

MANUAL-I

EE(ROADS-I) DIVISION

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

SECTION 4 (1) (B) (I)

➤ **Aims and objectives of the organization**

To provide better riding quality on roads/lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide quality maintenance of roads/lanes/street furniture/drainage system and parks (Civil Works).

➤ **Mission/Vision**

Improvement, development & Beautification of roads/lanes, street furniture and Civil work in parks etc. to achieve the aims and objective as aforesaid.

➤ **Brief history and background for its establishment**

Road Division-I at present, came into existence, after the reorganization of the Civil Engineering Department when the requirement of merging maintenance of Road and drainage system at one place was found necessary in the interest of works and to provide all services in division itself rather to be looked after by different divisions. It has proved to be the better solution and has improved the maintenance and development of road, street furniture, lanes & drainage system etc.

➤ **ORGANIZATION CHARTS OF ROAD DIVISION – I**

S.No	Name	Designation	Division	Mobile
1.	Er. Harkesh Meena	Executive Engineer	(Road-I)	09891903970
2.	Er. J.P Khokhar	Assistant Engineer-I		09810612724
3.	Er. M.S. Verma	Assistant Engineer-II		09868004507
4.	Er. Lovkesh Gausingha	Assistant Engineer-III & IV		09958869642
5.	Er. Sourabh Tripathi	Junior Engineer(P)		09250985826
6.	Er. Shahwaz Ahmed	Junior Engineer(P)		09871986667
7.	Er. Arjun Kumar	Junior Engineer(P)		09546897252
8.	Er. Janeshwar	Junior Engineer(C)		09213350036
9.	Er. Ashish Kumar	Junior Engineer(P)		07988635211
10.	Er. Mohit Kumar	Junior Engineer(P)		08750239675
11.	Er. Vipin Bharti	Junior Engineer(C)		09717847526
12.	Er. Prem Singh	Junior Engineer(P)		09639000990
13.	Er. Nitin Tyagi	Junior Engineer(C)		09990356847
14.	Er. Chandresh	Junior Engineer(P)		07013782945

15	Er.Sachin Kumar	Junior Engineer		09910423696
16.	Er. Desh Raj	Head Draft Man		09971307367
17.	Raj Kumar Lodhi	Assistant Account Officer		09953014219
18.	Raj Kumar	Head Assistant		09650607613

➤ **Allocation of Business**

Maintenance of the area and proposal of various schemes, preparation of estimates, all actions to call and finalize the tenders, updating of relevant records of road/lanes/road furniture/drainage system etc.

➤ **Duties to be performed to achieve the mission**

Concerned AE/JE are responsible for the upkeep of the area and take the necessary action/measures to maintain road/lanes, road furniture and drainage system etc. to provide better riding quality and to avoid water stagnation and to attend day to day complaints received from various sources including due attention to Public interaction and to attend the meetings held by MPs/ MLAs/ RWAs and to take proper action pursuant to the same.

➤ **Details of services rendered.**

The maintenance of roads, lanes, by lanes, footpaths.

➤ **Citizens interaction.**

To attend their complaints in respect to road repair, street fountain and drainage problem.

➤ **Postal address of the main office attached/subordinate office/file units etc.**

This division is looking after maintenance of road R-I division area.
We receive complaints at four service centers.

1. Janpath Lane S/Centre : Janpath Lane, Behind Jantar Mantar, New Delhi
2. R.P. Lane S/Centre : Rajender Prasad Lane, Opposite Meridian, new Delhi
3. C-II flat S/Centre : NDMC flats, Block-C-II, Tilak Marg, New Delhi
4. Sangli Mess S/Centre : Bhagwan Dass Lane, Behind White House, New Delhi
5. Sangli Mess Drainage S/Centre : Bhagwan Dass Lane, Behind White House, New Delhi

➤ **Map of Office Location**

Behind Patiala house courts (near gate No. 6) and police staff quarters Tilak Lane

➤ **Working hours both for office and public**
FOR OFFICE

Working hours for Executive Engineer/Assistance Engineer's office : 9:00 A.M. to 5:30 P.M. (Five Days)

Working hours at all Service Centers : 9:00 A.M. to 5:00 P.M. (Six Days)

➤ **FOR PUBLIC**

Public is always welcome during office hours, however, specific timings are :
Office of Executive Engineer/Assistance Engineer : 3:00 PM to 4:00 PM At service centers : During office hours

➤ **Public interaction, if any**

In addition to attending the public during office hours, Public interaction is also during the course of meetings held by MPs/ MLAs/ RWAs and proper action pursuant to the same is also taken and intimated.

➤ **Grievance redressed mechanism.**

At service centers, proper registers are maintained to register the complaints and review of the complaints received and attended are being done on day to day basis. The complaints received in the office of AE/EE are also duly registered and "Action Taken" are followed up promptly.

MANUAL-I **EE(ROADS-II) DIVISION**

Particulars of Organization, functions and duties

Section 4(1) (b) (i)

➤ **Aims and objectives of the organization**

To provide better riding quality on roads/lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide quality maintenance of roads/lanes/street furniture/drainage system and parks (Civil Works).

➤ **Mission/Vision**

Improvement, development & Beautification of roads/lanes, street furniture and Civil work in parks etc. to achieve the aims and objective as aforesaid.

➤ **Brief history and background for its establishment**

Road Division-II at present, came into existence, after the reorganization of the Civil Engineering Department when the requirement of merging maintenance of Road and drainage system at one place was found necessary in the interest of works and to provide all services in division itself rather to be looked after by different divisions. It has proved to be the better solution and has improved the maintenance and development of road, street

furniture, lanes & drainage system etc.

