bidders are refunded through online mode within 07 days of E-auction. .

Policy of Allotment

Units of Estate-I department of NDMC are allotted through E-auction. Advertisement are published in leading newspapers of English, Hindi and Urdu language and uploaded on NDMC website also. Online Applications are invited from General Public as well as from the reserved categories in a prescribed format containing all the Details of EMD and other terms and conditions of allotment.. E-auction is conducted by Government Agency including prior training to the eligible participants on the date and time decided by the Competent Authority.

The reservation quota for shops is:

1. 22.5% for SC/ST
2. 5% for Person with Disabilities.
3. 2% for Ex-Serviceman/widows/Dependents of the Defence forces/Central/Armed Police Forces through Draw of Lot in presence of Council Members.

The Allotment letter is issued subject to fulfilment of prescribed terms and conditions w.r.t Security Deposits and advance license fee etc. After the codal formalities are completed, he is handed over the possession of the allocated premises and simultaneously the License Deed is Executed in a Prescribed format.

Policy dated 16.08.2016

(Policy on licenses of NDMC's shops, kiosks, pan tharas and issues related thereof.)

(i) A Sub-Committee under section 9 of the NDMC Act was constituted by Council vide its Resolution No 18(L-08) dated 15.1`2.2015 for the purpose with (i) Chairman, NDMC (ii), Vice Chairman, NDMC (iii) Hon'ble member of Parliament (Lok Sabha-New Delhi constituency) and (iv) nominated Members of Council as Member to examine all issues, involving general conditions for licensees. Change of trade renewal of licence, transfer on partnership/legal heirs, clufing of units, loft & mezzanine floor, damages on cancellation on non renewal of licecnce etc.

(ii) Subsequently after the recommendations of the said Sub-Committee a circular/policy dated 16.08.2016 was issued on the subject cited above.

(iii) A reference was received from CVC in the year 2018 with certain suggestions on account of partnership including systematic improvement.

(iv) The Advice of Ld ASG was obtained in this regard.
(v) After examining the above, the circular/policy dated 16.08.2016 is under review of the Council.

Introduction of ERP:

The NDMC has launched new state of the art Estate Department ERP Module which is implemented by L&T, SWC for services like Allotment of Properties via tender/ request, renewal & mutation, clubbing / de-clubbing, Billing as per cycle etc. to enable the NDMC to serve its citizen in a simple, rapid, responsive, intelligent, and efficient manner.

1. Subletting:

No Subletting shall be allowed except in the following cases:

(a) In exceptional circumstances, wherein the licensee expires at the age when his family does not have any major legal heir (i.e on or above 18 years of age) except his wife, then (i) the wife of the licnesee or(ii) in case of death of wife of the licensee-all legal heirs of the licensee, may apply for permission to a three member committee of Director(Estate-I0, Municipal Officer Health and Chief Architect for sub-letting the shop and

(b) The Chairperson on case-to case basis considering the recommendation of the Committee may allow the same on payment of one time fee (Rs 50 per.Sq.ft for open are and Rs 200 per sq.ft for other than open are(this fee is to be revised every five years) for two year at a time in addition to licensee fee/other applicable dues and

(c) If required, the person(s) mentioned above may apply for extension of such permission atleast 90 days before expiry of such approved period following the procedure mentioned above and

(d) This Sub-clause does not give any right to anyone to sublet the NDMC's premises, and can be done only after prior approval of Chairperson in exceptional circumstances as mentioned above.

2 Damages on Cancellation and revocation of cancellation of license.

From 16/08/2016 on cancellation of the licence, the damages may be charged at 130% of the last applicable licence fee. The damage charges shall increase at compounding rate of 10% annually. These charges shall continue so long as the cancellation of licence continue. If cancellation order is withdrawn/quashed and damages may be reduced only from the date of order of withdrawal/quashing of the order of cancellation and the charges already collected may not be refunded or adjusted.

3 Interest rate on delayed or non-payment

Interest on default payment are charged to discourage any late payment and to protect the interest of NDMC. Therefore from 27th june 2016, interest may be charged at the rate of 1.25 % per month (15% per annum) from the 1st succeeding month when the allottee fails to pay the license fee.

4. Sealing and de-sealing of the premises

In case of violations of terms and conditions of the licence, the remises may be sealed by the NDMC with the prior approval of Competent Authority.

After rectification of all the violation and payment of all dues/arrears etc to the NDMC, the licensee may apply for de-sealing of the shop. The Estate Department within 30 days , submit the request of the licensee with the Department's recommendations, including a site inspection to the Chairman, NDMC for decision in the matter.

5 .Cancellation & Eviction

If any allottee violates the terms and conditions of agreement, or defaults in payment, notice is given to him for removing the violations/clearing dues. If he fails to remove the violations and/or to clear dues, allotment is cancelled and necessary action for eviction is initiated in the Court of Estate Officer besides other penal actions as per policy of the Council.

6. Redressal of Grievances:

Director (Estate-I) /Dy.Director(Estate-I) hears grievances between 3.00 P.M Noon to 4.00 P.M . in their office.

CITIZENS' RESPONSIBILITIES

1. They should strictly adhere to terms and conditions of the licence deed, to avoid litigation as far as possible.

2. They should cooperate in implementation of the orders/decisions taken by the Department from time to time.

3. They should ensure clearance of the Municipal dues.

4. They should see or contact Director (Estate) in person to seek clarification in case of any problem/discrepancy.

5. They should also keep their premises spick and span and don't misuse the premises.

6. If they feel, something is happened unwanted they should inform to the Council/Control Room.

ESTATE-II DEPARTMENT

Citizen's Charter of Estate-II Department

Pursuant to the notification dated 24.03.2006, the Govt. of India decided to transfer the markets under Land & Development Office (**L&DO**), Directorates of Estates (**DoE**) and Central Public Works Department (**CPWD**) (except Indira Chowk, Rajiv Chowk and INA Market Complex) comprising the shops and flats over the shops (excluding the general pool flats over the shops in R.K. Puram Market, Srinivaspuri, Andrewj Ganj, Nanakpura and Lancer Road Markets) to NDMC on "as is where is basis" with the directions that on transfer of these markets, NDMC will function as Lessor or Licensor, in respect of shops and flats in these markets and shall exercise all powers being exercised by the L&DO, Dte. Of Estate, CPWD, as the case may be, as the Lessor or Licensor. The guidelines and procedure followed by these 3 departments in the matters of Substitution/Mutation of title, Gift Permission, Sale Permission, Mortgage Permission, Conversion from Leasehold into Freehold, Change of Use of Premises, Regularization/Restoration of Allotment of shops etc., Change of Trade, Conferment of Ownership Rights, Recovery of Misuse/Damage Charges etc. shall be followed by the NDMC. The NDMC was also authorized to take appropriate actions against violations of Building-Bye-Laws and Municipal-Bye-Laws and exercise other statutory powers.

2. This department is managing leases of following 10 transferred Markets:

(i)	Khan Market	(ii)	Khanna Market
(iii)	New Central Market (Shankar Market)	(iv)	Bhagat Singh Market
(v)	Bengali Market	(vi)	Sarojini Nagar Market
(vii)	Babu Market	(viii)	Jor Bagh Market
(ix)	Diplomatic Enclave Malcha Marg Market	(x)	Aliganj Market

3. Particulars of the services rendered by this department are as under:

S. No.	Particulars of Services Providing	Procedure to Avail the Services
(1)	Inspection of the Property	A Technical Committee under Dy. Director (Estate-II) consisting of a representative of Architect Department and J.E./A.E.(Civil) posted in Estate-II Department to detect that terms and conditions of Lease Deed area complied. Breach Notices are issued for remedying the same within 30 days failing which damage (for unauthorized construction) and Misuse (for using the premises other than the allotted trade) are claimed which continue to accrue to the Lessor till the same area actually removed to the satisfaction of Lessor i.e. NDMC.
(2)	Substitution/Mutation of title	The legal heirs of deceased recorded Lessee or the intending purchaser of the properties may apply on prescribed form with all requisite documents duly attested, which should be acceptable as per law of land. Mutation/Substitution is permitted within 30 days of the date of application subject to the documents being legally in order and after completion of codal formalities including payment of government dues.
(3)	Permission for Gift / Sale / Mortgage	The recorded Lessee shall apply on the prescribed form supported with justifiable reason for such permission alongwith documents specified therein. Subject to documents being in order,

		permission shall be granted within 30 days of application and after completion of codal formalities including payment of government dues.
(4)	Conversion from Leasehold into Freehold	The recorded Lessee or his/her GPA, as the case may be, apply on prescribed form for converting their property from leasehold status to freehold status with all the documents mentioned in the application form subject to legal scrutiny of the documents upon deposit of the conversion amount together with all other dues including Damage Charges, Misuse Charges, Annual Ground Rent, Enhanced Ground Rent and Revised Ground Rent etc., freehold conversion shall be permitted within 30 days.
(5)	Conversion of Land Use from Residential to Commercial	Subject to provision in MPD-2021 for Commercial Zone of a Market, Residential Flats over the Shops shall be permitted conversion from residential to commercial subject to payment of all dues with commercial conversion charges at the approved land rate. The permissible area shall be converted to commercial use as per approved guidelines within 30 days of the application, subject to completion of all requisite formalities / documents i.e. Affidavit / Undertakings including payment of the commercial conversion charges with outstanding government dues.

4. Upon inspection by Technical Committee, Breach Notices within 10 days of the date of Inspection.

5. If the Lessee has removed the breaches and confirms in writing, fresh inspection is conducted to verify the statement of the applicant. In case violations / breaches are found removed within 30 days of the date of breach notice, no damage / misuse charges is claimed. For the period beyond 30 days of detection of breach, the Lessee shall be liable to pay damage / misuse charges as the case may be.

6. In the case of encroachment on public land by the Lessee, the lease is liable to be cancelled as per terms of the lease deed. No notice for the same is issued and instead, Director (Enforcement Building Regulations) is requested to have the same removed.

7. For execution of Lease Deed / Supplemental Deed / Conveyance Deed, the executants will have to appear before Dy. Director (Estate-II) in person alongwith two witnesses with their passport size photographs and identification proof.

8. After the request made by the applicant, all documents including legal documents after being examined by the department, shall be subject matter of further scrutiny by Law Department.

9. The transfer shall be effected under the provisions of the lease deed with or without payment of unearned increase in the case where property change hands.

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EVENT MANAGEMENT DEPARTMENT

The Event Management Department is looking after the booking of following venues:-

1. Talkatora Indoor Stadium
2. Talkatora Cricket Ground
3. Surtal Open Air Theatre, Talkatora garden
4. Shivaji Stadium
5. Shivaji Park, Shivaji Stadium.
6. Amphitheatre, Central Park
7. Nehru Park
8. Lodhi Garden
9. Convention Centre
10. Palika Park
11. Children Park, India Gate
12. State Emporia Complex, Baba Kharak Singh Marg.

Overall In-charge	Director (Event Management)
Supervision	Dy. Director (Event Management)
Address	Room No. 2001, Event Management Dept(PRO Dept), Mezzanine Floor, Palika Kendra, New Delhi Municipal Council New Delhi 110001
Contact Number	011- **41501353-60 (Extn : 3666)** 011- 23363753
Email Id	ddevent@ndmc.gov.in
Online Booking Portal	https://online.ndmc.gov.in/vb/(S(bxmkgvkkypdayi5jjqgmovzp))/Default.aspx

Details of the booking of different venues under Event Management Department: -

S.NO.	Name of the Venue	Functions Permitted		Charges plus 18% GST				Permission granted within
			Category	User charges per day	Electricity / Air conditioning	Air Circulation	Security Deposit (Refundable)	
1.	Talkatora Indoor Stadium	Sports	A	20,000/-	50,000/-	20,000/-	65000/-	Within 7 days
		School Annual Day Function	B	50,000/-	50,000/-	20,000/-		
		Political/social Function/Business Seminars/cultural programmes etc.	C	1,25,000/-	50,000/-	20,000/-		
2.	Talkatora Cricket Ground	Cricket Matches	Govt. Functions	5,000/-	-	-	10000/-	Within 7 days
			Corporate & Private Sectors	10,000/-				
			Flood Light Charges per hour	2,000/-				
3.	Surtal Open Air Theatre, Talkatora garden	Govt Functions, Social & Cultural Gathering, shows related to music, culture, health, art & craft, education etc.	For Cultural Functions	10,000/-	-	-	40000/-	Within 7 days
			For schools & colleges	5,000/-			5000/-	
4.	Shivaji Stadium	Hockey Tournaments	Without Gate Money	2,000/-	-	-	5000/-	Within 7 days
			With Gate Money	5,000/-				
			Advertisement Charges	2,500/-				
			Flood Light Charges	5,000/- Per				

				hour				
5.	Shivaji Park, Shivaji Stadium.	Govt Functions, Social & Cultural Gathering, shows related to music, culture, health, art & craft, education etc. Yoga Camps Food Festivals Ideas/Analysis Programmes Seminars/AGM etc.		20,000/-	-	-	10000/-	Within 7 days
6.	Amphitheatre, Central Park	Govt Functions, Social & Cultural Gathering, shows related to music, culture, health, art & craft, education etc. Yoga Camps Food Festivals Ideas/Analysis Programmes Seminars/AGM etc.		80,000/-	-	-	40000/-	Within 7 days
7.	Nehru Park	Govt Functions, Social & Cultural Gathering, shows related to music, culture, health, art & craft,		80,000/-	-	-	40000/-	Within 7 days

		education etc.						
		Yoga Camps						
		Food Festivals						
		Ideas/Analysis Programmes						
		Seminars/AGM etc.						
8.	Lodhi Garden	Open Air Yoga		80,000/-	-	-	40000/-	Within 7 days
9.	Convention Centre	Seminar, Govt. Functions, Film Festivals, Meetings, Exhibition etc.	Auditorium@ 300	55000/-	15000/-		35000/-	Within 7 days
			Conference Halls @42('A')	12000/-	3000/-		7,500/-	
			Conference Halls @42('B')	12000/-	3000/-		7,500/-	
			Conference Rooms @12('A)	5,000/-	3000/-		4,000/-	
			Conference Rooms @12('B)	5,000/-	3000/-		4,000/-	
			Conference Rooms @12('C)	5,000/-	3000/-		4,000/-	
			Conference Rooms @12('D)	5,000/-	3000/-		4,000/-	
10.	Palika Park	Govt Functions, Social & Cultural Gathering, shows related to music, culture, health, art & craft, education etc.		40,000/-	-	-	10000/-	Within 7 days
		Yoga Camps						
		Food Festivals						
		Ideas/Analysis Programmes						
		Seminars/AGM etc.						
11.	Children Park,	Art & Craft, Music,	Amphitheatre	2500	-	-	10000/-	Within 7 days

	India Gate	Culture, Health, Storytelling, Workshop Education for children.						
		Art & Craft, Music, Culture, Health, Storytelling, Workshop Education for children	Activity Room, Children's Park	2500				
12.	State Emporia Complex, Baba Kharak Singh Marg.	Art & Craft Mela Govt. Functions, Cultural shows relating to music, culture, health, art 7& craft, education, open air yoga, ideas/analysis programme by Media Groups		25000/- (without parking lot)	-	-	50000/-	Within 7 days
13.	NDMC Areas (without parking lot)	Film Shooting	-	2,00,000/-	-	-	100000/-	Within 7 days

FIRE DEPARTMENT

Citizen's Charter for Fire Safety and Disaster Management

1. The Fire Fighting Department was established by the New Delhi Municipal Council in the year 1987 for the maintenance and operation of fire retardant equipment installed in the high rise buildings of the Council and other buildings owned by the Council.

