



सूचना एवं प्रचारितिक कार्यालय
कार्यकी संख्या: 1958
दिनांक: 2.11.2020
उत्तरी दिल्ली नगर निगम

NORTH DELHI MUNICIPAL CORPORATION

Central Establishment Department
13th Floor, Dr. SPM Civic. Centre, JLN Marg, New Delhi-110002

No. AO-II/CED/NDMC/2020/1218

Date: 29/10/2020

CIRCULAR

Subject: Standard Operating Procedure (SOP) for responding to the questions asked by the Municipal Councillors.

During the course of conduct of business by the Corporation or various Committees of the Corporation more particularly, matters relating to response to the questions asked by the Municipal Councillors and Procedure thereof is governed by the provisions contained under section 81 of the Delhi Municipal Corporation Act, 1957 (hereinafter referred to as the Act) and Regulations 13 of the DMC (Procedure & Conduct of Business) Regulations, 1958 (hereinafter referred to as the Regulations) and the same shall be strictly adhered to for smooth functioning of the Corporation. (A Text of section 81 of the Act is appended to this circular).

2. In light of the above, following Standard Operating Procedure (SOP) shall be followed by all the municipal officials/officers for the purpose of proper functioning and transaction of business of the North Delhi Municipal Corporation.

- (i) All questions, if asked in any mode by the Councilor(s) ought to be routed through the Hon'ble Mayor and the same shall be answered in prescribed time after being allowed by the Hon'ble Mayor, on the basis of his/her opinion that the same is not in contravention of the provisions of the Act or that it is not prejudicial to the public interest or the interest of the Corporation.
- (ii) The question, routed through and allowed by the Hon'ble Mayor only shall be answered.
3. All the HODs shall strictly ensure that the replies of the questions are given in time bound manner to C&C as prescribed under Section 81 of the Act.

This is issued with the prior approval of the Competent Authority.

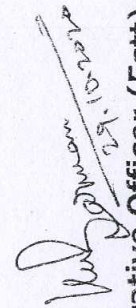
Copy to:

1. All Addl. Commissioners
2. Municipal Chief Auditor/CVO/Mpl Secy, North DMC.
3. All Zonal Deputy Commissioners.
4. All HODs.
5. PS to Commissioner/ NDMC/SDMC/EDMC- for information of Commissioner.
6. Director (IT) with request to upload this order on the website.
7. Guard file/Office copy

Copy forwarded for favour of information to:

1. Hon'ble Mayor, North DMC.
2. Hon'ble Deputy Mayor, North DMC.
3. Hon'ble Chairman/Standing Committee, North DMC.
4. Hon'ble Deputy Chairman/Standing Committee, North DMC.
5. Hon'ble Leader of the House, North DMC.
6. Hon'ble Chairman, Appointments Committee, North DMC.
7. Hon'ble Leader of Opposition, North DMC.
8. Hon'ble Leader of the Congress, North DMC.


Administrative Officer (Estt)


Administrative Officer (Estt)

