

RIGHT TO INFORMATION ACT

2005

Manual 1

Particulars of organization, functions and duties

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI

Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

(i) Name and address of the Organization

S.No.		
01	Name of the Public Authority	Office of the Chief Minister, Govt. of N.C.T.of Delhi
02	Address	Level – 3 , A-wing, Delhi ,Secretariat, New Delhi-110002
03	Telephone Number	23392020, 23392030
04	Fax Number	23392111
05	Website	www.delhi.gov.in
06	Email Address	cmdelhi@nic.in
07	Administrative Department	General Administration Department, Govt. of N.C.T. of Delhi

Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

(ii) Head of the Organization

Hon'ble Chief Minister, Govt. of NCT Of Delhi, New Delhi

Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

(iii) Vision, Mission and Key Objects

Decisions on files submitted by the Administrative Secretaries of Departments, through the Minister-in-Charge, are taken as per the relevant Acts and Rules.

Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

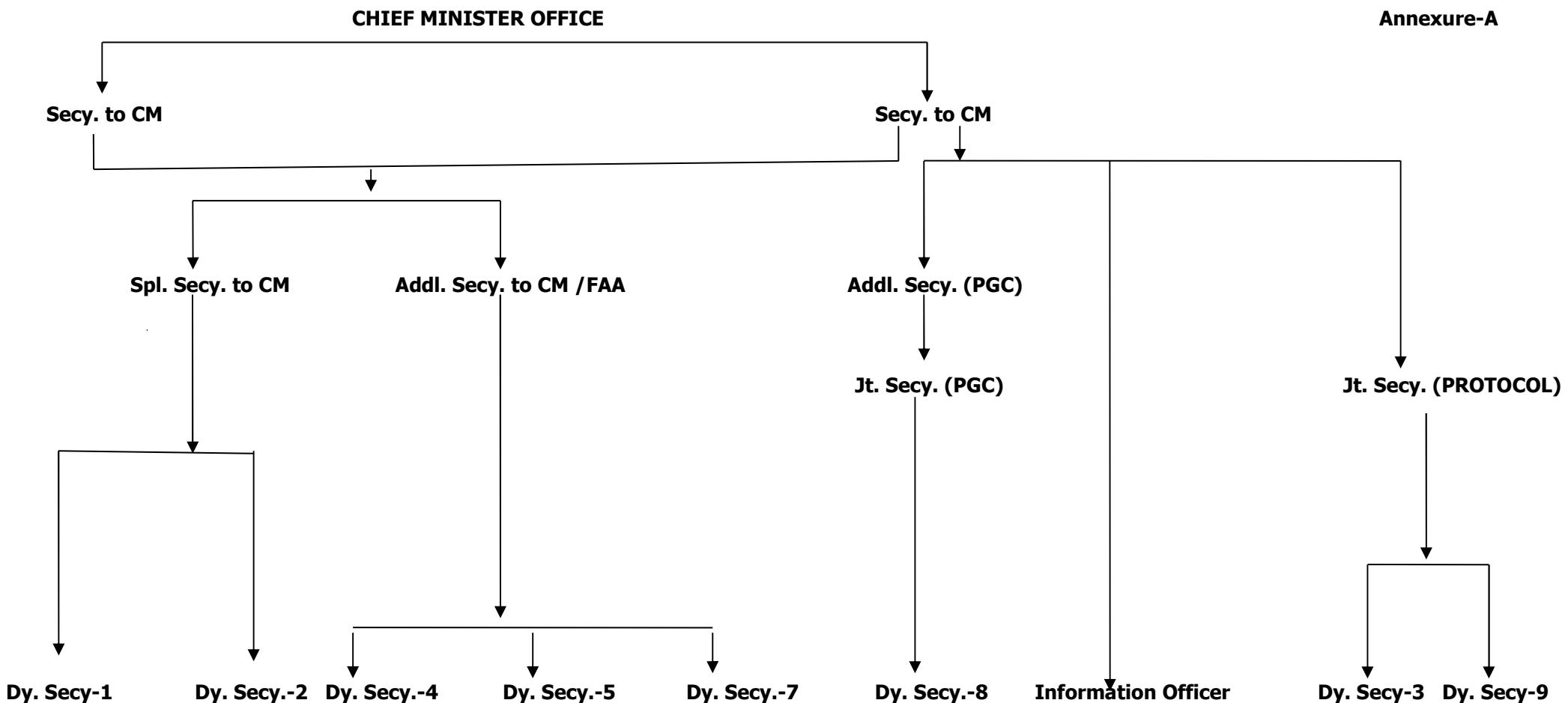
(iv) Functions and duties

The general norms/instructions, as applicable to the departments /authorities under GNCTD, apply to this office.

