

# **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	<a href="http://www.delhi.gov.in">www.delhi.gov.in</a>
06	Email Address	<a href="mailto:cmdelhi@nic.in">cmdelhi@nic.in</a>
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

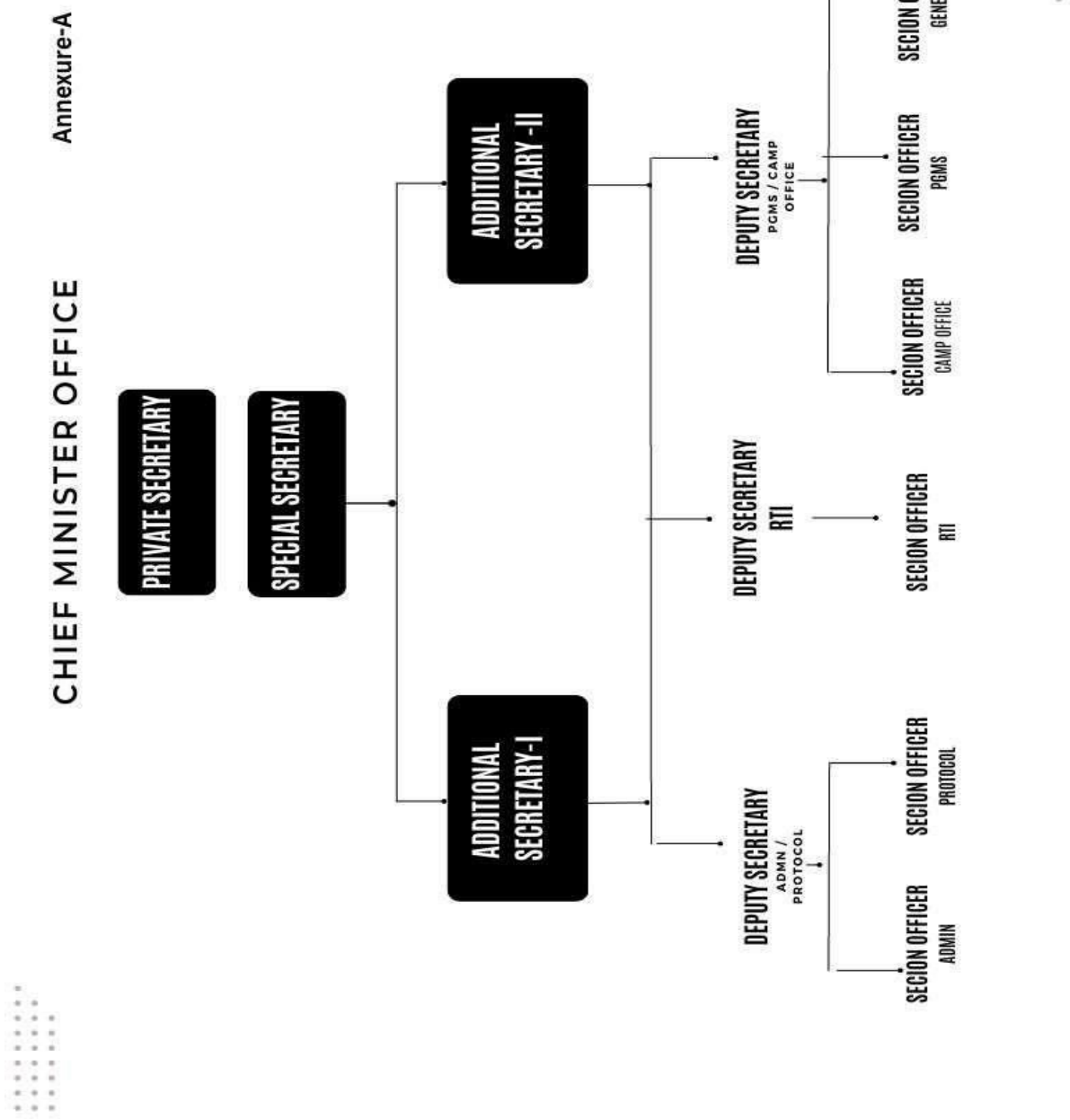
The general norms/instructions, as applicable to the departments /authorities under GNCTD, apply to this office.

