

OFFICE OF THE CHIEF MINISTER

(ADMINISTRATION BRANCH)

GOVT. OF NCT OF DELHI

3RD LEVEL A-WING, DELHI SECRETARIAT, NEW DELHI

Please find enclosed the disclosures (17 Manuals) of the Chief Minister Office under section (4) of Right to Information Act, 2005 to be uploaded on the website of the Chief Minister Office, Govt. of NCT of Delhi.

You are requested to kindly arrange to upload the 17 Manuals RTI section on website of the Chief Minister of Delhi under intimation to this office.

This has the approval of the Addl. Secretary to CM.


6/12/2022
(ANIL SIROHI)

Dy. Secretary to CM

Encl: As above

✓ Dy. Secretary (IT), Govt. of NCT of Delhi

U.O. No.F.CM/DS/PIO/2006/ 44329

Dt:- 08/12/2022

Copy to information and necessary action:

- 1) PIO, Chief Minister Office.

RIGHT TO INFORMATION ACT

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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)

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	www.delhi.gov.in
06	Email Address	cmdelhi@nic.in
07	Administrative Department	General Administration Department, Govt. of N.C.T. of Delhi

RIGHT TO INFORMATION ACT

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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

Powers and Duties of Officers & Employees

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

The employees at Chief Minister's Office provide secretarial assistance to Hon'ble Chief Minister.

RIGHT TO INFORMATION ACT

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Manual 3

Procedure followed in decision-making Process

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

OFFICE OF THE CHIEF MINISTER
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Manual 3

Procedure followed in decision-making Process

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

Decisions on files submitted by the Administrative Secretaries of Departments, through the Minister-in-Charge, are taken as per the relevant Acts and Rules.

RIGHT TO INFORMATION ACT

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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)]

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

RIGHT TO INFORMATION ACT

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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
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Manual 5

Rules, regulations, instruction, manuals and records for discharging functions

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

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.

RIGHT TO INFORMATION ACT

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Manual 6

A statement of the categories of documents that are held by it or 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

Manual 6

A statement of the categories of documents that the held by it for under its control
[Section 4 (1) (b) (vi)]

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

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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

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)]

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

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Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

OFFICE OF THE CHIEF MINISTER
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Manual 8

Statement of Boards, Councils, Committees or Other Bodies
[Section 4 (1) (b) (viii)]

Not applicable.

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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
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Manual 9

Directory of Officers and Employees

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

S.No.	Name and Designation	Address & Telephone Numbers
		Office
	Sh. Arvind Kejriwal Chief Minister	3 rd Floor, A-Wing, Delhi Secretariat, NEW DELHI-110001. Phone No. 011-23392020 011-23392030 Email : cmdelhi@nic.in

CHIEF MINISTER OFFICE				
S.No.	NAME OF OFFICERS/OFFICIALS	DESIGNATION	PARENT DEPTT.	CONTACT NO./E-mail
1.	Sh. Bibhav Kumar	Pvt. Secy to CM	Co-terminus/ GAD	011-23392014
2.	Sh. Pravesh Ranjan Jha	Addl. Secy. to CM	GAD	011-23392007/ astocm2@gmail.com , pravesh.ranjan@gov.in
3.	Sh. Dharmendra Kumar	Addl. Secy. to CM	GAD	011-23392158
4.	Sh. Shingare Ramchandra Mahadev	Joint Secretary	EDN	011-23392040
5.	Sh. Anil Sirohi	Dy. Secy. to CM	GAD	011-23392020
6.	Sh. Pramod Kumar Gupta	Dy. Secretary	GAD	011-23392766
7.	Sh. Rajeev Kumar	Dy. Secretary	GAD	011-23392317
8.	Sh. Jagdish Sharma	Section Officer (Protocol)	GAD	011-23392020 011-23393030
9.	Sh. Satinder Mohan	Section Officer	EDN	011-23392020
10.	Sh. Vikrant Nain	Section Officer	EDN	011-23392020
11.	Sh. Mukesh Kumar	Section Officer	DT & T	011-23392020
12.	Sh. Amit Chhabria	Section Officer	TTE	011-23392788
13.	Sh. Vijay Kumar	Section Officer	EDN	011-23994188
14.	Sh. Rajiv Ranjan Upadhyay	Section Officer	EDN	011-23392205
15.	Sh. Arbind Kumar Singh	Section Officer	TTE	011-23392020
16.	Sh. Vikas Narain	Section Officer	EDN	011-23392788
17.	Sh. V.T. Gurnani	Section Officer	EDN	011-23392020
18.	Sh. Brijmohan	Section Officer	EDN	011-23994188
19.	Sh. K.S. Rangnathan	Section Officer	GAD	011-23994188

