

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.

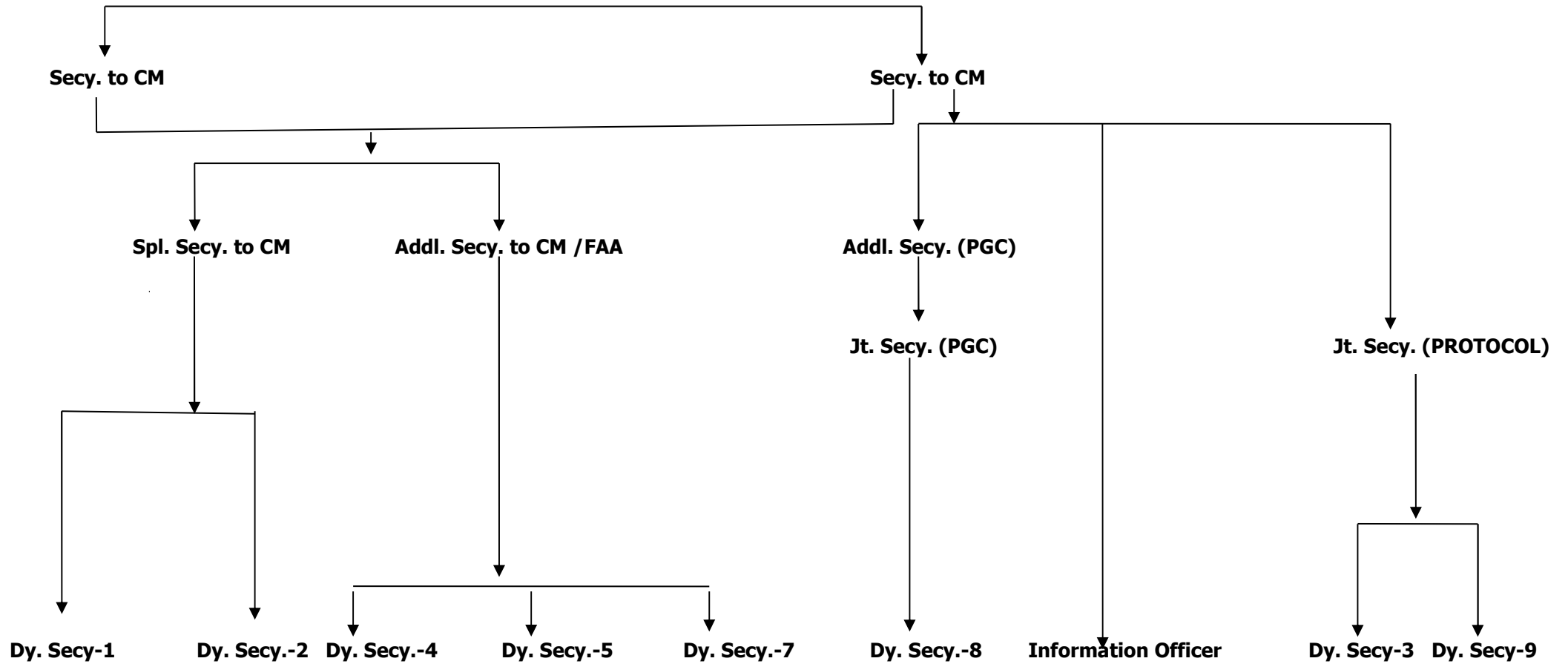
Particular of Organisation

Section 4(1) b (i)

(V) Organization Chart

CHIEF MINISTER OFFICE

Annexure-A



Manual 1

Particular of Organisation

Section 4 (1) (b) (i)

(vi) Any other details-the genesis, inception,formation of the department and the HoDsfrom 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

M

		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

		Marketing) 6. Art, Culture and Language 7. Tourism (including DTTDC) 8. Legislative Affairs 9. Gurudwara 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	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	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	

3/


- | | | |
|--|--|--|
| | 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) / 15755

Dated: 02/10/2025

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 Vashishtha (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

	(DS-4)	<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
	(DS-5)		
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
	(DS-6)		
7.	Sh. Kshitish Kumar Mishra	Administration, Caretaking and DAK /R&I.	Sh. Lalit Mittal
	(DS-7)		
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
	(DS-8)		
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.
	(DS-9)		
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
Date: 03.10.2025
(KSHITISH KUMAR MISHRA)
14:28:50 (Admn), CMO
Dated:

F.1 (53)/CMO/Admn./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

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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

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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

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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

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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

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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

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Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

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

NOT APPLICABLE

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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

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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 .

