

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

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

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

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**

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

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**

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

2005

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

2005

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

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**

Manual 8

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)]

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. Pravesh Ranjan Jha	Addl. Secy. to CM	SRDC	011-23392007/ astocm2@gmail.com , pravesh.ranjan@gov.in
2.	Sh. Bibhav Kumar	Pvt. Secy to CM	Co-terminus/ GAD	011-23392014
3	Sh. Prashant Kumar	Jt. Secy. to CM	GAD	011-23392158/ prashantkumar.79@gov.in
4.	Sh. Mangej Singh	Dy. Secy. to CM	GAD	011-23392520
5.	Sh. Chandan Sen Gupta	Dy. Secretary	Excise	011-23392766/ pgms.delhi@gov.in
6.	Sh. Prashant Raghav	Dy. Secretary/ PIO	GAD	011-23392017/ dysecycmdelhi@gmail.com
7.	Sh. P.C.Thakur	Dy. Secretary	GAD	011-23392017
8.	Sh. Jagdish Sharma	Section Officer (Protocol)	GAD	011-23392020 011-23393030
9.	Sh. Amit Kumar	Section Officer	EDN	011-23392205
10.	Sh. Vikas Narain	Section Officer	EDN	011-23392001 (Extn.-1320)
11.	Sh. Amit Chhabria	Section Officer	TTE	011-23392001 (Extn.-1321)
12.	Sh. Vijay Kumar	Section Officer	EDN	011-23994188
13.	Sh. K.S. Rangnathan	Section Officer	GAD	011-23994188
14.	Sh. Brijmohan	Section Officer	EDN	011-23994188
15.	Sh. Tarun Kumar Sharma	Section Officer	EDN	011-23392020 011-23392030

RIGHT TO INFORMATION ACT

2005

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.	<i>Sh. Pravesh Ranjan Jha</i>	<i>AS to CM</i>	<i>SRDC</i>	<i>L-13</i>
2.	<i>Sh. Bibhav Kumar</i>	<i>Pvt. Secy to CM</i>	<i>Co-terminus/ GAD</i>	<i>L-13</i>
3.	<i>Sh. Prashant Kumar</i>	<i>Jt. Sec. to CM</i>	<i>GAD</i>	<i>L-11</i>
4.	<i>Sh. Mangej Singh</i>	<i>Dy. Secy. to CM</i>	<i>GAD</i>	<i>L-11</i>
5.	<i>Sh. Chandan Sen Gupta</i>	<i>Dy. Secretary</i>	<i>Excise</i>	<i>L-11</i>
6.	<i>Sh. Prashant Raghav</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>L-10</i>
7.	<i>Sh. P.C.Thakur</i>	<i>Dy. Secretary</i>	<i>GAD</i>	<i>L-10</i>
8.	<i>Sh. Jagdish Sharma</i>	<i>Section Officer (Protocol)</i>	<i>GAD</i>	<i>L-10</i>
9.	<i>Sh. Amit Kumar</i>	<i>Section Officer</i>	<i>EDN</i>	<i>L-10</i>
10.	<i>Sh. Vikas Narain</i>	<i>Section Officer</i>	<i>EDN</i>	<i>L-10</i>
11.	<i>Sh. Amit Chhabria</i>	<i>Section Officer</i>	<i>TTE</i>	<i>L-10</i>
12.	<i>Sh. Vijay Kumar</i>	<i>Section Officer</i>	<i>EDN</i>	<i>L-10</i>
13.	<i>Sh. K.S.Rangnathan</i>	<i>Section Officer</i>	<i>GAD</i>	<i>L-9</i>
14.	<i>Sh. Brijmohan</i>	<i>Section Officer</i>	<i>EDN</i>	<i>L-9</i>
15.	<i>Sh. Tarun Kumar</i>	<i>Section Officer</i>	<i>EDN</i>	<i>L-9</i>

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**

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

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**

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

2005

Manual 15

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

S.No.	Designation	Address	Telephone	Email address	Demarcation of area/activities, if more than one PIO is there
1	Prashant Raghav Dy. Secretary (RTI), Office of the Chief Minister	Office of the Chief Minister, 3 rd Level, A-wing, Delhi Secretariat, New Delhi	011-23392017 Extn. 3301	dysecycmdelhi @gmail.com	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.1320	

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. Prashant Kumar, Jt. Secy. to CM	Office of the Chief Minister, 3 rd level, A-Wing, Delhi Secretariat, New Delhi	011-23392158	Prashantkumar.79@gov.in	All matters relating to CM Office

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**