

DELHI CONSUMER'S COOPERATIVE WHOLESALE STORE LTD.
(An Apex Level Cooperative Organisation, Under Govt. of NCT of Delhi)
KARAMPUR ROAD, MOTI NAGAR, NEW DELHI – 110015.

Manual-1

Particulars of Organisation, functions and details

Brief history and background for the establishment of DCCWS:-

Delhi Consumer's Cooperative Wholesale Store Ltd is a registered society under Delhi Cooperative Societies Act. It was registered in the year 1962. It was setup for supplying Consumer goods to its affiliated various Primary Consumer cooperative Stores functioning in various parts of the metropolis. The need for establishment of this society arose during the post China aggression period when the prices of the essential commodities went sky-high in the market due to over-all shortages of consumer goods created by the traders by hoarding stocks for profiteering. The society was required to make bulk procurement of essential consumer goods from the sources and supply the same to the affiliated Primary stores & to public at large on reasonable prices, to enable those stores to sell the consumer goods to the public on lower prices than those prevailing in the open market.

Aims objectives and mission of the Organisation:-

The main objective of the Store is (a) to supply consumer goods to the public at reasonable rates through its Primary Consumer's Cooperative Stores and public through retail outlets of Apna Bazar functioning in the length and breadth of the Metropolis; (b) to supply stationery items and other general goods at competitive prices to the Govt. Schools, Govt. Offices, Para Military Forces and other officials and non-officials Organizations; (c) functioning as nominated agency of the government for the sale of liquor through its 75 retail outlets setup in various parts of the city; (d) to assist government in distribution of scarce items of consumer goods during the period of temporary shortage to overcome the difficulties of the general consumers and (e) to supply dietary items to those Government Department like Social Welfare Department/NGOs which are engaged in the service of down-trodden, handicapped, old and destitute on reasonable rates.

Allocation of business:-

For purpose of proper organizing the activities, the Organization has been divided into various Sections viz. (a) **Wholesale/Retail section.** The function of this sections is to make bulk procurement of consumer goods from the sources and supply the same to retail outlets consisting of Primary Consumer's Cooperative Stores, Franchise shops and retail outlets for sale to public. (b) **Stationery section.** This section conducts business with regard to the sale of stationery and other general goods to the government offices etc (c) **Liquor section.** The function of this section is procurement of liquor for retail outlets (L-8) set-up in the various parts of the city and to ensure proper management of these retail vends. (d) **Administration section.** This section

looks after the personal management of the staff working at Head Quarter and retail outlets. **Vigilance Section**. This section conducts surprise inspections of the retail outlets and ensure that no corrupt practices are carried out by the staff working at these retail outlets. It examines and take necessary follow up action on the complaints received both from the public and employees of the Store. **Accounts Section**. This section is responsible for the proper maintenance of accounts in respect of the entire Organisation. It arranges salary and allowances to the staff and other accounting functions including audits of the accounts.

Duties to be performed to achieve the mission:-

As stated above, the Organisation is divided into various segments and each segment is being looked after by an Incharge assisted by ancillary staff. Each staff member performs the assigned work to achieve the mission and objective in service of the people.

Citizens interaction/Public interaction .

Staff posted at the retail outlets & Vends have direct interaction with the general public in the sale of goods. They have been directed to be cordial and polite in their behavior while interacting with the general public.

Location of the office and its field Units

The office of DCCWS is located at Karampura Road, Moti Nagar, New Delhi while its branches are spread over the entire city. Lists indicating addresses of the retail outlets of Apna Bazar;, Jan Aushadhi and liquor retail outlets are enclosed.