➤ **Organization Chart of Road Division-II.**

S.No	Name	Designation	Division	Mobile
1.	Er. C.L. Meena	Executive Engineer	(Road-II)	07290059221
2.	Er. Mukesh Sharma	Assistant Engineer- I,III % IV		7290059283
3.	Er. G.K.Mishra	Assistant Engineer- II & IV		09810056610
4.	Er. Shashi Bhushan	Junior Engineer		07759817548
5.	Er. Bhushan	Junior Engineer		09582296968
6.	Er. Suman Pal	Junior Engineer		09873360622
7.	Er. M.S Verma	Junior Engineer		09650750258
8.	Er. Madhu Sudan	Junior Engineer		08130306217
9.	Er. Kapil	Junior Engineer		09582705139
10.	Er. S.K.Bajpai	Junior Engineer		09810859042
11.	Er. Pranav Tripathi	Junior Engineer		09958405197
12.	Er. Desh Raj	Head Draft Man		09971307367
13.	Sh.Raj Kumar Lodhi	Assistant Account Officer		09953014219
14.	Sh.Murari Lal	Senior Assistant		08010136996
15.	Sh.Sri kishan	Senior Assistant		09968295566
16.	Mrs.Kanchan	DEO(Contract)		09871472716

➤ **SUB-DIVISION-I**

For maintenance of roads and street furniture including parks to achieve the aims and objectives with the mission and vision as aforesaid of the area "Tuglak Road, Aurangzeb Road, Prithvi Raj Road, Tees January Marg, Safdarjung Road, Janpath, Akbar Road and Rajesh Pilot marg".

➤ **SUB-DIVISION-II**

For maintenance of roads and street furniture including parks to achieve the aims and objectives with the mission and vision as aforesaid of the area "Maulana Azad Road, Moti Lal Nehru Road, Shahjahan Road, Man Singh Road".

➤ **SUB-DIVISION-III**

For maintenance of roads and street furniture including parks to achieve the aims and objectives with the mission and vision as aforesaid of the area "Lodhi Road from (Aurangzeb Marg to Max Muller Marg), Aurbindo Marg 9Y-4 to Safdarjung Bridge), Jor bagh, 2nd Avenue, 3rd Avenue, Nazaf Khan Road, data Ram Bhutani Marg, Khan Market Road".

➤ **SUB-DIVISION-V**

for maintenance of roads and street furniture including parks to achieve the aims and objectives with the mission and vision as aforesaid of the area "Humayun Road,

Subramaniam Bharti Marg, Arch Bishop Macarius Marg, Maharishi Raman Marg, Max Muller Marg, Rajesh Pilot Marg, Amrtia Sher Gill Marg, Vardha Uakil Marg”

➤ **Allocation of Business**

Maintenance of the area and proposal of various schemes, preparation of estimates, all actions to call and finalize the tenders, updating of relevant records of road/lanes/road furniture/drainage system etc.

➤ **Duties to be performed to achieve the mission**

Concerned AE/JE are responsible for the upkeep of the area and take the necessary action/measures to maintain road/lanes, road furniture and drainage system etc. to provide better riding quality and to avoid water stagnation and to attend day to days complaints received from various sources including due attention to Public interaction and to attend the meetings held by MPs/ MLAs/ RWAs and to take proper action pursuant to the same.

➤ **Details of services rendered.**

The maintenance of roads, lanes, by lanes, footpaths.

➤ **Citizens interaction.**

To attend their complaints in respect to road repair, street fountain and drainage problem.

➤ **Postal Address**

EE(R-II) NDMC (Civil)–Zonal Office, Tilak Lane, Tilak Marg, New Delhi.

AE (sub-division-I) NDMC (Civil): Humayun Lane Service Centre, New Delhi.

AE (sub-division-II) NDMC (Civil): Man Singh Road Service Centre, New Delhi.

AE (sub-division-III) NDMC (Civil): Safdarjung Road Service Centre, New Delhi

AE (sub-division-IV) NDMC (Civil): Khan Market (Drainage) Service Centre, New Delhi

AE (sub-division-V) NDMC (Civil): Golf Link Service Centre, New Delhi

➤ **Map of Office Location**

Behind Patiala courts (near gate No. 6) and police staff quarters Tilak Lane New Delhi

➤ **Working hours both for office and public**

FOR OFFICE

Working hours for Executive Engineer/Assistance Engineer's office : 9:00 A.M. to 5:30 P.M. (Five Days)

Working hours at all Service Centers : 9:00 A.M. to 5:00 P.M. (Six Days)

FOR PUBLIC

Public is always welcome during office hours, however, specific timings are :

Office of Executive Engineer/Assistance Engineer : 3:00 PM to 4:00 PM

At service centers : During office hours

➤ **Public interaction, if any**

In addition to attending the public during office hours, Public interaction is also during the course of meetings held by MPs/ MLAs/ RWAs and proper action pursuant to the same is also taken and intimated.

➤ **Grievance redressed mechanism.**

At service centers, proper registers are maintained to register the complaints and review of the complaints received and attended are being done on day to day basis. The complaints received in the office of AE/EE are also duly registered and "Action Taken" are followed up promptly.

MANUAL-I

EE(ROADS-III) DIVISION

Particulars of Organization, functions and duties

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

➤ **Aims and objectives of the organization**

To provide better riding quality on roads/lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide quality maintenance of roads/lanes/street furniture/drainage system and parks (civil works).

➤ **Mission/Vision**

Improvement, development & Beautification of roads/lanes, street furniture and Civil work in parks etc. to achieve the aims and objective as aforesaid.

➤ **Brief history and background for its establishment**

Road Division-III at present, came into existence, after the reorganization of the Civil Engineering Department when the requirement of merging maintenance of Road and drainage system at one place was found necessary in the interest of works and to provide all services in division itself rather to be looked after by different divisions. It has proved to be the better solution and has improved the maintenance and development of road, street furniture, lanes & drainage system etc.

➤ **Allocation of Business**

Maintenance of the area and proposal of various schemes, preparation of estimates, all actions to call and finalize the tenders, updating of relevant records of road/lanes/road furniture/drainage system etc.

