

ARCHITECTURE DEPARTMENT MUNICIPAL CORPORATION OF DELHI

1. *Aims and Objectives of the Organization*

The objective of Architecture Department is to create a pleasant and healthy built up environment comprising of structures, open spaces including roads, parks, water bodies etc. The work involves proper visualization in three dimensional views in such a way that the end result and composition of the building become functional, economical, aesthetical, echo-friendly, energy efficient and structurally sound. The Architecture department works as an advisory body in architectural matters to see nature of projects in the areas which come under the jurisdiction of Municipal Corporation of Delhi. The role of Arch. Deptt is to prepare Architectural drawings for all the civic projects of MCD as per the requirement of user deptts., like – Education Deptt., Health Deptt., Community Services Deptt., Veterinary Deptt. etc. The intending user deptt. sends its requirement for the proposed buildings such as Pry. Schools, Sports School, Multipurpose Hall, Auditorium, Community Halls, Recreation Centre for Senior Citizens, Crematorium, Veterinary Hospital, Dog Sterilization Centre, Zonal Offices, Staff Housing, Stadium, Conventional & Modular Toilet Blocks, CTC, Facade Control drawing/Standard Design of Commercial spaces, Shopping Complex, Primary Health Centers, Polyclinics, Allopathic, Homeopathic & Ayurvedic Dispensaries, M&CW Centers etc. – to the Engineering Deptt. who further forwards the same to the Arch. Deptt. alongwith the site plan, for the preparation of Archl. Drgs. The department prepares and develops sketch schemes, conceptual drawings, preliminary drawings, detailed drawings, working drawings, Landscape drawings, etc. It also issues requisite drawings to Engg. Deptt. for preparation of estimates, structural drawings and tender documents for issue of contracts in respect of the civic buildings and to develop built environment.

2. *Mission/Vision*

The Vision of the Arch. Deptt. is to create functional and aesthetically pleasing designs to make the city live - expressed by organized built forms, facades, landscape and State-of-Art etc. within the purview of UBBL/MPD-2021/NB Code/Disabled friendly norms & parameters stipulated by other statutory bodies like DFS, DUAC, AAI etc. The Architectural Designs involve thinking process,

visualizing the same in 3-dimensional way. The architect converts his dream on paper in the form of drawings which are fulfilled by the Engineers & other techno professionals/ specialised fellows by executing the same on the ground.

The aesthetic of bldg. is a matter of prime importance. The ambiance of Civic Centre is incomparable with the earlier bldgs. of MCD, in terms of office culture, working atmosphere, design & technologies adopted. Likewise the conditions of streets with mismanaged electric wires, disposal of garbage, defective street lights, encroachments on foot paths are now drastically improved. The roads under the jurisdiction of MCD having smart street furniture like modern Bus Shelters, foot paths to walk upon, energy efficient street lights, digital screens, clean public toilets, high-tech advertisement & direction boards, green vertical gardens under flyovers, beautification of parks etc. creating pleasing atmosphere for a smart city. Arch. Deptt's vision is to contribute in making Delhi a World Class City which the National Capital of India deserves. Our Hon'ble Prime Minister has the vision of Smart Cities for every state of India.

3. *Brief History and back ground for its establishment*

By virtue of DMC Act, 1957 passed by the Parliament, The Municipal Corporation of Delhi came into existence on 07th April, 1958. The Architecture Deptt. was created almost simultaneously. The MCD was trifurcated on 19th April 2012 and divided into three Corporations i.e. North DMC, South DMC & East DMC. The then trifurcated MCD has been unified on 22.05.2022 comprising of 12 Zones – South Zone, Central Zone, West Zone, Najafgarh Zone, Shahdara (North & South), Karol Bagh Zone, Keshav Puram Zone, Rohini Zone, City-SP Zone, Civil Lines Zone and Narela Zone.