S.No.	Information	Answer
	LIST OF THE BRANCHES OF APNA BAZAR	ADDRESS OF THE BRANCHES OF APNA BAZAR
1	GULABI BAGH	SHOP NO. 11,12, SHOPING CENTER, GULABI BAGH, DELHI.
2	NEHRU NAGAR	SHOP NO. 34 & 35, SHOPING COMPLEX, NEHRU NAGAR, N. DELHI.
3	SHAKUR PUR	NEAR S.B.I. SHOPING CENTER C-BLOCK, SHAKUR PUR, DELHI-34.
4	COOPS MOTI NAGAR	KARAMPURA ROAD, MOTI NAGAR, NEW DELHI.
5	R.K. PURAM	H. NO.82, POLICE COMPLEX, SECT. 12, R.K.PURAM, N. DELHI – 22.
6	TOWN HALL	TOWN HALL, NEAR MASJID, CHANDINI CHOWK, DELHI-110006.
7	ANAND VIHAR RETAIL	GROUP HOUSING SOCIETY SOCEITY, NEAR MANDIR, ANAND VIHAR, DELHI.
8	MOTI NAGAR F.P.S.	F.P.S. HEAD OFFICE, KARAMPURA ROAD, MOTI NAGAR, NEW DELHI.
S.No.	Information	Answer
	NAME OF THE L-8 VENDS	Address of the L-8 vend
1	AZADPUR C/L	28, Transport Centre, Azadpur, Delhi.
2	SANJAY GANDHI TPT NAGAR C/L	PLOT NO. CW-321, SANJAY GANDHI TPT. NAGAR, DELHI – 110 042
3	HASTSAL C/L (L -14)	SHOP NO. 7 &8, DDA MARKET, HASTSAL, NEW DELHI
4	KRISHAN VIHAR C/L	Shop No. 21, Main Kanjhawala Road, Krishna Vihar, New Delhi.
5	NARELA L-8	SHOP NO G53 M54 VARDHMAN SELECT MALL SEC.1 NARELA DELHI 110040.
6	LIBAS PUR C/L	KHASRA NO. 15/32 , (0-11), 23 MIN (0-2), LIBASPUR, DELHI.
7	LOK NAYAK PURAM	SHOP NO.9, CSC MARKET, LOK NAYAK PURAM, DELHI.
8	MANDOLI C/L	KHASRA NO. 26/13, MANDOLI, DELHI – 110093.

9	UTTAM NAGAR C/L	W2-247/3-B, MAIN NAJAFGARH ROAD, UTTAM NAGAR, DELHI – 110059.
10	MOTI NAGAR C/L	KARAMPURA ROAD, MOTI NAGAR, DELHI – 15
11	NAND NAGRI C/L	141/142, PUNARVAS BAZAAR, NR. GAGAN CINEMA, NAND NAGRI, DELHI.
12	SIRASPUR C/L	KHASRA NO. 146/1, G.T. KARNAL ROAD,MAM CHAND DHANIA ROAD, SIRAS PUR, DELHI -42.
13	RANAJI ENCLAVE C/L (L-8 Special)	SHOP NO. 1-2, RANAJI ENCLAVE, NAJAFGARH, DELHI.
14	DHANSA NAGLOI ROAD C/L	PROPERTY NO.1655-C,DHANSA NAGLOI ROAD,NAJAFGARH,DELHI,SOUTH WEST DELHI, DELHI-110043.
15	SHASTRI PARK C/L	Shop No. 1, CSC Market, Shastri Park, New Delhi.
16	SHIV MKT C/L	SHOP NO. D-7 TO 10 SHIV MKT. BUDH NAGAR BADARPUR.
17	VISHNU GARDEN C/L	PLOT NO 36-37 (NEW NO 283/36-37)VISHNU GARDEN EXT. NC1 DELHI.
18	BAWANA IND. AREA SEC.-5 C/L	SHOP NO. A-16 & A-17,GROUND FLOOR,DDA MALL,CLUSTER-E, SECTOR-5 BAWANA IND. AREA BAWANA, DELHI NORTH WEST,DELHI 110039.
19	BG-8 PASCHIM VIHAR C/L	SHOP NO. 65, BG-8, DDA MKT. PASCHIM VIHAR , NEW DELHI.

S. NO	VEND NAME	ADDRESS / LOCALITY
1	SARAI PIPAL THALA	204/I SARAI PIPAL THALA, BEHIND NIGHT SHELTER, DELHI.
2	RAJORI GARDEN	GROUND FLOOR, SHOP NO. G.F. 43,44,46,47,48 , COMBINED PORTION OF GROUND FLOOR ANSALS CLASSIQUE TOWER, RAJORI GARDEN, J-BLOCK, NEW DELHI- 110027
3	PREET VIHAR	SHOP G-6,7,8,9,10,11 & 12 PLOT NO. 14, COMMUNITY CENTRE PREET VIHAR, NEW DELHI-110092
4	DURGAPURI (DMRC KAROL BAGH)	SHOP NO 1449/4 B, DURGA PURI EXT, MAIN 100 FT ROAD, SHAHDARA DELHI-110044
5	PANDAV NAGAR	SHOP NO. E-8, GROUND FLOOR, PANDAV NAGAR, NEW DELHI, DELHI-110092
6	SHASTRI PARK	Shop No. 5, Lower Ground Floor, CSC, Shastri Park, New Delhi.
7	KANHAIYA NAGAR (DMRC)	SHOP NO. 1 & 2, KANHAIYA NAGAR METRO STATION, KANHAIYA NAGAR, NEW DELHI-110035
8	SAFDARJUNG ENCLAVE - II	SHOP NO. AB-8/1, DDA MARKET, SAFDARJUNG ENCLAVE, NEW DELHI.
9	ZAKHIRA	Plot No. 13/3, Najafgarh Road Ind. Area, Zakhira, New Delhi.
10	VASANT ENCLAVE	SHOP NO. 27, FIRST FLOOR, CSC, BASANT ENCLAVE, NEW DELHI- 110057
11	VILLAGE GAZIPUR(WEST PATEL NAGAR)	SHPN NO. B2/374, NEW NO B-7, VILLAGE GAZIPUR

