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
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Public Authority</th>
<th>Office of the Chief Minister, Govt. of N.C.T. of Delhi</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Address</td>
<td>Level – 3, A-wing, Delhi, Secretariat, New Delhi-110002</td>
</tr>
<tr>
<td>03</td>
<td>Telephone Number</td>
<td>23392020, 23392030</td>
</tr>
<tr>
<td>04</td>
<td>Fax Number</td>
<td>23392111</td>
</tr>
<tr>
<td>05</td>
<td>Website</td>
<td><a href="http://www.delhi.gov.in">www.delhi.gov.in</a></td>
</tr>
<tr>
<td>06</td>
<td>Email Address</td>
<td><a href="mailto:cmdelhi@nic.in">cmdelhi@nic.in</a></td>
</tr>
<tr>
<td>07</td>
<td>Administrative Department</td>
<td>General Administration Department, Govt. of N.C.T. of Delhi</td>
</tr>
</tbody>
</table>
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
The employees at Chief Minister’s Office provide secretarial assistance to Hon’ble Chief Minister.
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

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

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
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

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
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.
A statement of the categories of documents that are held by it or under its control

[Section 4 (1) (b) (vi)]
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.
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
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

2005

Manual 8

Statement of Boards, Councils, Committees or Other Bodies

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

OFFICE OF THE CHIEF MINISTER
GOVT. OF NCT OF DELHI
LEVEL-3, A-WING, DELHI SECRETARIAT
I.P.ESTATE, NEW DELHI
Statement of Boards, Councils, Committees or Other Bodies
[Section 4 (1) (b) (viii)]

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)]

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name and Designation</th>
<th>Address &amp; Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sh. Arvind Kejriwal</td>
<td>3rd Floor, A-Wing, Delhi Secretariat, NEW DELHI-110001.</td>
</tr>
<tr>
<td></td>
<td>Chief Minister</td>
<td>Phone No. 011-23392020 011-23392030</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email : <a href="mailto:cmdelhi@nic.in">cmdelhi@nic.in</a></td>
</tr>
</tbody>
</table>

**CHIEF MINISTER OFFICE**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>NAME OF OFFICERS/OFFICIALS</th>
<th>DESIGNATION</th>
<th>PARENT DEPTT.</th>
<th>CONTACT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sh. C.R. Garg</td>
<td>Spl.Secy. to C.M.</td>
<td>GAD</td>
<td>011-23392158</td>
</tr>
<tr>
<td>2</td>
<td>Sh. Praveesh Ranjan Jha</td>
<td>JS to CM</td>
<td>EDN</td>
<td>011-23392010</td>
</tr>
<tr>
<td>3</td>
<td>Sh. Bibhav Kumar</td>
<td>Pvt Secy to CM</td>
<td>Coterminus/GAD</td>
<td>011-23392014</td>
</tr>
<tr>
<td>4</td>
<td>Sh. Gopal Mohan</td>
<td>Advisor (Anti-corruption/Grievances)</td>
<td>Coterminus/GAD</td>
<td>011-23392770</td>
</tr>
<tr>
<td>5</td>
<td>Sh. Nagender Sharma</td>
<td>Advisor (Media Affairs)</td>
<td>Coterminus/GAD</td>
<td>011-23392012</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Aswathi Muralidharan</td>
<td>JS to CM</td>
<td>Coterminus/GAD</td>
<td>011-23392020</td>
</tr>
<tr>
<td>7</td>
<td>Sh. Mangej Singh</td>
<td>Dy. Secy.to CM</td>
<td>GAD</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sh. Bhupendra Kumar</td>
<td>Dy. Secretary</td>
<td>T&amp;T</td>
<td>011-23392017</td>
</tr>
<tr>
<td>9</td>
<td>Sh. Prashant Raghav</td>
<td>Dy. Secretary</td>
<td>GAD</td>
<td>011-23392017</td>
</tr>
<tr>
<td>10</td>
<td>Sh. Chandan Sen Gupta</td>
<td>Dy. Secretary</td>
<td>Excise</td>
<td></td>
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<tr>
<td>11</td>
<td>Sh. Rajeev Gupta</td>
<td>Officer on Special Duty(OSD) to CM Office</td>
<td>EDN</td>
<td>011-23392782</td>
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<tr>
<td>12</td>
<td>Sh. Jagdish Sharma</td>
<td>Section Officer (Protocol)</td>
<td>GAD</td>
<td></td>
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<tr>
<td>13</td>
<td>Sh. Amit Kumar</td>
<td>Section Officer</td>
<td>EDN</td>
<td>011-23392205</td>
</tr>
<tr>
<td>14</td>
<td>Sh. Vikas Narain</td>
<td>Section Officer</td>
<td>Edn</td>
<td>011-23392788</td>
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<tr>
<td>15</td>
<td>Sh. Amit Chhabria</td>
<td>Section Officer</td>
<td>TTE</td>
<td>011-23392788</td>
</tr>
<tr>
<td>16</td>
<td>Sh Rakesh Kumar</td>
<td>Section Officer</td>
<td>T&amp;T</td>
<td>011-23994188</td>
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<tr>
<td>17</td>
<td>Sh Gurudutt Ranga</td>
<td>Section Officer</td>
<td>T&amp;T</td>
<td>011-23994188</td>
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<tr>
<td>18</td>
<td>Sh. Bipin Kumar Singh</td>
<td>Section Officer</td>
<td>T&amp;T</td>
<td>011-23994188</td>
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</tbody>
</table>
The monthly remuneration received by each of the officers, including the system of compensation provided 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
The monthly remuneration received by each of the officers, including the system of compensation provided in the regulations

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

**CHIEF MINISTER OFFICE**

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

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.
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
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
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.
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
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.
RIGHT TO INFORMATION ACT
2005

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>Address</th>
<th>Telephone</th>
<th>Email address</th>
<th>Demarcation of area/activities, if more than one PIO is there</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bhupendra Kumar Dy. Secretary (RTI), Office of the Chief Minister</td>
<td>Office of the Chief Minister, 3rd Level, A-wing, Delhi Secretariat, New Delhi</td>
<td>011-23392001 Extn. 3306</td>
<td></td>
<td>All matters related to C.M. Office</td>
</tr>
</tbody>
</table>

List of Assistant Public Information Officers

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>Address</th>
<th>Telephone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vikas Narain Superintendent (PGMS), Office of the Chief Minister</td>
<td>Office of the Chief Minister, 3rd level, A-wing, Delhi Secretariat, New Delhi</td>
<td>011-23392001 Extn.1330</td>
<td></td>
</tr>
<tr>
<td>S.No.</td>
<td>Designation</td>
<td>Address</td>
<td>Telephone</td>
<td>Email address</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>1</td>
<td>Sh. Parvesh R. Jha, Addl. Secy. to CM</td>
<td>Office of the Chief Minister, 3rd level, A-Wing, Delhi Secretariat, New Delhi</td>
<td>011-23392009</td>
<td></td>
</tr>
</tbody>
</table>
RIGHT TO INFORMATION ACT
2005

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

-Nil-