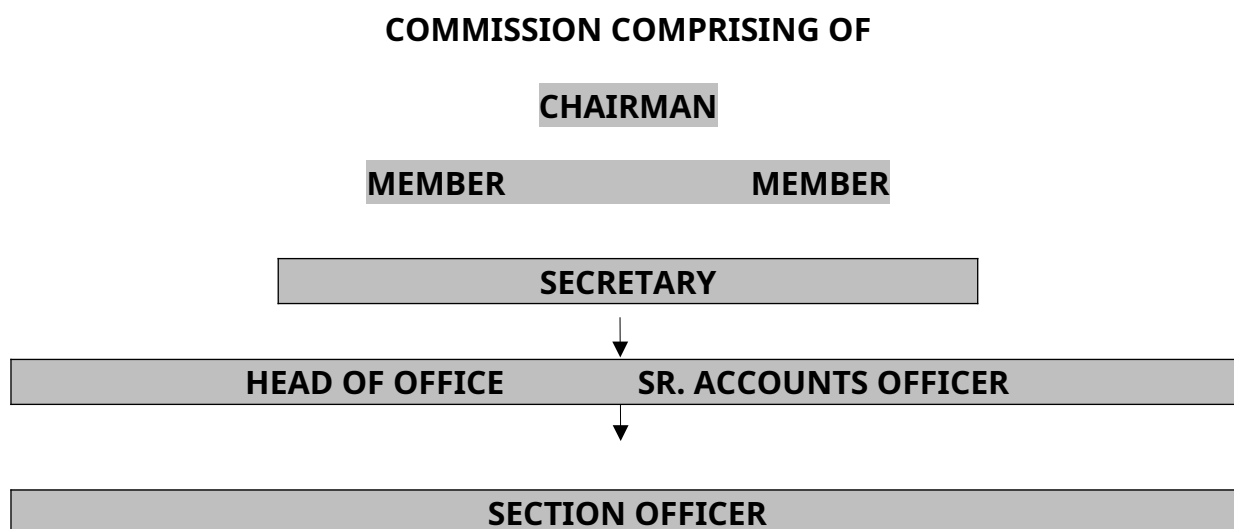


Section-4 (1)(b)

MANUAL-I

The particulars of its Organization, Functions and Duties.

Delhi Minorities Commission is headed by a Commission comprising of Chairman and 02 Members. The Commission is assisted by Secretary (DMC), Accounts functionary, Head of Office and Section Officers who are presently working on diverted capacity besides other supporting staff. The present organization chart is as under:-



FUNCTIONS AND DUTIES OF COMMISSION

The Delhi Minorities Commission is responsible to safeguard the rights and interests of the Minority communities in the National Capital Territory of Delhi and for matters connected therewith or incidental there to: -

(1) The Commission shall perform all or any of the following functions:-

(a) Examine the working of various safeguards provided in the Constitution of India or laws enacted by Parliament and the laws passed by the Legislative Assembly of Delhi for the protection of the Minority Communities, and to make recommendations to ensure their effective implementation;

(b) Monitor the implementation of the policies and schemes of the government for the welfare of Minority communities;

(c) Conduct studies, research and analysis in order to make recommendations to promote the socioeconomic upliftment of the Minority Communities and facilitate their optimum participation nationbuilding;

(d) Cause studies to be undertaken into problems arising out of any discrimination against Minority Communities and recommend measures for their solutions;

(e) Hold seminars, debates and discussions on problems affecting the Minority Communities of Delhi to raise public awareness;

(f) Assess the representation of Minority Communities in the services of the government, semiGovernment bodies and govt. Undertakings, Municipal Corporation of Delhi, Delhi Development Authority, New Delhi Municipal Council, other local authorities and in case of inadequate representation, to recommended remedial measures;

(g) Make recommendations for ensuring, maintaining and promoting communal harmony in Delhi;

(h) Look into specific complaints regarding the deprivation of the rights and safeguards of the Minority communities and to take up such matters with the appropriate authorities for necessary action;

(i) serve as a Clearing House for information in respect of the Minority Communities in Delhi;

(j) Deal with any other matter pertaining to the welfare of the Minority communities which may be referred to it by the Government.

(2) **Annual Report:** The Commission shall prepare every year an Annual Report giving a true and full account of its activities during the year, along with its recommendations, and copies thereof shall be forwarded to the Government. The government shall without delay cause the same to be laid before the House of the Legislative Assembly of Delhi along with a report setting out the action taken, or proposed to be taken, on the recommendations and the reasons for non-acceptance, of such recommendations.

