

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)

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

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Powers and Duties of Officers & Employees

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

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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.

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Procedure followed in decision-making Process

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

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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.

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Manual 4

Norms set for the discharge of functions

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

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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.

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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
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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.

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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
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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.

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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)]

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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)]

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.

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Statement of Boards, Councils, Committees or Other Bodies

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

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

Not applicable.

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Directory of Officers and Employees

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

**OFFICE OF THE CHIEF MINISTER
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LEVEL-3, A-WING, DELHI SECRETARIAT
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Directory of Officers and Employees

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

S.No.	Name and Designation	Address & Telephone Numbers
		Office
	Sh. Arvind Kejriwal Chief Minister	3rd 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.
1	Sh. C.R. Garg	Spl. Secy. to C.M.	GAD	011-23392158
2	Sh. Pravesh Ranjan Jha	JS to CM	EDN	011-23392010
3	Sh. Bibhav Kumar	Pvt Secy to CM	Coterminus/ GAD	011-23392014
4	Sh. Gopal Mohan	Advisor (Anti-corruption/ Grievances)	Coterminus/ GAD	011-23392770
5	Sh. Nagender Sharma	Advisor (Media Affairs)	Coterminus/ GAD	011-23392012
6	Ms. Aswathi Muralidharan	JS to CM	Coterminus/ GAD	011-23392020
7	Sh. Mangej Singh	Dy. Secy. to CM	GAD	
8	Sh. Bhupendra Kumar	Dy. Secretary	T&T	011-23392017
9	Sh. Prashant Raghav	Dy. Secretary	GAD	011-23392017
10	Sh. Chandan Sen Gupta	Dy. Secretary	Excise	
11	Sh. Rajeev Gupta	Officer on Special Duty (OSD) to CM Office	EDN	011-23392782
12	Sh. Jagdish Sharma	Section Officer (Protocol)	GAD	
13	Sh. Amit Kumar	Section Officer	EDN	011-23392205
14	Sh. Vikas Narain	Section Officer	Edn	011-23392788
15	Sh. Amit Chhabria	Section Officer	TTE	011-23392788
16	Sh. Rakesh Kumar	Section Officer	T&T	011-23994188
17	Sh. Gurudutt Ranga	Section Officer	T&T	011-23994188
18	Sh. Bipin Kumar Singh	Section Officer	T&T	011-23994188

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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)]

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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)]

CHIEF MINISTER OFFICE				
S.No.	NAME OF OFFICERS/OFFICIALS	DESIGNATION	PARENT DEPTT.	PAY /LEVEL
1	Sh.C.R.Garg	Spl.Secy. to C.M.	GAD	Rs.15100/L-12
2	Sh. Pravesh Ranjan Jha	JS to CM	EDN	Rs.78800/L-12
3	Sh.Bibhav Kumar	Pvt. Secy to CM	Coterminus/ GAD	Rs.130600/L-13
4	Sh. Gopal Mohan	Advisor (Anti-Corruption/ Grievances)	GAD	Rs. 115881/- p.m.
5	Sh.Nagender Sharma	Advisor (Media Affairs)	Coterminus/ GAD	Rs.115881/- p.m.
6	Ms. Aswathi Muralidharan	JS to CM	Coterminus/ GAD	Rs.71800/L-11
7	Sh. Mangej Singh	Dy. Secy.to CM	GAD	Rs.85800/L-11
8	Sh. Bhupendra Kumar	Dy. Secretary	T&T	Rs.73200/L-10
9	Sh. Prashant Raghav	Dy. Secretary	GAD	Rs.73200/L-10
10	Sh.Chandan Sen Gupta	Dy. Secretary	Excise	Rs.85800/L-11
11	Sh.Rajeev Gupta	Officer on Special Duty(OSD) to CM Office	EDN	15600-39100 (pre-revised)
12	Sh.Jagdish Sharma	Section Officer (Protocol)	GAD	Rs.73200/L-10
13	Sh.Amit Kumar	Section Officer	EDN	Rs.71100/L-10
14	Sh.Vikas Narain	Section Officer	Edn	9300-34800 (pre-revised)
15	Sh. Amit Chhabria	Section Officer	TTE	Rs.67000/L-10
16	Sh Rakesh Kumar	Section Officer	T&T	9300-34800 (pre-revised)
17	Sh Gurudutt Ranga	Section Officer	T&T	9300-34800 (pre-revised)
18	Sh.Bipin Kumar Singh	Section Officer	T&T	9300-34800 (pre-revised)

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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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The manner of execution of subsidy program

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

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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.

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Particulars of recipients of concession, permits or authorization granted

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

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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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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.

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Particulars of facilities available to citizens for obtaining information

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

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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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Particulars of PIOs

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

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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	Bhupendra Kumar Dy. Secretary (RTI), Office of the Chief Minister	Office of the Chief Minister, 3 rd Level, A-wing, Delhi Secretariat, New Delhi	011-23392001 Extn. 3306		All matters related to C.M. Office

List of Assistant Public Information Officers

S.No.	Designation	Address	Telephone	Email address
1	Vikas Narain Superintendent (PGMS), Office of the Chief Minister	Office of the Chief Minister, 3 rd level, A-wing, Delhi Secretariat, New Delhi	011-23392001 Extn.1330	

First Appellate Authority within the Department

S.No.	Designation	Address	Telephone	Email address	Demarcation of area/Activities, if more than on PIO is there
1	Sh. Parvesh R. Jha, Addl. Secy. to CM	Office of the Chief Minister, 3 rd level, A-Wing, Delhi Secretariat, New Delhi	011-23392009		All matters relating to CM Office

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Other information as may be prescribed

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

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

-Nil-

