

**NEW DELHI MUNICIPAL COUNCIL
(ARCHITECTURE & ENVIRONS DEPARTMENT)**

MANUAL 2

POWERS & DUTIES OF OFFICERS AND EMPLOYEES

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

S No .	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Chief Architect	Supervision and control over the functioning of the Department .	Nil	Nil	As delegated by Chairperson /FA/Council	Overall supervision of the assigned duties
2	Dy.Chief Architect	-do-	Nil	Nil	As above	As above
3.	Architect	As assigned by higher authorities	Nil	Nil	As delegated by higher authorities	Overall cases of Monitoring Committee to be dealt
4.	Dy.Architect	Power to seal / de-seal / re-seal the misuse premises, as per delegation by higher authorities	Nil	Nil	Nil	Nil
5.	Asstt. Architect / Technical Officer	To follow the directions of higher authorities	Nil	Nil	Nil	Nil

Contd.....2/-

S. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
7.	Executive Engineer (Building Plan)	Supervision and control over the functioning of the Building Plan Section	Nil	Nil	As delegated by Chairperson /FA/Council	Overall supervision of the assigned duties
8.	Assistant Engineer (BP)	To follow directions of the higher authorities	Nil	Nil	Nil	Nil
9.	Junior Engineer (BP)	As at 8 above.	Nil	Nil	Nil	Nil