4. *Postal address of the main office*

Architecture Department
Municipal Corporation of Delhi
E-1 Block, 13th, Floor,
Shyama Prasad Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, Minto Road,
New Delhi-110 002.
Ph: 011 – 23226350-51, 6324, 6310 (Office)

5. *Map of the office location*

Dr. S. P. M. Civic Centre near New Delhi Railway Station opposite Ramlila Ground.

<https://goo.gl/maps/acSCJ7SrPaFKToB26>

6. *Working hours both for office and Public*

Office : 9:00 am to 5:30 pm (Monday to Friday)

Public : 12:00 p.m. to 1:00 p.m.

7. *Grievances redress mechanism*

In case of any grievance, the Chief Architect/Senior Architect redresses the grievances related to Architecture Department. The time for the same is from 12.00 to 1.00 pm on any working day.

Manual I

Particulars of the organizations, Functions and Duties

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

In compliance of instructions enumerated in RTI Act, 2005 under Chapter-II ***Obligations of Public Authority*** of Section 4(1)(b)(i), the Particulars of the organization, functions and duties of officers/employees are given below:-

The Architecture Department is headed by the Chief Architect further comprising of Senior Architect, Architects, Assistant Architects, Architectural Assistants, Surveyors and other Administrative staff. The hierarchy of Arch. Deptt. is shown in the organization chart.

ORGANIZATIONAL CHART: ARCHITECTURE DEPARTMENT, MUNICIPAL CORPORATION OF DELHI

CHIEF ARCHITECT PB-IV 37400-67000+GP 10000 / LEVEL-14, TOTAL SANCTION POST -3	
TECHNICAL STAFF	ADMINISTRATIVE STAFF
SR. ARCHITECT PB-15600-39100+GP 7600/LEVEL-12 TOTAL SANCTION POST -3	SECTION OFFICER PB-9300-34800+GP 4800/LEVEL-8 TOTAL SANCTION POST -1
ARCHITECT PB-15600-39100+GP 6600/LEVEL-11 TOTAL SANCTION POST -5	PRIVATE SECRETARY PB-9300-34800+GP 4800/LEVEL-8 TOTAL SANCTION POST -2
ASSTT. ARCH. PB-9300-34800+GP 4800/LEVEL-8 TOTAL SANCTION POST -13	JR. STENO PB-9300-34800+GP 4600/LEVEL-7 TOTAL SANCTION POST -1
ARCHITUTURAL ASSTT. PB-9300-34800+GP 4600/LEVEL-7 TOTAL SANCTION POST -15	STENO GRADE D PB-5200-20200+GP 2400/LEVEL-4 TOTAL SANCTION POST -1
SURVEYOR PB-5200-20200+GP 2800/LEVEL-5 TOTAL SANCTION POST -5	ASSTT. SECTION OFFICER PB-9300-34800+GP 4600/LEVEL-7 TOTAL SANCTION POST -1
R.K (TECHNICAL) PB-5200-20200+GP 2400/LEVEL-4 TOTAL SANCTION POST -3	SENIOR. SECTT. ASSTT. PB-5200-20200+GP 2400/LEVEL-4 TOTAL SANCTION POST -5
FERRO PRINTER PB-5200-20200+GP 1900/LEVEL-2 TOTAL SANCTION POST -3	DRIVER PB-5200-20200+GP 2400/LEVEL-4 TOTAL SANCTION POST -3
	JUNIOR. SECTT. ASSTT. PB-5200-20200+GP 1900/LEVEL-2 TOTAL SANCTION POST -6
	PEON PB-5200-20200+GP 1800/LEVEL-1 TOTAL SANCTION POST -9
	KHALLASI PB-5200-20200+GP 1800/LEVEL-1 TOTAL SANCTION POST -10

2. Allocation of business

Chief Architect:

