



**DEPARTMENT OF INDUSTRIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

4th FLOOR, UDYOG SADAN, PATPARGANJ INDUSTRIAL AREA, DELHI 92

WORK ALLOCATION ORDER

In supersession of all earlier work allocation orders and consequent upon joining of Sh. Kapil Choudhary, DANICS/ JCI, the work allocation among the JCI, DCIs, SE and Section Officers is as follows:

Reporting Officer	JCI	DCI	WORK ALLOCATED	SO
ACS (Industries)/ CI (Industries)	Sh. Kapil Choudhary, DANICS	--	1. Caretaking 2. Building Facility Management 3. Loan & Recovery	Sh. Ashwani Mathur LO: Smt. Anita Chawla
		Sh. Rajeev Chhabra, Adhoc- DANICS/DCI LO: Smt. Anita Bharal, Adhoc- DANICS	1. Administration (HR)/ HOO	Sh. Kamal Joshi Smt. Seema Chugh
			1. E-office/Computer	Sh. Om Prakash, DPA
			1. Deregulation Exercise Phase-2	Smt. Manju Kohli LO: Smt. Padmaja K.

Reporting Officer	DCI	WORK ALLOCATED	SO
ACS (Industries)/ CI (Industries)	Sh. Rajeev Chhabra, Adhoc- DANICS/DCI LO: Smt. Anita Bharal, Adhoc- DANICS	1. PMFME 2. EODB/CODB/RCB/BRAP 3. Single Window System 4. PM Gati Shakti/ LEADS/Logistics 5. Project Monitoring Group (PMG) 6. Rozgaar Budget - Gandhi Nagar Garment Hub 7. Rozgaar Budget - Dilli Bazaar 8. SLAB/HPC 9. National Retail Trade Policy 10. India Innovation Index 11. Global Competitive Index 12. District Investment attractiveness Index & Profiling	Smt. Manju Kohli LO: Smt. Padmaja K.
		1. Receipt and Issue Branch 2. Export/Export Index & Promotion. 3. District as Export Hub scheme (DEH) 4. Assistance to States for Infrastructure Development of Exports (ASIDE)	Sh. Ravi kant Sharma LO: Sh. Rakesh Kumar Maan
		1. MSME/ MSEF Council/ ZED Scheme 2. Delhi Financial Corporation (DFC). 3. Delhi Productivity Council. 4. Industrial Advisory Board.	Smt. Padmaja K. LO: Smt. Manju Kohli

Reporting Officer	DCI	WORK ALLOCATED	SO
ACS (Industries) / CI (Industries)	Smt. Sabina Avasthy, Adhoc- DANICS LO: Smt. Anita Bharal, Adhoc- DANICS	1. Relocation of industrial units 2. Oxygen policy 3. Land Policy & Land Co-ordination 4. Rozgaar Budget - Dilli Electronic City 5. Rozgaar Budget – Regeneration of non-conforming industrial area. 6. Monitoring Committee in M. C. Mehta Case. 7. Disposal of eviction cases of Zone-IV. 8. Policy Matters	Smt. Renu Arora LO: Sh. Prakash Chand Meena
		1. Flatted Factory Complex Jhandewalan & Wazirpur 2. MPD Matters 3. NCR Planning Board Matters 4. DSIIDC related matters 5. Rozgaar Budget – Redevelopment of Conforming areas. 6. DPIIT/ Licensing Committee 7. O&M of Industrial Estate 8. Industrial Policy & related matters. 9. Issues related to grievances with DSIIDC.	Sh. Prakash Chand Meena LO: Smt. Renu Arora
		1. Legal Cell 2. Disposal of eviction cases of Zone-II.	Sh. Nathi Ram LO: Sh. Rakesh Kumar
		1. Vigilance Branch 2. All types of complaints, including complaints of DSIIDC.	Sh. Ramji Lal Meena LO: Sh. Ashwani Mathur

Reporting Officer	DCI	SE	WORK ALLOCATED	SO
ACS (Industries) / CI (Industries)	Smt. Anita Bharal, Adhoc- DANICS LO: Smt. Sabina Avasthy, Adhoc- DANICS	Sh. Gajender Sharma, SE	1. CETP & Related Court Matters 2. Environment Related Matters	Sh. Rakesh Kumar LO: Sh. Nathi Ram
			1. STI ecosystem and Single use plastic 2. District Skill development plan & committee 3. Rozgaar Budget – Cloud Kitchen	
			1. Delhi Traders Welfare Board	Smt. Seema Chugh LO: Sh. Nathi Ram
			1. Question Cell.	Smt. Padmaja K. LO: Smt. Manju Kohli
			1. Handloom & Handicraft 2. Nand Nagri & Bharat Nagar Weavers Complex. 3. Disposal of eviction cases of Zone-III. (& other work assigned by DCI)	Sh. Rakesh Kumar Maan LO: Sh. Ravi kant Sharma
			1. FPI & EBIZ 2. Exhibition & IITF 3. E-Samiksha/Senior Officers' Meeting. All types of information/ reports/ data for L.G. Office/ CMO/ Minister Office/ ACS office etc. (The compilation and forwarding of these shall be done by Planning & Coord. Branch) 4. Vision@2030/ Vision@2047. 5. Firms & Society.	Smt. Anita Chawla LO: Sh. Rakesh Kumar

		1. PGC/PGMS/LG Listening post 2. RTI/DRTI/ NHRC 3. Works related to Welfare Officer 4. DKVIB/ RGSRY/ PMEGP 5. Disposal of eviction cases of Zone-I.	Sh. Ramji Lal Meena LO: Sh. Ashwani Mathur
		2. Start-up and Logistics & Warehousing Policy.	Smt. Manju Kohli LO: Smt. Padmaja K.

This issues with the approval of the Competent Authority.

Digitally signed by
Kamal Joshi
Date: 23-01-2026
12:41:26
Section Officer (HR)

Copy forwarded for information & necessary action to:

1. PPS to Additional Chief Secretary, Department of Industries, GNCTD.
2. PS to Joint Commissioner, Department of Industries, GNCTD.
3. Deputy Commissioners, Industries Department, GNCTD.
4. DDO, Industries Department, GNCTD.
5. All branch In-charges, Industries Department, GNCTD.
6. System Analyst, Industries Department to upload the order on the department website.