2. Indian Standard as the basic requirements for fire fighting in all its buildings and high-rise buildings, school buildings, clinics, dispensaries, baraat houses, electrical sub-stations, parking spaces and the Council's markets by the Fire Fighting Department of the New Delhi Municipal Council. The institute having various types of fire extinguishers fire extinguishing equipment has been installed. In addition to fire fighting equipment, provision has been made for the latest fire suppression technology and fire retardant equipment in the buildings.

3. Fire Fighting Department has set up its Departmental Fire Fighting Control Rooms in various buildings of New Delhi Municipal Council for providing effective fire fighting protection to protect the life and property of the users. Trained personnel are present in these control rooms round the clock to deal with any untoward incident.

4. The following fire fighting control rooms have been set up in the New Delhi Municipal Council area, the list of which is as follows:

1. Palika Kendra 2. Palika Bazar 3. Palika Bhawan 4. Tal katora Stadium 5. Palika Parking 6. Pragati Bhawan 7. Chander Lok Building 8. Mayur Bhawan 9. Mohan Singh Place 10. NDCC PHASE-II 11. Akbar Bhawan 12. Yashwant Place 13. Chanakya Bhawan 14. Lok Nayak Bhawan 15. Palika Place 16. Shaheed Bhagat Singh Place 17. Charak Palika Hospital 18. Shivaji Stadium 19. Swati Working Girls Hostel 20. Disaster Management Centre, Humayun Road 21. Bapu Dham 22. Palika Health Complex 22. Palika Health Complex 23. Vidyut Bhawan 24. Under Ground Corridor 25. Talkatora Annexie 26. Kaka Nagar Barat Ghar 27. Khan Market Barat Ghar 28. Laxmi Bai Nagar Barat Ghar 29. Lodhi Road Barat Ghar 30. Mandir Marg Barat Ghar 31. Moti Bagh Barat Ghar 32. Sarojini Nagar Barat Ghar 33. Kaka Nagar Gym 34. Atal Adarsh Vidyalaya Kidwai Nagar.

5. There are 241 regular and 128 regular muster rolls trained and qualified personnel in the fire fighting department. Who are posted on shift duty for proper maintenance of fire retardant equipments in various buildings of New Delhi Municipal Council. Employees are sent from National Civil Defense College, Nagpur (Maharashtra) and National Fire Service College, Nagpur for training in various rescue areas. A disaster management center equipped with state-of-the-art equipment has been set up in the mine market to help the employees of the fire department to deal with any natural calamity/destruction or any kind of disaster arising out of fire etc.

***Fire Service Week**

Fire service across the nation from 14 April to 20 April to remember and pay tribute to the brave and courageous officers and employees of various fire services who sacrificed their lives while discharging the work during the fire and rescue program by the Fire Department of the Council week is celebrated.

Training

By organizing practical programs for fire prevention and fire safety in schools, office premises and important public places from time to time by the employees of the Fire Department of New Delhi Municipal Council, training is given to the general public, council employees and students of council schools.

Public Support

Public cooperation is very important to reduce the damage caused by fire. Lack of cooperation or delay in transmission of fire/emergency messages results in increased fire outbreak as well as more loss of life and property. Therefore, every minor or major incident of fire must be reported immediately. People living nearby can also do the preparatory work by throwing water on the burning object in the slum or rural area, by pouring soil or by blocking the continuity of the burning materials. This action is helpful in controlling the fire and maximum fire extinguishing till the arrival of firefighters.

Give way to the Fire Brigade

The general public is advised to come on the left side of the road whenever the siren or bell of the fire engine is heard.

Fire Accident Prevention

Whenever a source of heat comes in contact with flammable materials, fire gets ignited, so it should be mandatory to monitor the home management of our homes, factories, business places and offices etc. Fire accidents can be avoided by not allowing objects that can generate heat to come into contact with flammable materials. It has been proved that more than 60 percent of fire accidents are caused by electricity. Therefore, it is necessary that adequate precautions should be taken in this regard. Provision of miniature circuit breakers, earth leakage circuit breakers and avoidance of loose joints and temporary wiring will help in reducing the chances of fire outbreak.

Precautions for Fire Fighting In High Rise Buildings

There is always a fear of fire in high-rise buildings and serious consequences can occur if adequate preventive measures are not taken. Therefore, follow the following preliminary precautions as per the Delhi Fire Rescue and Fire Safety Act 1987, which requires the following 12 minimum safety standards.

Means of Entry

1. Underground / Overhead Fixed Water Tanks.
2. Automatic Spraying System.
3. Water pipe wrapped with a spinning wheel as a first aid.
4. Indian Standard Institute Certified Fire Extinguishers.
5. Segmentation.
6. Automatic fire detection and danger signals; alarm system.
7. Public Address System
8. Flashing signs marking the exit.
9. Alternative Sources of Power Supply.
10. Exit with Fireman Switch, Fire Elevator.
11. VAT RISER DOWN COMMER SYSTEM

Do's

1. Ensure good maintenance of the house.
2. Always use an ashtray while smoking and after extinguishing put the remaining pieces of bidi, cigarette etc. in it.
3. All litter containers should be emptied at regular intervals.
4. Electrically defective equipment should be repaired / replaced immediately.
5. Switches and fuses must conform to the correct ordering of the circuit.
6. Welding/Cutting works should be done under full supervision.
7. Keep smoke/fire prevention doors closed
8. Do not throw a burning cigarette carelessly.
9. Do not paint over the front of the fire detectors/spraying equipment.

*** Don’ts***

1. Do not throw a burning cigarette carelessly.
2. Do not paint over the front of the fire detectors/spraying equipment.
3. Precautions for fire prevention in residential areas.

***To keep your home fire free, pay attention to the following important safety points:-**

Do’s

1. Keep the house neat and clean.
2. Keep matches, lighters and firecrackers away from children, hold them carefully while lighting firecrackers.
3. Use metal ash net to throw matches, cigarettes and bidis while smoking.
4. Papers, clothing and flammable liquids should be kept away from heaters / fire places, open hearths.
5. Keep escape routes and stairs free from obstructions.
6. Use only one electrical device in a socket.
7. LPG Keep stoves in raised places, never on the ground floor.
8. After cooking, switch off the burner knob and cylinder valve of the gas stove.
9. While working on fire, keep a bucket full of water with you, in case of burn wounds; keep pouring water on the burned area till the pain subsides.

Dont’s

1. Do not tamper with electrical equipment such as plugs, wire switches and sockets.
2. Do not place the spray can, spray tin can on or near the heater or in front of direct
3. Sunlight, as it may explode.
4. Do not put matches, cigarette pieces or ashes in the waste basket.
5. Do not allow children to play in the kitchen.
6. Do not place oil lamps, incense sticks and candles on the floor or near flammable materials.
7. Avoid wearing loose, wavy, especially silk clothes while cooking.
8. Do not carry firecrackers in your pocket or use fireworks inside the house.
9. Never make fireworks while covered with metal utensils.

10. Never burn pomegranate with your hands.
11. Do not go through the fire to reach an object.
12. Don't refill a burning stove and don't ignore the fire.

Electrical Fire Safety Precautions

60 percent of fire cases are due to short circuit of electricity, overheating, overholding, use of non-standardized equipment, illegal tapping of electrical wires, carelessness and ignorance etc. If proper instructions are not followed, it can lead to serious fires and fatal accidents. Such incidents can be minimized to the maximum extent if adequate fire safety measures are followed. Fire caused by electricity spreads rapidly especially in buildings and causes loss of life and property. Therefore it is necessary to act promptly. call for help. Shut off the power supply to deenergize the equipment. Use dry sand, carbon dioxide, dry powder or ABC type fire extinguishers.

Do's

1. Use Indian Standard Institute certification equipment.
2. Use good quality fuses, miniature circuit breakers and earth leakage circuit breakers with proper maintenance.
3. Use one socket for one device.
4. Shut off the power supply to the fire-prone areas.
5. The fuses and switches should be attached on metal cubes for better protection of the fire wires.
6. Replace broken plugs and switches.
7. Keep electrical wires away from hot and wet surfaces.
8. After using the appliance, turn off the switch and remove the plug from the socket.
9. Switch off the main switch while leaving home.

Don'ts

1. Do not put more than one electrical appliance in the same socket.
2. Do not use low-end electrical equipment.
3. Do not have temporary or bare joints of the wiring.
4. Do not lay wires on rugs, mats or doorways, they may break, resulting in a short circuit.
5. Do not leave the wires of the equipment dangling.
6. Do not plug bare wires into sockets.

Instructions For Fire Safety In Relation To Temporary Structures / Pandals

1. The height of the roof of the pandal should not be less than 3 meters.
2. No synthetic material or synthetic ropes should be used in such structures.
3. A gap of at least 3 meters should be maintained on all sides from any building or pre-existing walls.
4. No structure should be constructed below a current carrying electric line.
5. The structure should be constructed at a reasonable distance from railway lines, electrical sub-stations, furnaces or other risky places and a minimum distance of 15 meters should be maintained.
6. Fire extinguishers or water buckets must be kept inside and outside the pandal as first aid at important places.
7. There should be an alternative provision of emergency lighting.
8. Combustible materials such as wood sawdust, grasshoppers, inflammable and explosive chemicals and materials of similar nature should not be allowed to be collected inside or near the pandal.
9. Display of open flame fireworks of any kind should not be allowed near the temporary structure/pandal.
10. Non-flammable materials G.I. from the remaining area of the temporary structure. The kitchen should be separated by the provision of separate walls of sheets.

*** Preliminary fire fighting measures for the use of LPG in homes ***

1. Safety-Cap, tie the safety cap to the cylinder with nylon thread. Put a safety cover on the valve, if any, to prevent leakage.
2. When the cylinder is not in use, put the safety cover on the valve.
3. Check the rubber tube regularly for cracks. Be sure to replace the rubber tube at least once every two years.
4. Light the match first, then open the burner of your stove. Always wear cotton clothes while cooking.
5. Do not keep the cylinder inside a closed space.
6. Place the cylinder in an upright position.
7. Always keep the gas stove on a platform higher than the cylinder level.
8. It is unsafe to repair yourself, call the distributor's mechanic

Fire Safety Tips For Kids

Children are our most valuable asset. They are also highly vulnerable to fire and accidents, So keep the following safety points in mind

- Never leave children alone in the kitchen, near a heater or open fire.
- Older children play with matches on fire, which can have disastrous consequences, keep matches and cigarette lighters out of reach of children.
- If young children are playing in a room equipped with flammable or other heating equipment, ensure that the equipment is covered in which children do not touch or touch hot equipment or hot substances.
- Make sure that the electrical plug and socket are covered so that they cannot insert a wire, metal object or your finger into the socket. Always remember - there is both good and evil in fire - prevent it.
- If you hear a fire alarm, immediately exit the premises through the nearest available exit.

*** In the interest of your own safety***

1. You should have knowledge of escape routes, operation of fire information alarm and first aid equipment of fire rescue.
2. Do not use the elevator as a rescue tool.
3. Do not shout or run - this can cause panic.
4. Call the fire brigade.
5. Services of fire brigade are provided free of cost. Phone number 101/112 regardless of the size of the fire.
6. **Assist the firefighters to assist/rescue you**.

- Give way to fire vehicles to reach the accident site immediately.
- Allow use of your phone to contact the fire control room.
- Do not park your car/truck near an underground reservoir/fire tap.
- In case of fire, guide the firefighters regarding water sources like tube wells, ponds, fixed water tanks.

Recommendations for fire safety arrangements for restaurants with a capacity of 50 or more persons in buildings up to a height of 15 meters

The Government has decided that in the case of restaurants with a capacity of 50 or more seats, in buildings up to a height of 15 meters, municipal bodies/D.D.N. / N.D.N.P. Council / Delhi Cantonment. All new cases for business licenses / licenses for eateries to the Deputy Commissioner of Police / Licensing for the Board should be observed / forwarded to the Chief Fire Safety Officer for obtaining No Objection Certificate on fire safety in accordance with the above mentioned fire safety law. The concerned Licensing should consider the application for issuance of Business License or Restaurant License, whichever is relevant, only after giving the requisite NOC by the Municipal Body or the Deputy Commissioner of Police/Chief Fire Officer. Although the city has many restaurants in existing buildings with a height of 15 meters or less. Whose premises have space to meet the requirements required to build an underground reservoir of 50000 liters capacity at the ground level or the structure of the building or the capacity of the roof to bear the load of water tank of 10000 liters capacity to meet the sprinkler on its open roof. And the reason for the non-availability of adequate capacity main and alternative pumps near the underground reservoir is the compulsion of the site. It is not possible to determine the exit requirement within 6 meters of the end of the National Building Code building and the walking distance of more than 13 meters. In such cases of pre-existing restaurant, in the case of the concerned municipal body business license, in the case of the appropriate police/licensing restaurant and the Excise Commissioner, in the case of liquor bar license. The cases of all such existing licensed restaurants having capacity of or more persons shall be required to be referred to the Chief Fire Officer for No Objection Certificate.

In the case of such existing restaurants, the Chief Fire Officer shall appraise them keeping in view their location constraints, load capacity etc. As an interim measure, insist on immediate specific safeguards and these measures shall include at least the following requirements:-

1. Hosereel : Pipe wrapped with charkhi
2. Down Comer System:- Ground floor +3 floors and above but for a maximum height of 15 Meters.
3. Automatic Water Sprinkler System:- There is a provision of two way movement of Fire Service to the hotel except in the case of existing restaurant on the ground floor.
4. Man-operated electrical fire alarm system:- Electric fire alarm system.
5. Provision of 2500 Ltrs water tank on roof top for toilet and 5000 Ltrs water tank for sprinkler and downcomer.
6. 0.3 N on the ceiling surface in the case of the toilet. / mm; 3 kgs / per sq. cm. I.e., 450 liters per minute for sprinkler/downcomer and 180 LPM for fire fighting pump sprinkler/downcomer with minimum pressure of 225 liters per minute with 40 meter Head. / 225 lpm Provision of a jockey pump with a suitable capacity.
7. Firefighters according to 2190.
8. Entryway to the plot : Minimum 4.5 meters
9. Emergency lighting with battery backup.
10. Electrical Wiring MCB / ELCB casing with duct or be enveloped.
11. Flickering signs of exits.
12. Emergency power supply to meet the requirements of fire safety facilities.
13. Escape - 50 seats or restaurant on the second floor; Above ground floor +1 or above this floor Provision of over-capacity restaurant or two exits.
14. Smoke exit and exit window.

Fire safety guidelines for school buildings up to 15 meters in height

1. All schools should have fire fighting equipment.

2. All escape routes should be clear without any obstruction and all gates should be kept open during the presence of persons in the school building.

3. The school watchman/caretaker shall shut down all the electrical installations/equipment after school hours or after school closure, whichever is later.

4. LPG in the building There should be suitable facilities for keeping the cylinders, especially these cylinders should be kept in a separate closed place away from the class room so that the LPG In the event of gas leaking from the cylinder, there should be no danger of fire spreading throughout the building. LPG for laboratories wherever If there is a provision to be given, then LPG. General precautions must be followed regarding the use of LPG. Stove should be kept away from electrical wiring which can cause sparks. Similarly, LPG The stove should be placed in a sufficiently ventilated place. LPG The gas carrier rubber tube from the cylinder to the gas stove should be regularly checked and replaced if necessary. If the smell of gas is felt, indicating a gas leak, the match should not be lit or the electrical switches should be opened or closed. Window and door should be opened in case of gas leak. LPG Under no circumstances should an electric heater be operated near installations. The place where LPG Cylinders are kept, necessary water sprinkler system should be provided through a hand controlled valve located at a distance of about 15 meters from such storage point.