Chief Architect, being the Head of the Deptt. reports directly to the Engineer – in -Chief. He/She exercises the overall supervision over the working of the wing. He represents the Architecture Deptt., in the meetings of the various committees like Layout Scrutiny committee, Standing Committee, Building Plan Committee, Plan Review Committee, Works Committee, Ad-hoc committee, Remunerative Project Committee, Appointment Committee etc. He also coordinates with other counterpart departments i.e. Engg. Deptt., Building Deptt., R.P. Cell, T.P. Deptt. and all client Departments for delivering the above said remunerative/non-remunerative works. He also attends meetings of various committees like committees of DDA, NDMC and Ministry of Urban Development etc. as and when called for. This Department is a technical advisor to the Corporation related to the Architecture matters. It also has its representation in several Committees of Corporation such as Heritage, Bureau of Indian Standards, Standardization of signages, barrier free environment etc. Chief Architect also performs duties of First Appellate Authority (FAA) for RTI/Appeal/CIC/PGC cases dealt.

Senior Architect:

The main function of the Senior Architect is to assist the Chief Architect in carrying out the activities of the Deptt. He/She also supervises the work of the Officers/Staff in the Deptt. He carries out the inspections of the sites of different Municipal projects as & when called by the Engg. Deptt. and suggests improvements in the finalization of the drawings. He also attends the meetings of the various aforesaid committees on behalf of Chief Architect. Sr. Architect also performs duties of Public Information Officer (PIO) for RTI/Appeal/CIC cases dealt.

Architect:

The main function of Architect is to implement the notions & concepts framed by Senior Architect and Chief Architect by supervising the works of Asstt. Architects & Architectural Assistants. Architect also performs duties of Assistant Public Information Officer (APIO) for RTI/Appeal/CIC cases dealt, framing replies to the ID applications & sending quarterly/yearly reports in time bound manner.

Assistant Architect:

The main functions of Assistant Architect is to prepare of free-hand sketches and working drawings, 2D & 3D Drawings, visiting sites, providing guidance to Architectural Assistant for preparation of designs and documentations.

Architectural Assistant:

The main function of Architectural Assistant is to prepare free hands sketches, line plans, conceptual drawings, working drawings and detailed drawings in 2D & 3D of all the projects and visiting of sites.

Surveyors:

The main task of surveyor is to survey the proposed sites/ vacant plots for the proposed construction of buildings and where additions/alterations are proposed in the existing buildings.

Record Keeper (Tech):

The main task of record keeper is to keep records of the drawings & related files and make them available whenever required.

Ferro Printer:

The Ferro printer takes out prints of original drawings.

3. Duties to be performed to achieve the mission

The main duty of architecture department is to prepare architectural designs in various forms - Sketch Scheme, conceptual drawings, preliminary drawings, detailed drawings, working drawings, details drawings, landscape drawings etc.

- i. Architecture Department receives the building design requirements from the various departments of MCD through Engineering Deptt. along with the proposed location of the site and requirements of the user Deptt with reference to the nature of the proposal & its scope.
- ii. The Engg. Deptt. conducts the survey of the site to understand the on-site factors such as existing structures, trees, levels and any other important features of the site.