12	CHANDNI CHOWK	SHOP NO. 2276 ,GROUND FLOOR, FIRST FLOOR & 2ND FLOOR DR. H.C SEN ROAD, KAURIA PULL, CHANDNI CHOWK,DELHI-110006
13	ASHRAM	SHOP NO. 1,2, DDA MKT. ASHRAM, NEAR NAFED BUILDING
14	DURGA MKT. KHICHRIPUR	Shop No. 9/15 & 9/16, Durga Mkt. Khichripur, Delhi
15	KRISHNA VIHAR	Shop No. 21, Main Kanjhawala Road, Krishna Vihar, New Delhi.
16	RAJENDRA BHAWAN	SHOP NO..6, RAJENDER BHAWAN, RAJENDRA PLACE, NEW DELHI - 110008
17	ROHINI SEC.-19	Shop No. 14 & 15, Aggarwal Shopping Centre, Rohini Sector-19, New Delhi-110085.
18	SAFDARJUNG ENCLAVE	Shop No. AB-14, DDA Market, Safdarjung Enclave, New Delhi.
19	NAND NAGRI	SHOP NO. 5 & 6, PURNWA BAZAR, NR. GAGAN CINEMA, NAND NAGRI, DELHI.
20	PITAMPURA FASHION MALL	Shop No. G-6, G. F., Vardhman Palaza, Fashion Mall, LSC Road, No. 43, Pitam Pura, N.D.
21	G.T. ALIPUR BAKOLI	G.T.ROAD, KHASRA NO.43, BAKOLI MOR , DELHI-110036
22	JWALAPURI	SHOP NO. 111 & 112, P.V.C. MKT. JWALA PURI, NEW DELHI .
23	DMRC SUBHASH NAGAR	SUBHASH NAGAR METRO STATION
24	GAZIPUR	138, MAIN ROAD, GAJIPUR, DELHI.
25	PADAM NAGAR	A-14, Padam Nagar, DDA Complex, Delhi -110 007.
26	GUJRAWALA TOWN- II	SHOP NO. 19,20 & 21, GROUND FLOOR, LSC, GUJRAWAL TOWN PART-1, DELHI - 110009
27	PIRAGARHI	SHOP NO. 1,8,9 PROP. 18-A, GURU KIRPA, PIRAGARHI CHOWK, NEW DELHI
28	KALKAJI	SHOP NO.-6, DDA MARKET, CSC, KALKAJI, NEW DELHI-110019
29	M.B. ROAD, PUSHP VIHAR	Shop No. 4, Sector – 3, Pushp Vihar, M.B. Road, New Delhi
30	SOUTH GAMRI	A-520, SOUTH GAMRI, KARTAR NAGAR, DELHI
31	MASUDABAD II	SHOP NO. 3, KHASRA NO. 10/10/1, MASUDABAD, NAJAFGARH FIRNI ROAD, NEW DELHI-110043
32	W-MALL, ROHINI, SEC.-3	SHOP NO.G-44, W-MALL, PLOT NO.09, SECTOR-3, DISTRICT CENTER, ROHINI, DELHI-110085
33	SCINDIA HOUSE	SHOP NO 80,GF SCINDIA HOUSE, JANPATH (KHICHRI PUR, MAIN MKT)