5. Delhi Fire Service is providing various types of posters to educate teachers and students on fire safety and they are being displayed prominently in the school premises. In some cases, it is also desirable to have permanent boards on a subject related to fire safety.

6. The electrical wiring in the school building should be in a covered conduit or in a covered form. Wherever open wiring has been done, all the schools concerned shall make arrangements to get the same done in metallic cover tube or cover form within a period of one year from the date of issue of this circular.

7. There should not be excessive energy load on the electrical circuit. MCB in Electrical installations and ELCB provision should be made.

8. Electric meter boards should not be installed as far as possible in stairs and where pre-installed, they should be covered by metal box.

9. Materials including those that spread flames, inflammable materials shall not be used for the manufacture of artificial ceilings, wall slats, etc. up to the fifth grade.

10. Underground floor, if any, shall not be used for holding classes there under any circumstances. Domicile in the underground floor and its use should be done in accordance with the building bye-rule 1983.

11. Emergency telephone no. in the school premises. Such as - 100, 101 and 102/112 as well as the telephone numbers of the nearest fire station and nearest police stations. should also be prominently displayed.

12. Fire / evacuation exercise should be conducted at least once in three months. In this regard, the Delhi Fire Service may be requested to depute its personnel for consultation and supervision on the fire / evacuation exercise.
13. In school premises where generator sets are used, apart from practicing the mandatory precautions for noise or air pollution, it should also be ensured that the generator sets are kept either on a separate floor with direct entry from outside, Or be kept in a separate part of the building.

14. Central Building Research Institute, CBRI, of all the furniture of the school including chairs and tables. To be printed with Roorkee approved fire retardant paint. As fire retardant paints are likely to be quite expensive, schools are allowed 3 years to complete this task. However, while purchasing new furniture for the school, the school management should ensure that the new furniture is either painted fire retardant or made of fire retardant material.

15. Each room having a capacity of more than 45 persons should have at least 2 doors. RPF of paragraphs 10.4.2.

16. The upper floor should have at least 2 exits through stairs, which should be as far away from each other as possible. RPF Paragraph 10.4.2 of Specific Measures.

For schools operating in the ground floor only

1. 300 sq.m. on the basis of minimum two firefighters for each floor. ISI for the area or part thereof. Mark's one 2.5 kg. Capable of a carbon-dioxide type fire extinguisher or ISI. Mark ABC Type fire extinguishers will be installed. In addition, provision shall be made for one fire extinguisher each in the laboratory near electrical installations and/or in the generator room.

2. If there is an underground floor in the building, provision of sprinkler system shall be made therein.

3. In case of buildings having underground floor, 4 kg on its roof up to 40 m height. / sq cm But 450 liters. / min. Fire-fighting pump of water throwing capacity and 4 kg of water throwing water up to 40 m height. / sq cm But 180 liters. / Minute capacity jockey pump will be provided. All pumps will be automatic in operation.

4. 5000 liters for water storage only for sprinkler system. One overhead water tank of capacity should be provided.

FOR SCHOOL BUILDINGS ABOVE GROUND FLOOR AND UP TO TWO UPPER FLOORS

1. 300 sq.m. on the basis of minimum two firefighters for each floor. ISI for the area or part thereof. Mark a 2.5 kg. Capable of a carbon-dioxide type fire extinguisher or ISI. Mark ABC Type fire extinguishers will be installed. In addition, provision shall be made for one fire extinguisher each in the laboratory near electrical installations and/or in the generator room.

2. 30 m. 6.5 mm at the end of a long hosiery pipe. diameter nozzles every 1000 sq. Or for the covered area, provision will be made on the condition of minimum one hosiery on each floor of the building.

3. In buildings having more than ground floor and first floor, each floor shall be covered by 50 mm with internal floors. The diameter of the supply pipe is 63 mm. Couplings to be joined immediately and 12 mm. m. With a nozzle of diameter 15 m. Provision should be made for down waist with hose box having 2 pipes of length.

4. An overhead water tank of 2500 liters capacity for sole fire fighting system 5000 liters in case of sprinkler system / down waist. provision should be made.

5. In case of underground floor in the building, provision of sprinkler system will be made.

6. 40 m for hosiery pipe on the roof of the building. Height up to 4 kg. / sq cm 220 LPM One fire fighting pump of capacity will be installed. 40 m in case of sprinkler or / and down waist in the building. Capable of throwing water up to a height of 450 LPM. and 180 liters. One jockey pump of capacity will be installed. All pumps will be automatic for operation.

7. 5000 sq. m. from 10000 sq.m. In case of buildings having an area covered up to 25000 L. Provision should be made for an additional underground water storage tank of the same capacity. 10000 sq.m. In case of area covered by more than 50000 liters capacity of underground water storage tank.

Auditorium Hall

1. Auditorium of 1.5 m for 150 persons. On the basis of a wide one exit, provision should be made for at least two exits which should be made as far as possible opposite to each other. The exit doors should always open outwards.
2. Provision of hosiery will be made in the auditorium as a primary measure on either side of the stage.
3. Provision of automatic sprinkler system to protect the stage only if the stage is made of wood and/or the stage is screened
4. Provision of sprinkler system shall be made in case the building has an underground floor in any form.
5. Provision for emergency lighting will be made.
6. Provision for illuminated exit signs shall be made at each exit.
7. Provision should also be made for large number of exhaust fans to remove smoke near the roof surface in case of fire.
8. In underground floor auditoriums or buildings, a fire pump to throw water up to a height of 40 meters and 4 kg capacity of 450 liters per minute. / sq cm and 180 liters. 4 kg per minute capacity. / sq cm A jockey pump should be provided on the roof. All pumps will be automatic for operation.

9. An overhead water storage tank of 5000 liters capacity should be provided for smooth water supply of sprinkler system.

Suggested Remedies

1. As a better arrangement of the building, it must be ensured that no corner in the premises is unsanitary and no inflammable material is allowed to be stored in the house. Combustible substances should be stored in a container in such a way that they do not become a danger of fire by spreading by air.

2. The above measures/precautions are not sufficient for those buildings where the original residence is converted as per the rules or where the buildings are fully or partially air conditioned. In case of such buildings, schools should get a copy of the detailed recommendations regarding fire safety measures conducted by the Delhi Fire Officers after conducting a survey of the premises.

Important Telephone Numbers of New Delhi Municipal Council, Fire Department

1. **011-23366633** - Fire Officer's Office, Palika Kendra, Sansad Marg,
2. **011-23743333** - Main Fire Control Room, Palika Kendra, Sansad Marg
3. **011-24616101** - Disaster Management Centre, Humayun Road
4. **011-26888101** - Fire Control Room, Chanakya Bhawan, North Avenue Road, Chanakya Puri

Fire Department
Room No. – M – 001
Mezz-Floor, Palika Kendra
Sansad Marg, New Delhi-110001

GENERAL ADMINISTRATION DEPARTMENT

A. Supply of Copies of Resolutions through Dy. Director (Gen)

1.	Receipt of application	Between 10:00 A.M. and 12:00 Noon every day by General Branch, Palika Kendra.
2.	Verification of application as court fee stamp and the amount deposited @ Rs. 20/- for the first page and Rs. 10/- for subsequent pages.	Across the table the same day.
3.	Supply of copy of resolution	Within 7 days.
4.	Urgent charges Rs. 25/- over and above ordinary fee which will entitle the applicant to precedence overall other copying work.	Rs. 25/-
5.	Inspection for each hour or part thereof	Rs. 25/-

B. VIP References:

Response to letters from VIPs, recognized Residents Welfare Association, Public Bodies.

A.	Acknowledgement	Within three days after receipt of Letter
B.	Final Reply	Within 15 days

LIST OF OFFICERS OF PUBLIC HEALTH DEPARTMENT
AT HEAD QUARTERS PALIKA KENDRA

Name & Designation	Designation	Office	Mobile No.
Dr. Ramesh Kumar,	Medical Officer of Health & Director (Health Licensing)	23742752 23345701	7289026000
Dr. Shakuntala Srivastava	CMO-II (HQ/Proj.) & Nodal Officer (Swachhta Cell) Zone-II (C.No. 5, 6,7,8 & 9)	23340638	9811547118 7289082000
Dr. Gunjan Sahai	CMO-III Zone-III (C.No. 10,11,12,13 & 14)	23340811	7289009452 9810662847
Dr. Vijay Shankar Patel	SMO Zone-I (C.No. 1, 2,3 & 4)	23361675	8373906562 7290008054
Dr. Sumit Dubey	SMO(Registrar Birth & Death)	23362284	9654345812
Dr. Pramod Kumar	MS Veterinary Hospital, Moti Bagh	24672161	7289028000

HEALTH DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL

SANITATION

1.	**Cleaning of Roads and Streets**	Monday to Saturday during Summer Season between 6.30 A.M. and 2.30 P.M. and 7.00 A.M. to 3.00 P.M. during Winter Season in respect of all areas. Skeletal services are also on Sundays & Holidays.
2.	**Collection and removal of garbage from municipal dustbins**	NDMC has outsourced collection and transportation of garbage from yts area to processing site to M/s Metro waste handling private limited.Garbage is collected from all garbage bins once a day from entire NDMC. Garbage is picked up from commercial areas in NDMC area three times a day. Door to Door collection of source segregated garbage is done through closed auto tippers having 4 compartments for collection of garbage in four streams(wet/dry/domestic hazardeous/sanitary) in entire NDMC area. This garbage is disposed off at Organic waste converter plants at Madhulimhe marg,Raza bazar,Bharti Nagar,Sangli mess, WTE Plant Okhla
3.	**Complaint Redressal**	Within 1-2 hours of receiving Complaint at Central Control Room / Sanitation Inspector Office

SANITATION CIRCLES

CIRCLE NO. 1 **Ms. Seema Shekhawat – SI-I** **Mob. 9999643070** **Sh. Rakesh Kumar Gondia – SI-II** **Mob. 9350970847** 23363604 (Off.)	***Jurisdiction:*** - Connaught Place (Inner, Middle and Outer Circle), Shanker Market upto Campa Cola Factory, Indian Oil Bhawan, Janpath upto Tolstoy Marg Crossing, Parliament Street upto Patel Chowk, Ashoka Road (from Gole Dak Khana Post Office upto Windsor Place's Roundabout), Baba Kharak Singh Marg upto Gola Dak Khana Post Office.

CIRCLE NO. 2 **Sh. K.L. Sharma, SI-I** **Mob. 7290062366** **Mob. 9818925618** 23347879 (Off.)	***Jurisdiction*** - Peshwa Road, Mandir Marg, Panchkuian Road, Shaheed Bhagat Singh Marg upto Roundabout of Gole Market.
CIRCLE NO. 3 **Sh. Sri Krishan Yadav – SI-I** **Mob. 9891175692** **Sh. J.S. Meena, SI-II** **Mob. 9999650989** 23343968 (Off.)	***Jurisdiction:*** - From Mandir Marg beginning and its junction with Peshwa Road, Park Street, Baba Kharak Singh Marg upto Rivoli Cinema, Madras Hotel and then Shaheed Bhagat Singh Marg upto the Roundabout of Gole Market.
CIRCLE NO. 4 **Sh. Sher Singh - SI-I** **Mob. 9899276278** **Sh. S.K. Chopra – CSI** **Mob. 9650343474** 23710572(Office)	***Jurisdiction:-*** North Avenue, Central Secretariat, Parliament & Parliament Annexe, Dr. Rajender Prasad Road upto its junction to Janpath, Janpath upto Roundabout of Windsor Place, Ashoka Road upto Gole Dak Khana, Willingdon Crescent upto 11 Murti, Talkatora Stadium.
CIRCLE NO. 5 **Sh. Rakesh Kumar Sharma- SI-I** **Mob. 7290062390** **Mob. 9899755890** 23325572 (Off.)	***Jurisdiction:-*** Babar Road, Barakhamba Lane, Fire Brigade Lane, Bengali Market, Bhagwan Dass Road, Sikandra Road, Copernicus Marg, Sangli Mess, Hyderabad House, Ferozshah Road, Ashoka Road (starting from roundabout of Andhra Pradesh Bhawan upto roundabout of Windsor Place), Scindia House, Barakhamba Road, Kasturba Gandhi Marg.

CIRCLE NO. 6 **Sh. Parvez Khan – SI-I** **Mob. 7290035210** **Sh. Ram Pal Yadav – SI-II** **Mob. 7290062396** 23070915 (Off.)	***Jurisdiction:-*** Bapa Nagar, Pandara Park, Pandara Road, Shahjahan Road Flats, Shahjahan Road, Dr. Zakir Hussain Marg upto its crossing with Subramania Bharti Marg, Prithviraj Road upto its junction with South End Road, Aurangzeb Road upto the roundabout of Hotel Claridges, South End Road, Ravinder Nagar, Khan Market, Prithviraj Market, Man Singh

	Road upto its junction with roundabout of Vice-President's residence, Moti Lal Nehru Marg upto roundabout of LG House, Akbar Road upto the roundabout of LG House, Moti Lal Nehru Marg upto its junction with Janpath.
CIRCLE NO. 7 **Sh. Sunil Verma – SI-I** **Mob. 7290062404** **Sh. Tulsi Ram Sharma – SI-II** **Mob. 7290062410** 23013893 (Off.)	***Jurisdiction:*** - Sunehri Masjid includes South Block, P.M. House, Sena Bhawan, Dalhousie Road, Moti Lal Nehru Marg, Maulana Azad Road, Janpath, Aurangzeb Road, Akbar Road, Tees January Marg/Lane, Tuglak Road, Krishna Menon Marg, K. Kamraj Road, Duplex Road, Tyag Raj Marg, Rajaji Marg, South Avenue, Teen Murti Marg/Lane, Kushak Road, and Willingdon Crescent.
CIRCLE NO. 8 **Sh. M.P.S. Sethi – SI-I** **Mob. 7290062370** 24603359 (Off.)	***Jurisdiction:*** - Lodi Colony, Lodi Estate, Lodi Road, Maxmuller Marg, Amrita Sher Gill Marg, South End Road, Subramania Bharti Marg, Maharishi Raman Marg, Sujan Singh Park, Bharti Nagar, Golf Link, Arch Bishop Makorious Ross, Part of Dr. Zakir Hussain Road, Kaka Nagar.
CIRCLE NO. 9 **Sh. R.S. Meena – SI-I** **Mob. 7290062408** **Sh. Vijay Kumar – SI** **Mob. 7290062412** 24653790 (Off.)	***Jurisdiction:-*** Jor Bagh, Aliganj, Karbala, B.K. Dutt Colony, Najaf Khan Road, Aurobindo Marg, Prithviraj Road, Tuglak Road, Tuglak Lane, South End Lane, Aurangzeb Lane, Part of Tuglak Road, Safdarjung Road, Race Course Road, J.J. Cluster, Kamal Attaturck Road.
CIRCLE NO. 10 **Sh. Jitender Avtar – SI-I** **Mob. 7290062363** 24105121 (Off.)	***Jurisdiction:-*** Shanti path, Kautilya Marg, Sardar Patel Marg, Panchsheel Marg, Simon Bolivar Marg, Sen Martin Road, Bapu Dham, Jesus and Marry Marg, Chander Gupta Marg, Nyaya Marg, Satya Marg, Niti Marg, Vinay Marg, Chanakyapuri, Satya Sadan, Bardulai Marg.