- iii. After obtaining the above information with reference to the requirements of the user Department, a sketch scheme is prepared as per norms and the same is sent to the concerned Deptts. or the same drawings are discussed with Head of the Department or with the Competent Authority, if the magnitude of the project is very high.
- iv. After the approval of the user department & Engg. Deptt. the sketch scheme will be put in to the form of preliminary drawings and the same may be sent to the aforesaid concerned Engg. Department for obtaining approval from the Bldg. Deptt. (HQ) in respect of Building-Bye-Laws & Town Planning Deptt. in respect of land use, permissible activities, Development Control Norms & provisions of MPD – 2021 & related notifications and ownership from the L&E Deptt.
- v. As soon as the approval is received from the deptt., the same drawings will be issued to the Engg. Deptt. for preparation of preliminary estimates, feasibility, administrative approval and expenditure sanction.
- vi. After approval of the preliminary drawings, the Engg. Deptt. sends its request with structural design of the building for the preparation of working drawings on the basis of structural drawing.
- vii. The Arch. Deptt. undertakes the preparation of working drawings and construction details.
- viii. The concerned Engg. Deptt. obtains approval on MCD Projects from Delhi Urban Arts Commission (DUAC), Delhi Fire Service (CFO), Airport Authority of India (AAI) etc., if required.
- ix. On the basis of the working drawings supplied by the Arch. Deptt., the Engg. Deptt., prepare detailed estimates; execute NIT and award of the work.
- x. As and when called by the Engg. Deptt, the Arch. Deptt. inspects the site to guide & clarify the discrepancies that arise at site, if any.
- xi. After the completion of the entire work, all the original drawings with the file will be sent to RK (T) for keeping in record and the same may be used for addition and alteration, if required in future.
- xii. Architecture Department has prepared Standard drawings/Façade Control Drawings for various shopping cum residential pockets, Commercial Buildings so that visual harmony is maintained in the shop-cum- residential buildings in local commercial areas of different colonies.
- xiii. The Arch. Deptt. occasionally organizes/holds competitions on Architecture as and when required by the MCD.

4. *Details of the service rendered*

This department is a technical advisory body in matters related to building design, aesthetics, urban design, landscaping and also prepares architectural design for various categories of the projects of the department, which are as under:

- Medical Relief and Public Health Buildings.
- Educational Buildings.
- Markets and Shopping Areas.
- Office Buildings.
- Recreation Centers for elderly citizen.
- Stadium and Play Fields.
- Multi Level Car Parking
- Cremation Grounds & Electric Crematoriums.
- Landscaping of Parks & Gardens.
- Staff Housing (for various categories).
- Pet & Birds Clinic & Veterinary Hospital.
- Conventional & modular Toilet Blocks & CTC.
- Community Buildings.
- Beautification of Roads & street furniture.

Some of the recently handled projects are:-

1. Feasibility Survey for establishing Departments of North D.M.C Medical College running in Porta-Cabins to RBIPMT Campus
2. Multi Level Car Parking at Sector 14, Rohini
3. M. C. Primary School Building in C-6, Sultanpuri, Ward no: 45/N, Rohini
4. Standard Plan of Shop-cum-residence Plot No:10, Block No: F6, Model Town-II
5. Community Hall at Model Town Auto Workshop near RBIPMT Staff Quarter.
6. FCTS adjusting CTC at Dhalao Site in Ward No:93, Karol Bagh Zone
7. Redevelopment of Saraswati Market (GAFFAR MARKET) in Karol Bagh.
8. Landscape Design of AJMAL KHAN PARK under Waste to Wonder Project in Karol Bagh Zone.

