

**OFFICE OF THE REGISTRAR CO-OPERATIVE SOCIETIES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI-110001  
(HOUSING SECTION-II)**

F.47/ARCS/SEC-2/RCS/2025 / 306-3/4

Date: 22/07/2025

**ORDER**

In supersession of all previous order on the issue of work allocation. The work is allocated to the officials of Section-II/GH as below with immediate effect:-

S.No.	Name/ Designation/Phone No.	Work Allotted
1.	SH. SUSHIL KUMAR, SENIOR ASSISTANT M-8368485754	<ul style="list-style-type: none"> <li>• All Co-operative, Group Housing / House building societies starting with alphabet 'C' and 'E'.</li> <li>• He will also dispose of applications concerning e-RTI, manual RTI, PGC matter, CPGRAMS, PGMS &amp; LG Listening matters, post all reference and matter from other agencies etc. of his alphabet societies.</li> <li>• He will also deal all court cases Supreme Court/ High Courts, and he will also update and provide the list of all court cases on the last working day of the week of his alphabet Societies.</li> <li>• He will also regularly update the date on the website of NCDC of his alphabet</li> <li>• He will update the list of Administrators/ Returning Officers, list of Inspection/ Inquiry Officers and newly constituted Management Committee of Housing Societies on Weekly basis of his alphabet Societies.</li> <li>• All the matter his alphabet relating with recovery/ execution of various orders including U/s 139, 105 etc. as per the provision of DCS Act &amp; Rules of Societies of his alphabet societies.</li> <li>• He will also deal all court cases District Courts/ Financial Commissioner, DCT etc. and he will also update and provide the list of all court cases on the last working day of the week of his alphabet society.</li> <li>• He will also prepare all weekly reports and other reports as sought by the Higher Authorities &amp; Planning Branch.</li> <li>• He will maintain separate registers for Manual RTI, E-RTI and VIP References.</li> </ul>
2.	SH. MONU, SENIOR ASSISTANT M-9211841389	<ul style="list-style-type: none"> <li>• All Co-operative, Group Housing / House building societies starting with alphabet 'D'.</li> <li>• He will also dispose of applications concerning e-RTI, manual RTI, PGC matter, CPGRAMS, PGMS &amp; LG Listening matters, post all reference and matter from other agencies etc. of his alphabet societies.</li> <li>• He will also deal all court cases Supreme Court/ High Courts, and he will also update and provide the list of all court cases on the last working day of the week of his alphabet Societies.</li> <li>• He will also regularly update the date on the website of NCDC of his alphabet</li> <li>• He will update the list of Administrators/ Returning Officers, list of Inspection/ Inquiry Officers and newly constituted Management Committee of Housing Societies on Weekly basis of his alphabet Societies.</li> <li>• All the matter his alphabet relating with recovery/ execution of various orders including U/s 139, 105 etc. as per the provision of DCS Act &amp; Rules of Societies of his alphabet societies.</li> <li>• He will also deal all court cases District Courts/ Financial Commissioner, DCT etc. and he will also</li> </ul>


		update and provide the list of all court cases on the last working day of the week of his alphabet society. • He will also prepare all weekly reports and other reports as sought by the Higher Authorities & Planning Branch. • He will maintain separate registers for Manual RTI, E-RTI and VIP References.
3.	SH. PANKAJ, MTS M-8851978054	• Receiving of DAK, Diary & File movement etc.

In addition to the above official will also discharge the work/ duties assigned to them by the Assistant Registrar/ Section Officer of Group Housing Section II from time to time.

Sh. Abhinav Sharma, Section Officer, will supervise the dealing assistant in their day to day work. He also mark the DAK of this section if Assistant Registrar (Sec-II/GH) is not available. It is also further directed that the disposal of the PUC/ Daks of important nature and different Court matters should be disposed-off in time-bound manner. Regular monitoring of court cases & RTIs be ensured by Section Officer.

Dealing Assistant are directed to maintain their Assistant Diary in accordance with Manual of Office Procedure. The Daks/PUCs and different court matters of priority nature and replies of RTIs should be submitted in a time bound manner failing which necessary action as deemed fit will be initiated against the delinquent official.

Any non-compliance of the above stated directions or any orders will be viewed seriously.

  
**Asstt. Registrar (SEC-II/GH)**


1. Sh. Abhinav Sharma, Section Officer (H/Sec-II).
2. Sh. Sushil Kumar, Senior Assistant.
3. Sh. Monu, Senior Assistant.
4. Sh. Pankaj, MTS.

F.47/ARCS/SEC-2/RCS/2025/306-314

Date: 22/07/2025

Copy to:-

1. PA to RCS, O/o RCS Parliament Street, New Delhi-110001.
2. PA to Addl. RCS, O/o RCS.
3. AR (Admn), O/o RCS.
4. ☒ AR (IT), O/o RCS
5. Guard File.

  
**Asstt. Registrar (SEC-II/GH)**