

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DELHI**

Sub : Nodal Officer for licensable area of NDMC

Chairperson, NDMC has nominated Director (Estate)-I as Nodal Officer for available land/licensable area of NDMC.

2. Accordingly, Director (Estate)-I shall compile and present up-to-date information of these spaces within NDMC jurisdiction. The information shall be provided in r/o total available area, licensed area, vacant area, license fee (received as well as dues/arrear), periodicity of arrears and action initiated in this regard, if any. Information shall also be furnished w.r.t. area and properties under litigation.

3. 'Register of Land / Licensable Area' may be maintained with aforementioned details. Periodicity of information may be kept as one month i.e. monthly reports may be obtained/prepared.

4. Quarterly Report may be furnished to the Chairperson, NDMC with a copy to Financial Advisor, NDMC for information/record.

5. Software based solution for real time update of the information cited above be also introduced at the earliest.

This issues with the approval of Financial Advisor

Jt. Financial Advisor -II

Director - Estate I

Copy to :

1. All HoDs - to furnish requisite information by 5th of every month to Director (Estate)-I. In case of no detail, NIL report may be sent.
2. P.S. to F.A. - for information of F.A., NDMC
3. P.S. to Secretary - for information of Secretary, NDMC
4. P.S. to Chairperson - for information of Chairperson, NDMC
5. Copy to be placed in E 111067