9. CREMATORIUM, Burial Ground and Graveyard at Sec-26, ROHINI in Narela Zone.
10. M. C. Primary School on land of adjoining Gaushala Park, Prem Nagar in Ward No: 98, Karol Bagh Zone.
11. Community Hall, Recreation Centre/ Senior Citizen Centre at J.E. Store in Ward no: 92/N situated at Maharana Pratap Market Road in Karol Bagh Zone (For Town Planning Department).
12. Preparation of Sketch Plan of COVID lab in existing building of Forensic medicine in Hindu Rao Hospital.
13. Hall in Shanti Desai Sports Club Ward No:84/N City SP Zone.
14. Landscape plan of Rani Jhansi Statue at DDA Park on Rani Jhansi Road.
15. Modern Maternity Home/Polyclinic in D-Block, Madipur in Ward no. 01-S, West Zone.
16. Construction of Zonal Office building at Vasant Vihar/South Zone.
17. Construction of Ayurvedic Dispensary at Babu Park, Kotla Mubarakpur, Ward no. 158/ Central Zone.
18. Construction of Double Storey Toilet Block in place of CTC near F-Block Maruti Master opposite E-40 (Gents and Ladies) OIA Phase-II, Ward No. 92-S, Harkesh Nagar, Central Zone.
19. Revision of Standard Façade Control Drawing for Mehar Chand Market, Lodhi Colony, South Zone, New Delhi.
20. Standard Drg. of Tin Shed for waste composting pit.
21. Standard Drg. for Supervisor Room with toilet for waste composting unit.
22. M. C. Primary School at Chhawala Ward No. 039, Najafgarh Zone.
23. Group Housing at R-Block, G. K.-I, South Zone.
24. Shopping Complex at Shivalik Colony, Vasant Kunj Marg, Vasant Kunj, South Zone.
25. Landscaping/Beautification of Fateh Smarak Sthal at Najafgarh Road near Pacific Mall, Tilak Nagar, ward no. 013-S, West Zone.
26. Beautification of Karkardooma Community Centre, Shahdara South.
27. Interior Designing of EDMC (HQ) - Reception and First Floor.
28. Working Drawings and supervision of Welcome Jheel.
29. Change of Elevation of Primary School in Jurisdiction of EDMC.
30. Preparation of Drawing for Chandiwala Maternity Home for Fire NOC Shahdara North.
31. Preparation of Existing Drawings for Polyclinic Shahdara & Chest Clinic at Choota Bazaar, Shahdara North.

5. Citizen Interaction.

The Architecture Department has not much public interaction except sale of the standard designs and sometimes building plan sanction cases are referred for checking whether Standard Elevation/ Façade Control Drawings are followed properly or not. These plans were initiated at the early stages of the development of Delhi to curb the haphazard development. In this regard, various government departments prepared the layout plans of these colonies along with the proposed land uses. Some parts of these areas were designed as plotted developments. Plots of standard sizes were marked to be developed as shops, shop-cum- residences, and typical units for quarters (A type & C type Double storey quarters) in colonies like Model Town, Kirti Nagar, Lajpat Nagar, Rajouri Garden, and Greater Kailash etc. to have organized development.

Architectural Controls & Façade Control Drawings

The Standard designs/Façade Control drawings are prepared taking into consideration the prevailing byelaws in terms of Ground Coverage, FAR, height of the building etc. as per Bldg. Bye Laws and Master Plan of Delhi. These drawings are revised in accordance of the clause of MPD-2021 & related notifications & placed before the LO SC (Layout Scrutiny Committee) & Standing Committee of MCD for its consideration & approval by the Town Planning Deptt. of MCD.

In order to create aesthetically pleasing build environment, visual harmony to be maintained in these Shop cum Residential Buildings/Shop Plots. In the tune of Ease of Doing Business, for making the system simplified, only one revised Standard Façade Control Drawing has been prepared in place of all existing shop cum residence Std. plans by the then South DMC.

Manual II
Powers and duties of the Officers and Employees
[Section 4(1) (b) (ii)]
Powers and duties of officers and staff

S. No	Designation of post	Powers				Duties attached
		Adm.	Fiscal	Statutory	Others	
1	Chief Architect					As already mentioned in Chapter-2 of Manual -1
2	Senior Architect					
3	Architect					
4	Asstt. Architect					

Manual III
Procedure followed in decision making process
[Section 4(1) (b) (iii)]
As per organizational Chart annexed

Manual IV
Norms set for discharge of functions
[Section 4(1)(b)(iv)]

S. No	Activity	Time frame / norm	Remarks
1	Sketch scheme	15-days	No specific norms available as it is depending upon the volume of the project
2	Conceptual scheme	15-days	
3	Preliminary drawings	15-days	
4	Working drawings	40-days	
5	Inspections	Within week	
6	Detail drawings	15-days	
7	Area charts	2 days	
8	Issue of the Standard design drawings	Within week	
9	Clearing elevation control files	Within week	
10	Study and report	20-days	
11	Study and Analysis	30-days	

