

F. No. DPCC/CMC1/00- Works/2025/ 1160-65

Dated: 24/07/2025

OFFICE ORDER

Subsequent to the office order dated 29.03.2023 of CMC-I, work distribution allocation for AEE, JEEs, Trainees and other staff is as follows:

S. No	Name of AEE/JEE	Works Assigned	Name of Trainee	Misc. Work Assigned
1	Sh. Ajay Singh Meena, AEE (in absence/during leave period of AEE, Sh. Priyank Khatri, JEE shall look after the works) Sub-Divisions: Preet Vihar, Mayur Vihar & Gandhi Nagar	All matter of consent/ authorization/ MHA/complaint redressal/ court cases related to East Distt including Patarganj Indl Area. To attend meetings of DJB, DM offices, CPCB.	Ms. Isha Ms. Satakshi	Dust portal monitoring, periodic data to RDPC/Green War Room/Env. Deptt/ CPCB weekly updating of google sheet every Friday by 5PM,
2	Sh. Sumit Kumar, JEE (Link Officer: Sh. Priyank Khatri) Sub-Divisions: Seemapuri Shahdara Vivek Vihar	All matter of consent/authorization/MHA /complaint redressal/ court cases related to Shahdara District including Jhilmil & Friends Colony Indl. Areas (except Mandoli & Dilshad Garden Redevelopment areas).	Ms. Isha	Matters related to agenda of II(a) and II(b) cases, BOV, Dairies, GPIs, Ground Water and Water Pollution.
3	Sh. Priyank Khatri, JEE (Link Officer: Sh. Amritanshu Srivastava) Sub-Divisions: Seelampur Yamuna Vihar	All matter of consent/ authorization/ MHA/complaint redressal/ court cases related to North-East Distt including Redevelopment areas of Jawahar Nagar (except Karawal Nagar Sub Div.). Redevelopment area of Mandoli & Dilshad Garden of Shahdara Distt	Sh. Gaurav Kumar	Matters related to hazardous waste management, annual reports, RTI replies, Parliamentary and Assembly Questions

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4	Sh. Amritanshu Srivastava, JEE (Link Officer: Sh. Sumit Kumar) Sub Division: Karawal Nagar	All matter of consent/authorization/MHA /complaint redressal/ court cases related to Karawal Nagar Sub. Div. of North-East District.	Sh. Rahul Singh	Matters related to contaminated sites, Air Pollution, PNG issues, CAQM including CD, DG, Indrs. Prosecution etc. data.
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Sh. Bharat, Steno, shall monitor the all court cases regularly and maintain/update its records. Also maintain status of all notices (SCN, EC order/ Directions, Closure etc.) separately. He shall also assist Sh. Priyank Khatri, JEE in respect of data preparation/compilation related to HWM matters and its annual reports

Sh. Naresh Kumar, Jr Assistant, shall maintain the records of online/offline complaints related to non-conforming areas and process for forwarding the same to the concerned authorities/departments. He shall also assist Sh. Amritanshu Srivastava, JEE in respect of data preparation/compilation related to PNG and CAQM matter.

Sh. Jitender Yadav, Jr. Assistant, shall maintain proper records of the Diary & Dispatch, EC received, various registers, leave records, files, etc., of CMC-I.

Sh. Firoz Khan, DEO, shall check daily mails and various complaint portals to redress complaints received in Complaint portals of LG Listening, CCPGRAMS, PGMS (new and old portal), Green Delhi App & Sameer App on daily basis and update SEE regularly.

Sh. Vicky, MTS shall assist photocopying the letters/notices etc. [&] report to SEE, CMC-I.

The above officials shall also look after any other work as and when assigned by their seniors and carry out their duties in accordance with this office order and any other orders issued by the Chairman & Member Secretary, DPCC, from time to time.

This office order shall come into force with immediate effect.

Meghraj
Singh Rawat
Digitally signed by
Meghraj Singh Rawat
Date: 2025.07.24
11:46:10 +05'30'
SEE, CMC-I

To,

All concerned, CMC-I

Copy to:

1. Member Secretary, DPCC.
2. AD (Engg)-II
3. In-charge of All the Cells, DPCC.
4. The Administrative Officer, DPCC.
5. PS to Chairman, DPCC.