# Manual 1

## Particular of Organisation

Section 4 (1) (b) (i)

(v) Organization Chart



## **Manual 1**

### **Particular of Organisation**

#### Section 4 (1) (b) (i)

(vi) Any other details-the genesis, inception, formation of the department and the HoDs from 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 are 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

## Manual 2

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

(v) Work allocation

**OFFICE OF THE CHIEF MINISTER  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SECRETARIAT: NEW DELHI**

No. F. CMO/Admn./Work Allocation/2017/25137

Dated: 28/06/2017

### OFFICE-ORDER

In supersession of all previous office order(s) pertaining to work allocation amongst the Deputy Secretaries of this office, the following allocation of work is hereby ordered amongst the Deputy Secretaries of this office with immediate effect:-

S.No	Name of the officer	Work allocated	Link officer
1.	Sh. Anil Sirohi, Deputy Secretary	<ol style="list-style-type: none"><li>1. General Administration and all Caretaking/store matters.</li><li>2. Protocol related matters of CM Office including field visits.</li><li>3. All works related to requests seeking appointments, messages from Hon'ble Chief Minister.</li><li>4. First Appellate Authority for disposal of RTI appeal</li><li>5. Nodal Officer for construction work being carried out by PWD at CM Office and CM Camp Office</li><li>6. Monitoring of Projects and all matters related to ministerial portfolios allocated to Hon'ble Minister Sh. Gopal Rai.</li><li>7. CM Project Management Information System.</li></ol>	Shri Rajeev Kumar, Deputy Secretary
2.	Sh. Pramod Kumar Gupta, Dy. Secretary	<ol style="list-style-type: none"><li>1. All work related to PGMS/GRO/Janta Samwad at CM Camp Office</li><li>2. CM Relief fund matters/Grant in Aids/Financial Assistance.</li><li>3. Overall incharge of CM Camp Office.</li><li>4. Attend official meetings of Hon'ble CM and record minutes of meeting whenever directed by Additional Secretary to CM.</li><li>5. All Public Grievances received from MPs, MLAs, Councillors/GOI/other VIPs</li><li>6. All works related to public meetings of Hon'ble Chief</li></ol>	Sh. Anil Sirohi, Dy. Secretary

*[Handwritten signature]*

		Minister regarding public grievances. 7. Monitoring of Projects and all matters related to ministerial portfolios allocated to Hon'ble Deputy Chief Minister Shri Manish Sisodia and Hon'ble Minister Sh. Rajendra Pal Gautam.	
3.	Sh. Rajeev Kumar, Dy. Secretary	1. Matters related to Council of Ministers, Cabinet notes/decisions 2. APARs 3. PIO, RTI Cell 4. All MLA references and VIP references 5. General references received from Member of Parliament/ Municipal Councillors /Govt of India/other VIPs (not related to grievance) 6. Monitoring of Projects and all matters related to ministerial portfolios allocated to Hon'ble Minister Sh. Kailash Gahlot and Hon'ble Minister Sh. Imran Hussain. 7. CM Project Management Information System.	Sh. Pramod Kumar Gupta, Dy. Secretary

In addition to the above allocated work, any other work can be assigned to any officer by superior officer as per administrative exigencies.

This issues with the prior approval of Competent Authority.

*Pravesh R. Jha*

(PRAVESH R. JHA)  
ADDL. SECRETARY TO C.M.

No. F. CMO/Admn./Work Allocation/2017/25127

Dated: 28/06/20

Copy to:

1. P.S. to Addl. Chief Secretary to CM
2. Joint Secretary to CM
3. All Deputy Secretaries, CMO
4. SO (Admn./PGMS/Protocol/CM Camp Office)
5. Guard file.

