

Lt. Governor's Secretariat

RAJ NIWAS: Delhi

Manual – 2

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

The Powers and duties of its officers and employees.

The officers and employees of the Secretariat assist the Lieutenant Governor in discharging his executive functions, as specified in manual 1. The office of the Lt. Governor's Secretariat runs in accordance with the rules and regulations applicable to the other offices/Departments of Govt. of NCT of Delhi and the powers and duties as applicable to the officers and employees of Govt. of NCT of Delhi under various rules such as, GFR, DFPR, etc are applicable.

LT. GOVERNOR'S SECRETARIAT
RAJ NIWAS, DELHI - 110054
(Administration Branch)

No. F.9(3)(11)/2011/Pt.File/RN/B- 5328 - 32

Dated: 19-11-2024

ORDER

In supersession to all previous orders on the matter, the Competent Authority is pleased to order the work distribution amongst the Staff Officers of Raj Niwas:-

1. Ms. Isha Khosla, Spl. Secretary to Lt. Governor.

- I. All matters related to Delhi Police.
- II. Legal issues and Court Cases relating to Union of India and Govt. of NCT of Delhi.
- III. Vigilance and Disciplinary Cases related to DDA, ULBs and all departments of GNCTD.
- IV. Assistance in the Court of Hon'ble Lt. Governor.
- V. All matters relating to following Departments of Govt. of NCT of Delhi:-
 - (i) Home.
 - (ii) Planning.
 - (iii) Finance Department.
 - (iv) Information & Publicity.
 - (v) Law, Justice & Legislative Affairs.
 - (vi) Land & Building.
 - (vii) Revenue.
 - (viii) Services.
 - (ix) DSSSB.
 - (x) UTCS
 - (xi) Vigilance.

2. Ms. Harleen Kaur, Special Secretary to Lt. Governor

- I. All matters related to DDA.
- II. All matters relating to NDMC.
- III. All matters related to MCD /DUSIB.
- IV. All matters relating to DDA's clubs/Sports complexes.
- V. All matters relating to following Departments of Govt. of NCT of Delhi:-
 - (i) Food & Civil Supplies.
 - (ii) Health and Family Welfare.
 - (iii) General Administration Department.
 - (iv) Public Works Department.
 - (v) Directorate of Agriculture Marketing.
 - (vi) Development.
 - (vii) Trade & Taxes.
 - (viii) Gurudwara Elections.
 - (ix) Power.



3. **Ms. Sonika Singh, Private Secretary to Lt. Governor.**

- I. All matters relating to appointments and protocol of Hon'ble Lt. Governor.
- II. Personal matters of Lt. Governor, management of Lt. Governor's Household and personal staff.
- III. All matters relating to following Departments of GNCT of Delhi:-
 - (i) Social welfare.
 - (ii) Welfare of SC/ST/OBC/Minorities.
 - (iii) Women & Child Development.
 - (iv) Employment.
 - (v) Tourism.
 - (vi) Delhi Jal Board.
 - (vii) Irrigation & Flood Control.
 - (viii) Environment.
 - (ix) Registrar, Cooperative Societies.
 - (x) Industries Department/DSIIDC.
 - (xi) Labour Department.
 - (xii) Information Technology (IT) Department.
- IV. All matters relating to Establishment, Accounts, Caretaking and Store branches of Lt. Governor's Secretariat.
- V. First Appellate Authority under the RTI Act.
- VI. All matters relating to Indian Red Cross Society, Delhi Branch and Young Women Christian Association of Delhi Branch.

4. **Brig. P.K.G. Mishra(Retd.), OSD to Lt. Governor**

- I. Follow up and monitoring of field visits of Hon'ble Lt. Governor, Delhi.
- II. All matters relating to the Listening Post.

5. **Sh. Abhijeet Kumar Rai, Press Secretary to Lt. Governor.**

- (i) Media/Press Section.
- (ii) Twitter(X) Handle and handling other social media platforms.
- (iii) Maintenance and up-gradation of web-site of Lt. Governor's Secretariat.
- (iv) Preparation of Draft Speeches/Messages for Hon'ble Lt. Governor.
- (v) Preparation of monthly report for the President of India.
- (vi) Preparation of Quarterly Report on Role of the Governors on the Building Blocks of Sarva Shrestha Bharat as per the report namely "Rajyapal-Vikas Ke Rajdoot".

6. **Sh. Gurav Nilesh Nishikant, Addl. Private Secretary to Lt. Governor**

- I. All matters relating to following Departments of GNCT of Delhi and the departments not being assigned to other Staff Officers:-
 - (i) Education.
 - (ii) Higher Education.
 - (iii) Training & Technical Education.



- (iv) Administrative Reforms.
- (v) Art, Culture & Languages.
- (vi) Chief Electoral Officer.
- (vii) Directorate of Economics & Statistics/Chief Registrar (Births & Deaths).
- (viii) Excise, Entertainment & Luxury Department.
- (ix) Transport.
- (x) Forest & Wildlife.
- (xi) NCC.


- II. Matters relating to Lt. Governor and Service matters relating to Staff Officers of this Secretariat.
- III. Household Affairs.
- IV. Matters related to IT infrastructure of Lt. Governor's Secretariat.

The matter mentioned at points no. I shall be submitted to the Principal Secretary to Lt. Governor through Secretary to Lt. Governor. Matters mentioned at point No. II, III & IV shall be submitted to the Principal Secretary to Lt. Governor through Private Secretary to Lt. Governor and Secretary to Lt. Governor.

Joint Secretary (Law) will assist Hon'ble Lt. Governor's Court in proceedings and preparing draft orders.

Controller Household will report to Pvt. Secretary to LG in household matters & will be responsible for putting up all proposals related to household affairs and verify bills with regard to expenditure incurred at household in official connection.


This issues with prior approval of the Competent Authority.


(Surendra Singh)
Secretary to Lt. Governor

No. F.9(3)(11)/2011/Pt.File/RN/B- 5328-32 Dated: 19-11-2024

Copy for information & necessary action to:-

1. All Staff Officers of Raj Niwas, Delhi.
2. All Deputy Secretaries of Raj Niwas, Delhi.
3. PPS to Pr. Secretary to Lt. Governor, Raj Niwas, Delhi.
4. All Section Officers/Branch In-charges, Raj Niwas, Delhi.
5. Guard File.


(Surendra Singh)
Secretary to Lt. Governor