20.	Sh. Tarun Kumar Sharma	Section Officer	EDN	011-23392020
21.	Sh. Prahlad	Section Officer	GAD	011-23392020
22.	Sh. Pradeep Kumar	Section Officer	EDN	011-23392020
23.	Sh. Murali N	Section Officer	EDN	011-23392020
24.	Sh. N Someshwar Rao	Section Officer	EDN	011-23392020
25.	Sh. Pardeep Kumar	Section Officer	F&S	011-23392020
26.	Sh. Sanghpal Singh	Section Officer	EDN	011-23392020
27.	Sh. N.V.Ravi Kumar	Section Officer	UD	011-23392020
28.	Sh Vijender Singh Gahlot	Section Officer	EDN	011-23392020

RIGHT TO INFORMATION ACT

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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

The monthly remuneration received by each of the officers, including the system of compensation provide in the regulations
[Section 4 (1) (b) (x)]

CHIEF MINISTER OFFICE				
S.No.	NAME OF OFFICERS/OFFICIALS	DESIGNATION	PARENT DEPTT.	PAY /LEVEL (As per 7th CPC Pay Matrix)
1.	Sh.Bibhav Kumar	Pvt. Secretary to CM	Co-terminus/ GAD	151400 L-13
2.	Sh. Pravesh Ranjan Jha	Addl. Secy. to CM	GAD	88700 L-13
3.	Sh.Dharmendra Kumar	Addl. Secy. to CM	GAD	83600 L-12
4.	Sh. Shingare Ramchandra Mahadev	Joint Secretary	EDN	L-11 74000
5.	Sh. Anil Sirohi	Dy. Secy. to CM	GAD	102500 L-8
6.	Sh.Parmod Kumar Gupta	Dy. Secretary	GAD	87400 L-11
7.	Sh. Rajeev Kumar	Dy. Secretary	GAD	87400 L-10
8.	Sh.Jagdish Sharma	Section Officer (Protocol)	GAD	84900 L-10
9.	Sh Satinder Mohan	Section Officer	EDN	82400 L-10
10.	Sh. Vikrant Nain	Section Officer	EDN	84900 L-10
11.	Sh. Mukesh Kumar	Section Officer	DT &T	73200 L-10
12.	Sh. Amit Chhabria	Section Officer	TTE	7700 L-10
13.	Sh. Vijay Kumar	Section Officer	EDN	75200 L-10
14.	Sh.Rajiv Ranjan Upadhyay	Section Officer	EDN	73200 L-10
15.	Sh. Arbind Kumar Singh	Section Officer	TTE	73200 L-10
16.	Sh.Vikas Narain	Section Officer	EDN	73200 L-10
17.	Sh. V.T. Gurnani	Section Officer	EDN	58600 L-8

18.	Sh. Brijmohan	Section Officer	EDN	62200 L-8
19.	Sh. K.S.Rangnathan	Section Officer	GAD	62200 L-8
20.	Sh. Tarun Kumar Sharma	Section Officer	GAD	62200 L-8
21.	Sh. Prahlad	Section Officer	GAD	58600 L-8
22.	Sh. Pardeep Kumar	Section Officer	F&S	58600 L-8
23.	Sh. Murali N	Section Officer	EDN	62200 L-8
24.	Sh. N Someshwar Rao	Section Officer	EDN	58600 L-8
25.	Sh. Pradeep Kumar	Section Officer	EDN	58600 L-8
26.	Sh. Sanghpal Singh	Section Officer	EDN	58600 L-8
27.	Sh. N.V.Ravi Kumar	Section Officer	UD	58600 L-8
28.	Sh Vijender Singh Gahlot	Section Officer	EDN	58600 L-8

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The Budget Allocated to each agency

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

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Manual 11

The Budget Allocated to each agency
[Section 4 (1) (b) (xi)]

General Administration Department, GNCTD being the Administrative Controlling Authority for Chief Minister's Office, exercises the requisite Administrative & Financial Powers. No separate budget is allocated to Chief Minister's Office.

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Manual 12

The manner of execution of subsidy program

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

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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

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Manual 13

Particulars of recipients of concession, permits or authorization granted

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

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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.

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Manual 14

Information available in an electronic form

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

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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 by entering their mobile number & grievance ID.

RIGHT TO INFORMATION ACT

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Manual 15

Particulars of facilities available to citizens for obtaining information

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

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I.P.ESTATE, NEW DELHI

Manual 15

Particulars of facilities available to citizens for obtaining information
[Section 4 (1) (b) (xv)]

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.

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Manual 16

Particulars of PIOs

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

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

List of Assistant Public Information Officers

S.No.	Designation	Address	Telephone	Email address
1	Sh. Vikarant Nain, Section Officer Office of the Chief Minister	Office of the Chief Minister, 3 rd level, A-wing, Delhi Secretariat, New Delhi	011- 23392020	vikrantnain.2367@delhi.gov.in

First Appellate Authority within the Department

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

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Manual 17

Other information as may be prescribed

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

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

Manual 17

Other information as may be prescribed
[Section 4 (1) (b) (xvii)]

-Nil-