CIRCLE NO. 11 **Sh. Gopi Chand – SI-I** **Mob. 7290062357** 26872543 (Off.)	***Jurisdiction:-*** Sarojini Nagar, Nauroji Nagar, Sarojini Vihar, Pillanji Village, Afrika Avenue, I-Avenue, B-Avenue, Brig. Hoshiya Singh Road
CIRCLE NO. 12 **Sh. N.S. Bhati – SI-I** **Mob. 9868486162** 26872544 (Off.)	***Jurisdiction:-*** North Moti Bagh, Begum Zaidi Market, Basrurkar Market, Part of Shanti Path, Netaji Nagar, Palika Bhawan, Anant Ram Dairy.
CIRCLE NO.13 **Sh. Suresh Kumar, CSI** **Mob. 7290060349** 24654123 (Off.)	***Jurisdiction:-*** East/West Kidwai Nagar, Aurobindo Marg upto Yusuf Sarai, Delhi Haat surrounding Laxmi Bai Nagar, Brig. Hoshiar Singh Road, Laxmi Bai Nagar Market, both Kidwai Nagar Market.
CIRCLE NO. 14 **Sh. Nishant– SI-I** **Mob. 7290062374** **Mob. 8802926310** 23073062 (Off.)	***Jurisdiction: -*** Vijay Chowk, Rajpath, Central Vista Lawn, India Gate, C-Hexagon, Purana Qila Road, Tilak Marg, Supreme Court Area and Tilak Lane.

LIST OF SANITATION STAFF POSTED AT OTHER PLACES

NAME & DESIGNATION	Circle	MOBILE
Sh. R.J. Meena, CSI	C.No. 1 to 4	9811250647 7290062395
Sh. B.K. Jaijaniya, CSI, WTE Compost Plant Okhla &	C.No. 10 to 14	7290062445 9818421543
Sh. Rameshwar, ASI	Air Pollution Cell	9891169675
Smt. Pooja, ASI	Integrated Command Control Centre, Palika Kendra	9953151409
Sh. Rajender Singh, ASI	Air Pollution Cell	9968263983
Sh. Sumant, CSI	Air Pollution Cell	9899160726
Sh. Sunil, Sanitary Inspector	Air Pollution Cell	9910868027
Sh Dharam Pal, ASI	Air Pollution Cell	7290062353
Sh. Naresh Yadav, CSI	CMI Malaria Unit, SBS Place	7290062374

CIRCLE NO. 1

S. No.	Name of Supervisor	Designation	Phone No.
1.	Ms. Seema Shekhawat	Sanitary Inspector-I	9999643070
2.	Sh. Rakesh Kumar Gondia	Sanitary Inspector-II	9350970847
3.	Sh. Krishan Kumar	Promoted as Sanitary Inspector awaiting posting	7290062368
4.	Sh. Dayanand	ASI-I	9891576081
5.	Sh. Rajender Kumar	ASI (E)	8178493273
6.	Ms. Sita Srivastava	ASI (E)	7290079118
7.	Sh. R.K. Meena	ASI-II	9810612680
8.	Sh. Satyajeet	ASI-I	8574787973

CIRCLE NO. 2

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. K.L. Sharma	Sanitary Inspector-I	7290062366 9818925618
2.	Sh. Rajender Singh	Promoted as Sanitary Inspector awaiting posting	9968263983
3.	Sh. Anurag Upadhyay	ASI	7290079131
4.	Sh. Pardeep	ASI	7290079152
5.	Sh. Kanhaiya Lal	Promoted as Sanitary Inspector awaiting posting	9971874304

CIRCLE NO. 3

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Sri Krishan Yadav	Sanitary Inspector-I	9891175692
2.	Sh. J.S. Meena	Sanitary Inspector-II	9999650989
3.	Sh. Faquir Chand	ASI-I	9971589527
4.	Sh. Hari Ram Meena	ASI-II	7290062361
5.	Sh. Rajender Kumar	ASI-II	8800273680
6.	Sh. Arun Kumar	ASI	9990957529
7.	Sh H K Pal	ASI- II	

CIRCLE NO. 4

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Sher Singh	Sanitary Inspector-I	9899276278
2.	Sh. S.K. Chopra	Chief Sanitary Inspector	9650343474
3.	Sh. Suraj Pal	ASI	9560034625
4.	Sh. Hari Krishan Pal	ASI-I	7678174979
5.	Sh. Vinod Kumar	ASI	9868386571

CIRCLE NO. 5

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Rakesh Kumar Sharma	Sanitary Inspector-I	7290062390 9899755890
2.	Sh. Naveen Kumar	Promoted as Sanitary Inspector awaiting posting	7290062377
3.	Sh. Ajay Rai	ASI-II	7065109293
4.	Sh. Prakash Chand	ASI	9891323315
5.	Sh. Sahib Singh	ASI	9871775895

CIRCLE NO. 6

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Parvez Khan	Sanitary Inspector-I	7290035210
2.	Sh. Ram Pal Yadav	Sanitary Inspector-II	7290062396
3.	Sh. Raj Kumar	ASI-II	8860395241
4.	Sh. Naveen Kumar	ASI-I	7290062378
5.	Sh. Dipesh Kumar Garg	ASI-II	9650296496

CIRCLE NO. 7

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Sunil Verma	Sanitary Inspector-I	7290062404
2.	Sh. Tulsi Ram Sharma	Sanitary Inspector-II	7290062410
3.	Sh. Abhishek Aggarwal	ASI- I	9598277880
4.	Sh. Suraj Bhan	ASI	8920778589
5.	Sh. Dharminder	ASI-II	7290062354

CIRCLE NO. 8

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. M.P.S. Sethi	Sanitary Inspector-I	7290062370
2.	Sh. Kailash Prasad Meena	ASI	9414607026
3.	Sh. Amit Kumar	Promoted as Sanitary Inspector awaiting posting	9540046008
4.	Sh. F.C. Verma	ASI	7290062356

CIRCLE NO. 9

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. R.S. Meena	Sanitary Inspector-I	7290062408
2.	Sh. Vijay Kumar Sharma	Sanitary Inspector	9971069611 7290062412
3.	Sh. Sandeep Lohchab	ASI-II	7827003009
4.	Sh. Rajender Meena	ASI-II	9983561919
5.	Sh. Suresh Kumar	ASI-I	7290062407

CIRCLE NO. 10

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Jitender Avtar	Sanitary Inspector-I	7290062363
2.	Sh. Pawan Kumar	ASI-I	7290062382
3.	Sh. Devender Singh	ASI-II	9871423086
4.	Sh. Raj Pal	ASI-I	8800272967
5.	Sh. Hans Raj Meena	ASI-II	9654002117

CIRCLE NO. 11

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Gopi Chand	Sanitary Inspector-I	7290062357
2.	Sh. Anand Prakash Pandey	ASI-I	9410233653
3.	Sh. Nitin Kishor Sharma	ASI-I	8010001819
4.	Sh. Sant Ram	ASI (E)	9818126441

CIRCLE NO. 12

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. N.S. Bhati	Sanitary Inspector-I	9868486162
2.	Sh. Ramesh Chander	ASI-II	7290062392
3.	Sh. Rakesh Kumar	ASI	9716238531
4.	Sh. Narottam Singh	ASI-I	7290062375

CIRCLE NO. 13

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Suresh Kumar	Chief Sanitary Inspector awaiting posting	7290060349
2.	Sh. Nishant Rana	ASI	8826050034
3.	Sh. Laxman Chawariya	ASI	9718596319
4.	Sh. Devraj	ASI-II	8527682456
5.	Sh. Ravi Varun	ASI-I	7290079282

CIRCLE NO. 14

S. No.	Name of Supervisor	Designation	Phone No.
1.	Sh. Nishant	ASI Promoted as Sanitary Inspector awaiting posting	7290062379 8802926310

Health Licensing

Health Department issues licenses under section 325, 330, 331, 327, of NDMC act 1994.The details are as follows: -

Section 325 Shops doing business of raw meat, Chicken and Poultry.

Section 330
1. Sale of milk on cycle
2. Aerated Water on Hand Cart.
3. Vegetables on cycle.
4. Uncut fruits on cycle.
5. Refrigerated water trolleys.
6. Sale of meat & Poultry product.
7. Sale of ice on handcart.
8. Ice cream on pushcart.
9. Channa Moongphali

Section 331
1. Restaurants.
2. Kiosks/Pan Thara
3. Stalls and Shops
4. Catering Vans
5. Milk& Vegetable Booths (Mother Dairy)

Section 327(1)-Part-1 Carrying out any of the following trades or operations connected with trades:-
1. Baking
2. Cinematograph films,
3. Shooting of Cinematograph film by any process whatsoever,
4. Treating of Chillies or masala or corn or seeds, Grinding of by mechanical means
5. Cloth, yarn or leather in indigo or in other colours, Dyeing or printing of
6. Cloth or yarn Bleaching
7. Eating house or a catering establishment,
8. Keeping of Grain Parching
9. Ground nut-seeds, tamarind seeds or any other seeds, Parching
10. Hair dressing saloon or a barber's shop. Keeping of a Hides or skins, whether raw or dried.
11. Tanning, pressing or packing Laundry shop
12. Leather goods,
13. Manufacturing of by mechanical means
14. Litho press
15. Lodging house.

16. Metal, Casting
17. Precious metals, Refining or recovering of them from embroideries.
18. Printing press.
19. Sweetmeat shop except in premises already licensed as an eating house.
20. Carrying on the trade or business of or any operation connected with the trade of-

i. Auto, car or autorickshaw servicing or repairing.
ii. Blacksmith
iii. Coppersmith
iv. Electroplating
v. Glass beveling
vi. Glass cutting
vii. Glass Polishing
viii. Goldsmith
ix. Marble cutting, grinding, dressing or polishing.
x. Metal (ferrous or non-ferrous or antimony but excluding previous metal) cutting or treating metal by hammering, drilling pressing filling, polishing, heating or by any other process whatever or assembling parts of metal.
xi. Photography studio
xii. Radio (wireless receiving set) selling, repairing, servicing or manufacturing.
xiii. Silversmith.
xiv. Spinning or weaving cotton, silk, art silk, or jute or wool with the aid of power.
xv. Stone grinding, cutting, dressing or polishing.
xvi. Timber or wood sawing or cutting by mechanical or electrical power.
xvii. Tinsmith.
xviii. Washer man's trade.
xix. Welding of metal by electric, gas or any process whatsoever.

21. Manufacturing. Parching, packing, pressing, cleaning, cleansing, boiling, melting, grinding or preparing by any process whatever any of the following articles.-

i. Aerated Water
ii. Bakelite goods.
iii. Beedis (indigenous cigarettes), snuff, cigars or cigarettes.
iv. Bitumen.

v. Blasting powder.
vi. Bones.
vii. Bricks or tiles by hand power.
viii. Bricks or tiles by mechanical power.
ix. Brushes.
x. Candles.
xi. Catgut.
xii. Celluloid or celluloid goods.
xiii. Cement concrete designs or models.
xiv. Charcoal.
xv. Chemical.
xvi. Cinematograph films stripping in connection with any trade.
vii. Cosmetics or toilet goods.
viii. Cotton, cotton refuse, cotton waste, cotton yarn, silk, silk yarn, silk inclusive of waste yarn, art silk, art silk waste, art silk yarn wool or woolen refuse or waste.
xix. Cotton seeds.
xx. Dammar.
xxi. Dynamite
xii. Fat
xiii. Fireworks
xiv. Flax.
xv. Ink for printing, writing, stamping etc.
xvi. Gas
vii. Ghee
viii. Glass or glass articles
xix. Gunpowder
xx. Hemp
xxi. Ice(including dry ice)
xii. Insecticide or disinfectants.
xiii. Leather cloth or rexine cloth or water proof cloth.
xiv. Lime.
xv. Linseed oil.
xvi. Matches for lighting (including Bengal matches).
vii. Mattresses and pillows.
viii. Offal
xix. Oil cloth.
xl. Oil other than petroleum(either by mechanical power or by hand power or ghani driven by bullock or any other animal),
xli. Pharmaceutical or medical products.
xlii. Rubbers or rubber goods.
xliii. Paints.

liv. Paper or cardboard.
lv. Pickers from hides.
lvi. Pitch.
vii. Plastic goods.
viii. Pottery by hand power.
lix. Pottery by mechanical or any power other than hand power.
l. Sanitary ware or china ware.
li. Soap.
lii. Sugar
liii. Sweetmeat and confectionery goods.
liv. Tallow
lv. Tar.
lvi. Varnishes.
vii. Wooden furniture, boxes, barrels, khokas, or other articles of wood or of plywood or sandalwood.

Part-11- Articles which may not be stored in any premises without a licence.

Asafoetida, Ashes, Bamboos, Bidi leaves, Blasting powder, Blood, Bones, bone meal or bone powder. Camphor, Carbide of Calcium, Cardboards, Celluloid or celluloid goods, Charcoal, Chemicals, liquid, Chemicals, non-liquid, Chillies, Chlorate mixture, Cinematograph films-non inflammable or acetate or safety base, Clothes in pressed bales or boras, Clothes of cotton wool, silk, art silk, etc. Coal, Coconut fibre, Coke, Compound gas, such as oxygen gas, hydrogen gas, nitrogen gas, carbon dioxide gas, sulphur dioxide gas, chlorine gas, acetylene gas etc. Copra, Cotton including kahok surgical cotton and silky cotton, Cotton refuse or waste or cotton yarn refuse or waste, Cotton seed, Detonators, Dry leaves, Dynamite, Explosive paint such as nitro-cellulose paint, lacquer paint, enamel paint etc., Fat, Felt, Fines, Firewood, Fireworks, Fish(dried), Flax, Fulminate, Fulminate4 of silver, Gelatine, Gelignite, Grass, Gun-cotton, Gunpowder, Gunny Bags, Hair, Hay or fodder, Hemp, Hessian cloth(gunny bag cloth Hides(dried) Hides(raw) Hoofs, Horns, Incense or ease, Jute, Khokas, boxes barrels, furniture or ay other articles of wood , Lacquer, Leather, Matches for lighting (including Bengal matches), Methylated spirit, denatured spirit or French polish, Nitro compound, Nitro cellulose, Nitro glycerine, Nitro mixture Offal, Oil other than petroleum, Oilseeds, including almonds, but excluding cotton seeds, Oil paper or waste paper including old newspaper, periodicals, magazines, etc. Packing stuff paper cuttings, husk, saw dust etc, Paints, Paper other than old paper in pressed bales or loose or in reams., Petroleum, other than dangerous petroleum as defined in the Petroleum Act, 1934, Phosphorus, Plastic or plastic

goods, Plywood, Rags, including small pieces or cutting of cloth, hessian cloth, gunny bags, cloth, silk, art silk or woolen cloth. , Rosin or dammar Battar, otherwise known as Ral, Safety fuses, fog signals, cartridges etc, Saltpetre, Sandalwood, Silk waste, or silk yarn waste, art silk waste, or art silk yarn waste, Sisal fibre, Skins raw or dries, Straw, Sulphur, Tallow, Tar, pitch, dammar or bitumen, Tarpaulin, Thinner, Timber, Turpentine, Varnish, Wool (raw), Yarn other than waste yarn.

