

GOVERNMENT OF NCT OF DELHI: REVENUE DEPARTMENT  
Divisional Commissioner Office (General Administration Branch)  
5 Sham Nath Marg, Delhi-54

No.F.1(107)/GA/DC/HQ/2018/857

Dated:- 03/6/2025

**ORDER**

In supersession of all previous orders and in pursuance of joining of Sh. Rakesh Kumar, DANICS(2011) as ADM(HQ), Revenue Department vide Services Department Order No. 17 dated 07.01.2025, the following work allocation amongst the 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 (HQ)	<ul style="list-style-type: none"><li>All matters related to Stamp &amp; Registration/EoDB/PID Act, including all matters related to NGDRS.</li><li>Firm &amp; Society Registration (including related I.T. projects).</li><li>IT Branch including e-District.</li><li>General Administration Branch.</li><li>Vigilance Branch.</li><li>Land Revenue &amp; Land Acquisition matters (including Swamitva Scheme).</li><li>Care Taking Branch.</li></ul>
2.	Sh. Parmod Kumar SDM -I(HQ)	<ul style="list-style-type: none"><li>Head of Office.</li><li>Election Cell.</li><li>DDMA, EOC &amp; Control Room.</li><li>DUDA Branch (including MP/MLA-LAD, CLAD, Mohalla Sabha, Mohalla Clinics etc.).</li><li>Licensing Branch.</li><li>Legal &amp; Judicial Branch (including DSLSA matters).</li><li>Parliament Cell (including all matters related to Parliament &amp; Vidhaan Sabha Question/matters).</li><li>Coordination Branch(including Aadhar, SLBC, BBBP, Sale of Acid, PNDT Act, NHRC matters &amp; child labour).</li><li>Any unassigned matters.</li></ul>
3.	Sh. Bishamber Nath, SDM-II(HQ)	<ul style="list-style-type: none"><li>Relief Branch.</li><li>Rajya Sainik Board.</li><li>Dte. of Civil Defence.</li><li>Dilli Gramoday Abhiyaan.</li><li>CCS Branch and Marriage Cell.</li><li>NGT &amp; Environment matters.</li><li>Covid Branch.</li><li>Nazarat &amp; Treasury, Central Record Room</li></ul>
4.	Sh. Lokesh Prasad Sinha, SDM-III (HQ)	<ul style="list-style-type: none"><li>Census &amp; NPR 2020, Socio Economic Caste Census Matters.</li><li>Minority Affairs (including Delhi Waqf Board, Delhi State Haj Committee, Delhi Minorities Commission, Scholarship).</li><li>RTI &amp; Appeal cases.</li><li>Public Grievances Cell (including PGC, PGMS, CM Janta Samwad, LG Listening posts &amp; different grievance portal etc.).</li></ul>

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

  
Section Officer (GA)

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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. Dy. CEO, Old St. Stephen's College Building. Kashmiri Gate, Delhi-110006.
7. DDO, Revenue Department (HQ).
8. All Branch-in-Charge, Revenue Department (HQ).
9. System Analyst, Revenue HQ, with the request to upload the above order on Department's website.
10. PA to Secretary (Revenue)-cum-Divisional Commissioner.
11. Guard file.

  
Section Officer (GA)