Particular of Organisation

Section 4(1) b (i)

(V) Organization Chart



Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.

Receipt and dispatch of files and letters is maintained through letter monitoring system. The applications received from General Public/Public Representatives are marked/sent to concerned departments of GNCTD for necessary action as per rules & regulations. The concerned departments/bodies under GNCTD are the custodians of the original files and papers. Files/correspondence sent to this office for the approval/concurrence of Hon'ble Chief Minister is sent back to the respective departments of GNCTD, who are the custodian of records.

RIGHT TO INFORMATION ACT

2005

Manual 2

Powers and Duties of Officers & Employees

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 2
[Section 4 (1) (b) (ii)]

(i) Powers and Duties of Officers (administrative, financial and Judicial)

The employees at Chief Minister's Office provide secretarial assistance to Hon'ble Chief Minister.

Manual 2

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

(ii)Powers and Duties of Officers & Employees

NOT APPLICABLE

Manual 2

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

(iii) Rules/ orders under which powers and duty are derived and

Decisions on files submitted by the Administrative Secretaries of Departments, through the Minister-in-Charge, are taken as per the relevant Acts and Rules.

Manual 2

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

(iv) Exercised

NOT APPLICABLE



**OFFICE OF THE CHIEF MINISTER
GOVERNMENT OF NCT OF DELHI
3rd LEVEL, DELHI SECRETARIAT
NEW DELHI-110002**

No.F. 1(47)/CMO/Admin/Work allocation/2025/23023

Dated: 20/05/2025

OFFICE ORDER

In supersession of all previous order(s) pertaining to work allocation amongst the Officers of this office, the following allocation of work is hereby ordered with immediate effect: -

Sr. No.	Name of the Officers	Work allocated	Link Officer
1.	Sh. Vikas Anand, IAS, Secretary to CM	1. Public Works Department 2. Legislative Affairs 3. Irrigation & Flood Control 4. Water 5. Gurudwara Elections 6. Home 7. Power 8. Urban Development 9. Education 10. Higher Education 11. Training & Technical Education 12. Industries 13. Food & Supplies 14. Environment, Forest & Wild life 15. Health & Family Welfare 16. Transport and 17. Information Technology	Dr. Madhu Rani Teotia, IAS, Secretary to CM
2.	Dr. Madhu Rani Teotia, IAS, Secretary to CM	1. General Administration 2. Services 3. Finance 4. Revenue 5. Women and Child Development 6. Land and Building 7. Information and Public Relations 8. Vigilance 9. Administrative Reforms	Sh. Vikas Anand, IAS, Secretary to CM

		10. Planning 11. Social Welfare 12. Welfare of SC &ST 13. Cooperative 14. Election 15. Law & Justice 16. Labour 17. Employment 18. Development 19. Art, Culture & Language 20. Tourism	
3.	Sh. Sandeep Kumar Singh, IAS Special Secretary to CM	1. Finance (including Excise, Trade & Taxes and CM Relief Fund) 2. Planning (including NITI Ayog matters) 3. Services (including DSSSB and UTCS) 4. Vigilance 5. Information and Public Relations (including Social Media) 6. Women and Child Development 7. Revenue 8. Administrative Reforms 9. Land & Building 10. Home 11. Power 12. Urban Development 13. Education (including NCC and Delhi Sports University) 14. Higher Education 15. Training & Technical Education 16. Health & Family Welfare (including DHS) 17. Transport (including DTC) 18. Information Technology (including all Department's website/updation) 19. Public Works Department 20. Irrigation & Flood Control 21. Water (DJB)	Sh. Dharmendra Kumar, DANICS Additional Secretary to CM
4.	Sh. Dharmendra Kumar, DANICS Additional Secretary to CM	1. General Administration Department (including collation of monthly progress reports of all Departments) 2. Law & Justice 3. Labour 4. Employment 5. Development (including Directorate of Agricultural	Shri Sandeep Kumar Singh, IAS Special Secretary to CM