FOOD HANDLERS UNIT

Medical fitness certificate/inoculation certificate issued for Zone I & Zone II at Polyclinic. Second floor.Shaheed Bhagat Singh. Zone III at Dharam Marg.	Will be issued within 72 hours of medical check-up/inoculation

CENTRAL MALARIA UNIT (CMI)
SHOP NO. 21, SHAHEED BHAGAT SINGH PLACE

Main Complaint Office
&
Fogging and Spray
and Cross Checking

Sh. Naresh Yadav, CSI
CMI Malaria Unit
Mobile No. : 7290062374
Malaria Control Room :- Ph : 23340108,

CENTRAL CONTROL ROOM

New Delhi Municipal Council, Palika Kendra, Parliament Street, New Delhi- 110001
Ph: 41501354 – 60
(Round the Clock),
Help Line (Toll Free): 1533
www.ndmc.gov.in

INTERNATIONAL INOCULATION CENTRE
BIRTH AND DEATH UNIT MANDIR MARG
HEALTH DEPARTMENT

Sr. No.	NAME	Designation	Mobile Number
1	DR. SUMIT DUBEY	REGISTRAR	011-23362284
2	MAHESH CHANDER	SUPTD (B&D)	9599822551
3	NARENDER KUMAR BHARDWAJ	VACCINATOR INSPECTOR	9911227604
4	KUMAR CHANCHAL	VACCINATOR INSPECTOR	8459748784
5	DHARAMVIR SINGH	VACCINATOR	9718400820
6	DINESH	VACCINATOR	9540873209
7	RAJESH	VACCINATOR	9555090109
8	ISHTIYAQ AHMED	VACCINATOR	7503749074
9	SHASHI	SRASTT	9667773933
10	SURINDER	DEO	9911150334
11	BALJEET KAUR	DEO	9599030311
12	PREETI SHARWAN	DEO	9811009791
13	NEETU	CLASSTT	9958462581
14	NEELAM	ANM	9891928261
15	SURESH KR OJHA	CHOWKIDAR	9213743957
16	KULDEEP	SK	
17	VIJENDER	SK	9971455986
18	SUNITA	SK	9711171725

BIRTH AND DEATH UNIT SAROJINI NAGAR CENTRE

Sr. No.	NameofUser	Designation	MobileNumber
1	BPMALIK	VACCINATORINSPECTOR	9911144774
2	NEHA	DEO	8860181775
3	HEMENDER	CLASSTT	8377881515
4	DEVDUTT	CHOWKIDAR	9968460138
5	KAVITA	SK	

BIRTH AND DEATH UNIT SBS PLACE GOLE MARKET

Sr. No.	Name of User	Designation	MobileNumber
1	JAGDISH	VACCINATORINSPECTOR	9354290962
2	PAWANKUMAR	VACCINATOR	9582287282
3	DEEPIKAJOSHI	DEO	9560271393
4	BHUPINDER	PEON	

BIRTH AND DEATH UNIT PMH, LODHI ROAD

Sr. No.	NameofUser	Designation	MobileNumber
1	SACHIN	VACCINATOR	9968503225

HORTICULTURE DEPARTMENT

1. Timings of all park/gardens	**1st April to 30th September** From 5.00 a.m. to 8.00 p.m. and **1st October to 31st March** From 6.00 a.m. to 8.00 p.m.
2. Jogging/Walking facilities	Lodi Garden, Nehru Park, and Lake-cum-Park, Laxmibai Nagar, Bharat Asean Maitri Park, Rose Garden Shanti Path, Park Opposite Singapore High Commission.
3. Amusement for Children	Satya Sadan, Sanjay Lake (Laxmi Bai Nagar), SubhashPark (Netaji Nagar), Nehru Park, Lodi Colony Park and East Kidwai Nagar Park.
4. Removal of uprooted trees (due to heavy rain/storm)	within 2-3 days.
5. Removal of broken branches (due to heavy rain/storm)	within 1-2 days.
6. Gap plantation	Within one/two days except December & January of every year.
7. Plugging off leakage of Unfiltered water hydrants	Same day.
8. Removal of Hort. Waste/ dry leavesfrom the parks	Daily routine work.
9. Pruning of bushes	As and when required.
10. Removal of weeds/wild grass from roadside, lanes /by-lanes. in other	Every fifteen days during rainy and within twenty days seasons.lanes/by-lanes

11.	Sowing of Seasonal flowers	In October-November for winter and in April-May for summer/rainy season.

For any complaint/information regarding Sl. No. 1 to 10, contact at the following Service Centres:-

LIST OF SERVICE CENTRES

S. No.	**Service Centre**	**Telephone No.**
1.	Madarsa Nursery, Safdarjung Road	21411629
2.	Lodhi Garden, Lodhi Road	24640079
3.	Kushak Nallah, Behind Tamil Nadu & Arunachal Bhawan on Kautilya Marg	23013246
4.	Viveka Nand Park, Sarojini Nagar	26879329
5.	Nehru Park, Vinay Marg	26879328
6.	Malcha Marg, NDMC School Complex	26872003
7.	Mata Mandir Nursery, Nehru Park	24674350
8.	Moti Bagh	24674366
9.	Jor Bagh	24625051
10.	Circular Road Nursery	20841611
11.	Talkatora Garden, Mother Teresa Road	23092033
12.	Connaught Place, Palika Parking on BKS Marg Radial	23323294
13.	Mandi House, Near Shri Ram Centre	23323339
14.	Malcha Marg, NDMC School Complex	26872003
15.	Imtiaz Khan Road	23738241
16.	Kali Bari Marg near Central School	23348127
17.	Purana Quila Nursery	20841326

In case of non-compliance of complaints within the prescribed period one can contact the following Officers at Palika Kendra, NDMC on telephone or in person between 3.00 p.m. and 4.30 p.m.

S. No.	**Name of officer**	**Designation**	**Office Room No.**	**Contact No.**	
				Office	**Mobile**
1.	Sh. S. Chellaiah	Director (Hort.)-North	1301-2, 13th Floor	23744283 Ext. 3302	9868467803
2.	Sh. Rais Ali	Director (Hort.)-S	6011, 6th Floor	23742694 Ext. 2611	9868829647
3.	Dr. Vinod Kumar	Dy. Dir. (Hort.)-I	1018, 10th Floor	Ext. 3011	7290062450
4.	Sh. N. K. Sharma	Dy. Dir. (Hort.)-II	1019, 10th Floor	Ext. 3017	7290062455
5.	Sh. Jitender Singh	Dy. Director (H)-III	1307, 13th Floor	Ext. 3308	7290062440
6.	Sh. Jogender Singh	Dy. Director (H)-IV	1305, 13th Floor	23744133 Ext. 3306	7290062441
7.	Sh. Jitender Kr. Kaushik	Dy. Director (H)-V/VI	1306, 13th Floor	Ext. 3306	7290062439

Vital Statistics/Area and other details

S. No.	Particulars	Remarks (Area South Zone + North Zone)
1.	Total Green area	1250 Acres (approx.)
2.	Major Gardens	06 Nos.
3.	International Relationship Memorial Parks	03 Nos.
4.	**Theme Garden:-**	
	Rose Garden	05 Nos.
	Water Park	01 No.
5.	Major Avenues	135 Nos.
6.	NDMC Nurseries	05 Nos.
7.	Hi-Tech Nurseries	03 Nos.
8.	No. of Tree Species	More Than 250 Nos.
9.	NDMC School of Gardening	01 No.
10.	No. of Roundabouts	51 Nos.
11.	No. of Vertical Garden Location/Area	24 Nos.
12.	No. of NDMC Colony Parks	122 Nos.
13.	No. of CPWD Colony Parks	450 Nos.
14.	No. of STP (Sewer Treatment Plants)+ Capacity	11 Nos. with the capacity of 2.7 MLD treated water.
15.	No. of NDMC Schools Greens	52 Nos.
16.	No. of NDMC Market Greens	14 Nos.
17.	Compost Pits	48 Location

MEDCIAL SERVICES DEPARTMENT

NEW DELHI MUNICIPAL COUNCIL

Citizens of NDMC area are always welcome to avail all the Services provided by the Medical Services Department of New Delhi Municipal Council (NDMC), as per scope of work & the schedule of working hours at the various Service delivery points as briefly laid out below. They are also free for personal interactions during working hours (or as per time allotted in special cases) with all the Officers in Administrative position, regarding the Medical Care facilities.

SERVICES RENDERED BY THE MEDICAL SERVICES DEPARTMENT OF NDMC.

A. CHARAK PALIKA HOSPITAL, MOTI BAGH (156 BEDDED): Phone Nos. 011- 24671109/24671901/21611167

- OPD Timings– 8.30 AM to 4:00 PM (Monday to Friday)
  8.30 AM to 12.30 Noon (Saturday)
- Casualty/Emergency services: 24 x 7 Service (round-the-clock).
- Indoor Patient Department (IPD): Admission facilities available for various Departments viz. Gen. Medicine, Gen. Surgery, Paediatrics, Ophthalmology, ENT, Orthopedics, Gynecology and Respiratory Medicines.
- Laboratory services: All major Pathology & Biochemistry tests are available.
- Emergency Laboratory services: Limited Emergency Lab. Services are available.
- Specialist Consultation Services (2 hours daily): Visiting Specialist Services available in Cardiology, Dermatology & Venerology, Psychiatry, and Radiology.
- Thallassemia services: A 12-bedded day-care Thallassemia.
- Physiotherapy Department with all the necessary equipments.
- Two (02) modular Operation Theaters are functioning.
- 1000 LPM PSA Oxygen Plant is functioning with Medical Gas Pipeline System (MGPS) supplementing the Oxygen Manifold Plant with uninterrupted Medical Oxygen Gas to all Units.
- 24 x 7 services of Security, Fire, Civil and Elect. Departments are supplementing the services.
- Covid-19 vaccinations and Testing facilities are available.

B. PALIKA MATERNITY HOSPITAL (PMH), LODI COLONY (65 BEDDED):

Phone Nos. 011-24611633

- OPD Timings– 8.30 AM to 4:00 PM (Monday to Friday)
  8.30 AM to 12.30 Noon (Saturday
- Emergencies/ Casualty: 24 x 7 services (round-the-clock).
- Labour Room: 24 x 7 services (round-the-clock).
- Indoor Patient Department (IPD): Admission facility available.
- Laboratory Services
- Ante-natal/Post-natal clinic
- Family Welfare services
- Immunization services

C. ALLOPATHIC DISPENSARIES:

All the Allopathic Dispensary(s) provide all primary Medical Services to all NDMC Employees and the General Public within their scope of work.

OPD Timings– 8.30 AM to 4:00 PM (Monday to Friday)
8.30 AM to 12.30 Noon (Saturday)

List of Allopathic Dispensary(s)

1. Allopathic Dispensary Palika Kendra, Sansad Marg, New Delhi [Phone- 011- 23368548]
2. Allopathic Dispensary Community Hall Disp, Panchakuian Road, New Delhi, [Phone- 011-23342957]
3. Allopathic Dispensary Baird Lane Disp., Polyclinic Complex, S.B.S. Marg, New [Phone- 011-23347603]
4. Allopathic Dispensary Babar Road Disp., Health Complex, Babar Road, New Delhi, [Phone- 011-23739285]
5. Allopathic Dispensary HCM Lane Disp., Janpath, New Delhi, [Phone- 011-23717670].
6. Allopathic Dispensary Bapu Dham Community Centre, N. Delhi, [Phone. No: 011-24101218].
7. Allopathic Dispensary Golf Link Disp., Golf Link Sadan, New Delhi, [Phone- 011- 24652762].
8. Allopathic Dispensary Lodi Road Disp., Aliganj, New Delhi, [Phone- 011-24652278]

9. Allopathic Dispensary Kidwai Nagar Disp., NDMC Barat Ghar, New Delhi,
   [Phone- 011- 011-24646094].
10. Allopathic Dispensary, Sarojini Nagar, New Delhi,
   [Phone- 011-24678905]
11. Allopathic Dispensary Netaji Nagar Market, New Delhi,
   [Phone- 011-24673479].
12. Allopathic Dispensary Rohini Disp., Rohini Sector-11, New Delhi,
   [Phone- 011-27570198].
13. Allopathic Dispensary Palika Health Complex Dharam Marg,
   [Phone-011- 24676587]

D. LIST OF MATERNITY & CHILD WELFARE CENTRES

1. MCWC, Reading Road, Community Hall, Panchkuian Road
2. Shishu Kalyan Kendra, Gole Market, N. Delhi.
3. MCWC, Babar Road, 48 Babar Road, Bengali Mkt., N. Delhi.
4. MCWC, Sarojini Nagar, Behind Post Office, N. Delhi.
5. MCWC, Kidwai Nagar, C-399, East Kidwai Nagar, N. Delhi.
6. MCWC, Golf Link Dispensary Complex, N. Delhi.
7. MCWC, Palika Health Complex, Dharam Marg, N. Delhi.
8. MCWC, Moti Bagh

E. CENTRAL MEDICAL STORE(CMS)

- Central Medical is located at Dharam Marg, Health Complex, Chanakya Puri.
- Telephone: 011-24676587
- Office Timing:
  8.30 AM to 4:00 PM (Monday to Friday)
  8.30 AM to 12.30 Noon (Saturday)

F. DENTAL CLINIC, DHARAM MARG, CHANAKY PURI

- OPD Timings– 8.30 AM to 4:00 PM (Monday to Friday)
  8.30 AM to 12.30 Noon (Saturday)

Services provided are-

- Orthodontics
- Prosthodontics
- Oral Surgery
- Oral Medicine &OMDR
- Periodontics
- Pedodontics
- Endodontics

G. NDMC CHEST CLINIC, 37, SBS MARG, NEW DELHI-1(TB CENTER)

NDMC Chest Clinic is the New Delhi District TB Control & Elimination Center for the whole of NDMC & New Delhi Revenue areas. There are sixteen (16) DOTS Centers & Ten (10) Designated Microscopy Centers for the diagnosis and treatment of TB Cases spread over the areas, so that, each centers are at a minimum distance to cover the whole population as per guidelines.

Telephone Number: 011-23740752

The DOTS Centers and Microscopy Centers located within NDMC Limits are-

- Lady Harding Medical College DOTS center & DMC
- NDMC Chest Clinic DOTS center & DMC
- Dr. Ram Manohar Hospital DOTS center & DMC
- NDMC Allopathic Dispensary, Golf Link DOTS Center.
- Delhi TB Association (DTBA) DOTS center & DMC
- Charak Palika Hospital, Moti Bagh DOTS center & DMC

AYUSH DEPARTMENT





Introduction: -

The AYUSH Department provides treatment modalities like Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH Systems) to the general public through NDMC AYUSH dispensaries and centres located within NDMC Area.

The main objective of the AYUSH Department is to make available all the systems included under the umbrella of AYUSH to its end users in a bouquet approach under a single roof. This imparts immense benefits of different AYUSH systems with an integrated approach towards not only treating different disease conditions but improving as well as maintaining healthy conditions of its citizens. All the systems work synergistically towards therapeutic, palliative and preventive aspect in different disease conditions.

Apart from special therapies at Panchakarma Centres, Naturopathic Centres and special Unani Therapies, rest of the treatment is free of cost for general public. Only nominal fee is charged from general public for special therapies only.

Details of Services Rendered in NDMC

The department renders its health care services to the citizens through its dispensary setups, Panchakarma Centers, holistic treatment centers and the central AYUSH Medical Store.

