

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

Sub : Nodal Officer for advertisable area of NDMC

Chairperson NDMC has nominated Director (Special Project) as Nodal Officer for advertisable area available with NDMC.

2. Accordingly, Director (Special Project) shall obtain and compile up-to-date information of these spaces (for each category of advertisement) across all buildings/ projects/ area within NDMC jurisdiction from various departments. The information shall be collected w.r.t. available area, licensed area, vacant area, license fee (received and dues/arrear), periodicity of arrears and action initiated in this regard, if any.

3. 'Register of Advertisable Area' should be maintained with aforementioned details. Periodicity of information may be kept as one month i.e. monthly reports may be obtained from all concerned.

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 - Special project

Copy to :-

1. All HoDs - to furnish requisite information by 5th of every month to Director (Special Project). 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