Manual 5
Rules, regulations, instructions, manuals and records for
discharging functions
[Section 4(1)(b)(v)]

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The rules and regulations of the department are similar to the Architecture Department of CPWD, Ministry of Urban Development. CPWD specification manuals are used for building specifications & CPWD plinth area standards for GPRA (General Pool Residential Accommodation) are followed. As far as the design norms/standards are concerned – the buildings are designed as per Time Saver standards, Nuefert Standards and inconformity of MPD-2021, Municipal Unified Building-Bye-Laws & National Building Code, Harmonized guidelines in respect of Disabled friendly norms & other statutory bodies like CFO, DUAC, AAI etc.

Manual 6
A state of the categories of documents that are held by it for under
its control
[Section 4(1) (b) (vi)]

There are Standard Designs of Shop-cum-Residences plots at various locations of Municipal Corporation of Delhi as available in the record of Architecture Department are as under-

- i) Karol Bagh Zone
- ii) Narela Zone
- iii) City S. P. Zone
- iv) Rohini Zone
- v) Keshav Puram Zone
- vi) Civil Lines Zone

However Standard Façade Control Drawings for Shop-cum-Residence plots are available at the following areas –

- i) South Zone
- ii) Central Zone
- iii) West Zone
- iv) Najafgarh Zone

Manual 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

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

Not applicable

Manual 8

A statement of boards, council, committees and other bodies constituted of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

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

Not applicable

Manual 9**Directory of its officers and employees
[Section 4(1) (b) (ix)]**

S. No.	Name	Designation	Office No.	Mobile No.
1	Smt. Neelam Arora	Chief Architect-I	011-23226351	9717787901
2	Smt. Radha Malhotra	Chief Architect-II	011-23226324	9717786821
3	Sh. Rajender Singh Nagar	Sr. Architect-I	011-23226319	9717786892
4	Sh. Manoj Kumar	Sr. Architect-II	011-23226309	9717786921
5	Smt. Suman Kanaujia	Sr. Architect-III	011-23226310	9717786807
6	Smt. Mamta	Architect	011-23226317	8800696606
7	Smt. Madhulika Panwar	Assistant Architect	011-23226310	9911798708
8	Sh. Om Prakash Kasana	Architectural Assistant-I	011-23226310	9717786918
9	Sh. Vijay Kumar	Architectural Assistant-II	011-23226317	8800230333
10	Sh. Raj Kumar	Draftsman-II	011-23226301	9899002593
11	Smt. Rajni Dua	Private Secretary	011-23226350	9711636474
12	Sh. Rakesh Kumar Sharma	Personal Assistant	011-23226336	9717791026
13	Sh. Ajay Kumar Gupta	Assistant Section Officer	011-23226314	3213994611
14	Sh. Rakam Singh	Senior Secretariat Assistant	011-23226315	9718296286
15	Sh. Ishwar Singh Malik	Senior Secretariat Assistant	011-23226315	7428307508
16	Smt. Kavita	Senior Secretariat Assistant	011-23226315	9718484140
17	Sh. Ram Niwas	Junior Secretariat Assistant	011-23226314	8750477121
18	Sh. Rajiv Kumar	Junior Secretariat Assistant	011-23226314	9675384939
19	Sh. Rahul Kumar	Junior Secretariat Assistant	011-23226314	7011479548
20	Sh. Manish Singhal	Senior Consultant (Architect) Contractual	011-23226319	9312225520
21	Smt. Apeksha Mehra	Assistant Architect (Contractual)	011-23226317	9999965696
22	Ms. Nandika Bhandari	Assistant Architect (Contractual)	011-23226310	9971207339