There are in all

(a) 12 Ayurvedic Dispensaries
(b) 13 Homoeopathic Dispensaries
(c) 02 Unani Dispensaries
(d) 02 Yoga and Naturopathy Centres
(e) 01 Siddha Dispensary
(f) 02 Panchkarma Centres
(g) 01 CAMS.

All the Centers function under the direct supervision of AYUSH Directorate, its Headquarters being at 4, AYUSH Holistic Centre, Aurangzeb Lane, New Delhi – 110011.

Timings of the Dispensaries

Monday to Friday	-	8:30 AM – 4:00 PM
Saturday	-	8:30 AM – 12:30 PM

OFFICE OF DIRECTORATE AYUSH

4 AURANGZEB LANE NEW DELHI -110011

1.	**Dr. S.K.Arya** **Director (AYUSH)**	**23794941** **21411699** 9868410128
2.	Dr. Subhash Chand CMO (Admn.)	21411789 9868472130
3.	Dr. Birendra Kumar Nodal Officer (Public Grievance Cell)	41501355 Ext. 2218 9212756712
4.	Dr. Naveen Sharma Nodal officer	8588080148 23340093

CENTRAL AYUSH MEDICAL STORE

Dr. Bhanwar Lal Sirvee Incharge, CAMS Dharma Marg	24675574 9582036686

LIST OF DISPENSARIES UNDER DIRECTORATE OF AYUSH

1. AYURVEDIC DISPENSARIES

S. No.	Name	Dispensary	Telephone No.
1	Dr. Sadhna Yadav	Golf Links	24655713
2.	Dr. S.K. Malik	Sarojini Nagar	20860122
3	Dr. Monika Gaur	Lodhi Road	24655759
4.	Dr. Neetu Singh	Aurangzeb Lane	23016224
5.	Dr. Sushmita Sharma	Charak Palika Hospital	21610169

6	Dr. Seema Kumar	Bapu Dham	26874574
7.	Dr. Birendra Kumar	Palika Kendra	41501355 Ext. 2218
8.	Dr. Monika Gaur	Kidwai Nagar	2084601
9.	Dr. Deepali Katoch	Babar Road	23411908
10.	Dr. Naveen Kumar	Mandir Marg	23340093
11.	Dr. Sridhar Vemula	Dharam Marg	24675011
12.	Dr. Renu Batra	Netaji Nagar	26881011

2. HOMOEOPATHIC DISPENSARIES

S. No.	**Name**	**Dispensary**	**Telephone No.**
1	Dr. Ruma Chatterji	Sarojini Nagar	20860110
2.	Dr. Kamlesh Gupta	Bapu Dham	26115877
3	Dr. Mahender Pal	Lodhi Road	24655692
4.	Dr. Subhash Chand	Aurangzeb Lane	21411789
5.	Dr. Anuradha Varma Dr. Vishvnath Pandey	Charak Palika Hospital Moti Bagh	21610167
6	Dr. Deepti Tomar	Bapu Dham	26115877

7.	Dr. Jyoti Chanchal	Palika Kendra	41501355 Ext. 2228
8.	Dr. Amrita Kumari	Kidwai Nagar	20846010
9.	Dr. Gyanender Kumar	Babar Road	23411909
10.	Dr. Shweta Jain	Mandir Marg	23340091
11.	Dr. Lipika Sikri	Dharam Marg	26886663
12.	Dr. Samreen Khan	H.C.M. Lane	23359299
13.	Dr. Puneet Kaur	Poly Clinic	23340094
15	Dr. Devinder K. Sharma	Golf links	24632130

Panchakarma Centres (attached with Ayurvedic dispensaries)

1.	Dr. Sridhar Vemula Dharam Marg	24675011
2.	Dr. Naveen Kumar Mandir Marg	23340093

UNANI DISPENSARIES

S. No.	Name	Mobile No.
1.	Dr. Azra Anjum M.O. I/c AYUSH Polyclinic International Inoculation Centre Mandir Marg	23340093
2.	Dr. Mohd. Fazil M.O. I/c Ayush Wellness Centre Palika Health Complex, Dhaam Marg	24675011

SIDDHA DISPENSARY

DOCTOR YET TO BE APPOINTED (POST LYING VACANT) Mandir Marg	23340093

YOGA AND NATUROPATHY CENTRES

YOGA & NATUROPATHY Shri Suresh Kundra, Yoga Instructor AYUSH Holistic Centre Aurangzeb Lane	23794941
YOGA & NATUROPATHY - DOCTOR YET TO BE APPOINTED (POST LYING VACANT) Mandir Marg	23340093

RATE LIST OF VARIOUS PROCEDURES AT PANCHAKARMA CENTRES, UNANI THERAPIES AND NATUROPATHY THERAPIES

PANCHAKARMA THERAPY		
Sl. No	**NAME OF PROCEDURE**	**CHARGES (₹)**
1.	KATI VASTI	150/-
2.	GRIVA VASTI	150/-
3.	JANU VASTI	150/-
4.	PRISHTA VASTI	150/-
5.	SHASHTIK-SHALI PINDA SWEDA	350/-
6.	ABHYANGA (SARVANGA)	200/-
7.	SHIRODHARA (TAILA)	300/-
8.	PATRA POTALI PINDA SWEDA (SARVANGA)	200/-
9.	SWEDANA (SARVANGA)/EKANGAV	100/-
10.	NASYA	100/-
11.	NADI SWEDANA (EKANGAV	100/-
12.	ABHYANGA (EKANGAV)	100/-
13.	PATRA POTALI9 PINDA SWEDA (EKANGA)	100/-
14.	AKSHI TARPAN (NETRA TARPAN)	100/-
15.	NADI SWEDANA (SARVANGA)	150/-
16.	SHIRODHARA (TAKRA /DUGDA)	150/-
17.	UDVARTANA	150/-
18.	ANNA LEPA SARVANGA	300/-
19.	UPANAHA SWEDA	100/-
20.	AVAGAHA SWEDA (WITH ABHYANGA)	200/-
21.	KATI AVAGAHA SWEDA	100/-
22.	SHIRO VASTI	300/-
23.	PIZHIZIL (SARVANGA)	350/-
24.	PIZHIZIL (EAKANG)	250/-
25.	SNEHA/ANUVASAN VASTI	200/-
26.	KASHAYA/ NIRUHA VASTI	150/-
27.	MATRA VASTI	100/-
28.	UTTAR VASTI	100/-
29.	KSHEER VASTI	150/-
30.	VAMANA KARMA (Including POORVA, PARDHAN & PASCHAT KARMA)	1000/-
31.	VIRECHANA KARMA (Including POORVA, PARDHAN & PASCHAT KARMA)	1000/-
32.	AGNI KARMA	200/-
33.	KSHAR KARMA	150/-

UNANI THERAPY		
Sl. No	**NAME OF PROCEDURE**	**CHARGES (₹)**
1.	WET CUPPING THERAPY	150/-
2.	LEECH THERAPY	150/-
3.	GLIDING CUPPING THERAPY	100/-
4.	VENE SECTION	100/-
5.	FULL STEAM BATH	100/-
6.	DRY CUPPING	100/-
7.	FACIAL STEAM	50/-

YOGA AND NATUROPATHY		
Sl. No	**NAME OF PROCEDURE**	**CHARGES (₹)**
1	YOGASANA AND PRANAYAMA (YOGA)	75/-
2	YOGIK KRIYAS (NETI, DHAUTI) YOGA	75/-
3	SPINAL BATH	50/-
4	ARM BATH	50/-
5	FOOT BATH	50/-
6	JET BATH	50/-
7	THREE-IN-ONE HIP BATH	50/-
8	SPINAL SPRAY	50/-
9	ENEMA	50/-
10	CIRCULAR JET	150/-
11	UNDER WATER MASSAGE	150/-
12	LOCAL MUD PACK	50/-
13	MEGNETO THERAPY	50/-
14	FACIAL STEAM	50/-
15	LOCAL STEAM	50/-

Rest of the treatment in all dispensaries is free of cost to all the citizens.

PARKING MANAGEMENT SYSTEM DEPARTMENT

Sr. No	Service Name	Designation of Officers/Employees Providing Service	Prescribed period of Providing Service	Designation of Officer to whom complaint is to be submitted if service is not provided within stipulated time
1.	Parking Management System	SO(PMS)/JD(PMS)/AE (PMS)/JE(PMS)	On real Time basis	Director (PMS)

PARKING MANAGEMENT SYSTEM DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA, NEW DELHI

Function and Responsibility:-

It is submitted that Parking Management System Department is responsible for managing parking lots of phase-II which is deployed at various locations . The PMS Department follows the rules and guied lines of Govt. of India and also resolution passed by the Council from time to time. As per NDMC Council Resolution dated 28.02.2013, the following parking rates are applicable on NDMC surface parking lots :-

Duration of parking NDMC Rates (in Rs.)

- Four Wheeler - Rs. 20/- per hour for Car and maximum of Rs. 100/-
- Two Wheeler – Rs. 10/- per hour for Two wheelers and maximum Rs. 50/-
- Per month pass charges for car is Rs. 2000/- and for two wheelers Rs. 1000/-
- For buses the rates will be four times for a car
- Monthly parking charges: For Shopkeepers Rs.1000/- for car and Rs. 500/- for two wheeler.
- For Removal of vehicles from un-approved parking sites or taxies on taxi stand for more than
- authorised numbers Rs.1000/- for every removal and Rs. 500/- for two wheelers

Whom to contact for information:-

Contact Name	Address	Office Phone No.	E-mail Address
JD (PMS)	Room No. 5008, 5TH Floor, Palika Kendra, NDMC Building, New Delhi	011-41501361 Extn. 2508	--
Dir. (PMS)	Room No. 9001, 9TH Floor, Palika Kendra, NDMC Building, New Delhi	011-41501361 Extn. 2703	--

PROPERTY TAX DEPARTMENT

The Property Tax Department is one of the tax revenue-earning department of NDMC, Revenue is realized as (i) property tax which at present is assessed in respect of 13109 private properties and government properties constructed period to 26th January, 1950 and (ii) service charges from 1410 government properties constructed after 26.01.1950.

Property Tax is an obligatory tax, levied on all lands and buildings in New Delhi. It is a percentage of the retable value of lands and buildings. The rate of taxes are determined by the Council from year to year basis.

Property Tax = rate of tax determined U/s -61 of the Act x Retable value of land and building determined U/s-63 of the NDMC Act, NDMC House Tax Bye Law, 1962 and Annual Rent Bye Laws, 2009.

Rate of Tax (Section 61 of NDMC Act)

Percentage of ratable value

Up to 1994-95	12.5%
1995-96 & 1996-97	15%
1997-98 & 1998-99	Residential 15%, Non-residential 20%
1999-2000 & 2000-2001	Residential 20%, Non-residential
	25%, Special Category 30%
2001-2002	Residential 20% Non-residential 25% upto RV Rs. 10 lacs plus
	30% on portion of RV above Rs. 10 lacs.
2002-2003	20% of rateable value where the
	RV does not exceed Rs. 5 lacs
	Plus 30% of rateable value on
	Portion of RV above Rs. 5 lacs.
2003-2004	20% of rateable value where RV
	Does not exceed Rs. 5 lacs plus
	25% on portion of rateable value

	Between Rs. 5 lacs and Rs. 10 Lacs plus 30% on the portion of rateable value above Rs. 10 lacs.
2004-2005	20% of rateable value where RV Does not exceed Rs. 10 lacs plus 25% on portion of rateable value Between Rs. 10 lacs and Rs. 20 Lacs plus 30% on the portion of Rateable value above Rs. 20 Lacs.
2005-2006 to 2022-23	As above.

A. Assessment:

Publication of Assessment list Inviting objections.	Normally in 1st Quarter
Investigations of objection and Authentication of Assessment list.	Normally in 2nd Quarter
Appeal to District Judge.	Within 30 days from the date of authentication of Assessement list.
Bills to be issued.	Normally in September & October
Filing of the return by the owners.	Alongwith the payment of taxes
Notice of demand giving 30 days Time.	November and December
Recovery proceedings including Levy of penalty, attachment of rent Attachment of movable and immovable	Last Quarter
Decision of cases u/s-72	Throughout the year
Issue of Notice u/s-72 increasing the ratable value and amendment	September to March

in the authentication Assessment list.

Filing of return by occupies.	Last Quarter

B. Mutation (transfer U/S- 74 of NDMC Act).

I. Where the transfer is through an Instrument of transfer, the transferee and transferor to apply with instrument of transfer, detail of payment of transfer duty and an indemnity bond.	To apply for within 3 months time.
II. Where the transfer is not through An instrument of transfer, the Transferee and transferor, to apply With evidence of transfer	To apply for mutation within 3 months of the date on which transfer is effected
III. Where devolution of title is on The death of the person primary Liable to tax.	To apply for mutation within 6 months of such Devolution of title.
IV. Mutation	As far as possible within 1 month of the receipt of application with Complete documents.

C. Vacancy Remission:

I.Vacancy Remission is available to the premises lying vacant for available, letting unproductive of rent at 2/3rd of the taxes payable for the period of vacancy.	No vacancy remission is if the the premises are kept for self occupation or as an investment for Sale.
II.Notice of vacancy to be given u/s-112	Within 15 days of the vacany of the premises.
III.Notice of the occupancy U/s-114 To be given alongwith the copy Of the fresh rent agreement.	Within 15 days of re-occupancy of the premises.
IV Notice of vacancy or re-occpancy Should be delivered in NDMC.	Either personally in the Dak or sent by Registered Post.
	Do not Send by Ordinary mail or by UPC.

V. Vacancy remission is allowed.	After the end of the year in April. However, at the time to payment, The owner can retain 2/3rd of the Taxes payable on the basis of last Rent for the period of vacancy till the Vacancy remission is actually allowed.

Whom to contact for information

Persons can be contacted on all working days without any appointment from 12.00 p.m. to 1.00 p.m. except Wednesday.

Dy. Director (Tax) 9008, 9th Floor	All matters connected with assessment, mutation cases Rectification, issue of notice u/s-72 Of NDMC Act and decision in Remanded And notice U/s-72 of NDMC Act. As above and all matters concerning Govt. Property.
A.A.O. (Tax)/A.O. (Tax) 18th Floor, Palika Kendra, New Delhi (Room No. 1818)	Demand collection, issue of bills, and payment of tax, rebates, vacancy remission, penalties, and installments. Recovery of taxes by attachment.
Director(Tax) 1518, 15th Floor,	All matters concerning property tax Department which could not be Settled by above officers.

PUBLIC RELATIONS DEPARTMENT
Centralized RTI Cell
Ground Floor, Palika Kendra

RIGHT TO INFORMATION ACT – 2005 AND DELHI RIGHT TO INFORMATION ACT - 2001

RTI Act -2005

With a view to bring transparency in government functioning and accountability, all the autonomous bodies/government departments are supposed to implement the Right to Information Act – 2005 accordingly in their administration. It is extended to whole of India. To receive application under this Act, centralized RTI Cell has been setup as per directives of Central Information Commission (CIC) at ground floor Palika Kendra, Sansad Marg, New Delhi-110001. The cell functions through officer of rank of Asstt. Director designated as CPIO. The applications are received directly by applicant and through CRB Branch NDMC and NDMC Online RTI portal vide website ("https://online.ndmc.gov.in/rti/"), forwarded to all PIOs of concerned departments to furnish desired/required information to the applicant directly as per RTI Act-2005, 17 Manuals giving information of each department have also been prepared by respective departments and uploaded/Placed on the NDMC's website.