(3) **Special Report:** The Commission may submit to the Government special report on any matter or public importance pertaining to the interest of the Minority Communities.

(4) **Right to be heard:** In case of non-acceptance of any recommendation, the Commission shall have the right to be heard by the Minister-in-charge.

(5) **Quasi-judicial powers:** The Commission shall have, in carrying out its functions, the powers of a Civil Court trying a suit and, in particular, in respect of the following matters, namely:-

1. Summoning and enforcing the attendance of any person and examining him on oath;
2. Requiring the discovery and production of any document;
3. Receiving evidence on affidavits;
4. Requisitioning any public or institutional record, or copy thereof, from any office or Institution of the government.

(6) **Power to utilize services of agencies:** The Commission may, for the purposes of conducting any examination under this Act, utilize the services of any agency of the government with the prior approval of the government.

(7) **Protection for statement made to the Commission:** No statement made by a person to the Commission in the course of giving evidence shall be used against him in any court proceeding except for perjury.

MANUAL-II

The powers and duties of its officers and employees.

The Secretary shall look after the day to day administration and shall work as directed by the Commission. The Secretary shall cause the accounts of the Commission to be maintained and shall discharge the duties cast on him by or under this Act. The annual statement of accounts of the Commission for every financial year shall be prepared from time to time with the approval of the government, by the Secretary or such officer of the Commission as may be authorized by the Secretary in this behalf. The annual statement of accounts duly approved by the Commission shall be submitted by the Secretary to the government by such date as may be specified by the government. All the orders and decisions of the Commission shall be authenticated by the Secretary, or any other officer of the Commission duly authorized by the Chairperson. To facilitate the working of the Commission, government shall provide staff to the Commission for the effective functioning of the Commission.

S.N.	Designation	Powers			Duties Attached	
		Administrative	Financial	Statutory		
1.	Secretary	Head of Department	As per Delegation of Powers issued by Finance Department	First Appellate Authority under RTI Act, 2005		Overall control and supervision of the Department as Head of the Department. The Secretary shall look after the day to day administration and shall work as directed by the Commission.
2.	Sr. Scale (GNCTDSS)	Head of Office	---	Public Information Officer	-- -	Administration, RTI, Citizen Charters, Weekly Reports, Parliament and Assembly Questions and Secretariat work on behalf of the Secretary. The officer takes orders from the Secretary on important cases, either orally or by submission

						of papers.
3.	Section Officer-I	Caretaking, Complaint, Court, Vigilance & Misc. work	-	-		Caretaking branch, Stores and Stationery, complaints related to minority communities, Court Cases, Vigilance, and Awareness programmes through NGOs
4.	Section Officer-II	Administration & SO (Accounts)	-	D.D.O.		Administration Branch, Online grievance received on PGMS, Listening post of LG, RTI, Monitoring of Accounts work, Budget, Audit & Internal Audit, GIA monitoring
5.	Sr. Accounts Officer	---	---	---	-- -	All Accounts, Audit & Internal Audit and Budget related matters. GIA monitoring
6.	PPS	---	---	---	-- -	Attached with Secretary
7.	Personal Assistant	---	---	---	-- -	Attached with the Chairman of the Commission to assist day-to-day work and check email received on DMC website on daily basis
8.	Assistant Section Officer	--	---	---	-- -	Handling work related to Administration Branch, vigilance matters. All court cases. Online and manual RTI. Any other work assigned by Senior Officer.
9.	Senior Assistant I	---	---	---	-- -	Diary & Dispatch work. Any other work assigned by Senior Officer.
10.	Junior Assistant	Care Taker/ Cashier				Caretaking & e-procurement, Store, Cashier, Audit/Internal Audit. Handling all online grievances on

						PGMS & Listening post of LG. Complaint seat of minority communities. Any other work assigned by Senior Officer.
11.	MTS-I, II, III	---	---	---	-- -	Routine work of Class-IV. Any other work assigned by Senior Officer.

No. Of employees against whom Disciplinary action has been proposed/taken

No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or Major penalty Proceedings	Nil
(ii) Finalised for Minor penalty or major penalty proceedings	Nil

MANUAL-III

The procedure followed in the decision making process including channels of supervision and accountability.

The Commission shall regulate its own procedure with prior approval of the Government. All the orders and decisions of the Commission shall be authenticated by the Secretary, or any other officer of the Commission duly authorized by the Chairperson.

