

GOVERNMENT OF NCT OF DELHI
REGISTRAR COOPERATIVE SOCIETIES
ADMINISTRATION BRANCH
PARLIAMENT STREET : NEW DELHI

No.F.5/13/2023/Misc./Estt./Coop. /1750-54

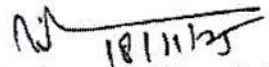
Dated: 18/11/25

ORDER

Sh. Lekhraj, Additional RCS, is hereby appointed as Nodal Officer (Media) with immediate effect for the office of the Department of Cooperation, GNCT of Delhi. He will be a single point of contact for all advertisements and media related matters w.r.t the department of cooperation, GNCT of Delhi.

Further, the terms of Nodal officer so appointed shall be as under:-

- To create and maintain social media handle for the Department.
- Social media handles of CMO and other higher authorities to be followed.
- He shall be responsible for videos/pictures of good work done by the department on social media.
- Post all positive developmental activities and social media after approval of the HOD.
- Post regular updates on social media to dispense the factually correct updates on the developmental and pro-people activities in the department with the approval of HOD.
- He shall regularly check other social media accounts and take following action.
 - A. Respond to any genuine grievance with immediate response of "your grievance/Suggestion has been noted and we will respond ATR/Facts Shortly". Such comments to be immediately shared with the concerned officer for taking action and sharing short replies and pictures(if needed). One such replies/pictures are received, the Nodal officer will get the approval of the HOD and post reply. This will help in generating the goodwill for the government.
 - B. Respond to any negative comment/News with alacrity and bring the same to the notice of the HOD and concerned officer to get the factual reply. Once reply/picture is received same to be get vetted by the HOD and post. This will help to counter the misinformation campaign.
 - C. All the references received from the higher authorities regarding any social media post to be immediately acted upon in the aforementioned manner.


(Krishna Kumar Singh)

Registrar of Cooperative Societies

1. Sh. Lekhraj, Additional RCS, O/o RCS.
2. P.A to RCS
3. Director, information and publicity, Old Secretariat, opposite Vidhan Sabha, Civil Lines.
4. A.R (I.T) with the request to upload it on the website of the department.
5. Guard File.

2/11/25
(Krishna Kumar Singh)

JK
Registrar of Cooperative Societies