

Manual 3

Procedure followed in decision making process

Section 4 (1) (b) (iii)

Sl. No.	Activity	Level of action	Time frame
1.	Receipt of all the dak(files, letters, application, advertisement requests)	Diary, Dispatch Clerk	Same day
2.	To mark the dak to Dy. Director (Enf.)	Director (Enf),	Same day
3.	Put up of cases on concerned files	Sr.Asstts, Head Asstt., Dy. Dir. (Enf.)	3-5 days
4.	Other proposals like action for removal of encroachments/ unauthorized squatters.	Area Inspector, joint action.	As per requirement.
5.	Surprise raids in a particular area	Area Inspector, joint action.	As per requirement.
6.	Unauthorized encroachment/construction	Area Inspector/joint raids to assist the UACC.	As per requirement
7.	Restoration of possession of NDMC properties..	Area Inspector/Joint action to assist the Estate Deptt. of NDMC	As per requirement.
8.	Survey of JJ clusters	Area Inspector/Joint operation	As per requirement.
9.	Reply to Lok Sabha/Rajya Sabha/Vidhan Sabha/Council Questions.	Sr. Asstts., Head Asstts., Section Officer, Dy. Dir.(Enf)	As per time fixed in the question
10	Applications received under the Delhi Rights to Information Act/RTI Act	Dy. Dir.(Enf)/PIO	Well within the prescribed time.
11	Court cases	Dealing Asstt.Area Inspector, Section Officer, Dy. Dir.(Enf)	As advised by Mpl. Council/Addl/ Standing Council .
12	Dispatch of dak for Indoor & Outdoor section	Jr.Asstt.(Dak)	Same day