23	Ms. Mitashi Sharma	Assistant Architect (Contractual)	011-23226310	9810887288
24	Smt. Preeti Chaudhary	Architectural Assistant (Contractual)	011-23226317	9810421885
25	Sh. Naveen	Architectural Assistant (Contractual)	011-23226317	9953003457
26	Mr. Uday Bhanu	Architectural Assistant (Contractual)	011-23226310	9818488149
27	Ms. Kanika Singh	Architectural Assistant (Contractual)	011-23226310	9458638847
28	Sh. Dhananjay Singh	Architectural Assistant (Contractual)	011-23226317	8010633258
29	Sh. Rajesh Yadav	Architectural Assistant (Contractual)	011-23226317	9212451564
30	Sh. Chander Pal Singh Tomar	Junior Secretariat Assistant (Contractual)	011-23226314	9971177355
31	Ms. Deepika Gill	Data Entry Operator (Contractual)		9953635019
32	Sh. Binod Kumar Prasad	Khallasi		9818903121
33	Sh. Mangat Ram	Khallasi		9871225478
34	Sh. Sanjay Kumar	Khallasi		8383900282
35	Sh. Rajesh	Khallasi		9958110937
36	Sh. Gopal Singh	Khallasi		9717382466
37	Sh. Hemraj	Khallasi		8700675921
38	Sh. Ashok Kumar	Khallasi		9599241418
39	Sh. Vikas Singh Sisodia	Khallasi		9910238038
40	Sh. Satpal	Beldar		9466826188
41	Sh. Hargovind	Beldar		8802054614
42	Sh. Avdhesh Kumar Yadav	Peon (Contractual)		9560690962
43	Sh. Jaswinder Pal Singh	Driver (Contractual)		7986708699

Manual 10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

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

S. No.	Name	Designation	Level as per 7 th Pay Commission Pay Matrix
1	Smt. Neelam Arora	Chief Architect-I	Level-14
2	Smt. Radha Malhotra	Chief Architect-II	Level-14
3	Sh. Rajender Singh Nagar	Sr. Architect-I	Level-12
4	Sh. Manoj Kumar	Sr. Architect-II	Level-12
5	Smt. Suman Kanaujia	Sr. Architect-III	Level-12
6	Smt. Mamta	Architect	Level-11
7	Smt. Madhulika Panwar	Assistant Architect	Level-8
8	Sh. Om Prakash Kasana	Architectural Assistant-I	Level-9
9	Sh. Vijay Kumar	Architectural Assistant-II	Level-7
10	Sh. Raj Kumar	Draftsman-II	Level-8
11	Smt. Rajni Dua	Private Secretary	Level-9
12	Sh. Rakesh Kumar Sharma	Personal Assistant	Level-9
13	Sh. Ajay Kumar Gupta	Assistant Section Officer	Level-7
14	Sh. Rakam Singh	Senior Secretariat Assistant	Level-4
15	Sh. Ishwar Singh Malik	Senior Secretariat Assistant	Level-4
16	Smt. Kavita	Senior Secretariat Assistant	Level-4
17	Sh. Ram Niwas	Junior Secretariat Assistant	Level-2
18	Sh. Rajiv Kumar	Junior Secretariat Assistant	Level-2
19	Sh. Rahul Kumar	Junior Secretariat Assistant	Level-2
20	Sh. Manish Singhal	Senior Consultant (Architect) Contractual	Rs. 45000 (Fixed)

