



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

4<sup>th</sup> FLOOR, UDYOG SADAN, PATPARGANJ INDUSTRIAL AREA, DELHI 92

**WORK ALLOCATION ORDER**

In supersession of all earlier work allocation orders, the work allocation among the DCIs, SE and Section Officers is as follows:

<b>Reporti ng Officer</b>	<b>DCI</b>	<b>WORK ALLOCATED</b>	<b>SO</b>
ACS (Industries ) / CI (Industries )	Sh. Rajeev Chhabra, Adhoc- DANICS  LO: Smt. Anita Bharal, Adhoc- DANICS	<ul style="list-style-type: none"> <li>1. Administration (HR)/ HOO</li> <li>2. E-office</li>   <li>1. PMFME</li> <li>2. EODB/CODB/RCB/BRAP</li> <li>3. Single Window System</li> <li>4. PM Gati Shakti/ LEADS/Logistics</li> <li>5. Project Monitoring Group (PMG)</li> <li>6. Rozgaar Budget - Gandhi Nagar Garment Hub</li> <li>7. Rozgaar Budget - Dilli Bazaar</li> <li>8. SLAB/HPC</li> <li>9. National Retail Trade Policy</li> <li>10. India Innovation Index</li> <li>11. Global Competitive Index</li> <li>12. District Investment attractiveness Index &amp; Profiling</li> </ul>	Sh. Kamal Joshi  LO: Smt. Anita Chawla  Smt. Manju Kohli  LO: Smt. Padmaja K.
		<ul style="list-style-type: none"> <li>1. Caretaking</li> <li>2. Building Facility Management</li> <li>3. Assistance to States for Infrastructure Development of Exports (ASIDE)</li> <li>4. Loan &amp; Recovery</li> <li>5. Disposal of eviction cases of Zone-I.</li> </ul>	Sh. Ashwani Mathur  LO: Sh. Kamal Joshi
		<ul style="list-style-type: none"> <li>1. Receipt and Issue Branch</li> <li>2. Export/Export Index &amp; Promotion.</li> <li>3. District as Export Hub scheme (DEH)</li> </ul>	Sh. Ravi kant Sharma  LO: Sh. Rakesh Kumar Maan
		<ul style="list-style-type: none"> <li>1. MSME/ MSEF Council/ ZED Scheme</li> <li>2. Delhi Financial Corporation (DFC)</li> <li>3. Delhi Productivity Council</li> <li>4. Industrial Advisory Board</li> </ul>	Smt. Padmaja K.  LO: Smt. Manju Kohli
		<ul style="list-style-type: none"> <li>1. DKVIB/ RGSRV/ PMEGP</li> </ul>	Sh. Ramji Lal Meena  LO: Sh. Nathi Ram

<b>Reporting Officer</b>	<b>DCI</b>	<b>WORK ALLOCATED</b>	<b>SO</b>
ACS (Industries) / CI (Industries)	Smt. Sabina Avasthy, Adhoc-DANICS	1. Relocation of industrial units 2. Oxygen policy 3. Land Policy & Land Co-ordination 4. O&M of Industrial Estate 5. Rozgaar Budget - Dilli Electronic City 6. Rozgaar Budget - Regeneration of non-conforming industrial area. 7. Monitoring Committee in M. C. Mehta Case. 8. Disposal of eviction cases of Zone-IV. 9. Industrial Policy & related matters. 10. Policy Matters	Smt. Renu Arora LO: Sh. Prakash Chand Meena
	LO: Smt. Anita Bharal, Adhoc-DANICS	1. Flatted Factory Complex Jhandewalan & Wazirpur 2. MPD Matters 3. NCR Planning Board Matters 4. DSIIIDC related matters 5. Rozgaar Budget -Redevelopment of Conforming areas. 6. DPIIT/ Licensing Committee	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	Sh. Ramji Lal Meena LO: Sh. Ashwani Mathur

<b>Reporting Officer</b>	<b>DCI</b>	<b>SE</b>	<b>WORK ALLOCATED</b>	<b>SO</b>
ACS (Industries) / CI (Industries)	Smt. Anita Bharal, Adhoc-DANICS	Sh. Gajender Sharma, SE	1. CETP & Related Court Matters 2. Environment Related Matters	Sh. Rakesh Kumar LO: Sh. Nathi Ram
	LO: Smt. Sabina Avasthy, Adhoc-DANICS		1. STI ecosystem 2. Single use plastic 3. District Skill development plan & committee 4. Rozgaar Budget - Cloud Kitchen 5. Delhi Traders Welfare Board	
			1. Handloom & Handicraft 2. Nand Nagri & Bharat Nagar Weavers Complex. 3. Question Cell. 4. 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 (The information shall be compiled by planning Branch) 4. Vision@2030/ Vision@2047. 5. Firms & Society.	Smt. Anita Chawla LO: Sh. Rakesh Kumar
			1. PGC/PGMS/LG Listening post 2. RTI/NHRC 3. Works related to Welfare Officer	Sh. Ramji Lal Meena LO: Sh. Ashwani Mathur

		2. Start-up Policy 3. Logistics & Warehousing Policy.	Smt. Manju Kohli LO: Smt. Padmaja K.
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This issues with the approval of the Additional Chief Secretary (Industries).

Digitally signed by  
Kamal Joshi

Date: 06-01-2026  
13:26:35

**Section Officer (HR)**

Copy forwarded for information & necessary action to:

1. PPS to Additional Chief Secretary, Department of Industries
2. PS to Joint Commissioner, Department of Industries
3. Deputy Commissioner, Industries Department.
4. DDO, Industries Department
5. System Analyst, Industries Department to upload the order on the department website.