		<p>Marketing)</p> <ol style="list-style-type: none"> 6. Art, Culture and Language 7. Tourism (including DTTDC) 8. Legislative Affairs 9. Gürudwara Elections 10. Industries (including DSIIDC) 11. Food & Supplies (including DSCSC) 12. Environment, Forest & Wild Life (including DPCC) 13. Social Welfare 14. Welfare for SC and ST (including DSCST Commission) 15. Cooperative (including RCS and DCHFC) 16. Elections 17. Administration and Caretaking Branch of CMO 18. First Appellate Authority of CMO under RTI Act 19. DAK, emails, VIP references- acknowledgement, responses and follow up of CMO 20. PGMS and Public grievances-responses and follow up of CMO 	
5.	Ms. Shelly,DANICS Joint Secretary to CM	<ol style="list-style-type: none"> 1. All appointments of HCM 2. All meeting related work of CM office including issuance of meeting notice, organising meetings, attending meetings 3. Visits of CM 4. All matters related to CM Camp Office 5. Protocol and Security matters 6. HCM's Constituency related work and follow up 	Pvt Secretary to CM
6.	Sh. Chandan Kumar, Information Officer	<ol style="list-style-type: none"> 1. Coordinating in providing press coverage to all official functions of CM, issuance of press release and message 2. Arranging press conference 3. Arranging press coverage of all inspection and important meetings 4. Preparing draft talking points for functions/ceremonies 	

- | | | |
|--|--|--|
| | 5. Overseeing work of Field
Publicity Officer
6. Coordination with Social
Media team
7. Daily news clippings | |
|--|--|--|

Officers may be assigned any other work not allocated in the above list.

Special Secretary/Additional Secretary will deal with the Parliament/ Assembly questions & the action taken report of the visits of HCM and directions given by her pertaining to their Departments.

Special Secretary, Additional Secretary and Joint Secretary would submit the files and all the matters through Secretary to CM concerned.

This issues with the prior approval of Competent Authority.

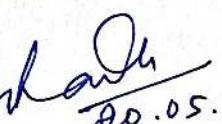

 20.05.2025
 (Dr. Madhu Rani Teotia), IAS
 Secretary to Chief Minister

No.F. 1(47)/CMO/Admin/Work allocation/2025/23023

Dated: 20.05.2025

Copy to :-

1. Officers Concerned
2. All Deputy Secretaries/OSDs, CM Office
3. All Section Officers, CM Office
4. Guard File.


 20.05.2025
 (Dr. Madhu Rani Teotia), IAS
 Secretary to Chief Minister

OFFICE OF THE CHIEF MINISTER, GNCTD,
3rd LEVEL, DELHI SECRETARIAT, I.P. ESTATE – 110002

F.1 (53)/CMO/Admn./T&P/2025-Part(1) /*JKS*

Dated: 01/01/2025

ORDER No.3

In supersession of all previous orders, the following allocation of work amongst all the Deputy Secretaries/OSDs are hereby ordered with immediate effect:-

S.No	Name of Officers	Work assigned	Link Officers
1.	Sh. Aseem Kumar Goel, (DS-1)	Work pertaining to <ul style="list-style-type: none"> Industries Food & Supplies Environment, Forest & Wild Life Health & Family Welfare Transport Information Technology Home Power Urban Development Education Higher Education Training & Technical Education 	Sh. Pradeep Kumar
2.	Sh. Pradeep Kumar (DS-2)	Work pertaining to <ul style="list-style-type: none"> PWD Legislative Affairs Irrigation & Flood Control Water Gurudwara Elections 	Sh. Aseem Kumar Goel
3.	Sh. Swadesh Chandra Vashishta (DS-3)	Work Pertaining to <ul style="list-style-type: none"> Deputy Secretary (Chief Minister Jan Sewa Sadan). Redressal of grievances & other references received at CMJSS and follow up of the same. Other matter pertaining to CMJSS. 	Sh. Devendra Kumar Upadhyay
4.	Sh. Satish Kanojia	Work pertaining to <ul style="list-style-type: none"> General Administration Services Finance & Planning (Including CMDF) Vigilance 	Sh. Rajesh Shankar

