

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT: DELHI  
(GENERAL ADMINISTRATION BRANCH)  
5, SHAM NATH MARG, DELHI.**

No.F.1(704)/GA/Estt./2012/1629

Dated: 16/9/15

**ORDER**

In supersession of all previous orders, the allocation of work of Revenue Headquarter, amongst the Sub-Divisional Magistrates is, hereby, ordered as under with immediate effect:

Sl.No.	Name and Designation of Officer	Work Allocation
1.	<b>Shri P.R. Kaushik</b> SDM-I(HQ) Head of Office	1. Caretaking Branch including "Swachch Bharat Mission" work of HQ 2. RTI Cell 3. Work related to Yatras & Wakf matters
2.	<b>Shri Tapan Jha</b> SDM-II (HQ)	1. Stamp & Registration Branch 2. Vigilance Branch 3. Social Economic Caste Census & Aadhar/UIDAI work
3.	<b>Shri S.K. Chugh</b> SDM-III (HQ)	1. General Administration Branch 2. Marriage Cell 3. R&I and Control Room
4.	<b>Shri Dinesh Jha,</b> SDM-IV (HQ)	1. Treasury Branch 2. Nazarat Branch & Central Record Room situated at Tis Hazari
5.	<b>Shri Virender Singh</b> SDM-V (HQ)	1. Coordination Branch 2. Legal & Judicial Cell 3. Any other work not allotted to any other SDM 4. Matters pertaining to Civil Defence at headquarter level (except Procurement, Planning and Policy formulation of Civil Defence, which will be looked after by <b>Shri Satyender Singh Dursawat, IAS</b> , SDM, Punjabi Bagh in addition to work already allotted to him)
6.	<b>Shri Vikas Pandey</b> SDM-VI (HQ)	1. Parliament Cell and Relief Branch 2. CCS Branch 3. Disaster Management including Flood & Fire work at HQ (except training and Planning which will be looked after by <b>Ms. Nitika Pawar, IAS</b> , SDM(Narela) in addition to work already allotted to her)
7.	SDM-VII (HQ)	1. Revenue Matters 2. Land Acquisition matters including connected court cases

Shri Tapan Jha, SDM (HQ) shall also look after works allocated against SDM (HQ)-VII till a new incumbent joins.

This issues with the approval of Secretary (Revenue)/Divisional Commissioner, Govt. of NCT of Delhi.

(Dinesh Jha)

Sub-Divisional Magistrate-HQ (IV)

No.F.1(704)/GA/Estt./2012/1629

Dated: 16/9/15

Copy forwarded for information and necessary action to:-

1. All Deputy Commissioners, Revenue Department, Delhi.
2. Ms. Nitika Pawar, IAS, SDM (Narela), Revenue Department, Delhi.
3. Shri Satyendra S. Dursawat, IAS, SDM (Punjabi Bagh), Revenue Department, Delhi,
4. All Sub-Divisional Magistrates (HQ), Revenue Department, Delhi.
5. DCA (HQ), Revenue Department, Delhi.
6. AD (Planning), GNCT of Delhi, Tis Hazari, Delhi.
7. The System Analyst, Revenue Department (HQ) with the request to upload the order on the website of Revenue Department.
8. PS to Secretary (Revenue)/Divisional Commissioner, Delhi.
9. PS to Deputy Commissioner (HQ), Delhi.
10. Guard File.

(Dinesh Jha)

Sub-Divisional Magistrate-HQ (IV)