

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

No.F.1(704)/GA/Estt./2012/555

Dated: 11/02/2016

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.	Shri P.R. Kaushik SDM-I(HQ) Head of Office	1. Caretaking Branch including "Swachh Bharat Mission" work of HQ. 2. Work related to Yatras, Wakf matters. 3. Registration & Stamp Branch. 4. Vigilance Branch. 5. R.T.I. 6. Minority Affairs.
2.	Shri Dinesh Jha, SDM-II (HQ)	1. General Administration Branch. 2. Treasury Branch. 3. Nazarat Branch & Central Record Room situated at Tis Hazari
3.	Shri Virender Singh SDM-III (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 Shri Satyender Singh Dursawat, IAS, SDM, Punjabi Bagh in addition to work already allotted to him)
4.	Shri Vikas Pandey SDM-IV (HQ)	1. Parliament Cell and Relief Branch. 2. CCS Branch. 3. Revenue Matters. 4. Land Acquisition Matters including concerned Court Cases. 5. R & I and Control Room.
5.	Shri S.K. Chugh Consultant	1. Marriage Cell. 2. Disaster Management Cell. 3. Call Centre. 4. NPR/SECC/Aadhar & UID matters. 5. Environment Matters. 6. Panchayat Matters.

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

D.J.
(Dinesh Jha)

Sub-Divisional Magistrate-HQ (IV)

Dated: 11/02/2016

No.F.1(704)/GA/Estt./2012/555

Copy forwarded for information and necessary action to:-

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

D.J.
(Dinesh Jha)

Sub-Divisional Magistrate-HQ (IV)