

# Roles & Responsibilities

- The Department looks after the work of procurement and distribution of stationery and furniture to all HOD's of NDMC and purchase. The Department also meets the day to day needs of miscellaneous items.
- The Department supervises and arranges to provide tea and refreshments during meetings in the Council Room, Palika Kendra as well as at Convention Centre of NDMC.
- The Department performs the work of day to day caretaking of Palika Kendra premises along with the allotment of rooms to HODs/other senior officers and various Departments of the Council as per their requirement.
- The Department plays an important role in the Parliamentary /Assembly/MCD/Delhi Gurudwara Sikh Committee elections. It sets up polling stations in NDMC area.
- The staff of NDMC is being provided as and when required by Directorate of Census operations, Delhi.
- Maintaining the records of naming/renaming of NDMC roads.
- The work of receipt and distribution of daily dak is looked after by General Administration Department through e-dak system by the Central Registry Branch which is also called the lifeline of NDMC.
- The Department arranges to provide landline telephone connections and payment of the bills for the offices of the Council and at the residences of the senior officers of NDMC.
- The department arranges to provide tentage and catering services during the VVIPs functions organized by the different departments under the jurisdiction of NDMC.

- The Department maintains the record of all resolutions passed by the Council from time to time w.e.f. 1989 onwards and provides copies of the same to the Departments / employees/ General Public, as and when required by them.