Shot on OnePlus

Powered by Triple Camera

*Pravesh R. Jha*

(PRAVESH R. JHA)  
ADDL. SECRETARY TO C.M.

# **RIGHT TO INFORMATION ACT**

**2005**

Manual 3

Procedure followed in decision-making Process

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

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI

## **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**

**2005**

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

# **RIGHT TO INFORMATION ACT**

**2005**

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**

**2005**

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



# **RIGHT TO INFORMATION ACT**

**2005**

**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**

**2005**

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**

**2005**

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

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

NOT APPLICABLE

# **RIGHT TO INFORMATION ACT**

**2005**

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**

**2005**

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 .

# **RIGHT TO INFORMATION ACT**

**2005**

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)]

## Manual 9

### Directory of Officers and Employees

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

Sh. Arbind Kumar Singh Section Officer	011-23392020 <a href="mailto:arbind.kumar.singh45@gov.in">arbind.kumar.singh45@gov.in</a>
Sh. V.T. Gurnani Section Officer	011-23392020 <a href="mailto:vt.gurnani@gov.in">vt.gurnani@gov.in</a>
Sh. Tarun Kumar Sharma Section Officer	<a href="mailto:tk.sharma65@gov.in">tk.sharma65@gov.in</a>
Sh. Murali N Section Officer	011-23392020 <a href="mailto:murali.n25@delhi.gov.in">murali.n25@delhi.gov.in</a>
Sh. Sanghpal Singh Section Officer	011-23392020 <a href="mailto:sanghpal.singh@gov.in">sanghpal.singh@gov.in</a>
Sh. Pradeep Kumar Section Officer	011-23392020 <a href="mailto:pradeep.kr25@nic.in">pradeep.kr25@nic.in</a>
Sh. Ranganathan Section Officer	<a href="mailto:ksran1964@gmail.com">ksran1964@gmail.com</a>
Sh. N Someshwar Rao Section Officer	011-23392020 <a href="mailto:n.someshwar.rao.25@gov.in">n.someshwar.rao.25@gov.in</a>
Sh. Prahlad Section Officer	011-23392020 <a href="mailto:pshah151170@gmail.com">pshah151170@gmail.com</a>
Sh. Brij Mohan Section Officer	<a href="mailto:bmsmri66@gmail.com">bmsmri66@gmail.com</a>
Sh. Pradeep Kumar Section Officer	011-23392020 <a href="mailto:Pradeep.kr25nic.in">Pradeep.kr25nic.in</a>
Sh. N.V.Ravi Kumar Section Officer	011-23392020 <a href="mailto:nvr.kumar21@gov.in">nvr.kumar21@gov.in</a>
Sh Vijender Singh Gahlot Section Officer	011-23392020 <a href="mailto:gahlot66@delhi.gov.in">gahlot66@delhi.gov.in</a>
Sh Govind Ballabh Private Secretary	<a href="mailto:ballah.govind@gov.in">ballah.govind@gov.in</a>
Sh. Sasi A.E. Private Secretary	<a href="mailto:sashi.nambiar@gov.in">sashi.nambiar@gov.in</a>
Ms. Anita Maithani Private Secretary	<a href="mailto:anita.m@gov.in">anita.m@gov.in</a>
Sh. Satyaveer Kundu (Hindi) Private Secretary	<a href="mailto:satyaveer.kundu@gov.in">satyaveer.kundu@gov.in</a>
Sh. Sohan Singh Rawat Private Secretary	<a href="mailto:cmo.dec15@gmail.com">cmo.dec15@gmail.com</a>
Sh Satyendra Kumar Pandit ASO	<a href="mailto:sk.pandit76@gov.in">sk.pandit76@gov.in</a>
Sh. Ravi KantASO	<a href="mailto:gatmravi@gmail.com">gatmravi@gmail.com</a>