		<ul style="list-style-type: none"> • Administrative Reforms • Women & Child Development • PIO (RTI Cell) and APARs 	
5.	Sh. Rajesh Shankar	<p>Work pertaining to</p> <ul style="list-style-type: none"> • DIP • Revenue (including Wakf Board) • Land & Building • All MLA & VIP references, General references, received from MPs/Councillors/GOI. Other VIPs (Not related to grievances). • Segregation & marking of all DAKs/references received in Chief Minister Office. 	Sh. Lalit Kant Gautam
6.	Sh. Lalit Kant Gautam	<p>Work Pertaining to:</p> <ul style="list-style-type: none"> • Law & Justice • Labour • Development • Art Culture and Language • Tourism • Employment • Social Welfare • Welfare of SC/ST • Cooperative • Election 	Sh. Satish Kanojia
7.	Sh. Kshitish Kumar Mishra	Administration , Caretaking and DAK /R&I.	Sh. Lalit Mittal
8.	Sh. Lalit Mittal,	Emails of CM Office, PGMS (Online & Offline), other grievances and Overall In-charge of CM Control Room & Telephone Board.	Sh. Kshitish Kumar Mishra
9.	Sh. Pawan Kumar, Sh. Devendra Kumar Upadhyay,	All Protocol related matters of CM office including field visits and arrangements for meetings.	Sh. Devendra Kumar Upadhyay & Sh. Pawan Kumar will be link officer of each other.
10	Sh. Gautam Arora	Attached with Sh. Prashant Kumar, Additional Secretary (Public Grievances Cell), Chief Minister	-----

(DS-10)|Office.

Issuing of Meeting Notices and follow up of the minutes and records of discussion of the meetings will be done by the DS concerned.

Officers may be assigned any other work not allocated in the above list.

This issues with the prior approval of Competent Authority.

Digitally signed by
Kshitish Kumar Mishra
(KSHITISH KUMAR MISHRA)
14:28:59 10/2025
OSD (Admn), CMO
Dated:

F.1 (53)/CMO/Admin./T&P/2025-Part (1)

1. Secretary(s) to CM, CMO Delhi Secretariat
 2. Special Secretary to CM, CMO, Delhi Secretariat
 3. Additional Secretary to CM, CMO, Delhi Secretariat
 4. Additional Secretary, PGC, CMO, Delhi Secretariat
 5. Joint Secretary to CM, CMO, Delhi Secretariat
 6. Joint Secretary, PGC, CMO, Delhi Secretariat
 7. All Officers Concerned for compliance.
 8. Guard file.

Manual 3
[Section 4 (1) (b) (iii)]

Procedure followed in decision-making Process

(i) Process of decision making Identify key decision making points

Decisions on files submitted by the Administrative Secretaries of Departments, through the Minister-in-Charge, are taken as per the relevant Acts and Rules.

Manual 3
[Section 4 (1) (b) (iii)]

Procedure followed in decision-making Process

(ii) Final decision making authority

NOT APPLICABLE

Manual 3
[Section 4 (1) (b) (iii)]

Procedure followed in decision-making Process

(iii) Related provisions, acts, rules etc.

NOT APPLICABLE

Manual 3
[Section 4 (1) (b) (iii)]

Procedure followed in decision-making Process

(iv) Time limit for taking a decisions, if any

NOT APPLICABLE

Manual 3
[Section 4 (1) (b) (iii)]

Procedure followed in decision-making Process

(v) Channel of supervision and accountability

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 4

Norms set for the discharge of functions

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 4

Norms set for the discharge of functions

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

(i) Nature of functions/ services offered

The general norms/instructions, as applicable to the departments/authorities under GNCTD, apply to this office.

Manual 4

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

- (ii) Norms/ standards for functions/ service delivery

The general norms/instructions, as applicable to the departments /authorities under GNCTD, apply to this office.

Manual 4

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

(iii) Process by which these services can be accessed

NOT APPLICABLE

Manual 4

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

(iii) Time-limit for achieving the targets

NOT APPLICABLE

Manual 4

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

(v) Process of redress of grievances

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 5

Rules, regulations, instruction, manuals and records for discharging functions

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 5

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

(i) Title and nature of the record/manual / instruction.

Rules, regulations, instruction, manuals and records for discharging functions

Manual 5

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

(ii) List of Rules, regulations, instructions manuals and records. Rules, regulations, instruction, manuals and records for discharging functions.

Proposals are received from different departments/Autonomous bodies of GNCTD with relevant rules, regulations and justification. The same are considered by the Hon'ble Chief Minister, Delhi on merit basis and decisions are taken in the files submitted by the concerned department. General Rules/regulations etc. applicable in other Ministries/Departments of GNCT of Delhi apply to Chief Minister's Office also.

Manual 5

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

(iii) Acts/ Rules manuals etc.

