

Lt. Governor's Secretariat
Raj Niwas : Delhi.

Manual – 6

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

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

Lt. Governor's Secretariat maintains only those documents, which pertain to its internal administration and its budgetary provisions. All the departments of Govt. of NCT of Delhi and the Office of Commissioner of Police, Vice Chairperson, Delhi Development Authority, Commissioners of three Municipal Corporations, Chairperson, New Delhi Municipal Council and other local and autonomous bodies are custodian of the documents pertaining to the matters related to them. Even, where approval / assent of LT. Governor is required the related files come from respective department and after a decision is arrived at and the same is returned to the same department. This, as mentioned earlier, is in conformity with the Departmental delegation of functions.