Decision regarding	Complaints filed by the people belonging to minorities community	Awareness programmes /seminars by empanelled NGOs on government on-going schemes	Administrative Work & financial approval on expenditure incurred
Hierarchy In Ascending order	Chairman/ Members u/s 10 of DMC Act, 1999 ↑ Secretary ↑ Head of Office ↑ Section Officer ↑ Dealing Assistant	Chairman/Members u/s 10(e) of DMC Act, 1999 ↑ Secretary ↑ Head of Office ↑ Section Officer ↑ Dealing Assistant	Secretary ↑ Head of Office ↑ Sr. Accounts Officer ↑ Section Officer ↑ Dealing Assistant

MANUAL-IV

The norms set by it for the discharge of its functions.

Does not pertain to Delhi Minorities Commission as the Commission shall regulate its own procedure with the prior approval of the Government as prescribed in the Delhi Minorities Act, 1999. Furthermore, the Commission (Chairman and both Members) sets norms at its own discretion while delivering their duties under sub-section-5 of Section-10, of DMC, Act-1999.

MANUAL-V

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

List of rules, regulations, instructions, manuals and records

Sl · N o.	Name of the act, rules, regulations etc.	Brief gist of the contents	Refere nce numbe r, if any	Price in case of priced publication
1	Delhi Minorities Act-1999	Functions and Powers of the Commission	ACT	--
2	Delhi Minorities Commission Rules-2000	Salary and other conditions of service of the Chairperson and Members of the Commission	RULE	--
5.	Citizen's Charter	Activities, Mission, types of services provided and commitment towards citizens	--	--

MANUAL-VI

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

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit /section where available	Retention period, where available
A Related to work studies				
1	Annual report of Commission	Activities done by the Commission during the year	DMC	3 years
2	Minutes of Meeting files	Meetings held in the presence of the Commission and Secretary DMC.	DMC	5 years
3	NGO related files	Empanelment of NGOs by DMC	DMC	5 years
B Delhi RTI Act, 2001 Records				
1	Application Register		DMC	2 years
2	Clarification/Misc .Correspondence		DMC	2 years
3	Reports and Returns		DMC	2 years
C Complaints/Public Grievances				
1	Correspondence files relating to Minorities Grievances including PGMS		DMC	3 years
D Court cases				
	Files/documents pertaining to various court cases filed by the plaintiff		DMC	5 year after final order/disposal of the case.
Other Miscellaneous Substantive Records				
1	Annual Report		DMC	3 Years
2	General correspondence (having no policy effect)/misc Correspondence		DMC	3 years

3	PersonalFilesOfOfficersandStaff	---	DMC	5 years after retirement
4	Service BookofOfficersandStaff	---	DMC	5 years after retirement

MANUAL-VII

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Since the Commission is an autonomous body, hence it works as per Delhi Minorities Commission Act-1999 and Delhi Minorities Commission Rules-2000. Therefore, seems no need of representation of the members of the public in relation to the formulation of its policy for implementation.

MANUAL-VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

As per DMC, Act-1999, Delhi Minorities Commission consist of Chairman and Two Members. There are no such Boards, Councils, Committees, and other bodies consisting of two or more persons constituted as its part or the purpose of its advice. Therefore, the meetings of those boards, councils, committees and other bodies are not open to public, or the minutes of such meetings are accessible for public.

This Commission acts at its own discretion. Therefore, no such meetings are held but as Commission desires meetings may be held from time to time for the welfare of the Minorities residing in Delhi, NCT and smooth functioning of this Commission. No such meetings and minutes of those meetings are accessible to public too.

Sl. No.	Name & Address of the Body	Main functions of the body	Constitution of the Body		Date of Constitution
1	2	3	4		5
NIL	NIL	NIL	NIL		NIL
Date up to which valid		Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6		7	8	9	10
NIL		NIL	NIL	NIL	NIL

MANUAL-IX

A directory of its officers and employees as on 30.6.2026.

