

NEW DELHI MUNICIPAL COUNCIL

(ENFORCEMENT BUILDING REGULATION DEPARTMENT)

Manual 3

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

Flow Process Chart for keeping the check on the Unauthorized Construction in the area of NDMC jurisdiction

Sr.No.	Activity	Level of action	Time frame
1	Keep check on the assigned segment for unauthorized construction .	Jr.Engineer	Regularly
2	To issue the stoppage order and show cause notice u/s 248 in the initial stage	Jr.Engineer	After detection or in comparison of sanctioned plan within 48 hours
3	Despatch of approved notices	Jr.Clerk	Within 1 hour
4	Serving of notice to the party	Notice Server/Speed Post	Within 2 days
5	If party did not accept the notice then pasting of notice	Notice Server	After 2 days
6	Request to Area Police Station to stop the Unauthorized Construction	Jr.Engineer	Within 2 Day
7	If party feels they can request for public hearing	Jr.Clerk	During office hours
8	Processing of the case and its approval for Public Hearing	Jr.Engineer	5 days
9	Grant of public hearing	Director(E-BR) for sealing action and EE(E-BR) for demolition action	2 day
10	Initiate further course of action, if required upto the competent authority	Jr.Engineer	5 days
11	In case party challenge the orders of NDMC which are served against the unauthorized construction	ATMCD	10-15 days