NOT APPLICABLE

Manual 5

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

(iv) Transfer policy and transfer orders

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 6

Categories of documents held by the authority under its control
[Section 4(1)(b)(vi)]

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

RIGHT TO INFORMATION ACT

2005

Manual 6

Categories of documents held by the authority under its control
[Section 4(1)(b)(vi)]

(i) Categories of documents

(ii)

A statement of the categories of documents that are held by it or under its control

RIGHT TO INFORMATION ACT

2005

Manual 6

Categories of documents held by the authority under its control
[Section 4(1)(b)(vi)]

(iii) Custodian of documents/categories control

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

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)]

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 7.

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

The policies are formulated and implemented by the respective departments/Ministries. Consultations are held with members of the public and organisations on case to case basis.

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(i) Name of Boards, Council, Committee etc.

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(ii) Composition

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(iii) Dates from which constituted

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(iv) Term/ Tenure

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(v) Powers and functions

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(vi) Whether their meetings are open to the public?

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(vii) Whether the minutes of the meetings are open to the public?

The policies are formulated and implemented by the respective departments/ Ministries. Consultations are held with members of the public and organisations on case to case basis.

RIGHT TO INFORMATION ACT

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

(viii) Place where the minutes if open to the public are available?

NOT APPLICABLE .

RIGHT TO INFORMATION ACT

2005

Manual 9

Directory of Officers and Employees

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 9

Directory of Officers and Employees

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

Sh. Vikas Anand Secretary to CM	011-23392022 secy-cm@delhi.gov.in
Dr. Madhu Rani Teotia Secretary to CM	011-23392111 secretary.tocm@delhi.gov.in
Sh. Sandeep Kumar Singh Spl. Secy. to CM	011-23392020 cm@nic.in
Sh. Dharmendra Kumar Addl. Secy. to CM	011-23392007 astocm2@gmail.com
Dr. Prashant Kumar Addl. Secy. (PGC)	011-23392040 astocm-cmo@delhi.gov.in
Ms. Nidhi Sarohe Joint Secy. (PGC)	011-20837081 nidhi.sarohe@gov.in
Ms. Shelly Joint Secy. to CM	011-23392007 Jts-cm@delhi.gov.in
Sh. Kshitish Kumar Mishra Dy. Secretary	9868339834 kk.mishra68@delhi.gov.in
Sh. Pawan Kumar Dy. Secretary	9871730275 Pawan.1970@delhi.gov.in
Sh. Aseem Kumar Goel Dy. Secretary	9811337577 aseemk.goel54@delhi.gov.in
Sh. S.C. Vashishtha Dy. Secretary	9958876468 campofficecm@delhi@gmail.com
Sh. Rajesh Shankar Dy. Secretary	8860608634 Rajesh.shankar28@delhi.gov.in
Sh. Lalit Mittal Dy. Secretary	011-23392020 mittall.72@delhi.gov.in
Sh. Pradeep Kumar Dy. Secretary	9818193566 pradeep.kr33@gov.in
Sh. Satish Kanojia Dy. Secretary	9871629360 satish.kanojia@delhi.gov.in
Sh. Devender Upadhiyay Dy. Secretary	9810494309 devender.1969@gov.in
Sh. Vinod Kumar Section Officer	9968475979 vinodk.77@delhi.gov.in
Sh. Manish Section Officer	011-23392020 manish.06@delhi.gov.in
Sh. Alok Mishra Section Officer	011-23392020 cm@nic.in
Sh. Manoj Kumar Jain Section Officer	8860418805 manoj.kumarjain@delhi.gov.in
Sh. Rudal Prasad Section Officer	011-23392022
Sh. V.T. Gurnani Section Officer	9953835103 vt.gurnani@gov.in