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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-cmdelhi@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 cmdelhi@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 campofficecmdelhi@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 cmdelhi@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

Sh. Ravindra Varoon Section Officer	011-23392030 cmdelhi@nic.in
Sh. Ravi Kumar Section Officer	011-23392030 cmdelhi@nic.in
Sh. Anil Aggarwal Section Officer	9868521533 a.ag@rediff. Com
Sh. Sunil Soni Section Officer	9811131427 soninoniappy@yahoo.com
Sh. Shailesh Kumar Section Officer	011-23392020 shailesh.kumar29@delhi.gov.in
Sh. Gopaljee Chowbey Section Officer	011-23392020 gopal.choubey@nic.in
Sh. Debajit Dutta Section Officer	011-23392007 astocm2@gmail.com
Sh. Brijesh Panday Section Officer	9911947474 brijesh.pandey32@gov.in
Sh. Mohit Mann Section Officer	9958639067 mohit.man52@delhi.gov.in
Sh. Yogesh Khurana Section Officer	9971003636 yogesh.lhurana72@gov.in
Sh. Alok Srivastava Accounts Officer	011-23392111 alok.srivastava@delhi.gov.in
Sh. Satish Kumar Sharma PS to Secy. to CM	011-23392022 secy-cmdelhi@delhi.gov.in
Sh. Ranjit Kumar Singh Assistant Section Officer	9835877939 rk1761790@gmail.com
Sh. Rishabh Vats Assistant Section Officer	9068934121 rishabh.vats57@delhi.gov.in
Sh. Krishna Mohan Assistant Section Officer	9213912620 krishna.mohan@delhi.gov.in
Sh. Kuldeep Singh Assistant Section Officer	011-23392020 kuldeepsingh1985@delhi.gov.in
Sh. Vikas Assistant Section Officer	011-23392020 vikas.khatri05@delhi.gov.in
Sh. Dharmendra Singh Assistant Section Officer	011-23392020 dharm.fbd@delhi.gov.in
Sh. Prashant Kumar Assistant Section Officer	011-23392020 prashant.kumar42@delhi.gov.in
Sh. Satyendra Kr. Pandit Assistant Section Officer	011-23392007 astocm2@gmail.com
Sh. Mahaveer Assistant Section Officer	9911339174 mahaveersomeeya@gmail.com
Sh. Rajesh Kumar Meena Assistant Section Officer	9582680558 rajeshkumar.meena@delhi.gov.in
Sh. Gaurav Kumar Assistant Section Officer	9910213232 gaurav.kumar36@gov.in
Sh. Murugan P. Assistant Section Officer	011-23392030 cmdelhi@nic.in
Sh. Yogender Singh Assistant Section Officer	011-23392030 cmdelhi@nic.in
Sh. Devender Kumar Assistant Section Officer	011-23392030 cmdelhi@nic.in

Sh. Ajay Kumar Assistant Section Officer	011-23392030 cmdelhi@nic.in
Sh. Johar Bairwa Personal Assistant	joharbairwa@gmail.com
Sh. Krishnaballabh Kumar Personal Assistant	7277231453
Ms. Jyotsna rajpal Personal Assistant	011-23392111 secretary.tocm@delhi.gov.in
Sh. Suryaprakash Gupta Personal Assistant	011-23392111 secretary.tocm@delhi.gov.in
Sh. Amrendra Patel Personal Assistant	Jts-cm@delhi.gov.in
Sh. Mukuleshwar Prasad	prasad.mukuleshwar@delhi.gov.in
Sh. Rohit Kumar Personal Assistant	rohit.steno@delhi.gov.in
Sh. Ranjan Kumar Personal Assistant	ranjanibha1974@gmail.com
Sh. Arvind Kumar Personal Assistant	arvind.kumar3009@delhi.gov.in
Md. Waseem Personal Assistant	waseem.djb@gmail.com
Ms. Shikha Thakur Personal Assistant	astocm2@gmail.com
Sh. Mohit Kumar Sharma Personal Assistant	cmdelhi@nic.in
Sh. Devender Singh Patwal Personal Assistant	011-23392022 secy-cmdelhi@delhi.gov.in
Sh. Kuldeep Stenographer	Kuldeep06011993@gmail.com
Sh. Vishal Vikram Singh Stenographer	011-23392111
Sh. Praveen Kushwaha Stenographer	Praveenkushwala783@gmail.com
Sh. Rohit Kumar Stenographer	Kumarrohit151197@gmail.com
Sh. Piyush Kumar Stenographer	Piyushpate19453@gmail.com
Sh. Kamal Stenographer	kamal.23@delhi.gov.in
Sh. Pankaj Goyal Stenographer	cmdelhi@nic.in
Sh. Jitender Kumar Sr. Assistant	Jiten2107@gmail.com
Sh. Chetan Kumar Sr. Assistant	011-23392111 secretary.tocm@delhi.gov.in
Sh. Amit Chaudhary Sr. Assistant	Amit.1986@delhi.gov.in
Sh. Vikas Mann Sr. Assistant	Vikasmann07@gmail.com
Sh. Virender Kumar Sr. Assistant	Virender.kumar23@delhi.gov.in

