

Government of National Capital Territory of Delhi  
REVENUE DEPARTMENT  
(General Administration Branch)  
5 Sham Nath Marg Delhi-54

No. F.1 (136)/GA/SDM/HQ/2018/1059

Dated: 05.06.2023

**ORDER**

In supersession to all previous orders, the following work amongst Sub-Divisional Magistrates in Revenue HQ is hereby ordered with immediate effect: -

Sr. No.	Name of the Officer with designation	Work Assigned
1.	Sh. Balram Meena, ADM (South – West) with additional charge of ADM (HQ)	<ul style="list-style-type: none"><li>• Licensing</li><li>• Firm &amp; Society Registration</li><li>• IT Branch</li><li>• Policy issues w.r.t. stamp &amp; registration/ EoDB /PID Act</li></ul>
2.	Sh. Pramod Kumar, SDM Distt. New Delhi with additional charge of SDM – I (HQ)	<ul style="list-style-type: none"><li>• General Administration Branch</li><li>• Head of office Revenue (HQ)</li><li>• Vigilance Branch</li><li>• Stamp and Registration</li></ul>
3.	Ms. Mithlesh Gupta, SDM-II (HQ)	<ul style="list-style-type: none"><li>• Relief Branch (including Rajya Sainik Board)</li><li>• DUDA Branch (including MP/MLA-LAD, CLAD, Mohalla</li><li>• Sabha, Mohalla Clinics)</li><li>• Legal &amp; Judicial (including DSLSA matters)</li><li>• Land Revenue &amp; Land Acquisition matters</li><li>• R&amp;I Cell</li></ul>
4.	Sh. Sharad Kumar, SDM-III (HQ)	<ul style="list-style-type: none"><li>• DDMA, EOC &amp; Control Room</li><li>• Caretaking Branch</li></ul>
5.	Sh. Manvinder Singh, SDM-IV (HQ)	<ul style="list-style-type: none"><li>• CCS Branch and Marriage Cell</li><li>• Minority Affairs (including Delhi Waqf Board, Delhi State Haj Committee, Delhi Minorities Commission, Scholarship)</li><li>• Parliament Cell</li></ul>
6.	Sh. Arvind Kumar, SDM-V (HQ)	<ul style="list-style-type: none"><li>• RTI, Public Grievances Cell, Covid Cell &amp; Elections Cell</li><li>• NGT &amp; Environment matters</li><li>• Coordination Branch (including any other matter not assigned to any officer)</li><li>• Census &amp; NPR 2020, Socio Economic Caste Census Matters.</li></ul>





7.	Ms. Meena Tyagi, SDM- VI (HQ)	• Treasury & Nazarat, Central Record Room
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This issue with the prior approval of Pr. Secretary (Revenue)-cum-Divisional Commissioner.



(Sharad Kumar)  
Sub Divisional Magistrate-III (HQ)

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Copy for information and further necessary action to: -

1. All Deputy Commissioners (HQ), Revenue Department.
2. All District Magistrates Revenue Department GNCTD.
3. Special CEO, Disaster Management Revenue Department.
4. Controller of Accounts Revenue Departments GNCTD.
5. All SDMs (HQ) Revenue Department.
6. Sr. System Analyst Revenue (HQ) with the request to upload the above order on Department's website and for updation of website accordingly.
7. PS to Pr. Secretary (Revenue)-cum-Divisional Commissioner Revenue
8. All Section Officers Revenue (HQ).
9. DDO Revenue (HQ).
10. Guard File.



(Sharad Kumar)  
Sub Divisional Magistrate-III (HQ)