➤ **Organization Chart of Road Division-III.**

S. No	Name	Designation	Division	Mobile
1.	Er. V.K.Nimesh	Executive Engineer	(Road-III)	09818922560
2.	Er. Bijender Singh	Assistant Engineer- I & II		09810343235
3.	Er. P.K.Bansal	Assistant Engineer- III & IV		07290060707
4.	Er. Bupender Kumar	Junior Engineer		07409572890
5.	Er. Mohinder Singh	Junior Engineer		09312954982
6.	Er. Sudhir Yadav	Junior Engineer		07409572890
7.	Er. Naveen Pal	Junior Engineer		09654862012
8.	Er. Subhash Chandra	Junior Engineer		09811412815
9.	Er. Rahul Yadav	Junior Engineer		09560574978
10.	Er. Banwari Lal Meena	Junior Engineer		09664418399
11.	Sh. Chandan Joli	Draft Man Gread -III		07503000874
12.	Sh.Hemant	Assistant Account Officer		9868594802
13.	Sh.Raj Prabhakar	H.A.Consultant(on Contract)		09958894723
14.	Sh.Pitambar Chand Sharma	Clerical Assistant		09968246264

➤ **Duties to be performed to achieve the mission**

Concerned AE/JE are responsible for the upkeep of the area and take the necessary action/measures to maintain road/lanes, road furniture and drainage system etc. to provide better riding quality and to avoid water stagnation and to attend day to day complaints received from various sources including due attention to Public interaction and to attend the meetings held by MPs/ MLAs/RWAs and to take proper action pursuant to the same.

➤ **Details of services rendered.**

The maintenance of roads, lanes, by lanes, footpaths, Drainage etc.

➤ **Citizens interaction.**

To attend their complaints in respect to road repair, street fountain and drainage problem.

➤ **Postal Address**

EE(R-III) NDMC (Civil)-Room No. 306-A, SBS Place, Gole Market, New Delhi-110001

AE-I(R-III) NDMC (Civil): Netaji Nagar Civil Service Centre New Delhi

AE-II(R-III) NDMC (Civil): Laxmi Bai Nagar Service Centre, NDMC Aurobindo Marg, New Delhi.

AE-III (R-III) NDMC (Civil): Moti Bagh Service Centre, Moti Bagh, New Delhi

AE-IV(R-III) NDMC (Civil):. Netaji Nagar Drainage Service Centre, New Delhi

➤ **Map of Office Location**

Shaheed Bhagat Singh Place, Gole Market, New Delhi-110001

➤ **Working hours both for office and public**

FOR OFFICE

Working hours for Executive Engineer/Assistance Engineer's office: 9:00 A.M. to 5:30 P.M. (Five Days)

Working hours at all Service Centers: 9:00 A.M. to 5:00 P.M. (Six Days)

➤ FOR PUBLIC

Public is always welcome during office hours, however, specific timings are:

Office of Executive Engineer/Assistance Engineer: 3:00 PM to 4:00 PM

At service center : During office hours.

➤ Public interaction, if any

In addition to attending the public during office hours, Public interaction is also during the course of meetings held by MPs/ MLAs/ RWAs and proper action pursuant to the same is also taken and intimated.

➤ Grievance redressed mechanism.

At service centers, proper registers are maintained to register the complaints and review of the complaints received and attended are being done on day to day basis. The complaints received in the office of AE/EE are also duly registered and "Action Taken" are followed up promptly.

MANUAL-I

EE(ROADS-IV) DIVISION

Particulars of Organization, functions and duties

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

➤ Aims and objectives of the organization

Road area under R-IV Division including Street furniture are to be maintained, improvement works and street scraping works.

➤ Mission/Vision

Beautification and development of roads, service roads, road side furniture, Civil work in parks taken over from CPWD, Imp. to lane by lanes and street scraping works.

➤ Brief history and background for its establishment

Road Division-IV are constituted after the recent reorganization of the Civil Engineering Department by E-in-C. Road maintenance, road construction & the drainage are merged in road division to perform better development of the road & road furniture in the area under jurisdiction.

➤ **Organization Chart of Road Division-IV.**

S.No	Name	Designation	Division	Mobile
1.	Er. R.K.Garg	Executive Engineer	(Road-IV)	09818922560
2.	Er. S.K.Jha	Assistant Engineer- I & IV		09810343235
3.	Er. Janeshwar Dayal	Assistant Engineer- II & III		07290060707
4.	Er. Harish Kumar	Junior Engineer		09810233915
5.	Er. Sharad Gupta	Junior Engineer		07290061940
6.	Er. Arun Katariya	Junior Engineer		09811840727
7.	Er. Pawan Kumar	Junior Engineer		09122464097
8.	Er. Raju Meena	Junior Engineer		07014560831
9.	Er. Jasbir Mathur	Junior Engineer		09999109993
10.	Er. Sohan Singh Rawat	Junior Engineer		08826367979
11.	Er.Satyendra Kumar	Junior Engineer		08130937746
12.	Er.Naresh Kumar	Junior Engineer		07838415787
13.	Sh.Kishan	Draftsman		08059018053
14.	Sh.Hemant	Assistant Account Officer		09868594802
15.	Sh.Kishan Kumar	Draftsman		09968101613
16.	Mrs.Madhu	Data Entry Operator		09958470052
17.	Sh.Bijender Singh	Data Entry Operator		08130224407
	Sh.Kewal Kishan	Head Assistant		09212002250

➤ **Allocation of Business**

All the area are daily inspected by the concern AE/JE of the area and take the necessary action to maintain road and road furniture in perfect condition to use by public.

➤ **Duties to be performed to achieve the mission**

Public interaction meetings of MP's/ MLA's of area / RWA's meetings were attended by EE/AE regularly as per information.

➤ **Postal Address**

EE(R-IV) NDMC (Civil) -Room No. 215, SBS Place, Gole Market, New Delhi-110001

AE-I(R-IV) NDMC (Civil): Kautilya Marg, Service Centre, Keventer lane, New Delhi.

AE-II(R-IV) NDMC (Civil): Dara Sikoh Road Service Centre, Dalhousie Road, New Delhi.

AE-III(R-IV) NDMC (Civil): Nehru Park Service Centre, Vinay Marg, New Delhi

AE-IV(R-IV) NDMC (Civil): Kautilya Marg, Drainage Service centre, Keventer lane, New Delhi.

➤ **Map of Office Location**

Map of R-IV Division attached

➤ **Working hours both for office and public**

Working hours office : 9:00 A.M. to 5:30 P.M. (Five Days)
Working hours in all Service Centers : 9:00 A.M. to 5:00 P.M. (Six Days)

- **Public interaction, if any**
- **Grievance redress mechanism.**

Immediate repair/patch work of road & road furniture and painting are done by regular staff at every road inquiry.

MANUAL-I

EE(ROADS-V) DIVISION

Particulars of organization, functions and duties.