email: dmc_nct@rediffmail.com

website : <http://dmc.delhigovt.nic.in>

PERSONAL

NAME	DESIGNATION	OFFICE CONTACT NO.& ROOM NUMBER		e-mail ID
		(Tel.No.)Office	Room No.	
POST VACANT as of now.	Chairman	011-23370825	C-106	dmc_nct@rediffmail.com
POST VACANT as of now.	Member	011-23378752	C-108	dmc_nct@rediffmail.com
POST VACANT as of now.	Member	011-23379756 (Tele-Fax)	C-104	dmc_nct@rediffmail.com
Dr. Shashipal Dabas	Additional charge of Secretary (DMC) from ADM, Old Delhi (Revenue)	011-23370824	C-111	dmc_nct@rediffmail.com
Sh. Ramkesh Meena	Sr. Scale (GNTCSS) / HOO/PIO	011-23378073	C-102	dmc_nct@rediffmail.com
Sh. Anil Kumar	Sr. Accounts Officer	011-23378754	C-115	dmc_nct@rediffmail.com
Ms.Rekha Suman	PPS to Secretary	011-23379744	C-107	dmc_nct@rediffmail.com

NAME	DESIGNATION	OFFICE CONTACT NO.& ROOM NUMBER		e-mail ID
Sh. Arvind Kumar	Section Officer	011-23379535	C-102	dmc_nct@rediffmail.com
Sh. Mukesh Kumar	Section Officer	011-23379744	C-107	dmc_nct@rediffmail.com
Ms. Manjula Kumari Sinha	PA to Chairman	011-23379753	C-115	dmc_nct@rediffmail.com

MANUAL-X

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

As per sub-Section (2) of Section 11 of DMC Act, 1999, the government shall, after due appropriation made by the Legislature of Delhi in this behalf, pay to the Commission by way of grants such sums of money as are adequate for carrying out the purposes of this Act. The administrative expenses of the Commission, including the salaries, allowances, pensions and other amount payable to the Secretary, officers and staff of the Commission shall be paid as prescribed and paid out of the grants referred to in sub-Section (2) of Section 11 of DMC Act, 1999.

The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations as on 31.8.2025 [Section 4(1)(b)(x)]

Sl. No.	Name and Designation	Pay Scale/Monthly Remuneration (In Rs.)
1.	Chairman, DMC vacant since 24.8.2023	Rs.200000/- plus HRA as per rules
2.	Member, DMC vacant since 24.8.2023	Rs.1,00,000/- consolidated
3.	Member, DMC vacant since 24.8.2023	Rs.1,00,000/- consolidated
4.	Secretary (DMC)	Drawing salary from Revenue Department (Additional Charge from ADM -Old Delhi)
5.	Sh. Ramkesh Meena, Sr. Scale (GNCTDSS)/Head of Office, PIO (DMC) in diverted capacity	Drawing salary from Directorate of Education
6.	Smt. Rekha Suman, PPS to Secretary, DMC in diverted capacity	Drawing salary from General Administration Department
7.	Sh. Anil Kumar, Sr. Accounts Officer	Drawing salary from Food & Civil Services
8.	Sh. Arvind Kumar, Section Officer in diverted capacity	Drawing salary from Directorate of Education
9.	Sh. Mukesh Kumar, Section Officer in diverted capacity	Drawing salary from Trade & Taxes
10.	Ms. Manjula Kumari Sinha, PA to	Drawing salary from Industries

	Chairman	Department
11.	Sh. Kundan Kumar Singh, ASO	Level 7 Rs.44900 – 142400
12.	Ms. Dalvinder Kaur, SA in diverted capacity	Drawing salary from Directorate of Education
13.	Sh. Anuraag Kumar, JA	Level 2 Rs.19900 -63200
14.	Sh. Dinesh Kumar, MTS	Level 2 Rs.19900 - 63200
15.	Sh. Rakesh Kumar, MTS	Level 2 Rs.19900 - 63200
16.	Sh. Ravish Khan, MTS	Level 2 Rs.19900 - 63200

MANUAL-XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The Commission prepares every year a budget estimate of its income and expenditure for the financial year and forward the same to the Government and the government pay such remuneration through Revenue Department to the Commission by way of grants and the Commission spends such sums/grants as it thinks fit for performing its function.

