

**OFFICE OF THE DIVISIONAL COMMISSIONER, DELHI**  
**REVENUE DEPARTMENT**  
**5, SHAM NATH MARG, DELHI - 110054**

No. FI(346)/IT/DCO/2025/722

Dated :- 30/12/2025

**Standard Operating Procedure (SOP) for Disposal of Applications Received on the e-District Portal**

1. **Notification No. SG-DL-E-25122025-268793 dated 25.12.2025:** The Revenue Department has reorganized 11 Revenue Districts and 33 Sub Divisions into 13 Revenue Districts and 39 Sub-Divisions.
2. Applications received on the e-District portal shall be disposed of as per the following procedure until further orders:
  1. **Applications received up to the date of notification (i.e. 25.12.2025):** All applications shall be processed and disposed of as per the erstwhile administrative structure of 11 Revenue Districts and 33 Sub-Divisions by the concerned officers.
  2. **Applications received from the date of notification (i.e. 25.12.2025) till the incorporation of new Districts and Sub-Divisions in the e-District portal:** Since the new Districts and Sub-Divisions are yet to be incorporated in the e-District portal, applications shall continue to be received with reference to the erstwhile Districts and Sub-Divisions. Such applications shall be processed and disposed of as under:
    - a) In cases where the area/locality falls under the common jurisdiction of the erstwhile and new District&Sub-Division applications received shall be processed and disposed of by the concerned District and Sub-Division as usual.
    - b) In cases where the area/locality does not fall under the common jurisdiction of the erstwhile & new District&Sub-Division, the applications shall be processed and disposed of as per the revised administrative structure of 13 Revenue Districts and 39 Sub-Divisions as and when, NIC (e-District Team) provides a system module to facilitate the transfer of applications from the erstwhile Districts to the newly created Districts. Such applications shall, then be transferred to the concerned District and Sub-Division as per the revised administrative structure and shall be processed & disposed off accordingly. However, in cases



of applications of an urgent nature, the concerned SDM/ADM, in whose login such application has been received, may, on a case-to-case basis, dispose of the case through the existing login, with the prior approval of the concerned District Magistrate (DM). A proper record of such cases shall be maintained.

All concerned officers to ensure the strict compliance of the SoP.

**This is issued with the approval of the Competent Authority.**



**DC-V (HQ/IT)**

Copy of necessary action to:

1. All the Dy. Commissioner(Revenue), ADMs, SDMs, Tehsildars
2. State Informatics Officer, NIC, GNCT of Delhi
3. PA to Divisional Commissioner, GNCT of Delhi
4. System Analyst to upload with the SoP on the Revenue Department website

Copy for information to:

1. The Secretary to Hon'ble LG, GNCT of Delhi
2. The Secretary to Hon'ble Chief Minister, GNCT of Delhi
3. SO to the Chief Secretary, GNCT of Delhi
4. Guard File.



**DC-V (HQ/IT)**