Sh. Ankur Sharma Sr. Assistant	ankur.sharma2022@delhi.gov.in
Sh. Mukesh Kumar Sr. Assistant	mukeshjha.83@delhi.gov.in
Sh. Prashant Kumar Sr. Assistant	prashant.kr84@gov.in
Sh. Nitesh Kumar Sr. Assistant	singhrana88@gmail.com
Sh. Sujit Kumar Khan Sr. Assistant	sujit.khan85@delhi.gov.in
Sh. Bhupender Singh Sr. Assistant	bhupender.44@delhi.gov.in
Sh. Sukhdeep Singh Sr. Assistant	cmdelhi@nic.in
Sh. Salim Sr. Assistant	cmdelhi@nic.in
Sh. Gaurav Choudhary Sr. Assistant	cmdelhi@nic.in
Sh. Rinkesh Kumar Sr. Assistant	cmdelhi@nic.in
Sh. Sunil Kumar Sr. Assistant	cmdelhi@nic.in
Sh. Nitin Rohil Sr. Assistant	cmdelhi@nic.in
Sh. Hemish	hemishmaurya@gmail.com
Sh. Ravi Kumar	r.kumar0490@delhi.gov.in
Sh. Avinash Singh	Jts-cm@delhi.gov.in
Sh. Jayesh	jayesh.21@delhi.gov.in
Sh. Deepak Meena	deepakmena.12@delhi.gov.in
Sh. Ankit Chauhan	ankit.chauhan2051@delhi.gov.in
Sh. Saurav	saurav.3152@delhi.gov.in
Sh. Jai Prakash Meena	jaiprakash.meena51@delhi.gov.in
Sh. Manish Meena	manishmeena1987@delhi.gov.in
Sh. Jitender Kumar	jitendralnjp.delhi.gov@gmail.com
Sh. Sumit Kumar	sumit.kumar001@delhi.gov.in
Sh. Manoj Kumar	cmdelhi@nic.in
Sh. Nishant Kumar	cmdelhi@nic.in
Sh. Vishal Dabas	cmdelhi@nic.in
Sh. Mehul	cmdelhi@nic.in
Sh. Kapil Dagar	cmdelhi@nic.in

RIGHT TO INFORMATION ACT

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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)]

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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.	Sh. Vikas Anand	Secretary to CM	GAD	L-14
2.	Dr. Madhu Rani Teotia	Secretary to CM	GAD	L-14
3.	Sh. Sandeep Kumar Singh	Spl. Secy. to CM	GAD	L-13
4.	Sh. Dharmendra Kumar	Addl. Secy. to CM	F&S	L-12
5.	Dr. Prashant Kumar	Addl. Secy. (PGC)	GAD	L-12
6.	Ms. Nidhi Sirohe	Joint Secy. (PGC)	GAD	L-11
7.	Ms. Shelly	Joint Secy. to CM	GAD	L-10
8.	Sh. Kshitish Kumar Mishra	Dy. Secretary	Trade & Taxes	L-11
9.	Sh. Pawan Kumar	Dy. Secretary	GAD	L-11
10.	Sh. Aseem Kumar Goel	Dy. Secretary	Trade & Taxes	L-11
11.	Sh. S.C. Vashishtha	Dy. Secretary	GAD	L-11
12.	Sh. Rajesh Shankar	Dy. Secretary	DIP	L-8
13.	Sh. Lalit Mittal	Dy. Secretary	CEO	L-8
14.	Sh. Pradeep Kumar	Dy. Secretary	Education	L-8
15.	Sh. Satish Kanojia	Dy. Secretary	Trade & Taxes	L-8

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

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

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Manual 11

The Budget Allocated to each agency

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

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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

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Manual 12

The manner of execution of subsidy program

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

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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.

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Manual 13

Particulars of recipients of concession, permits or authorization granted

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

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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)]

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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

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Manual 15

Particulars of facilities available to citizens for obtaining information

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

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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.

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Particulars of PIOs

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

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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	Sh. Satish Kanojia, Dy. Secretary (RTI), Office of the Chief Minister	Office of the Chief Minister, 2nd Level, Delhi Secretariat, New Delhi	011- 23392520	satish.kanojia@delhi.gov.in	All matters related to C.M. Office

List of Assistant Public Information Officers

S.No.	Designation	Address	Telephone	Email address
1	Sh. Manoj Kumar Jain, Section Officer	Office of the Chief Minister, 2nd Level, Delhi Secretariat, New Delhi	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
<i>1</i>	<i>Sh. Dharmendra Kumar Addl. Secy. to CM</i>	<i>Office of the Chief Minister, 3rd Level, Delhi Secretariat, New Delhi</i>	<i>011-23392007</i>	<i>astocm2@gmail.com</i>	<i>All matters related to CM Office</i>

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Other information as may be prescribed

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

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

-Nil-