Section 4(1) (b) (i)

- **Aims and objectives of the organization**

To provide better riding quality on roads/lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide quality maintenance of roads/lanes/street furniture/drainage system and parks (civil works).

- **Mission/Vision**

Improvement, development & Beautification of roads/lanes, street furniture and Civil work in parks etc. to achieve the aims and objective as aforesaid.

- **Brief history and background for its establishment**

Road Division-V at present, came into existence, after the reorganization of the Civil Engineering Department when the requirement of merging maintenance of Road and drainage system at one place was found necessary in the interest of works and to provide all services in division itself rather to be looked after by different divisions. It has proved to be the better solution and has improved the maintenance and development of road, street furniture, lanes & drainage system etc.

- **Organization Chart of Road Division-V.**

S.No	Name	Designation	Division	Mobile
1.	Sh. R.K. Garg	Executive Engineer	(Road-V)	9810058238
2.	Sh. J.P Khokhar	A.E-I & IV		9810612724
3.	Sh. Qaisar Jamal	A.E-II & III		9818646598
4.	Sh. Manjesh Kumar	Junior Engineer		8800307132
5.	Sh. S.K. Meena	Junior Engineer		7877722222
6.	Sh. Pushkar Saini	Junior Engineer		9971013554
7.	Sh. Mandeep Singh	Junior Engineer		9654524909
8.	Sh. Ravi Malik	Junior Engineer		9717540397
9.	Sh. Dheeraj Kumar	Junior Engineer		9811435537
10.	Sh. Amit Kumar	Junior Engineer		9873578188
11.	Sh. Karam Chand	Junior Engineer		9582649236

12.	Sh. Rohit Parashar	Junior Engineer		9716959619
13.	Sh. Sanjay Katiwal	AAO(R-V)		9971199482
14.	Smt. Kiran Schdeva	P.A.		9810064033
15.	Smt. Amita Gulati	Head Draftsman		9310348036
16.	Sh. Amit Kumar	Sr. Assistant		9650132030
17.	Sh. Chnader Shekhar	Junior Assistant (on Contract)		9871239763

➤ **Allocation of Business**

Maintenance of the area and proposal of various schemes, preparation of estimates, all actions to call and finalize the tenders, updating of relevant records of road/lanes/road furniture/drainage system etc.

➤ **Duties to be performed to achieve the mission**

Concerned AE/JE are responsible for the upkeep of the area and take the necessary action/measures to maintain road/lanes, road furniture and drainage system etc. to provide better riding quality and to avoid water stagnation and to attend day to day complaints received from various sources including due attention to Public interaction and to attend the meetings held by MPs/ MLAs/ RWAs and to take proper action pursuant to the same.

➤ **Details of services rendered.**

The maintenance of roads, lanes, by lanes, footpaths.

➤ **Citizens interaction.**

To attend their complaints in respect to road repair, street fountain and drainage problem.

➤ **Postal Address**

EE(R-V),NDMC Room No-229, 2nd Floor, Shaheed Bhagat Singh Place, Gole Market, New Delhi 110001.

(AE-I) NDMC (Civil): Mandir Marg Drainage Service Center New Delhi-110001

(AE-II) NDMC (Civil): T.T Park Baba Khadak Singh Marg Service Centre, New Delhi

(AE-III) NDMC (Civil): Church Lane Service Centre, New Delhi-110001

(AE-IV) NDMC (Civil): Udyan Marg Service Centre, New Delhi-110001

➤ **Map of Office Location**

Room No-229, Second Floor, Shaheed Bhagat Singh Place, Gole Market, New Delhi 110001

➤ **Working hours both for office and public**
FOR OFFICE

Working hours for Executive Engineer/Assistance Engineer's office : 9:00 A.M. to 5:30 P.M.(Five Days)

Working hours at all Service Centers : 9:00 A.M. to 5:00 P.M. (Six Days)

➤ **FOR PUBLIC**

Public is always welcome during office hours, however, specific timings are :

Office of Executive Engineer/Assistance Engineer : 3:00 PM to 4:00 PM

At service centers : During office hours.

➤ **Public interaction, if any**

In addition to attending the public during office hours, Public interaction is also during the course of meetings held by MPs/ MLAs/ RWAs and proper action pursuant to the same is also taken and intimated.

➤ **Grievance redressed mechanism.**

At service centers, proper registers are maintained to register the complaints and review of the complaints received and attended are being done on day to day basis. The complaints received in the office of AE/EE are also duly registered and "Action Taken" are followed up promptly.

MANUAL-1

EE(CP) DIVISION

Particulars of Organization, functions and duties

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

➤ **Aims and objectives of the organization**

To provide better riding quality on roads/lanes and to achieve the goal of zero complaint of water stagnation in the area and to provide quality maintenance of roads/lanes/street furniture/drainage system and parks (Civil Works).

➤ **Mission/Vision**

Improvement, development & Beautification of roads/lanes, street furniture and Civil work in parks etc. to achieve the aims and objective as aforesaid.

➤ **Organization Chart of CP Road Division.**

S.No	Name	Designation	Division	Mobile
1.	Er.Harkesh Meena	Executive Engineer	(CP)	09891903970
2.	Er. Pradeep Aggrawal	Assistant Engineer-II,III&V		09811758789
3.	Er. Lovkesh Gausinga	Assistant Engineer-IV		09958869642
4.	Er.Irfan Danish	Junior Engineer		09810775979
5.	Er. Ashish Gautam	Junior Engineer		07290059207
6.	Er. Bhpendra Kumar	Jounior Engineer		08860631380
7.	Er. Sanat Chaudhary	Junior Engineer		07290061949
8.	Er. Ranjeet Kumar	Junior Engineer		08285575069
9.	Er. Sushil Kumar Singh	Jounior Engineer		09555877760
10.	Smt.Chandra	AAO		09899568229
11.	Sh.Parveen	Draftsman		09871020926
12.	Sh. S.Perumal	Head Assistant		07428686844
13.	Smt. Ashu Suri	D.E.O. (on Contract)		09818187166
14.	Sh. Shambhu Prasad Juyal	D.E.O. (on Contract)		08929673524

➤ **Brief history and background for its establishment**

Connaught Place Division was came into existence in the year 2005 after demerger of C-II division of NDMC and thereafter entrusted the work of Redevelopment of Connaught Place.