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<i>Sh. Mohd Waseem, Sr. Asstt.</i>	<i>waseem.djb@gmail.com</i>
<i>Sh. Vinod Kumar, Sr. Asstt.</i>	<i>vinodkumar.2031@delhi.gov.in</i>
<i>Sh. Praveen Kumar Bhardwaj Sr. Asstt.</i>	<i>praveenkumar.bhardwaj45@delhi.gov.in</i>
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<i>Sh. Arjun Singh, Sr. Asstt.</i>	<i>arjun.singh46@delhi.gov.in</i>
<i>Sh. Ankur Sharma, Sr. Asstt.</i>	<i>ankur.sharma2022@delhi.gov.in</i>
<i>Sh. Amlash Kumar Sr. Asst.</i>	<i>amlesh.kumar@delhi.gov.in</i>
<i>Sh. Rohit Kumar, Sr. Asstt.</i>	<i>Rohit.lkumar50@delhi.gov.in</i>
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<i>Sh. Vibhuti Kr. Bhushan, STENO</i>	<i>bhushan.bhushan6@delhi.gov.in</i>
<i>Sh. Shivam Chaturvedi, STENO</i>	<i>shivamchaturvedi@delhi.gov.in</i>
<i>Sh. Pawan Bhola, Jr. Asstt.</i>	<i>pawanbhola@gmail.com</i>
<i>Sh. Sunil Kumar, Jr. Asstt.</i>	<i>sk.771617@delhi.gov.in</i>
<i>Sh. Arun Kumar, Jr. Asstt.</i>	<i>arun.kumar5000@delhi.gov.in</i>
<i>Sh. Gaurav Chikara, Jr. Asstt.</i>	<i>gaurav.chikkara@delhi.gov.in</i>

# **RIGHT TO INFORMATION ACT**

**2005**

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)]

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI

## Manual 10

Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]

<b>CHIEF MINISTER OFFICE</b>				
<b>S.No.</b>	<b>NAME OF OFFICERS/OFFICIALS</b>	<b>DESIGNATION</b>	<b>PARENT DEPTT.</b>	<b>PAY /LEVEL (As per 7<sup>th</sup> CPC Pay Matrix)</b>
1.	<i>Sh. Pravesh Ranjan Jha</i>	<i>Special Secy to CM</i>	<i>GAD</i>	<i>126800 L-13</i>
2	<i>Sh.Bibhav Kumar</i>	<i>Pvt. Secretary to CM</i>	<i>Co-terminus / GAD</i>	<i>151400 L-13</i>
3.	<i>Sh.Dharmendra Kumar</i>	<i>Addl. Secy. to CM</i>	<i>GAD</i>	<i>83600 L-12</i>
4.	<i>Sh. Shingare Ramchandra Mahadev</i>	<i>Addl. Secy to CM</i>	<i>EDN</i>	<i>L-12  81200</i>
5.	<i>Sh. Anil Sirohi</i>	<i>Dy. Secy. to CM</i>	<i>GAD</i>	<i>102500 L-8</i>
6.	<i>Sh.Parmod Kumar Gupta</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>93800 L-11</i>
7.	<i>Sh. Rajeev Kumar</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>87400 L-10</i>
8.	<i>Sh.Jagdish Sharma</i>	<i>Section Officer (Protocol)</i>	<i>GAD</i>	<i>84900 L-10</i>
9.	<i>Sh Satinder Mohan</i>	<i>Section Officer</i>	<i>EDN</i>	<i>82400 L-10</i>
10.	<i>Sh. Mukesh Kumar</i>	<i>Section Officer</i>	<i>DT &amp;T</i>	<i>73200 L-10</i>
11.	<i>Sh. Vijay Kumar</i>	<i>Section Officer</i>	<i>EDN</i>	<i>75200 L-10</i>
12.	<i>Sh.Rajiv Ranjan Upadhyay</i>	<i>Section Officer</i>	<i>EDN</i>	<i>73200 L-10</i>
13.	<i>Sh. Arbind Kumar Singh</i>	<i>Section Officer</i>	<i>TTE</i>	<i>73200 L-10</i>
14.	<i>Sh. V.T. Gurnani</i>	<i>Section Officer</i>	<i>EDN</i>	<i>58600 L-8</i>