21	Smt. Apeksha Mehra	Assistant Architect (Contractual)	Level-8 (Basic Pay + variable DA)
22	Ms. Nandika Bhandari	Assistant Architect (Contractual)	Level-8 (Basic Pay + variable DA)
23	Ms. Mitashi Sharma	Assistant Architect (Contractual)	Level-8 (Basic Pay + variable DA)
24	Smt. Preeti Chaudhary	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
25	Sh. Naveen	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
26	Mr. Uday Bhanu	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
27	Ms. Kanika Singh	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
28	Sh. Dhananjay Singh	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
29	Sh. Rajesh Yadav	Architectural Assistant (Contractual)	Level-7 (Basic Pay + variable DA)
30	Sh. Chander Pal Singh Tomar	Junior Secretariat Assistant (Contractual)	Rs. 26666/- (Fixed)
31	Ms. Deepika Gill	Data Entry Operator (Contractual)	Rs. 20019/- (Fixed)
32	Sh. Binod Kumar Prasad	Khallasi	Level-3
33	Sh. Mangat Ram	Khallasi	Level-3
34	Sh. Sanjay Kumar	Khallasi	Level-2
35	Sh. Rajesh	Khallasi	Level-2
36	Sh. Gopal Singh	Khallasi	Level-2
37	Sh. Hemraj	Khallasi	Level-2
38	Sh. Ashok Kumar	Khallasi	Level-2
39	Sh. Vikas Singh Sisodia	Khallasi	Level-2
40	Sh. Satpal	Beldar	Level-3
41	Sh. Hargovind	Beldar	Level-3
42	Sh. Avdhesh Kumar Yadav	Peon (Contractual)	Rs. 16506/- (Fixed)
43	Sh. Jaswinder Pal Singh	Driver (Contractual)	Rs. 34170 (Fixed)

Manual 11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

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

Major Head(Group)/Deptt. Code/Account Code	Nomenclature (Expenditure)	BE 2022-23
G/114/1001	Salaries-Group A	191.00
G/114/1002	Salaries-Group B	290.00
G/114/1003	Salaries-Group C	132.00
G/114/1004	Salaries-Group D	101.00
G/114/1075	Maintenance & Repairs - Vehicles	3.00
G/114/1119	Miscellaneous	7.50
G/114/1156	Postage Stamps	0.15
G/114/1193	Telephone Charges	0.70
G/114/1196	Petrol & Oil	3.00
G/114/1348	Honorarium to the representative of NGO (Sexual Harassment Committee)	2.00
	TOTAL	730.35

Manual 12

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs

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

Not applicable

Manual 13

Particulars of recipients of concessions, permits or authorizations granted by it;

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

Not applicable

Manual 14

**Details in respect of the information, available to or held by it, reduced in an electronic form
[Section (4) (1) (b) (xiv)]**

No such information is available at present

Manual 15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

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

Sl. No.	Facility Available	Nature Information Available	Working Hours
1	Information Counter	PIO/APIO Architecture Department Municipal Corporation of Delhi E-1 Block, 13 th Floor, Shyama Prasad Mukherjee Civic Centre, Jawahar Lal Nehru Marg, Minto Road, New Delhi-02.	9.00am To 5.30pm
2	Web site	MCD web site:- www.mcdonline.nic.in	24 hours
3.	Library	Nil	Nil
4.	Notice Board	Nil	Nil
5.	Public Dealing	General	12.00pm to 1.00pm

Manual 16**The names, designations and other particulars of the Public Information Officers;****[Section (4) (1) (b) (xvi)]**

Architecture Department, Municipal Corporation of Delhi 13 th Floor, E-1 Block, Dr. S. P. Mukherjee Civic Centre, Minto Road, New Delhi-110002	Smt. Neelam Arora		Chief Architect-I	First Appellate Authority
	Mob. No. : 9717787901	Landline No.: 011-23226351		
	Sh. Manoj Kumar		Senior Architect-II	Public Information Officer
	Mob. No. : 9717786921	Landline No.: 011-23226309		
	Smt. Mamta		Architect	RTI Assistant-I (KBZ, CSPZ, KPZ, NZ, RZ & CLZ)
	Mob. No. : 8800696606	Landline No.: 011-23226317		
Smt. Madhulika Panwar		Assistant Architect	RTI Assistant-II (SZ, CNZ, NGZ, WZ, Shah (S) & Shah(N))	
Mob. No. : 9911798708	Landline No.: 011-23226318			

Manual 17**Other information as may be prescribed****[Section (4) (1) (b) (xvii)]**

Detailed information already provided in manual I.