<i>Sh. Ravindra Varoon Section Officer</i>	011-23392030 cmdelhi@nic.in
<i>Sh. Ravi Kumar Section Officer</i>	011-23392030 cmdelhi@nic.in
<i>Sh. Anil Aggarwal Section Officer</i>	9868521533 a.ag@rediff.com
<i>Sh. Sunil Soni Section Officer</i>	9811131427 soninoniappy@yahoo.com
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<i>Sh. Gopaljee Chowbey Section Officer</i>	011-23392020 gopal.choubey@nic.in
<i>Sh. Debjit Dutta Section Officer</i>	011-23392007 astocm2@gmail.com
<i>Sh. Brijesh Panday Section Officer</i>	9911947474 brijesh.pandey32@gov.in
<i>Sh. Mohit Mann Section Officer</i>	9958639067 mohit.man52@delhi.gov.in
<i>Sh. Yogesh Khurana Section Officer</i>	9971003636 yogesh.lhurana72@gov.in
<i>Sh. Alok Srivastava Accounts Officer</i>	011-23392111 alok.srivastava@delhi.gov.in
<i>Sh. Satish Kumar Sharma PS to Secy. to CM</i>	011-23392022 secy-cmdelhi@delhi.gov.in
<i>Sh. Ranjit Kumar Singh Assistant Section Officer</i>	9835877939 rk1761790@gmail.com
<i>Sh. Rishabh Vats Assistant Section Officer</i>	9068934121 rishabh.vats57@delhi.gov.in
<i>Sh. Krishna Mohan Assistant Section Officer</i>	9213912620 krishna.mohan@delhi.gov.in
<i>Sh. Kuldeep Singh Assistant Section Officer</i>	011-23392020 kuldeepsingh1985@delhi.gov.in
<i>Sh. Vikas Assistant Section Officer</i>	011-23392020 vikas.khatri05@delhi.gov.in
<i>Sh. Dharmendra Singh Assistant Section Officer</i>	011-23392020 dharm.fbd@delhi.gov.in
<i>Sh. Prashant Kumar Assistant Section Officer</i>	011-23392020 prashant.kumar42@delhi.gov.in
<i>Sh. Satyendra Kr. Pandit Assistant Section Officer</i>	011-23392007 astocm2@gmail.com
<i>Sh. Mahaveer Assistant Section Officer</i>	9911339174 mahaveersomeeya@gmail.com
<i>Sh. Rajesh Kumar Meena Assistant Section Officer</i>	9582680558 rajeshkumar.meena@delhi.gov.in
<i>Sh. Gaurav Kumar Assistant Section Officer</i>	9910213232 gaurav.kumar36@gov.in
<i>Sh. Murugan P. Assistant Section Officer</i>	011-23392030 cmdelhi@nic.in
<i>Sh. Yogender Singh Assistant Section Officer</i>	011-23392030 cmdelhi@nic.in
<i>Sh. Devender Kumar Assistant Section Officer</i>	011-23392030 cmdelhi@nic.in

<i>Sh. Ajay Kumar Assistant Section Officer</i>	011-23392030 cmdelhi@nic.in
<i>Sh. Johar Bairwa Personal Assistant</i>	011-23392111 joharbairwa@gmail.com
<i>Sh. Krishnaballabh Kumar Personal Assistant</i>	7277231453
<i>Ms. Jyotsna rajpal Personal Assistant</i>	011-23392111 secretary.tocm@delhi.gov.in
<i>Sh. Suryaprakash Gupta Personal Assistant</i>	011-23392111 secretary.tocm@delhi.gov.in
<i>Sh. Amrendra Patel Personal Assistant</i>	Jts-cm@delhi.gov.in
<i>Sh. Mukuleshwar Prasad</i>	prasad.mukuleshwar@delhi.gov.in
<i>Sh. Rohit Kumar Personal Assistant</i>	rohit.steno@delhi.gov.in
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<i>Md. Waseem Personal Assistant</i>	waseem.djb@gmail.com
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<i>Sh. Mohit Kumar Sharma Personal Assistant</i>	cmdelhi@nic.in
<i>Sh. Devender Singh Patwal Personal Assistant</i>	011-23392022 secy-cmdelhi@delhi.gov.in
<i>Sh. Kuldeep Stenographer</i>	Kuldeep06011993@gmail.com
<i>Sh. Vishal Vikram Singh Stenographer</i>	011-23392111
<i>Sh. Praveen Kushwaha Stenographer</i>	Praveenkushwala783@gmail.com
<i>Sh. Rohit Kumar Stenographer</i>	Kumarrohit151197@gmail.com
<i>Sh. Piyush Kumar Stenographer</i>	Piyushpate19453@gmail.com
<i>Sh. Kamal Stenographer</i>	kamal.23@delhi.gov.in
<i>Sh. Pankaj Goyal Stenographer</i>	cmdelhi@nic.in
<i>Sh. Jitender Kumar Sr. Assistant</i>	Jiten2107@gmail.com
<i>Sh. Chetan Kumar Sr. Assistant</i>	011-23392111 secretary.tocm@delhi.gov.in
<i>Sh. Amit Chaudhary Sr. Assistant</i>	Amit.1986@delhi.gov.in
<i>Sh. Vikas Mann Sr. Assistant</i>	Vikasmani07@gmail.com
<i>Sh. Virender Kumar Sr. Assistant</i>	Virender.kumar23@delhi.gov.in

