

GOVERNMENT OF NCT OF DELHI
OFFICE OF THE COMMISSIONER OF INDUSTRIES
419, F.I.E., UDYOG SADAN, PATPARGANJ INDUSTRIAL AREA, DELHI-110092

WORK ALLOCATION ORDER

In supersession of all earlier work allocation orders, and consequent upon the joining of Sh. Arjun Gupta, IAS and Sh. Benjo P. Jose, IAS the work allocation among the Officers of Industries Department is as follows:-

Reporting Officer	JCI / Officer	WORK ALLOCATED		SO
Special Commissioner (Industries)	Sh. Kapil Choudhary, DANICS, JCI - I	1. Caretaking 2. Building Facility Management 3. Loan & Recovery		Sh. Ashwani Mathur LO: Smt. Seema Chugh
		Sh. Mukesh Sharma, Assistant Director (Planning)	1. Planning Branch 2. 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 Branch) 3. All Grievances Portal (CM Jan Sunwai, PGC/PGMS/LG Listening post, NHRC Ref. Social Media & CPGRAMS)	1. Sh. Sunil Kumar Tyagi, Statistical Officer 2. Smt. Shivani Jaiswal, Statistical Officer
		1. Deregulation 2. Project Monitoring Group (PMG)		Smt. Manju Kohli LO: Smt. Padmaja K.
	Sh. Arjun Gupta, IAS, JCI - II	1. EODB/CODB/RCB/BRAP 2. Reform Utsav 3. All works allocated to DCI – I		Smt. Manju Kohli LO: Smt. Padmaja K.
		1. Industrial Policy Matters and Logistics & Warehousing Policy		Smt. Renu Arora LO: Sh. Rakesh Kumar (DOB:-20.04.1969)
	Sh. Benjo P. Jose, IAS, JCI- III	1. Single Window System 2. Reform Utsav 3. PM Gati Shakti/ LEADS/Logistics 4. Start-up Policy 5. All works allocated to DCI – II 6. Coordination with all concerned central ministries		Smt. Manju Kohli LO: Smt. Padmaja K.

Reporting Officer	DCI	WORK ALLOCATED	SO
Sh. Arjun Gupta, IAS, JCI - II	Sh. Rajeev Chhabra, DCI - I	1. PMFME 2. Rozgaar Budget - Gandhi Nagar Garment Hub 3. Rozgaar Budget - Dilli Bazaar 4. SLAB/HPCL	Smt. Manju Kohli
	LO: Sh. Ravinder Kumar Saini, DCI-II	5. National Retail Trade Policy 6. India Innovation Index 7. Global Competitive Index	LO: Smt. Padmaja K.

Reporting Officer	DCI	WORK ALLOCATED	SO
		8. District Investment attractiveness Index & Profiling	
		1. Administration (HR)/ HOO 2. Delhi Traders Welfare Board 3. Receipt and Issue Branch	Smt. Seema Chugh LO: Sh. Ashwani Mathur
		1. E-office/Computer Branch	Sh. Anuruddha Kumar Soni, AD (IT)
		1. DPIIT/Licensing Committee 2. Disposal of eviction cases of Zone-III.	Sh. Rakesh Kumar (DOB:-20.04.1969) LO: Smt. Renu Arora
		1. Export/Export Index & Promotion. 2. District as Export Hub scheme (DEH) 3. Assistance to States for Infrastructure Development of Exports (ASIDE)	Sh. Rakesh Kumar (DOB:-20.04.1969) LO: Sh. Rakesh Kumar (08.12.1969)
		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
Sh. Benjo P. Jose, IAS, JCI- III	Sh. Ravinder Kumar Saini, DCI - II LO: Sh. Rajeev Chhabra, DCI-I	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.	Smt. Renu Arora LO: Sh. Rakesh Kumar (DOB:-20.04.1969)
		1. DSIIDC related matters 2. Flatted Factory Complex Jhandewalan & Wazirpur 3. MPD Matters 4. NCR Planning Board Matters 5. Rozgaar Budget - Redevelopment of Conforming areas. 6. O&M of Industrial Estate	Sh. Rakesh Kumar (DOB:-20.04.1969) LO: Smt. Renu Arora
		1. Legal Cell 2. Handloom and Handicrafts 3. Nand Nagri & Bharat Nagar Weavers Complex. 4. Disposal of eviction cases of Zone-II.	Sh. Rakesh Kumar (DOB:-20.04.1969) LO: Sh. Rakesh Kumar (DOB:08.12.1969)
		1. Vigilance Branch 2. DKVIB/ RGSRY/ PMEGP 3. RTI/DRTI 4. Works related to Welfare Officer 5. Disposal of eviction cases of Zone-I. 6. All complaints.	Sh. Ramji Lal Meena LO: Sh. Ashwani Mathur

Reporting Officer	DCI	WORK ALLOCATED	SO
		1. Question Cell.	Smt. Padmaja K. LO: Smt. Manju Kohli
		1. Vision@2030/ Vision@2047. 2. Firms & Society.	Sh. Rakesh Kumar (DOB:-20.04.1969) LO: Smt. Renu Arora

Reporting Officer	DCI	SE	WORK ALLOCATED	SO
Special Commissioner (Industries)	Sh. Ravinder Kumar Saini, DCI-II LO: Sh. Rajeev Chhabra, DCI-I	Sh. Gajender Sharma, SE	1. CETP & Related Court Matters 2. Environment Related Matters	Sh. Rakesh Kumar (DOB: 08.12.1969) LO: Sh. Rakesh Kumar (DOB:-20.04.1969)
			1. STI ecosystem and Single use plastic 2. District Skill development plan & committee 3. Rozgaar Budget - Cloud Kitchen 4. Exhibition & IITF 5. FPI & EBIZ	

This issues with the prior approval of the Competent Authority.

Digitally signed by
Seema Chugh
Date: 25-08-2026
14:07:26

Section Officer (HR)

Copy forwarded for information & necessary action to:

1. PS to Additional Chief Secretary, Department of Industries, GNCTD.
2. PA to Special Commissioner, Department of Industries, GNCTD.
3. All Joint Commissioners, Department of Industries, GNCTD.
4. All Deputy Commissioners, Department of Industries, GNCTD.
5. Assistant Director (Planning), Department of Industries, GNCTD.
6. Assistant Director (IT), Department of Industries, GNCTD to upload the order on the department website.
7. DDO, Department of Industries, GNCTD.
8. All branch In-charges, Department of Industries, GNCTD.