

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

No. F.1 (136)/GA/DC/HQ/2018/ 349

Dated: - 22-02-2024

**ORDER**

In supersession of all previous orders the following work allocation among the Sub-Divisional Magistrates in Revenue HQ is hereby ordered with immediate effect:-

S. 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-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 &amp; Registration</li></ul>
3.	Sh. Arvind Kumar, SDM-II (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>
4.	Sh. Sharad Kumar, SDM-III (HQ)	<ul style="list-style-type: none"><li>• DDMA, EOC &amp; Control Room</li><li>• DUDA Branch (including MP/MLA-LAD, CLAD, Mohalla Sabha, Mohalla Clinics)</li><li>• R&amp;I Cell</li><li>• Treasury &amp; Nazarat, Central Record Room</li></ul>
5.	Sh. Devender Singh Tomar, 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. Bishamber Nath, SDM-V (HQ)	<ul style="list-style-type: none"><li>• Relief Branch (Including Rajya Sainik Board)</li><li>• Care Taking Branch</li><li>• Legal &amp; Judicial (including DSLSA matters)</li><li>• Land Revenue &amp; Land Acquisition matters</li></ul>

This issue with the prior approval of Addl. Chief Secretary (Revenue)-cum-Divisional Commissioner.

  
(Parmod Kumar)  
Sub Divisional Magistrate-I (HQ)

Contd...

Copy for information and further necessary action to:-

1. Chief Electoral Officer, O/o the Chief Electoral Office, Delhi with the request to direct the concerned officer to update the details of designated AROs (i.e. SDM-II (HQ), SDM-III (HQ) and SDM-IV (HQ)) in their record.
2. All Deputy Commissioners (HQ), Revenue Department.
3. All District Magistrates, Revenue Department, GNCTD.
4. Special CEO, Disaster Management, Revenue Department.
5. Controller of Accounts, Revenue (HQ).
6. All SDMs (HQ), Revenue Department (HQ).
7. Dy. Secretary, Seivces (Branch-I), Seivces Department, Govt. of NCT of Delhi.
8. DDO, Revenue Department (HQ).
9. All Branch-in-charges, Revenue Department (HQ).
10. Sr. System Analyst, Revenue (HQ), with a request to upload the above order on Department's website.
11. Officers concerned.
12. PS to Addl. Chief Secretary (Revenue)-cum-Divisional Commissioner.
13. Guard File.

  
(Parmod Kumar)

Sub Divisional Magistrate-I (HQ)