



**OFFICE OF THE DISTRICT MAGISTRATE (WEST)**  
**GOVT. OF NCT OF DELHI : REVENUE DEPARTMENT**  
**PLOT NO.3, SHIVAJI PLACE, RAJA GARDEN, NEW DELHI -10027**

No.: PA/DCW/2023/2326

Dated: 18.10.2023

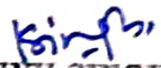
**OFFICE ORDER**

Whereas vide order no. 292 dated 17.10.2023 of Services Department, GNCT of Delhi, Joint Sub-Registrars (SRs) have been posted in SR offices of Janakpuri, Basai Darapur and Punjabi Bagh, under West District.

Therefore, for efficient functioning of Sub Registrar office Janakpuri, Basai Darapur and Punjabi Bagh, the following mechanism is decided to dispose of work of registration by Sub-Registrar and Joint Sub-Registrar:-

1. Applicant will come to SRO counter for registration with the appointment slip
2. Data Entry Operator (DEO) as per the token no. will proceed the applicants to Sub Registrar and Joint Sub Registrar in sequential manner. For Illustration, Token No.1 will go to Sub Registrar, Token No. 2 will go to Joint Sub Registrar 1, Token No. 3 will go to Joint Sub Registrar 2, Token No. 4 will go to Sub Registrar, Token No. 5 will go to Joint Sub Registrar 1 and so on.

This is issued for compliance by Sub-Registrar, Joint Sub-Registrar(s) and all the staffs deployed in Sub Registrar office (Janakpuri), (Basai Darapur) and (Punjabi Bagh), under West District.

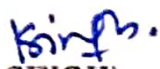
  
(DR. KINNY SINGH)  
District Magistrate (West)

Copy for necessary action to:

1. Smt. Sangeeta Malik, Sub Registrar, Janakpuri
2. Smt. Ku. Sunil, Sub Registrar, Basai Darapur
3. Smt. Sheelu Chopra, Sub Registrar, Punjabi Bagh
4. Smt. Sabina Verma, Joint Sub Registrar - I, Janakpuri
5. Smt. Babita Mehta, Joint Sub Registrar - II, Janakpuri
6. Smt. Manju Khanna, Joint Sub Registrar, Punjabi Bagh
7. Smt. Alka Aditya, Joint Sub Registrar, Basai Darapur

Copy for information to:

1. PS to Divisional Commissioner, 5, Sham Nath Marg, Delhi.
2. ADM (West)
3. SDM (Patel Nagar/Rajouri Garden/Punjabi Bagh/HQ)
4. DIO (West) for uploading/updating the details on the district website

  
(DR. KINNY SINGH)  
District Magistrate (West)