➤ **Duties to be performed to achieve the mission**

The execution works is assigned to M/S EIL as per the Turnkey Agreement. However, monitoring, coordination & interaction with other affected & involved agencies is being done by project team of NDMC.

➤ **Details of service rendered**

NDMC is monitoring, coordination & interaction with other affected & involved agencies as a part of redevelopment of Connaught Place. This division is also maintaining the Connaught Place Roads, Chelmsford Road, Panchkuian Road and Minto Road upto NDMC limits under Hanuman Road Service Centre. Concerned AE/JE are responsible for the upkeep of the area and take the necessary action/measures to maintain road/lanes, road furniture etc. to provide better riding quality and to avoid water stagnation and to attend day to day complaints received from various sources including due attention to Public interaction and to attend the meetings held by MPs/ MLAs/ RWAs and to take proper action pursuant to the same. Details of services rendered. The maintenance of roads, lanes, by lanes, footpaths.

➤ **Citizen interaction**

Citizen friendly atmosphere is created to give a patient hearing to the problem of the consumers/stackholders and after due consideration the problems are resolved to the entire satisfaction of the complainant. To attend their complaints in respect to road repair, street problem.

➤ **Postal address of the main office attached / subordinates office/field units etc.**

Office of the Executive Engineer Office of the Assistant Engineer

- **EE(CP)**
Room No.1611, Palika Kendra, New Delhi-110001
Ph.011-23362429
- **Sub Division –II**
Palika Kendra, Parking Connaught Palce, New Delhi
Ph.011-23353323
- **Sub-Division-III**
RR.-7 Connaught Place, New Delhi
- **Sub-Division-IV**
1411, Palika Kendra, Sansad Marg New Delhi
Ext.No-3420
- **Sub-Division-V**
Hanuman Road Service Centre

➤ **Working hours**

Office timings are 9.00 AM to 5.30 P.M with Saturday, Sunday and Gazette Holidays as closed days.

➤ **Public interaction, if any**

Weekly meeting with representative of NDTA/ Stack-holders are held for redressed of problems if any. Besides this, grievances of the public/stack-holders raised during the inspection of area by the Project leader & Project Team.

MANUAL-I

EE(SWACHTA DIVISION)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

[SECTION 4 (1) (B) (I)]

➤ **.Aims and objectives of the organization.**

1. Construction, Supervision for Operation & maintenance of all PTU's/CTU's including Smart Public Toilets in NDMC area.
2. Running Operation & Maintenance of Mechanical Road sweepers in NDMC area.
3. Collection, transportation, and disposal of C & D waste from NDMC area to Processing plant for recycling
4. Supervision, of operation and maintenance of 197 BQS constructed under PPP Model in NDMC area.

➤ **Brief history and background for its establishment.**

The Swachta division was established during September 2007, for road improvement programme.

➤ **Organization Chart of EE (Swachta Division).**

S.No	Name	Designation	Division	Mobile
1.	Er.C.L Meena	Executive Engineer	(S/D)	07290059221
2.	Er. V.K.Singh	Assistant Engineer-I,II&III		09868800195
3.	Er. Deepak Rana	Junior Engineer		07290059225
4.	Er.Mukesh Kumar	Junior Engineer		09899061976

5.	Er.Mahesh Meena	Junior Engineer		8058611385
6.	Er.P.K.Chuhan	Junior Engineer		07290059298
7.	Er. Babit	Junior Engineer		09871756699
8.	Er. Ravi Malik	Junior Engineer		09899317469
9.	Er. Shri Kant Sharma	Junior Engineer		08800644770
10.	Er.Rajesh Meena	Junior Engineer		9887592601
11.	Abultahala Ansari	Junior Engineer		9549603040
12.	Sh.B.S.Adhikari	A.A.O		09810881471
13.	Smt.Kiran	Sr.Assistant		09958122992
14.	Sh.Satpal	Draftsman		09810582929
15.	Smt.Rajvinder kaur	Sr.Assistant		09540001835

➤ **Duties to be performed to achieve the mission.**

Supervision of allotted works.

➤ **Details of services rendered**

Supervision of allotted works of different works.

➤ **Citizens interaction**

There is no direct interaction with citizen.

➤ **Postal address of the main office attached/subordinate office/file units etc.**

Main office is situated at the Executive Engineer(S/D) 2nd Floor, Palika Kendra, New Delhi.

➤ **Map of office location.**_____.

Working hours both for office and public.

Working hours of office is from 9.00 AM to 5.30 PM.

➤ **Public interaction, if any.**

There is no direct interaction with public.

➤ **Grievance redress mechanism.**

Office open for public grievance between 2.00 to 3.00 PM.

This division is looking after the work of PTU,s CTU,s MRS and , Foot Over Bridges, in NDMC area.

MANUAL 1 BUS-Q-SHELTER

**POINT WISE INFORMATION AS PER DIRECTION OF THE CIC
Detail of Public Private Partnership (PPP) Project i.e. BQS Project under
Suo-Moto Disclosure as per section 4 of RTI Act. 2005.**

1). Name of Project :- C/o 197 Bus-Q-Shelter on BOT basis (under package I&II) in NDMC area.

2). Name of Project being implemented : Nil

3). Name of Concessionaire : M/s J.C Decaux Advertising India Pvt. Ltd. 231, Okhla Industrial Estate,
Phase-III, New Delhi.110020.

4). Detail's of Project : Concession Agreement has been signed between the Concessionaire and NDMC to implement the project in two package for construction of 197 Nos. Bus-Q-Shelter in NDMC area and for operation & maintenances of the same BQS during the concession period. Concession period of the project is 15 years (extendable by 5 years on mutually agreed terms and condition). Date of start of concession period is Sept.01, 2007. Concessionaire is allowed to collect revenue from advertisement and other commercial activities at the project site as permitted by NDMC. The Concessionaire shall pay to NDMC a concession fee @ 16% (Sixteen percent) of net revenue earned by it on sale/renting of advertising and other space on the Bus-Q- Shelters subject to minimum concession fee of Rs.20,15,833.00 (Rupees twenty lac fifteen thousand eight hundred thirty three only) per month for first year for the subsequent years the minimum concession fee shall be increased @ 5% per year.