15.	<i>Sh. Brijmohan</i>	<i>Section Officer</i>	<i>EDN</i>	<i>62200 L-8</i>
16.	<i>Sh. K.S.Rangnathan</i>	<i>Section Officer</i>	<i>GAD</i>	<i>62200 L-8</i>
17.	<i>Sh. Tarun Kum ar Sharma</i>	<i>Section Officer</i>	<i>GAD</i>	<i>62200 L-8</i>
18.	<i>Sh. Prahlad</i>	<i>Section Officer</i>	<i>GAD</i>	<i>58600 L-8</i>
19.	<i>Sh. Pardeep Kumar</i>	<i>Section Officer</i>	<i>F&amp;S</i>	<i>58600 L-8</i>
20.	<i>Sh. Murali N</i>	<i>Section Officer</i>	<i>EDN</i>	<i>62200 L-8</i>
21.	<i>Sh. N Someshwar Rao</i>	<i>Section Officer</i>	<i>EDN</i>	<i>58600 L-8</i>
22.	<i>Sh. Pradeep Kumar</i>	<i>Section Officer</i>	<i>EDN</i>	<i>58600 L-8</i>
23.	<i>Sh. Sanghpal Singh</i>	<i>Section Officer</i>	<i>EDN</i>	<i>58600 L-8</i>
24.	<i>Sh. N.V.Ravi Kumar</i>	<i>Section Officer</i>	<i>UD</i>	<i>58600 L-8</i>
25.	<i>Sh Vijender Singh Gahlot</i>	<i>Section Officer</i>	<i>EDN</i>	<i>58600 L-8</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**

**2005**

Manual 11

The Budget Allocated to each agency

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

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI

## 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**

**2005**

Manual 12

The manner of execution of subsidy program

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

**OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI**

## 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.

# **RIGHT TO INFORMATION ACT**

**2005**

Manual 13

Particulars of recipients of concession, permits or authorization granted

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

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI

## 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)]

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI



## 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](http://www.pgms.delhi.gov.in) by entering their mobile number & grievance ID.

# **RIGHT TO INFORMATION ACT**

**2005**

Manual 15

Particulars of facilities available to citizens for obtaining information

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

**OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI  
LEVEL-3, A-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI**

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.

## Manual 16

Particulars of PIOs

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

OFFICE OF THE CHIEF MINISTER  
GOVT. OF NCT OF DELHI LEVEL-3, A-  
WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI

## 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	<i>Sh. Rajeev Kumar, Dy. Secretary (RTI), Office of the Chief Minister</i>	<i>Office of the Chief Minister, 3<sup>rd</sup> Level, A-wing, Delhi Secretariat, New Delhi</i>	011-23392317	<i>dysecycm delhi@gm ail.com</i>	<i>All matters related to C.M. Office</i>

#### List of Assistant Public Information Officers

S.No.	Designation	Address	Telephone	Email address
1	<i>Sh. Satinder Mohan Section Officer Office of the Chief Minister</i>	<i>Office of the Chief Minister, 3<sup>rd</sup> level, A-wing, Delhi Secretariat, New Delhi</i>	011-23392020	<i>smkaswi.11@delhi.gov.in</i>

**First Appellate Authority within the Department**

<b>S.No.</b>	<b>Designation</b>	<b>Address</b>	<b>Telephone</b>	<b>Email address</b>	<b>Demarcation of area/Activities, if more than one FAA is there</b>
<i>1</i>	<i>Sh. Anil Sirohi Dy. Secy.</i>	<i>Office of the Chief Minister, 2nd Level, Delhi Secretariat, New Delhi</i>	<i>011-23392020</i>	<i>anil.sirohi6028@delhi.gov.in</i>	<i>All matters related to CM Office</i>