<i>Sh. Ankur Sharma Sr. Assistant</i>	<i>ankur.sharma2022@delhi.gov.in</i>
<i>Sh. Mukesh Kumar Sr. Assistant</i>	<i>mukeshjha.83@delhi.gov.in</i>
<i>Sh. Prashant Kumar Sr. Assistant</i>	<i>prashant.kr84@gov.in</i>
<i>Sh. Nitesh Kumar Sr. Assistant</i>	<i>singhrana88@gmail.com</i>
<i>Sh. Sujit Kumar Khan Sr. Assistant</i>	<i>sujit.khan85@delhi.gov.in</i>
<i>Sh. Bhupender Singh Sr. Assistant</i>	<i>bhupender.44@delhi.gov.in</i>
<i>Sh. Sukhdeep Singh Sr. Assistant</i>	<i>cmdelhi@nic.in</i>
<i>Sh. Salim Sr. Assistant</i>	<i>cmdelhi@nic.in</i>
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<i>Sh. Ankit Chauhan</i>	<i>ankit.chauhan2051@delhi.gov.in</i>
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<i>Sh. Manoj Kumar</i>	<i>cmdelhi@nic.in</i>
<i>Sh. Nishant Kumar</i>	<i>cmdelhi@nic.in</i>
<i>Sh. Vishal Dabas</i>	<i>cmdelhi@nic.in</i>
<i>Sh. Mehul</i>	<i>cmdelhi@nic.in</i>
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RIGHT TO INFORMATION ACT

2005

Manual 10

The monthly remuneration received by each of the officers, including the system of compensation provide in the regulations

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

**OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI**

Manual 10

Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]

CHIEF MINISTER OFFICE				
S.No .	NAME OF OFFICERS/OFFICIALS	DESIGNATION	PARENT DEPTT.	PAY /LEVEL (As per 7th CPC Pay Matrix)
1.	<i>Sh. Vikas Anand</i>	<i>Secretary to CM</i>	<i>GAD</i>	<i>L-14</i>
2.	<i>Dr. Madhu Rani Teotia</i>	<i>Secretary to CM</i>	<i>GAD</i>	<i>L-14</i>
3.	<i>Sh. Sandeep Kumar Singh</i>	<i>Spl. Secy. to CM</i>	<i>GAD</i>	<i>L-13</i>
4.	<i>Sh. Dharmendra Kumar</i>	<i>Addl. Secy. to CM</i>	<i>F&S</i>	<i>L-12</i>
5.	<i>Dr. Prashant Kumar</i>	<i>Addl. Secy. (PGC)</i>	<i>GAD</i>	<i>L-12</i>
6.	<i>Ms. Nidhi Sirohe</i>	<i>Joint Secy. (PGC)</i>	<i>GAD</i>	<i>L-11</i>
7.	<i>Ms. Shelly</i>	<i>Joint Secy. to CM</i>	<i>GAD</i>	<i>L-10</i>
8.	<i>Sh. Kshitish Kumar Mishra</i>	<i>Dy. Secretary</i>	<i>Trade & Taxes</i>	<i>L-11</i>
9.	<i>Sh. Pawan Kumar</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>L-11</i>
10.	<i>Sh. Aseem Kumar Goel</i>	<i>Dy. Secretary</i>	<i>Trade & Taxes</i>	<i>L-11</i>
11.	<i>Sh. S.C. Vashishtha</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>L-11</i>
12.	<i>Sh. Rajesh Shankar</i>	<i>Dy. Secretary</i>	<i>DIP</i>	<i>L-8</i>
13.	<i>Sh. Lalit Mittal</i>	<i>Dy. Secretary</i>	<i>CEO</i>	<i>L-8</i>
14.	<i>Sh. Pradeep Kumar</i>	<i>Dy. Secretary</i>	<i>Education</i>	<i>L-8</i>
15.	<i>Sh. Satish Kanojia</i>	<i>Dy. Secretary</i>	<i>Trade & Taxes</i>	<i>L-8</i>

