

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

**MANUAL 2  
Powers and duties of officers and employees  
[Section 4(1)(b)(ii)]**

S No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director(E- BR)	1. Supervision and control over the functioning of Enforcement Building Regulation Department. 2. Power delegated u/s 247 and 250 of NDMC Act 1994 for demolishing and sealing the premises.	-Nil	-Nil-	To sign, all petitions, applications, claims, counterclaims, counter affidavit, Rejoinder affidavit, written statements, rejoinders, reply or any other documents, for	

					and on behalf of NDMC to be filed before any authority or any court of law giving the facts as per records, which will be supported by a supporting affidavit, signed and affirmed by the Secretary corroborating the contents of the averments made by the heads of the departments as and when necessary.	
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2	Executive Engineer(E-BR)	Power delegated u/s 247 and 342 of NDMC Act 1994.				<ol style="list-style-type: none"> <li>1. Implementation of NDMC Act 1994, rules, regulations and bye-laws made thereunder and other prevailing applicable statute.</li> <li>2. To supervise the work of Enforcement Building regulation i.e. monitor all the work going on / taken place without prior permission of NDMC.</li> <li>3. To supervise the work of Special technical cell i.e. monitor all the work going on / taken place with prior permission of NDMC.</li> <li>4. To ensure that officials, such as AE/ JE's etc. working under him take timely prompt action for detection of unauthorized construction as well as work going on with prior permission of NDMC and subsequent actions on the same.</li> <li>5. To issue notice and make</li> </ol>
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						<p>order of demolition under section 247 of NDMC Act 1994 for unauthorized construction / construction in violation to sanctioned plan / completion plan / work related to STC and check 10% of the notices at site randomly on regular basis.</p> <p>6. To make notice or order under section 249 of NDMC Act 1994 for such erection or execution of any work, which is without or contrary to the sanction referred in section 241 or is in contravention of any condition of such sanction or any of the provisions of NDMC Act or any rules, regulations and bye-laws made thereunder.</p> <p>7. To prepare timely replies for all PUC's including the Parliament Questions, Assembly Question, VIP references, Grievance Redressal Forums</p>
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						<p>references etc. with respect of E-BR Department and allied matters.</p> <p>8. To supervise the sealing/demolition operations of difficult/complicated cases.</p> <p>9. To attend the prosecution and other legal and courts matters including co-ordination of difficult/complicated cases.</p> <p>10. To execute the power of Appellate Authority under RTI Act 2005</p>
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3	Assistant Engineer(E-BR)					<ol style="list-style-type: none"> <li>1. Implementation of NDMC Act 1994, rules, regulations and bye-laws made thereunder and other prevailing applicable statute.</li> <li>2. To supervise the work of Enforcement Building regulation i.e. monitor all the work going on / taken place without prior permission of NDMC.</li> <li>3. To supervise the work of Special technical cell i.e. monitor all the work going on taken place with prior permission of NDMC.</li> <li>4. To ensure that officials, such as JE's etc. working under him take timely prompt action for detection of unauthorized construction, work going on with prior permission of NDMC and subsequent actions on the same.</li> <li>5. To inspect and check 50% notices at site randomly on regular basis and subsequent action on the</li> </ol>
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						<p>same.</p> <p>6. To seal the unauthorized construction and take demolition action as the case may be along with JE concerned after obtaining the orders from the competent authorities and co-ordinate with the Police Authorities and any other authority / agency, if required.</p> <p>7. To prepare timely replies and disposal of all the PUC's including the Parliament / Assembly Questions, VIP references, Grievance Redressal Forums references etc.</p> <p>8. To attend the prosecution and other legal and court matters.</p> <p>9. To execute the power of PIO(EBR) under RTI Act 2005 and disposal of all the RTI.</p>
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4.	Dy. Architect (EBR)	Power delegated u/s 248, 249 and 250 of NDMC Act 1994				<ol style="list-style-type: none"> <li>1. To 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.</li> <li>2. 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.</li> <li>3. To prepare timely replies for all work of STF including the grievance received from PGMS, LG Listening, PMOPG and court matters with respect of E-BR and STF Department and allied matters.</li> </ol>
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5.	Assistant Architect (EBR)					<p>1. To assist the Dy Architect (EBR) and to 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.</p> <p>2. To carry out inspection of all work going on with prior permission of NDMC along with concerned J E (EBR) and report / recommendations to concerned AE (EBR) as per guidelines.</p> <p>3. To prepare timely replies for all work of STF including the grievance received from PGMS, LG Listening, PMOPG and court matters with respect of E-BR Department and allied matters.</p>
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6.	Junior Engineer(E-BR)	Power delegated u/s 248 of NDMC Act 1994 to stop the ongoing unauthorized construction in their respective area.				<p>1. Implementation of NDMC Act 1994, rules, regulations and bye-laws made thereunder and other prevailing applicable statute.</p> <p>2. To supervise the work of Enforcement Building regulation i.e. monitor all the work going on / taken place without prior permission of NDMC.</p> <p>3. To supervise the work of Special technical cell i.e. monitor all the work going on / taken place with prior permission of NDMC.</p> <p>4. To detect timely the unauthorized construction by field inspection.</p> <p>5. To make order of stoppage under section 248 of NDMC Act 1994 for the ongoing unauthorized construction/work.</p> <p>6. To undertake measurements at the site as per the provisions of the NDMC Act 1994 and to put up notices to Asstt. Engineer(E-BR) without</p>
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						<p>delay.</p> <p>7. To attend the replies and take timely follow up action in serving the subsequent notices including for sealing and for demolition.</p> <p>8. To put up files for sealing of unauthorised construction in timely manner and to take timely actions of sealing the unauthorized construction after orders from the competent authority. Co-ordinate with Police Authorities and others authorities and undertake demolitions exercise with labour after required formalities.</p> <p>9. To attend the prosecution and other legal and court matters.</p> <p>10. Timely disposal of all the PUC's including para wise comments for courts cases and RTI cases, VIP references, Grievances Redressal Forums references, Parliament / Assembly Questions etc.</p>
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