

**NEW DELHI MUNICIPAL COUNCIL  
(ENFORCEMENT BUILDING REGULATION DEPARTMENT)**

**Manual 6**

**A statement of the categories of documents that are held by it for under its  
control  
[Section 4(I)(b)(VI)]**

<b>S. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ section where available</b>	<b>Retention period, where available</b>
1.	Individual case file of premises	Details of various notice issued under the provision of NDMC Act 1994.	As per the area of J.E.	All the current case file with the concerned JE Incharge and old files in store of Sr.Clerk stock.
2.	Notice issue register year wise	Notice issued date and premises details	Sr.Clerk (E-BR)	As per available charge report.