5). Fund : No Municipal fund allotted in the current fiscal year 2012-13 for this project.

6). Objective achieved : World class State of Art, uniform design Bus-Q shelter had been provided to the commuters in NDMC area. Important information including Bus Route numbers are displayed on each and every Bus-Q- Shelters. General public's interest information's specially for Tourist interest /massages are giving on every Bus-Q- Shelter.

7) . Details of investments : The investment by the concessionaire in the project is 100% for construction of 197 Bus-Q- Shelters on BOT basis in NDMC area. The project sites for Bus-Q- Shelters were giving by NDMC to concessionaire for construction and for maintaining during the concession period as per the Contract terms & conditions. At the end of concession period Bus-Q-shelter will be transferred to NDMC. List of all 197 BQS in NDMC area is given at Annexure "A"

8). Approving Authority : New Delhi Municipal Council approved the scheme vide council resolution No. 8.(A-20)dated:- 15.12.2005.

9). BQS Sites : The BQS sites have been given to the concessionaire for construction of 197. BQS and for maintaining the same during the successful concession period.

10). Periodicity of review of performance : The performance of the scheme is being regularly reviewed by Steering Group and through inspection of BQS carried out by field staff as per the contract terms & conditions.

***North of Rajpath
&
South of Rajpath***

S.NO	Road Name	Stop name
1.	Mandir Marg	P.S.Mandir Marg
2.	Mandir Marg	P.S.Mandir Marg
3.	Mandir Marg	Laxmi Narayan Mandir
4.	Mandir Marg	Balmiki Mandir
5.	Mandir Marg	Laxmi Narayan Mandir
6.	Peshwa Road	Gole market

7.	Peshwa Road	Gole market
8.	RK Ashram Marg	Gole market
9.	RK Ashram Marg	Gole market
10.	Bhai vir singh marg	Gole market
11.	Bhai vir singh marg	Gole market
12.	Bhai vir singh marg	St.Columbus school
13.	SBS Marg	SBS marg
14.	SBS Marg	SBS marg
15.	SBS Marg	Shivaji stadium
16.	SBS Marg	Shivaji stadium
17.	Park Street	Talkatora stadium
18.	Park Street	Talkatora stadium
19.	Park Street	Dr RML hospital
20.	Park Street	Dr RML hospital
21.	Baba Khadak Singh Marg	B K S marg
22.	Chemford Road	Marina Hotel
23.	Chemford Road	Marina Hotel
24.	Baba Khadak Singh Marg	N.D.P.O
25.	Baba Khadak Singh Marg	Bangla sahib
26.	Pandit Pant Marg	Kendriya terminal
S. No	Road Name	Stop Name
27.	Pandit Pant Marg	Kendriya terminal
28.	Pandit Pant Marg	NDPO
29.	Pandit Pant Marg	NDPO
30.	Pandit Pant Marg	Kendriya terminal
31.	Talkatora Road	Gurudwara Rakabganj
32.	Talkatora Road	Gurudwara Rakabganj
33.	Mother Teresa Crescent	Talkatora Stadium
34.	Mother Teresa Crescent	Talkatora Stadium
35.	North Avenue	North Avenue
36.	North Avenue	North Avenue
37.	Ashoka Road	Bangla Sahib
38.	Ashoka Road	Patel chowk (Metro Station)
39.	Ashoka Road	Bangla Sahib
40.	Ashoka Road	Patel chowk
41.	Ashoka Road	Sanchar Bhawan
42.	Jai Singh Road	YMCA
43.	Jai Singh Road	Palika kendra
44.	C-Hexagon	Baroda House
45.	Janpath	Eastern court
46.	Janpath	Windsor place
47.	Janpath	National Archives
48.	Janpath	National Archives
49.	BKS Marg	Dr. RML Hospital
50.	Janpath	Windsor place
51.	Janpath	IOC
52.	Janpath	National Museum
53.	Janpath	National Museum
54.	Janpath	Claridges Hotel
55.	Janpath	Claridges Hotel
56.	Tolstoy Marg	Tolstoy Bhawan
57.	Firozshah road	Firozshah road
S. No	Road Name	Stop Name
58.	Firozshah road	Firozshah road
59.	Firozshah road	K G Marg Xing
60.	Firozshah road	Mandi house
61.	K.G Marg	Baroda House
62.	K.G Marg	Scidhia house
63.	K.G Marg	Scidhia house
64.	K.G Marg	Kailash Bhawan
65.	K.G Marg	Bhartiya Vidya Bhawan
66.	K.G Marg	Baroda house

67.	K.G Marg	Maxmuller bhawan
68.	K.G Marg	Baroda house
69.	K.G Marg	Baroda house
70.	K.G Marg	Bhartiya vidya Bhawan
71.	Connaught Circus	Super Bazar
72.	Barakhamba Road	Statesman Bldg
73.	Barakhamba Road	Barakhamba Metro station
74.	Barakhamba Road	Barakhamba Metro station
75.	Barakhamba Road	Statesman Bldg
76.	Sikandara Road	Mandi house
77.	Sikandara Road	Mandi house
78.	Sikandara Road	Tilak bridge
79.	Bhagwandass road	Agakhan hall
80.	Bhagwandass road	Agakhan hall
81.	Bhagwandass road	Mandi house
82.	Bhagwandass road	Mandi house
83.	Tilak Marg	Patiala house
84.	Tilak Marg	Patiala house
85.	Tilak Marg	Tilak bridge
86.	Tilak Marg	Tilak bridge
87.	Rafi Ahmed Kidwai Marg	Krishi Bhawan
88.	Dr. Rajendra Prasad Road	Krishi Bhawan
89.	Dr. Rajendra Prasad Road	Krishi Bhawan
S. No	Road Name	Stop Name
90.	Rafi Ahmed Kidwai Marg	Akaswani Bhawan
91.	Rafi Ahmed Kidwai Marg	Rail Bhawan
92.	Rafi Ahmed Kidwai Marg	Udyog Bhawan
93.	Rafi Ahmed Kidwai Marg	Udyog Bhawan
94.	Sansad Marg	Palika Kendra
95.	Sansad Marg	Palika Kendra
96.	Sansad Marg	Akaswani Bhawan
97.	Maulana Azad Marg	Nirman Bhawan
98.	Maulana Azad Marg	Nirman Bhawan
99.	K.Kamraj marg	G- Block
100.	K.Kamraj marg	G- Block
101.	K.Kamraj marg	Sena Bhawan
102.	K.Kamraj marg	Sena Bhawan
103.	South Avenue	Teen Murti
104.	South Avenue	Teen Murti
105.	South Avenue	South Avenue
106.	Teen Murti Marg	P S Chanakya puri
107.	Teen Murti Marg	P S Chanakya puri
108.	Sardar Patel Marg	Bhartiya sadhu samaj
109.	Sardar Patel Marg	Bapu dham
110.	Sardar Patel Marg	Bapu dham
111.	Sardar Patel Marg	Railway colony
112.	Sardar Patel Marg	Railway colony
113.	Sardar Patel Marg	Bhartiya sadhu samaj
114.	Sardar Patel Marg	Palika Kutumb
115.	Sardar Patel Marg	Mourya Hotel
116.	Sardar Patel Marg	Palika Kutumb
117.	Shanti Path	Motibagh
118.	Shanti Path	Motibagh
119.	Shanti Path	Rail Museum
120.	Shanti Path	Rail Museum
121.	Shanti Path	Motibagh
S. No	Road Name	Stop Name
122.	Dr. Zakir Hussain Marg	Golf Club
123.	Dr. Zakir Hussain Marg	Golf Club
124.	Dr. Zakir Hussain Marg	Jaipur house
125.	Dr. Zakir Hussain Marg	Jaipur house
126.	Subramania Bharti Marg	Ravindra Nagar

