

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

Manual 1

Particulars, functions and duties of Enforcement Building Regulations Department

1. Aims and Objectives :-

The basic objective of Enforcement Building Regulations Department is to detect and to take necessary action of sealing and demolition against the unauthorized construction in residential, commercial, institution etc. buildings/premises in NDMC area. To supervise the work of Special technical cell i.e. monitor all the work going on / taken place with prior permission of NDMC

2. Mission/Vision:-

Enforcement Building Regulations Department staff is to keep regular watch of all the ongoing illegal/unauthorized construction in the NDMC area in buildings/premises and to take the immediate action as per law. The complaints against the unauthorized construction are received in this departments and are regularly monitored for the requisite action in time bound manner. To supervise the work of Special technical cell i.e. monitor all the work going on / taken place with prior permission of NDMC

3. Brief history and background for its establishment:-

Enforcement Building Regulations Department is being run as a functionary right from the inception of NDMC. Before enactment of NDMC Act, 1994, this Council was governed by Punjab Municipal Act 1911 and the relevant provisions were being followed. After enactment of NDMC Act, 1994, NDMC is in the process of framing its own Manual under the NDMC Act for taking the action against the illegal/unauthorized construction.

Previously the Enforcement Building Regulations Department of NDMC was known as Unauthorized Construction Cell and was the part of Architect Department. Now Enforcement Building Regulations Department is independent Department under the head of Director(E-BR). Whole NDMC area is divided in two sub divisions, North of Rajpath and South of Rajpath.

4. Organization Chart:

The E-BR Department is headed by Director(E-BR), who is assisted by one Executive Engineer(E-BR), two Assistant Engineer (Civil), one Dy. Architect, one Assistant Architect and four Junior Engineer (Civil). Assistant Engineer (North) is in charge of the area North of the Rajpath and Assistant Engineer(South) is in charge of the area South of the Rajpath for routine inspection, watch, detection and necessary

action against the unauthorized construction and monitor all the work going on / taken place with prior permission of NDMC in their individual area. The complaints are verified at site promptly and the requisite action are been taken by the each Junior Engineer area wise and initiate the action as per law.

Each sub-division North and South are further divided in two part each N-1 & N-2, S-1 & S-2 for close monitoring by the individual Junior Engineer in-charge of the concerned area

Dy. Architect and Assistant Architect supervise the work uploading the all the approved drawings issued from Architect and Environs department in the concerned files of e-office and maintenance all the record of sanctioned / completion drawings in physical and electronic form. To carry out inspection of all work going on with prior permission of NDMC along with concerned A E (EBR) and report / recommendations to EE (EBR) as per guidelines

6. Duties to be performed:

The main duties performed by the officers of Enforcement Building Regulations Departments are as follows:-

- To detect/seal/demolish the unauthorized construction after the due process.
- To take necessary action against the unauthorized construction when notice as per the provision of NDMC Act.
- To supervise the work of Special technical cell i.e. monitor all the work going on taken place with prior permission of NDMC.
- To prepare and submit the monthly reports.
- To prepare and submit the half yearly update status.
- To prepare and submit the written statement and Affidavit after signing by the competent authority to the Hon'ble Courts. To follow up action case wise in the various Hon'ble Court and proper liaison with MC and ASC.
- To prepare and submit the report of the Division to the various departments such as Estimate Committee, Monitoring Committee of Supreme Court or High Court.
- To assist Audit Party during the annual audit by Audit Party of Chief Auditor's Office or IAB and present all files of Division and other records as an when required by the Audit Party.
- To reply the audit paras/Vigilance observations and ensure settlement of the same.
- Any other work specially assigned by the higher authorities.

7. Details of Services rendered:

The Enforcement Building Regulations Department renders the following main services relating to general public:-

- Facilitating the public to submit their complaints against unauthorized construction.
- To supervise the work of Special technical cell i.e. monitor all the work going on taken place with prior permission of NDMC.
- Introducing the state of art collection mechanism for receiving the complaints and regular updating the action on them.
- Giving personal hearing before punitive action under natural law of justice.

8. Citizen interaction:

The citizens interact with Enforcement Building Regulations Department with regard to following:-

- (a) Personal hearing, in response to any notice under section 247, 248, 249 and 250 of NDMC Act such as stoppage, sealing and demolition action respectively.
- (b) Any aggrieved person can appeared before Director(E-BR) to be heard in person under natural law of justice.

9. Postal address of the main office, attached/subordinate office.

S.No	Designation	Address	Telephone No.
1.	Director(E-BR)	Room No. 5001, 5 th Floor, NDMC, Palika Kendra, New Delhi.	23744227
2.	Executive Engineer (E-BR)	2 nd Floor, Pragati Bhawan, Jai Singh Road, New Delhi.	23348360
3.	Assistant Engineer(E-BR)	2 nd Floor, Pragati Bhawan, Jai Singh Road, New Delhi.	23348360
4.	Dy. Architect (EBR)	11011, 11 th floor, Palika Kendra, New Delhi	N.A.
5.	Assistant Architect (EBR)	11011, 11 th floor, Palika Kendra, New Delhi	N.A.
6.	Junior Engineer(E-BR)	2 nd Floor, Pragati Bhawan, Jai Singh Road, New Delhi.	23348360

10. Map of office location:

Enforcement Building Regulations Department, 2nd Floor, NDMC Office, Pragati Bhawan, Jai Singh Road, New Delhi-110001.

11. Working hours for office and public:

The office hours are from 9.00 a.m. to 5.30 p.m. on all working days except Saturday and Sunday, including gazetted holidays. The case wise individual notice are served upon the party with exact date and time to be appeared before Director(E-BR)

12. Public interaction:

- Public has frequent interaction with Enforcement Building Regulations Department in connection with regards their complaints and any grievances against unauthorized construction in NDMC area.

13. Grievance redresses mechanism:

The aggrieved person from the public can freely visit the office of Director(Enforcement – Building Regulations) on all working days between 3.00 p.m. to 4.00 p.m. (the time fixed for HODs for such meetings), for redressal of their grievances.