The applicants can be submitted on plain paper in writing. The fees prescribed by GOI:-

Application Fee	Rs. 10/-
Additional Page	Rs. 2/- per page
Large size paper	Actual charges
Sample or Model	Actual cost
Inspection of records	First hour no fee Rs. 5/- per hour.
CD	50/-
Subject to certification	No fees for below poverty line

DRTI Act -2001

DRTI-2001 applications alongwith prescribed fees Rs. 25/- received in Centralized RTI Cell and forwarding through Director (P.R.) Competent Authority of DRTI Act -2001 to the concerned HOD. Appeal and Hearing of PGC conducting in Delhi Government.

All the PIOs are supposed to upload latest status of disposal of their applications in NDMC RTI online Portal i.e. ("https://online.ndmc.gov.in/rti/").

PUBLIC LIBRARIES

1.	Central Public Library at NDCC-Phase-II, New Delhi.	Open to public between 11.00 a.m. and 7.00 P.m.(Monday to Friday)Membership open for NDMC Jurisdiction 1. For adults Rs. 100/- as security and Rs.25/- annual subscription 2. For children Rs. 25/- as security only.
2.	Other public libraries Central Park Lodhi Road, Auto-Workshop Mandir Marg, North-West Moti Bagh, Community Hall Babar Road, Laxmi Bai Nagar Ulhas Bhawan, NDMC Housing Complex Sec-11 Rohini, Multipurpose Hall Kaka Nagar.	Membership is open to residents of concerned areas on payment of Rs.5/- as security. Timings 11.00 a.m. to 6.00 p.m. (Monday to Saturday except second Saturday)
3.	Application for membership	To be obtained from and deposited at Library Counters at respective Libraries.
4.	Security deposit	Accepted at Library counter.
5.	Issue of membership cards	Within 15 minutes after completion of all formalities.

1. Public Libraries	8
2. Medical Library (CPH)	1

SOCIAL EDUCATION PROGRAMME

AANCHAL DAY BOARDING SCHOOL

NDMC Special School (for intellectually challenged) at Kautilya Marg, Chanakyapuri, New Delhi-21 (Phone-23014165)

1. **Admission Criteria**: Admission will be opened to all categories of intellectually challenged ranging from severely retarded (IQ 35 -40) to mildly retarded (IQ 50-70) of both sexes, irrespective of religion, caste, socio economic status and linguistic groups.

   Age

   Below 6 years: Early intervention program.

   6 yrs to 17 yrs: Placement in classes according to age and ability.

   18 yrs to 25 yrs: Vocational training.

2. **Charges are as under:**

Parents income	Therapy charges	Transport Fee
	Per month in rupees	Per month in rupee
		55
	50	85
	75	90

Other Charges :
Stationery Rs. 10 per month

Admission fees Rs.50,Security Rs.200/- is returnable at time of withdrawal.

3. **Timing** : 8.30am to 4.30pm

4. **Facilities**

(i) Breakfast, Lunch and evening snacks are provided.

(ii) Functional Academics ,Co-curricular, activities social skills, Domestic skills behavior modification, Therapeutic services, Pre-vocational training and Vocational training (Carpentry,

Tailoring , paper craft, Spiral binding , Photocopying, Popcorn making).Candle making is offered as a hobby course.

(iii) Free stationary, books and school uniform.

A. WOMAN TECHNICAL INSTITUTE (Netaji Nagar)

1.	Advertisement relating to new admissions	Last week of June every year
2	Training facility available for Cutting & Tailoring, Embroidery & Needle Work. Stenography (English/Hindi).Dress Designing, Music &Dance, Textile Designing, Beautician &Hair-Dressing Comuter (COPA),Motor driving skills	No fee (expect music and dance classes).Duration of each course is one year except driving.
3.	Eligibility for admission	Age: Minimum 14 years.As on 1st August Qualification : For cutting 7 sewing, Embroidery(X pass). Stenography (Eng. 7 Hindi) Computer (XII pass) Textile, Beautification, cooking (X pass) Dress Designing on the basis of cutting 7 sewing (X pass)
4	Availability of admission forms	9.30a.m at the institute
5	Admissions Academic Qualification	Communicated in the last week of july. Admission is based on percentage of marks taking year reservation norms as specified by DTTE. Gov of NCT. Only 17 students admitted in one class
6	Music and dance classes 1. Music (Vocal) Strength-16	**1. Music (Vocal)** 1st& 2nd year Rs.60/- per month

		3rd& 4th Year Rs.75/- per month 5th& 6th year Rs.100/-per month Admission Fee Rs.30/-
	2.Dance	**2.Dance** 1st to 3rd year Rs.75/- per month 4th to 6th year Rs.100/- per month Admission Fee Rs.30/-
	3.Light Music	**3. 4 Year course** Rs 75/- I to IV Year Rs 30/- Admission fee

<table>
<tr><td>B.</td><td>Social Education / Adult Education Job Oriented</td><td>Courses</td></tr>
<tr><td>1.</td><td>Admissions</td><td>Trough out the year between 10.30 a.m. and 4.30 p.m. Forms available with the Centre Incharges. No test required. Enrolment is done immediately on submission of complete particulars. In case capacity of one centre is full, candidates are referred to another neighboring Centre.</td></tr>
<tr><td>2.</td><td>Facilities</td><td>Each Centre is provided with necessary equipments like sewing machines, knitting machines and other necessary items giving functional education and some vocational skills.</td></tr>
<tr><td>3.</td><td>Charges</td><td><table><tr><th>Cutting Tailoring</th><th>Tution Fee</th><th>Admission Fee</th></tr><tr><td>General</td><td>Rs. 20/-</td><td>Rs. 10/-</td></tr><tr><td>SC/ST</td><td>Rs. 15/-</td><td>Rs. 10/-</td></tr><tr><td>Knitting</td><td>Rs. 30/-</td><td>Rs. 15/-</td></tr><tr><td>Art & Craft</td><td>Rs. 12/-</td><td>Rs. 3/-</td></tr></table></td></tr>
<tr><td>4.</td><td>For other details, Contact person</td><td>SEO, Room No. 2001, II Floor, PALIKA Kendra, New Delhi
Ph. 41501354-60/2503, 23743541

Director (Edn), Room No. 5006, 5th Floor, Palika Kendra, New Delhi, Ph. 41501353-60 Ext. 2516</td></tr>
<tr><td>C.</td><td colspan="2">DAY TIME SCHOOL FOR DROP OUT GIRLS / WOMEN</td></tr>
<tr><td>1.</td><td>Women / Girls upto 35 Years of age can apply throughout the year.</td><td>On prescribed Performa available at school between 10.00 a.m. and 3.00 p.m.</td></tr>
<tr><td>2.</td><td>Facilities</td><td>1. Free education upto 10th</td></tr>
</table>

		standard for CBSE Board. 2. No Tution Fee. 3. Textbooks provided free of cost. 4. Facility of Mid-day Meal & Dress subsidy.
3.	For Other Details Contact Person	Incharge, D.T.S.S. Kidwai Nagar(East) N.D-23, Ph.24653856

CRAFT CERNTRES

Sr.	Craft Centers	Location	Area of Room
1.	Kitchner Road	NDMC School	One Room
2.	Ashoka Hotel	NDMC School	Two Room
3.	Race Course	NDMC School	One Big Room
4.	R. K. Puram	NDMC C/Hall	Community Hall
5.	Aurangzeb Lane	NDMC School	One Room
6.	Moti Bagh	NDMC School	One Room
7.	Moti Bagh	NDMC C/Hall	Community Hall
8.	Bapu Dham	NDMC School	One Room
9.	Aditya Sadan	NDMC C/Hall	Community Hall
10.	Sunehri Bagh Lane	Dhobi Ghat	Two Room
11.	Haily Road	NDMC C/Hall	Community Hall
12.	Tilak Marg	NDMC School	One Room
13.	Sanglimess	NDMC School	One Room
14.	Babar Road	NDMC School	One Room
15.	Ansari Nagar	NDMC School	One Room
16.	27 Kidwai Nagar	Daytime Sr.	One Room
17.	Aliganj School	Aliganj School	One Room
18.	Lodhi Estate	NDMC School	One Room
19.	Lodhi Road	NDMC School	One Room
20.	Duplex Lane	NDMC School	One Room
21.	P. R. Lane NDMC	NDMC C/Hall	Community Hall
22.	Pataudi House	NDMC Hut	One Room
23.	Kaka Nagar	NDMC School	One Room
24.	D. G. Block	NDMC School	One Room
25.	Laxmi Bai Nagar	NDMC School	One Room
26.	Laxmi Bai Nagar	NDMC C/Hall	Community Hall
27.	Babu Market	NDMC School	One Room
28.	B-Avenue	NDMC School	One Room
29.	Hanuman Road	NDMC School	One Room
30.	Raja Bazar	NDMC Hut	One Room
31.	Gole Market	NDMC School	One Room
32.	DIZ Area – 1	NDMC C/Hall	Community Hall
	DIZ Area – 2	NDMC C/Hall	Community Hall
33.	85 Block	G.K.K. Hut	Two Room
34.	Havlock Square No	DAKSH Club	One Room
35.	Havlock Square No	NDMC Hut	One Room

36.	Palika Dham	NDMC Flat	One Room
37.	Harijan Basti	NDMC Flat	Type I Flat
38.	P. k. Road	NDMC School	One Room
39.	Rohini Sec – 11	11 Housing	Type III Flat

FEE STRUCTURE OF CRAFT CENTRES

Sl.No	Courses	T.Fe(Rs.)	Admission Fee(Rs.)
1.	1 Yr. Course in Cutting Tailoring & Embriodery	20/-	10/-
2.	SC & ST	15/-	10/-
3.	Special class in summer vac.	60/-	20/-
4.	Art & Craft	20/-	10/-
5.	Knitting	30/-	25/-

CRECHES

1. NETAJI NAGAR
   (Attal Adarsh Vidhyalay, Primary School, Netaji Nagar)
2. LAXMI BAI NAGAR
   (Near L.B.N. market, Community Hall GKK, Laxmi Bai Nagar)
3. R. K. PURAM
   (NDMC Flat R.K Puram, Sec. 10,)
4. MOTI BAGH
   (Near BegamJaidi Market, NDMC Hall, Moti Bagh)
5. NEW MOTI BAGH
   (Lal Building, New Moti Bagh)
6. BAPU DHAM
   (NDMC Community Hall, Bapu Dham)
7. LODHI ROAD
   (Attal Adarsh Vidhyalay, Primary School, Lodhi Road)
8. ALIGANJ
   (NDMC Complex Small Hall, Ali Ganj)
9. EAST KIDWARI NAGAR
   (Attal Adarsh Vidhyalay, Primary School, East Kidwai Nagar)
10. ADITYA SADAN
    (NDMC Complex Flat, Aditya Sandan)
11. HAVLOCK SQUARE
    (NDMC Hall Se. Sec. School, Havlock Square)
12. ROHINI
    (NDMC Complex Flat, Rohini)

13. **P. K. ROAD**
    (Near Balmiki Mandir, P. K. Road)
14. **BABAR ROAD**
    (New Bengali Market, Babar Road)
15. **HANUMAN ROAD**
    (NDMC School Hanuman Road)
16. **D. I. Z. AREA**
    (Community Hall GKK, DIZ Area)
17. **PMO PREMISES**
    (South Block, PMO Premises, New Delhi)

ADMISSION PROCEDURE FOR CRECHES :

1. Availability of forms through out the year	:	Between 9.30 AM and 4.30 PM at every chreche
2. Acceptance of filled up forms	:	Every at respective crèche Between10.00 AM and 04.00 PM
3. Admission / rejection	:	Within 7 days
4. Fees		
General Category	:	Rs. 275/- per month each
NDMC Employees	:	Rs. 240/- per month each
SC/ST	:	Rs. 175/- per month each
Admission fee	:	Rs. 50/-
Income less than Rs. 6500/- pm	:	Rs. 45/- for SC-ST
5. Eligibility for admission	:	Girls – 3 months to 12 years of age Boys – 3 months to 10 years of age
6. Timing		
Summer	:	7.00 AM to 7.00 PM
Winter	:	7.30 AM to 7.00 PM

SPECIAL PROJECT DEPARTMENT

Special Project Department deals with the work of Installation of Mobile Towers in entire NDMC Area. The responsibility has been entrusted to Special Project Unit with respect to installation of Mobile Towers on rooftop, inside premises and on road side.

NDMC has started a separate webportal in Oct- 2021 for receiving online applications for installation of new cellular towers in NDMC area. Any infrastructure provider/ operator can apply online after registration on web portal www.ndmc.gov.in.

The following are the concerned Officers/ Officials of Special Project Department:-

Sr. No.	Designation	Telephone Nos.
1	Director	011-23367671
2	Executive Engineer	9810145477
3	Assistant Engineer	9818468348
4	Junior Engineer	7290059268

VIGILANCE DEPARTMENT

1. Aims and objectives of the organization :-

Fact finding, prevention of corruption, to maintain punctualities in NDMC employees, to enforce rules and regulations, to stop harassment to public, to ensure smooth functioning of offices, to bring work culture, to check violations of conduct rules.

2. Brief History and background for its establishment.

Right from the inception of NDMC, Vigilance Deptt. was established to check corruption and maintain discipline amongst its employee, and to hear grievances of the Public/employees.