127.	Shajahan Road	UPSC
128.	Shajahan Road	UPSC
129.	Subramania Bharti Marg	Sujan singh park
130.	Prithviraj Road	Prithviraj Road
131.	Prithviraj road	J & K house
132.	Prithviraj road	J & K house
133.	Aurobindo Marg	Yusuf sarai
134.	Aurobindo Marg	Yusuf sarai
135.	Aurobindo Marg	INA colony
136.	Aurobindo Marg	Safdarjung Airport
137.	Aurobindo Marg	Safdarjung Airport
138.	Aurobindo Marg	Safdarjung Madarsa
139.	Aurobindo Marg	Safdarjung Madarsa
140.	Aurobindo Marg	Safdarjung Airport
141.	Aurobindo Marg	East Kidwai Nagar
142.	Aurobindo Marg	East Kidwai Nagar
143.	BHS Marg	S.N.market
144.	BHS Marg	I-Block
145.	BHS Marg	S N Market
146.	BHS Marg	INA market
147.	BHS Marg	Laxmi bai nagar
148.	BHS Marg	Pillanjee Vill
149.	BHS Marg	Enq.Pillanji vill.
150.	BHS Marg	I Block
151.	BHS Marg	INA market
152.	BHS Marg	Laxmi bai nagar
153.	B- Avenue	Police Station
S.No	Road Name	Stop Name
154.	B- Avenue	Police Station
155.	B- Avenue	S.N.Market
156.	B- Avenue	S.N.Market B-Avenue
157.	B- Avenue	AB Block
158.	B- Avenue	AB Block
159.	Africa Avenue	M-Block
160.	Africa Avenue	S N Depot.
161.	Africa Avenue	S N Depot.
162.	Africa Avenue	S N Depot.
163.	Africa Avenue	M-Block
164.	Vinay Marg	Ashok Hotel V.Marg
165.	Vinay Marg	Ashok hotel V.Marg
166.	Vinay Marg	Palika club
167.	Vinay Marg	Vinay Marg
168.	Satya Marg	Akbar Bhawan
169.	Satya Marg	Akbar Bhawan
170.	Tuglak Road	Tughlak crescent
171.	Tuglak Road	P.S Tughlak Road
172.	Tuglak Road	Tughlak crescent
173.	Humayun Road	Humayun Road
174.	Lodhi Road	Mausam Bhawan
175.	Lodhi Road	Lodi garden
176.	Jor Bagh Road	Lodhi colony
177.	Jor Bagh Road	Lodhi colony
178.	Lodhi colony mkt	Lodhi colony mkt
179.	Lodhi colony mkt	Lodhi colony mkt
180.	Maharishi Raman Marg	Dayal singh collage
181.	Maharishi Raman Marg	Bharti Nagar
182.	Maharishi Raman Marg	Bharti Nagar
183.	Maharishi Raman Marg	Dayal Singh collage
184.	Maharishi Raman Marg	Sujan Singh Park
185.	Maharishi Raman Marg	Sujan Singh Park
S.No	Road Name	Stop Name

186.	Max Mueller Marg	Max Mueller Marg
187.	Max Mueller Marg	Lodi road Xing
188.	Max Mueller Marg	Lodi road Xing
189.	Max Mueller Marg	Max Mueller Marg
190.	Rajesh Pilot Road	Prithvi Raj Crossing
191.	Aurobindo Marg	AIIMS
192.	Aurobindo Marg	AIIMS
193.	Aurobindo Marg	AIIMS
194.	Aurobindo Marg	AIIMS
195.	Shivaji Stadium Terminal	Shivaji Stadium
196.	C-Hexagon	National Stadium
197.	B.K.S. Marg	Dr. RML Hospital

MANUAL- I

SE(R-South) & SE(R-North)

Particulars of organization, function and duties (Section 4(1)(b)(i))

1. Aim and objectives of the organization : *To scrutinize the technical cases for approval of the competent authority.*

2. Mission/Vision : Prompt services with improved quality of work.

3. Brief history and background for its establishment : *As per CPWD Manual.*

4. Organization Charts :

SE (R-South) & SE(R-North)

Executive Engineer

Assistant Engineer

Junior Engineer

Allocation of business : *Checking of estimates, NIT, tenders & work order etc*

5. Duties to be performed to achieve the mission : *As prescribed in the CPWD Works Manual.*

6. Details of services rendered : *N.A*

7. Citizens interaction : *N.A.*

8. Postal address of the main office, attached/subordinate office/field units etc. : New Delhi Municipal Council, Palika Kendra Sansad Marg New Delhi and *Shaheed Bhagat Singh Place, Gole Market, New Delhi*

9. Map of office location : Palika Kendra Sansad Marg, (Opposite-Jantar Mantra) and Shaheed Bhagat Singh Place, Gole Market, New Delhi 110001