The Budget allocated to each agency
for FY 2025-26

<u>Amount in Thousand</u>		
DELHI MINORITIES COMMISSION		
2225 04 90 001 98	Grant-in-aid to Delhi Minorities Commission (Sub Head)	
98 00 31	Grants-in-aid- General	10000
98 00 36	Grants-in-aid- Salaries	28000
	Total Grant-in-aid to Delhi Minorities Commission	
	(Sub Head)	38000
	Total – Direction & Administration (Minor Head)	38000

The Revised Budget Estimates allocated to
each agency for FY 2025-26

<u>Amount in Thousand</u>		
2225 04 90 001 98	Grant-in-aid to Delhi Minorities Commission (Sub Head)	
98 00 31	Grants-in-aid- General	6000
98 00 36	Grants-in-aid- Salaries	10000
	Total Grant-in-aid to Delhi Minorities Commission	
	(Sub Head)	16000
	Total – Direction & Administration (Minor Head)	

16000

During FY 2025-26 GIA utilized

<u>Amount in Thousand</u>		
2225 04 90 001 98	Grant-in-aid to Delhi Minorities Commission (Sub Head)	
98 00 31	Grants-in-aid- General	3828
98 00 36	Grants-in-aid- Salaries	7642
	Total Grant-in-aid to Delhi Minorities Commission	
	(Sub Head)	11470
	Total – Direction & Administration (Minor Head)	11470

The Budget allocated to each agency
for FY 2026-27 [Section 4(1)(b)(xi)]
{Updated as on 30.6.2026}

Amount in Thousand

DELHI MINORITIES COMMISSION

2225 04 90 001 98	Grant-in-aid to Delhi Minorities Commission (Sub Head)	
98 00 31	Grants-in-aid- General	12000
98 00 36	Grants-in-aid- Salaries	28000
	Total Grant-in-aid to Delhi Minorities Commission	
	(Sub Head)	40000
	Total – Direction & Administration (Minor Head)	40000

PROPOSED EXPENDITURE DURING 2026-27

It is proposed to utilize the complete budget allocated to the Delhi Minorities Commission. Term of the previous Commission was ended on 23.8.2023 and no new Commission nominated by the Government till date. However, in the absence of the appointment of Commission since 24.8.2023 and other Officer/Officials in DMC, GIA received in DMC during FY 2025-26 has not been fully utilized. Budget demanded as per complete strength of DMC and Commission proposed expenses for Seminar/Vehicles etc. Further, the GIA budget could be utilized due following posts are vacant and provisions made for their pay and allowances:

Designation	No. of post	Vacant date
Chairman	1	24.08.2023
Members	2	24.08.2023
Secretary (Additional Charge) and drawing pay from Revenue Department w.e.f 26.12.2025)	1	23.06.2022 Vacant for pay purposes
Private Secretary	1	01.05.2025
Assistant Section Officer	1	12.03.2026
Steno Grade III	1	16.11.2022
Steno Grade III	1	01.05.2025
Senior Assistant	1	01.01.2025
Junior Assistant	1	27.02.2026

MANUAL-XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

No subsidy programmes are executed by Delhi Minorities Commission.

MANUAL-XIII

Particulars of recipients of concessions, permits or authorizations granted by it.

No concessions, permits or authorizations are granted by Delhi Minorities Commission as on date.

MANUAL-XIV

Details in respect of the information, available to or held by it, reduced in an electronic form.

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as backend database
1	Organizational Setup	Informative	Yes	Available in Website at
2	Citizen Charter	Informative	Yes	https://dmc.delhi.gov.in/
3	Empanelment of NGOs		Yes	
4	DMC Act 1999	Informative	Yes	
5	DMC Rules 2000	Informative	Yes	
		Informative		

MANUAL-XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Sl. No.	Facilities available	Nature of Information available	Working Hours
1	On Website	About US:- Organizational Setup Welfare Schemes of Minorities Communities Empanelment of NGOs Citizen Charter DMC Act-1999 DMC Rules-2000	Round the clock

MANUAL-XVI

The name, designation and other particulars of the Public Information Officer.

S. No.	Designation	Address	Telephone	EmailAddress	Demarcation of Area /Activities , if more than one PIO is there
1	Sh. Ramkesh Meena, Sr. Scale (GNCTDSS)/ HOO, DMC	Room No. 102,Ist Floor, C-Block Vikas Bhawan, I.P. Estate, New Delhi - 110 002	011- 23378093	dmc_nct@rediffmail.com	Whole Department

First Appellate Authority

Within the department

S. No.	Designation	Address	Telephone	Email Address	Demarcation of Area/ Activities, if more than one appellate authority is there
1	Secretary, DMC	Room No. 111,Ist Floor, C-Block Vikas Bhawan, I.P. Estate, New Delhi - 110 002	011- 23370824	dmc_nct@rediffmail.com	Whole Department.

MANUAL-XVII

Such other information as may be prescribed and thereafter update these publications every year.

None has been prescribed as yet.