

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT : GENERAL ADMINISTRATION BRANCH
5 SHAM NATH MARG DELHI-54

No.F.1(107)/GA/DC/HQ/2018/2013


Dated: 30/12/2025

ORDER

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

S. No.	Name of Officer & designation	Work Assigned
1.	Sh. Rakesh Kumar, ADM-I (HQ)	<ul style="list-style-type: none">All matters related to Stamp & Registration.All matters related to NGDRS.IT Branch including e-District.General Administration Branch.Vigilance Branch.DUDA Branch (including MP/MLA-LAD, CLAD, Mohalla Sabha, Mohalla Clinics etc.)
2.	Sh. Mukesh Rajora, ADM-II (HQ)	<ul style="list-style-type: none">RTI & Appeal cases.Firm & Society Registration (including related I.T. projects of Firm & Society)Licensing Branch.Relief Branch.Rajya Sainik Board.Parliament Cell (including all matters related to Parliament & Vidhaan Sabha Question/matters).
3.	Sh. Bishamber Nath, SDM-I(HQ)	<ul style="list-style-type: none">Dte. of Civil DefenceDilli Gramoday Abhiyaan.CCS Branch and Marriage Cell.Covid Branch.Nazarat & Treasury, Central Record RoomDDMA, EOC & Control RoomEoDB/PID Act related matter.
4.	Sh. Piyush Mohanty SDM -II(HQ)	<ul style="list-style-type: none">Land Revenue & Land Acquisition matters (including Swamitva Scheme)Census & NPR 2020, Socio Economic Caste Census Matters.Care Taking Branch.Minority Affairs (including Delhi Waqf Board, Delhi State Haj Committee, Delhi Minorities Commission, Scholarship).Public Grievances Cell (including PGC, PGMS, CM JantaSamwad, LG Listening posts & different grievance portal etc.).
5.	Sh. Parmod Kumar, SDM-III(HQ)	<ul style="list-style-type: none">Head of OfficeElection Cell.Legal & Judicial Branch (including DSLSA matters).Coordination Branch (including Aadhar, SLBC, BBBP, Sale of Acid, PNDD Act, NHRC matters & child labour)NGT & Environment matters.

This issues with the approval of Secretary (Revenue)-cum-Divisional Commissioner.


Section Officer (GA)

Contd..

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT : GENERAL ADMINISTRATION BRANCH
5 SHAM NATH MARG DELHI-54**

No.F.1(107)/GA/DC/HQ/2018/2013

Dated: 30/12/2025

ORDER

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

S. No.	Name of Officer & designation	Work Assigned
1.	Sh. Rakesh Kumar, ADM-I (HQ)	<ul style="list-style-type: none"> • All matters related to Stamp & Registration. • All matters related to NGDRS. • IT Branch including e-District. • General Administration Branch. • Vigilance Branch. • DUDA Branch (including MP/MLA-LAD, CLAD, Mohalla Sabha, Mohalla Clinics etc.)
2.	Sh. Mukesh Rajora, ADM-II (HQ)	<ul style="list-style-type: none"> • RTI & Appeal cases. • Firm & Society Registration (including related I.T. projects of Firm & Society) • Licensing Branch. • Relief Branch. • Rajya Sainik Board. • Parliament Cell (including all matters related to Parliament & Vidhaan Sabha Question/matters).
3.	Sh. Bishamber Nath, SDM-I(HQ)	<ul style="list-style-type: none"> • Dte. of Civil Defence • Dilli Gramoday Abhiyaan. • CCS Branch and Marriage Cell. • Covid Branch. • Nazarat & Treasury, Central Record Room • DDMA, EOC & Control Room • EoDB/PID Act related matter.
4.	Sh. Piyush Mohanty, SDM-II(HQ)	<ul style="list-style-type: none"> • Land Revenue & Land Acquisition matters (including Swamitva Scheme) • Census & NPR 2020, Socio Economic Caste Census Matters. • Care Taking Branch. • Minority Affairs (including Delhi Waqf Board, Delhi State Haj Committee, Delhi Minorities Commission, Scholarship). • Public Grievances Cell (including PGC, PGMS, CM JantaSamwad, LG Listening posts & different grievance portal etc.).
5	Sh. Parmod Kumar, SDM-III(HQ)	<ul style="list-style-type: none"> • Head of Office • Election Cell. • Legal & Judicial Branch (including DSLSA matters). • Coordination Branch (including Aadhar, SLBC, BBBP, Sale of Acid, PNDD Act, NHRC matters & child labour) • NGT & Environment matters.

This issues with the approval of Secretary (Revenue)-cum-Divisional Commissioner.


Section Officer (GA)

Contd..

No.F.1(107)/GA/DC/HQ/2018 / 20/3

Copy for information and 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 (HQ).
5. ADM(HQ)/All SDMs (HQ), Revenue Department (HQ).
6. DDO, Revenue Department (HQ).
7. All Branch-in-Charge, Revenue Department (HQ).
8. Asst. Director (IT), Revenue HQ, with the direction to upload the above website.
9. PA to Secretary (Revenue)-cum-Divisional Commissioner.
10. Guard file.