10. Working office hours : *9.00 a.m. to 5.30 p.m*

13. Grievance redress mechanism : N.A.

Section 4(1) (b) (ii)

S. No.	Designation of Post	Powers	Duties attached
1.	Chief Engineer(Civil)-I	Overall Control of the zone/area falling under their jurisdiction	Overall control and supervision of Divisions falling under jurisdiction of their zone.
2.	S.E(Civil)	Scrutiny and sanction of estimates/NITs/tenders/ various items like extra/addl./substitute works	Overall Control of the zone/area falling under their jurisdiction in addition to providing all assistants in Budgetary control, execution and supervision of the works being executed; preparation/scrutiny/sanction of estimated/ NITs/tenders/work orders etc.
3.	Sr. A.O.(W)	As per delegation of powers circulated by NDMC	Advising Chief Engineers and Supt. Eng. in financial matters including preparation and discipline in Budgetary matters, scrutiny of tenders , extra/addl./substitute works got executed or got to be executed and coordination with Finance Deptt.
4.	(a)AAO(W) in Sr.A.O. office	As per delegation of powers circulated by NDMC	(a)Assisting Sr. A.O. Works in discharging and performing his duties and scrutiny of various types of cases whatsoever sent by Chief Engineer/SE/EE and computation of necessary data, Budgetary control and allied and Miscellaneous matters
	(b)AAO/JAO in divisional	As per delegation of powers circulated by NDMC	(b) In divisions, AAO acts as advisor to concerned Executive Engineers and prepares Budget estimates and control/discipline the sanctions, scrutiny/ audit of various bills , vouchers, financial aspects of tenders/NIT and allied

			and Miscellaneous matters
5.	EE (Civil)	As per delegation of powers circulated by NDMC	Adm. Control on the division and the staff working in the division as well as preparation and submission of estimates, NIT, tenders, work orders etc. and upkeep of the area falling under their jurisdiction, supervision and execution of various works and preparation passing/ submission of bills of contractors and other allied and Misc. matters
6.	AE (Civil)	NIL	Adm. Control on the sub-division and the staff working in the sub-division as well as preparation and submission of estimates, NIT, tenders, work orders etc. and upkeep of the area falling under their jurisdiction, supervision and execution of various works and preparation, processing and submission of bills of contractors and other allied and Misc. matters
7.	JE (Civil)	NIL	Preparation and submission of estimates, NIT, tenders, work orders etc. and upkeep of the area falling under their jurisdiction, supervision and execution of various works and preparation, processing and submission of bills of contractors and other allied and Misc. matters. At service centres JE is also responsible for attending the complaints, distribution of workers in area.
8.	Draftsman	NIL	Checking of all the estimates, bills, NIT's Justifications etc. of the division
9.	Sr. Assistant	NIL	Working in the Accounts Branch of the division and performing various duties as assigned, Preparation and Submission of reports and return and Broad sheet etc.
10.	Junior Assistant	NIL	Diary dispatch of the dak of the division/sub-division and maintaining all relevant records.
11.	Daftary	NIL	Maintains the records of division /sub-division.
12.	Peon	NIL	Distribution of dak and assists other related works of the division/subdivision.

MANUAL-I

STORE DIVISION

Particulars of organization, function and duties

{Section 4(1) (b) (i)}

1.	Aims and objectives of the organization	Procurement of material on the requirement of other division of NDMC
2.	Mission/Vision	As above
3.	Brief history and background for	NDMC form in 1911 its establishment
4.	Organization Chart	CE(C-I), SE(C-I), EE, AAO, Steno, AE,JE, Head Draft Man, HA, Sr. Asstt., Jr.Asstt., Clerical Asstt., SDC, Peons, Chowkidars, Beldars
5.	Allocation of business	Procurement of material for various divisions of NDMC.
6.	Duties to be performed to achieve tenders	Preparing draft NITs, calling tenders, issue of award letter, taking supplies, issue to other divisions.
7.	Details of Services rendered	Management & procurement of store as prescribed in CPWD manual
8.	Citizen's interaction	NA
9.	Postal address of the main office	NDMC Control Room, Parliament Street attached/sub-ordinate office/ field, New Delhi.
10.	Map of office location	Room No. 224, SBS Place Gole Mkt. New Delhi
11.	Working hours both for office and public	9.00 AM to 5.30 PM (Five days a week)
12.	Public interaction, if any	N.A.
13.	Grievance redress mechanism	N.A.

MANUAL-I

(ROAD CUTTING) DIVISION

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

SECTION 4 (1) (B) (I)

➤ **Aims and objectives of the organization**

Issue road cut permission under Right of way systematically as per approved Policy of NDMC.

➤ **Mission/Vision**

Issue Road Cutting Permissions.

➤ **ORGANIZATION CHARTS OF ROAD CUTTING DIVISION.**

S.No	Name	Designation	Division	Mobile
------	------	-------------	----------	--------

1.	Er. Rajesh Garg	Executive Engineer	(R/C)	09810058238
2.	Er. Rajesh Gupta	Assistant Engineer		09810539400
3.	Pooja Saini	Sr. Assistant		09810219207

➤ **Allocation of Business**

Issue Road cutting permission after obtaining the feasibility report for the division as per **"Revision of Road Restoration Charges and Terms & Conditions for NDMC area as per Indian Telegraph Right of way Rule-2016"**, circular No.D/17/AO (W-I)/2021 dt.19.01.2021 and Corrigendum No. D/E-Receipt NO.663055/AO(W-I)/2022 dt.22.03.2022.

➤ **Citizens interaction.**

To attend their complaints regarding road Cutting.

➤ **Working hours both for office and public**
FOR OFFICE

Working hours for Executive Engineer/Assistance Engineer's office: 9:00 A.M. to 5:30 P.M. (Five Days)

➤ **FOR PUBLIC**

Public is always welcome during office hours, however, specific timings are :
Office of Executive Engineer/Assistance Engineer: 3:00 PM to 4:00 PM.

➤ **Public interaction, if any**

In addition to attending the public during office hours, Public interaction is also during the course of meetings held by MPs/ MLAs/ RWAs and proper action pursuant to the same is also taken and intimated.

THANKS