List of Officers

S.No.	Name and Designation	Officer phone number	Email address
1.	Mrs. Garima Singh CVO	011-23743243 EPABX Board Number 41501353-60 Extn. No. 3501	cvo@ndmcmail.gov.in
2.	Shri R.N. Singh Director (Vigilance)	011-23348476 EPABX Board Number 41501353-60 Extn No. 2031	Director.vig@ndmcmail.com.in
3.	Shri Rattan LAl Dy. Dire (Vigilance)	EPABX Board Number 41501353-60 Extn. No. 2712	Rattan261131@ndmc.gov.in
4.	Shri Sanjay Gupta AE (E)/Vig.	EPABX Board Number 41501353-60 Extn. No. 2711	Aee-vigilance@ndmc.gov.in

WELFARE

The welfare Department is associated with various activities like running of Barat Ghars, Community centers/Hall & Parks located in NDMC area. These Institutions are booked for Sports, Social, Cultural and Commercial Programme. At present Welfare Department is manning 10 Barat Ghars, 01 Temporary Shadi Ground, Community Halls/Centers & 80 Parks. The detail is as under:-

List of Barat Ghars & Temporary Shadi Ground:

Name of the Barat Ghar: Social Booking User Charges including Service Tax, Security Deposit & Processing charges

1. Barat Ghar, Moti bagh

DAYS	AC/NON AC	AC AMT	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Cooling	13000	10	30000	4000	15000	3870	3870	69750
For 1 Day	Heating	9500	10	30000	4000	15000	3555	3555	65620
For 1 Day	Non AC	0	10	30000	4000	15000	2700	2700	54410
For 2 Days	Cooling	26000	10	63000	8000	15000	8010	8010	128030
For 2 Days	Non AC	0	10	63000	8000	15000	5670	5670	97350
For 2 Days	Heating	19000	10	63000	8000	15000	7380	7380	119770

2. Barat Ghar, Lodhi Road

DAYS	AC/NON AC	AC AMT	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Non AC	0	10	20000	2500	10000	1800	1800	36110
For 1 Day	Cooling	9000	10	20000	2500	10000	2610	2610	46730
For 1 Day	Heating	5000	10	20000	2500	10000	2250	2250	42010
For 2 Days	Cooling	18000	10	42000	5000	10000	5400	5400	85810
For 2 Days	Non AC	0	10	42000	5000	10000	3780	3780	64570
For 2 Days	Heating	10000	10	42000	5000	10000	4680	4680	76370

3. Barat Ghar, Khan Market

DAYS	AC/NON AC	AC AMT	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Non AC	0	10	12500	2500	6500	1125	1125	23760
For 1 Day	Heating	5000	10	12500	2500	6500	1575	1575	29660
For 1 Day	Cooling	9000	10	12500	2500	6500	1935	1935	34380
For 2 Days	Cooling	18000	10	26250	5000	6500	3982	3983	63725
For 2 Days	Non AC	0	10	26250	5000	6500	2362	2363	42485
For 2 Days	Heating	10000	10	26250	5000	6500	3262	3263	54285

4. Barat Ghar, Kaka Nagar

DAYS	AC/NON AC	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Non AC	10	15000	0	15000	1350	1350	32710
For 2 Days	Non AC	10	31500	0	15000	2835	2835	52180

A/C Charges

A C Charges for 24 hours **15000 + 9% CGST & 9% SGST**
A C Charges for 12 hours **8000 + 9% CGST & 9% SGST**
A C Charges for 06 hours **5000 + 9% CGST & 9% SGST**

5. Barat Ghar, Bapu Dham

DAYS	AC/NON AC	AC AMT	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Non AC	0	10	3900	0	4000	351	351	8612
For 2 Days	Non AC	0	10	8190	0	4000	737	738	13675

6. Barat Ghar, Kidwai Nagar

DAYS	AC/NON AC	AC AMT	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Cooling	9000	10	15000	2500	7500	2160	2160	38330
For 1 Day	Non AC	0	10	15000	2500	7500	1350	1350	27710
For 2 Days	Cooling	18000	10	31500	5000	7500	4455	4455	70920
For 2 Days	Non AC	0	10	31500	5000	7500	2835	2835	49680

7. Shadi Ground, Laxmi Bai Nagar

DAYS	AC/NON AC	PROCESS FEE	USER CHARGE	ELECT. AMT	SECURITY	CGST 9%	SGST 9%	TOTAL AMOUNT
For 1 Day	Non AC	10	30000	2500	15000	2700	2700	52910
For 2 Days	Non AC	10	63000	5000	15000	5670	5670	94350

8. Barat Ghar, Laxmi Bai Nagar (All Floors)

DAYS	DAYS	AC AMT	PROCESS FEE	USER CHARGE	ELECT AMT	SECURITY	CGST %	SGST %
For 1 Day	Cooling	22000	10	39000	5500	35000	9	9
For 1 Day	Non AC	0	10	39000	5500	35000	9	9
For 1 Day	Heating	14000	10	39000	5500	35000	9	9
For 2 Days	Heating	28000	10	81900	11000	35000	9	9
For 2 Days	Non AC	0	10	81900	11000	35000	9	9
For 2 Days	Cooling	44000	10	81900	11000	35000	9	9

First Floor

For 1 Day	Non AC	0	10	9000	1500	10000	9	9

For 1 Day	Heating	4000	10	9000	1500	10000	9	9
For 1 Day	Cooling	7000	10	9000	1500	10000	9	9
For 2 Days	Heating	8000	10	18900	3000	10000	9	9
For 2 Days	Non AC	0	10	18900	3000	10000	9	9
For 2 Days	Cooling	14000	10	18900	3000	10000	9	9

Ground + Mazanine Floor

DAYS	AC AMT	A/c Amt	Process fee	User charges	Elect. Charge	Security	CGST %	SGST %
For 1 Day	Non AC	0	10	30000	4000	25000	9	9
For 1 Day	Cooling	15000	10	30000	4000	25000	9	9
For 1 Day	Heating	10000	10	30000	4000	25000	9	9
For 2 Days	Cooling	30000	10	63000	8000	25000	9	9
For 2 Days	Heating	20000	10	63000	8000	25000	9	9
For 2 Days	Non AC	0	10	63000	8000	25000	9	9

9. Barat Ghar Aliganj:- Under renovation.

10. Barat Ghar, Sarojini Nagar :- Under re-development

11. Barat Ghar Netaji Nagar :- Under re-development

How to book the barat ghar:-

1. Information about availability of Barat Ghar :-
    - The availability of Barat Ghar can be checked on online portal of booking of Barat Ghar at www.ndmc.gov.in

2. Procedure for booking of Barat Ghar :-
    - The Barat Ghar can be booked by the booking parties through online mode on NDMC website (www.ndmc.gov.in)

The Director (Welfare) NDMC will have the power to confirm or reject the booking,

If the party submits false information/ resident proof regarding booking if the Barat Ghar, the booking will be cancelled and full rent charges and security will be forfeited.

At the time of booking the party/user will submit the attested copy of the following documents:-

(a). Residence proof like Aadhaar Card/Voter Identity Card/(Central Govt./State Govt./Public Sector undertaking employees).

(b). Birth Certificate, in case of celebration of Birthday.

(c). Current Electricity / Water Bill

(d). The timing of the Barat Ghar will be reckoned from 9.00 A M. on the day of occupancy to 9.00 A M the following days and the booking party should vacate the premises before the expiry of the prescribed timings by removing all their belongings, tents, furniture, etc.

1. For Marriage purpose:- (i). Booking of Barat Ghar Shall be open for the NDMC employees and residents of NDMC area without any time limit on first come first serve basis. (ii). Non-residents of the NDMC area can book Barat Ghars 90 days in advance from the date of function.

   For other function:- NDMC employees, Residents of NDMC area can book Barat Ghars for Social function except marriage like Ring ceremony, Birthday, Marriage reception, or Commercial functions etc 30 days in advance from the date of function.

2. The barat ghars shall also be available to retired municipal employees on the same conditions as for the employees in service with the NDMC. This facility would also be available to the employees working with Navyug Schools or with the Samaj Kalyan Samiti.

3. Chairperson shall have the right to cancel any booking one-month prior to the date of booking without assigning any reason and full user charges /security money will be refunded through National Electronic Fund Transfer (NEFT)/Electronic Clearing System (ECS) in such case.

4. NDMC employees are not permitted to book Barat Ghar for other party/users and if it is detected that fraudulent booking have been done, besides other disciplinary action, a penalty 10 times that of rate of prescribed user charges would be levied

5. The user/allottee has to submit the invitation card of the function to the Dy. Manager (CS) before being allowed to use the premises.

6. Entry should be made in the service book of the employees for availing 50% concession, which should be ensured by the employee's himself/herself.

7. The booking party will be responsible for maintenance of Law and Order, Security arrangement, Traffic Control, Parking of Vehicles outside the premises during the function at its own cost.

8. License should be obtained from the Excise Department if alcoholic drinks are to be served in parties.

9. The use of loud speakers/D.J. would not be allowed outside the Barat Ghars and as per the direction of Supreme Court of India.

10. The party may apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.

11. Illumination on the trees and hedge shall not be allowed.

12. The party should inform about damage to the Municipal property if any before departure/check out.

13. The party shall not be allowed to keep their articles in the premises before check in.

14. Pasting of bills or posters on boundary walls is strictly prohibited.

15. No open fire will be allowed in the building (except outdoor kitchen).

16. No fire arms/weapons and Crackers will be allowed within the premises of the building.

17. Booking is neither transferable nor changeable.

18. NDMC will not be responsible for any damage/loss due to Natural Calamities.

19. If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full user charges and the security amount will be forfeited and 10 times that of rate of prescribed user charges would be levied.

20. Digging of holes in the cemented portion for fixing poles for pitching of tent is not allowed. The damage caused due to Breaking of tiles, Breaking of Windowpanes, Theft/Loss/Breakage of fittings and fixtures, any spoilage of white wash, tiles, flower pots etc. noticed during the function is liable to be adjusted / recovered from the amount of Security deposit

21. Cooking /Warming of food is allowed only at earmarked cooking space. For cooking only LPG Gas Stove is to be used.

22. Parking arrangement will be made by the party at their own risk and cost.

23. In case of any dispute only Delhi Court will have jurisdiction.

24. If the Barat Ghar has not been booked and is available for a part of a day for smaller Social functions/Commercial functions, the department may with the approval of the Chairperson, allot it for half a day on payment of 50% of user charges and electric consumption charges.

24. If the Barat Ghar has not been booked and is available for a part of a day for smaller Social functions/Commercial functions, the department may with the approval of the Chairperson, allot it for half a day on payment of 50% of user charges and electric consumption charges.

25. 50% concession of the user charges at commercial rates would be available for booking other than marriages purpose for Non- Commercial purpose.

26. If the Barat Ghar is booked for more than a day, the charges shall be increased by 10% for each additional day. The booking for more than 2 days shall be allowed under special permission of the Chairperson, NDMC.

27. 50% concession would be given in the user charges and payment of security deposit to NDMC employees on production of his/ her identity card and self undertaking regarding the dependency for booking of Barat Ghar only for the marriage of their son, daughter, self and dependent brother and sister.

28. The refund of user charges on the cancellation of booking of the Barat Ghar shall not be made except in very exceptional circumstances which are beyond the control of the person booking the Barat Ghar and such refund shall only be made under the orders of the Chairperson after deducting such amount (which shall not be less than 25%) as the Chairperson may deem fit after consultation with the Finance Department. If due to any reason including security reason, the booking of the Barat Ghar had to be cancelled by the NDMC, the person booking of Barat Ghar had to be offered an alternate Barat Ghar, if available and if it is not available or is not accepted by the person booking the Barat Ghar, 100% refund for the user charges, security deposit and electric consumption charges shall be made.

29. The refund of electricity and security deposit on cancellation of booking shall be made by the NDMC.

List of Community Centers/Halls:-

Sl. No.	Name of Community Halls	Location	Charges (In Rs.)	Charges for employees
1.	Babar Road	Bengali Market	3000/-	1500/-
4.	Palika Dham	Gole Market	750/-	
5.	Lal Bahadur Sadan	Gole Market	750/-	
6.	Krishna Menon	Barakhamba Road	300/-	
7.	Aditya Sadan	Ashoka Road	750/-	
8.	Haily Lane	K.G.Marg	300/-	
9.	Malcha Marg	Chanakya Puri	**Run by RWA**	
10.	Golf Link	Khan Market		
11.	Jor Bagh	Jor Bagh		
12.	Palika Niketan, R.K. Puram	Sec.-12, R.K. Puram	750/-	
14.	NDMC Housing Complex,Rohini	Sec.-11, Rohini	750/-	
15.	Palika Niwas, Lodhi Road	Lodhi Road	750/-	
16.	Laxmi Bai Nagar (Ullas)	Behind Delhi Haat	750/-	

For more information/detail contact Welfare Department Tel No.011-23364019.

Booking Procedure:-

1. Confirmation of Booking: - Within 07 days. Prescribed application form is available in the office of the Dy. Manager (CS) of the respective center.

List of Parks

S. No.	Name of Park	Location
1.	Pragati Vihar Hostel	Near Jhankar Park
	Lodhi Colony	
2.	Park	51 to 53
3.	DI/A 17 Park	Qtr. No. 193 to 208
4.	Park	Qtr. No. 469 to 488
5.	Park, Block No. 18	325 to 344
6.	Park East	337 to 556
	Kidwai Nagar	
7.	C-48 Park	Qtr. No. 33 to 64
8.	A-336 Park	
9.	Laxmi Bai Nagar	In front of Type-IV Qtr.
10.	Central Park, N. W. Moti Bagh	Near Ring Road
11.	Central Park, Nauroji Nagar	Near Market
12.	Sarojini Nagar	B. C. Park
13.	Pandara Park	In between C1/2, C1/39, C1/18 to C1/26 (Nos)
14.	Pandara Road	Park in "A" Block
15.	Pandara Road	Park in "B" Block
16.	Pandara Park	C-1/16
17.	Pandara Park	In C-I Flats
18.	Park Near CGHS Dispensary	Sec-II, DIZ Area
19.	Park near Mother Dairy Booth	Sector-D, Mandir Marg
20.	Park at Sec-IV	Near Block 93 to 100, B.K.G. Marg.

21.	Park in front of Block 67 to 68	Kali Bari Marg
22.	Park Near DMs Booth	Sec-IV, DIZ area
23.	Park in "H" Block	Kali Bari Marg Behind DMS
24.	Park between Block no. 41-42	Booth, Sec-II, DIZ Area
25.	Park near Block No. 85	Sec-I, Gole Market
26.	Park in front of "H" Block	DIZ Area
27.	Central Park	Block No. 67 & 68 Kali Bari Marg
28.	DMS Booth Park	Block 21, Gole Market
29.	Park No. 3	Block 16 to 21,Gole Market
30.	Park Sec-II	Kali Bari Marg
31.	Park Block 101-108	Kali Bari Marg
32.	Tikona Park	Gole Market
33.	K-Block	Clive Square, Gole Market
34.	Park near 18-19 J-Block	Kali Bari Marg
35.	Albert Square Park	Gole Market
36.	Park Block 16 to 21	Mandir Marg
37.	Park in front of Block 41	Gole Market
38.	Park in front of Bock 96	Gole Market
39.	Park Sec-IV	Raja Bazar
40.	Park Block 16-17	Gole Market
41.	Park Gate No. 1	Kali Bari Marg
42.	Central Park, Hanuman Road.	Kali Bari Marg
43.	Park Block 74-77	Kali Bari Marg
44.	In between Block 58-68	Kali Bari Marg

45.	Park near 14-15 & 17-24	Kali Bari Marg
46.	Central Park	Tilak Lane
47.	M.S. Flats Park	Tilak Lane
48.	Park between Block no. 8 & 4	Baba Khadak Singh Marg
49.	Park Near Block No. 18	Baba Khadak Singh Marg
50.	Park in front of Block no. 10	Near Navyug School, Albert Square
51.	Park between Block No. 1 & 6	Mandir Marg
52.	Bakra Wala Park	Albert Squrare
53.	Park D-I Flats	Bharti Nagar
54.	Park Gate No. 1 & 2	Ravinder Nagar
55.	Park opposite Govt. Girls School	Pandara Park
56.	Park A-Block	Pandara Park
57.	Park in front on D1/197	Bharti Nagar
58.	Open Park between C-1 Type	Pandara Road
59.	Park in front of C-1/45	Bapa Nagar
60.	Park in front of C-1/81-83	Bapa Nagar
61.	Open space, near NDMC Primary School	Bapa Nagar
62.	Park opposite D-11/459	Kaka Nagar
	Jor Bagh	
63.	Park	At IInd
64.	Park	110 Avenue
65.	Park	Opp. 155 No.
	Lodhi Road	
66.	Park	Attached to Palika Niwas

Golf Link		
67.	Park	Opp.3-10
68.	Park	Opp. 16-24
69.	Park	Opp. Redcross
70.	Park	Opp. 104
B.K. Dutt Colony		
71.	Park	H-Block
Diplomatic Enclave		
72.	Park	E-Block
73.	Park	C-Block
74.	Park	Nallah Wala Park
Netaji Nagar		
75.	Park	Near Mkt. Central Park
Laxmi Bai Nagar		
76.	Park	In front of Indira Niketan
East Kidwai Nagar		
77.	Park	At Central Market
Bengali Market		
78.	Todar Mal Road	