16.	Sh. Devender upadhiyay	Dy. Secretary	Trade & Taxes	L-8
17.	Sh. Vinod Kumar	Section Officer	Trade & Taxes	L-10
18.	Sh. Manish	Section Officer	Trade & Taxes	L-10
19.	Sh. Alok Mishra	Section Officer	Education	L-10
20.	Sh. Manoj Kumar Jain	Section Officer	Education	L-10
21.	Sh. Rudal Prasad	Section Officer	Revenue	L-10
22.	Sh. V.T. Gurnani	Section Officer	Education	L-10
23.	Sh. Ravindra Varoon	Section Officer	LBS Hospital	L-10
24.	Sh. Ravi Kumar	Section Officer	Education	L-10
25.	Sh. Anil Aggarwal	Section Officer	Education	L-9
26.	Sh. Sunil Soni	Section Officer	Education	L-9
27.	Sh. Shailesh Kumar	Section Officer	Education	L-8
28.	Sh. Gopaljee Chowbey	Section Officer	Education	L-8
29.	Sh. Debajit Dutta	Section Officer	Trade & Taxes	L-8
30.	Sh. Brijesh Panday	Section Officer	Education	L-8
31.	Sh. Mohit Mann	Section Officer	Educaion	L-8
32.	Sh. Yogesh Khurana	Section Officer	GAD	L-8
33.	Sh. Alok Srivastava	Accounts Officer	Dte. Of Audit	L-9

Manual 10

Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]

(ii) System of compensation as provided in its regulations

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 11

The Budget Allocated to each agency

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI

Manual 11

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

(i) Total Budget for the public authority

NOT APPLICABLE

Manual 11

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

(ii) Budget for each agency and plan & programmes

NOT APPLICABLE

Manual 11

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

(iii) Proposed expenditures

NOT APPLICABLE

Manual 11

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

(iv) Revised budget for each agency, if any

NOT APPLICABLE

Manual 11

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

- (v) Report on disbursements made and place where the related reports are available

NOT APPLICABLE

RIGHT TO INFORMATION ACT

2005

Manual 12

The manner of execution of subsidy program

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI

Manual 12

The manner of execution of subsidy program [Section 4 (1) (b) (xii)]

Files for grant of subsidy submitted by the departments of Govt. of NCT of Delhi are received in Chief Minister's Office and are returned after doing the needful and no record of subsidy is maintained in Chief Minister's Office.

RIGHT TO INFORMATION ACT

2005

Manual 13

Particulars of recipients of concession, permits or authorization granted

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 13

Particulars of recipients of concession, permits or authorization granted
[Section 4 (1) (b) (xiii)]

Chief Minister's Office does not provide any concessions, permits.

RIGHT TO INFORMATION ACT

2005

Manual 14

Information available in an electronic form

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 14

Information available in an electronic form
[Section 4 (1) (b) (xiv)]

Complainants can access the action taken/status on their grievances/complaints, sent to this office, on the Public Grievance Monitoring System website: www.pgms.delhi.gov.in by entering their mobile number & grievance ID.

RIGHT TO INFORMATION ACT

2005

Manual 15

Particulars of facilities available to citizens for obtaining information

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 15

Particulars of facilities available to citizens for obtaining information
[Section 4 (1) (b) (xv)]

1. Information in r/o Chief Minister Office is given under RTI Act 2005.
2. Information regarding redressal of Public Grievances on the PGMS Portal.

RIGHT TO INFORMATION ACT

2005

Manual 16

Particulars of PIOs

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

**OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI**

Manual 16

Particulars of PIOs [Section 4 (1) (b) (xvi)]

List of Public Information Officers

S.No.	Designation	Address	Telephone	Email address	Demarcation of area/activities, if more than one PIO is there
1	<i>Sh. Satish Kanojia, Dy. Secretary (RTI), Office of the Chief Minister</i>	<i>Office of the Chief Minister, 2nd Level, Delhi Secretariat, New Delhi</i>	011- 23392520	satish.kanojia@delhi.gov.in	<i>All matters related to C.M. Office</i>

List of Assistant Public Information Officers

S.No.	Designation	Address	Telephone	Email address
1	<i>Sh. Manoj Kumar Jain, Section Officer</i>	<i>Office of the Chief Minister, 2nd Level, Delhi Secretariat, New Delhi</i>	8860418805	manoj.kumarjain@delhi.gov.in

First Appellate Authority within the Department

S.No.	Designation	Address	Telephone	Email address	Demarcation of area/Activities, if more than one FAA is there
1	<i>Sh. Dharmendra Kumar Addl. Secy. to CM</i>	<i>Office of the Chief Minister, 3rd Level, Delhi Secretariat, New Delhi</i>	011-23392007	<u>astocm2@gmail.com</u>	<i>All matters related to CM Office</i>

**RIGHT TO INFORMATION ACT
2005**

Manual 17

Other information as may be prescribed

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

Manual 17

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

-Nil-