34	ROHINI SEC.-24	SHOP NO. 25A, 23A, 21A, 23, 19A, 19 & 21, BEST STAR MALL, CS/OCF-3, POCKET-7, SECTOR-24, ROHINI, DELHI-110085
35	SARITA VIHAR	Shop No. 9, Pocket-N, CSC, DDA Market, Sarita Vihar, New Delhi
36	VIKASPURI	Shop No. 39, G.F. LSC Block-C, DDA Market, Vikaspuri, New Delhi
37	DMRC BADARPUR	SHOP NO.6, BADARPUR METRO STATION, BADARPUR, DELHI
38	MOTIA KHAN, PAHARGANJ	SHOP NO. G-33,34 & 35, VARDHMAN DIAMOND PLAZA, PLOT NO. 03, MOTIA KHAN, PAHARGANJ, NEW DELHI-110055
39	NANGLI POONA (PATELNAGAR SHADIPUR) L6	KHASRA NO 54. SHOP NO 52, EXTENDED LAL DORA, VILLAGE NANGLI POONA, NORTH, PIN CODE -110036
40	SHOP NO. DGL 39,45,DLF GALLERIA MAYUR VIHAR PHASE-	SHOP NO. DGL.39,45 DLF GALLERIA, MAYUR VIHAR, PHASE-1,DELHI - 110091
41	GUJRAWALA TOWN	G-39-40, VARDHMAN FORTUNE MALL, COMMUNITY CENTER, G.T. KARNAL ROAD, NEAR GUJRAWALA TOWN, DELHI.
42	SHASTRI NAGAR	UNIT NO. /SHOP NO. E-2/235-A, G.F. SHASTRI NAGAR, NEW DELHI-110052
43	DEVLI	SHOP NO.A-166, MAIN ROAD, DEVLI, NEW DELHI - 110062
44	JAHANGIR PURI	A-BLOCK LOCAL SHOPPING COMPLEX. JAHANGIRPURI, DELHI.
45	ROHINI, SECTOR-16	Shop No. 17, CSC-6 Market, Rohini Sector-16, New Delhi-110085.
46	UTTAM NAGAR	WZ-247/3-B, MAIN NAJAFGARH ROAD, UTTAM NAGAR, NEW DELHI-110059
47	NETAJI SUBHASH PALACE	SHOP NO. G-10, PP TRADE CENTRE, PLOT NO. 1, NETAJI SUBHASH PALACE, PITAMPURA, DELHI-110034
48	MADANGIRI, KHANPUR	SHOP NO. 5 CSC, NEAR LIG FLATS, MADANGIRI, DELHI-110062
49	ROHINI, SECTOR-6	Shop NO. 4, CSC-3 Market, Rohini Sector-6, Delhi-110 085.
50	R.G.SQUARE MALL,I.P.EXTENSION,L-10 (DCCWS)	SHOP NO. G-9. G-30, G-10 & G-29, R.G. SQUARE MALL, DELHI
51	SARAI BARAF KHANA KAURIYA PUL	2287/II, PVT. NO. 36,35-A & 35/1, SARAI BARAF KHANA, KAURIA PUL H.C. SEN ROAD, DELHI - 110006

52	SHAKUR BASTI	Shop No. 7, Road No. 43, WZ 607, Shakur Basti, New Delhi
53	W-MALL, (SHOP NO. 2)	SHOP NO. 2, W-MALL, DISTRICT CENTER, MANGLAM PLACE, SECTOR-III, ROHINI, DELHI
54	SAIDULAJAIB	SHOP NO. 07, CSC, SAIDULAJAIB, SAKET, NEW DELHI - 110017
55	GULABI BAGH-II	SHOP NO. 7A, 7 & 9, CSC, GULABI BAGH, DELHI - 110007
56	SHAHZADA BAGH	308/1, Shahzada Bagh, Industrial Area, New Delhi.
57	MASUDABAD	KHASRA NO. 205 VILLAGE MASUDABAD NAJAFGARH DELHI.
58	MOTI NAGAR	KARAMPURA ROAD MOTI NAGAR NEW DELHI – 110015.
59	LAJWANTI CHOWK	SHOP NO. WZ-342, NANGAL RAYA, NR. LAJWANTI CHOWK, DELHI
60	GULAB BAGH, UTTAM NAGAR	A-47/142, GULAB BAGH UTTAM NAGAR, MAIN NFG. RD. NEW DELHI - 110059
61	ORBIT PLAZA GUJRAWALA TOWEN III	SHOP NO.GF-55, GROUND FLOOR, NORTH GATE, ORBIT PLAZA, GUJRANWALA TOWN DELHI - 110009
62	MANSAROVER PARK, DMRC	SHOP NO. PAKG.3 (PD9), FIRST FLOOR, MANSAROVER PARK METRO STATION, DELHI
63	POOTH KALAN	KHASRA NO. 72/12 KRISHNA VIHAR V.P.O. POOTHKALAN
64	MASJID MOTH	Shop No. –4, CSC DDA Market, Phase-II, Masjid Moth, New Delhi.
65	KESHOPUR INDUSTRIAL AREA	SHOP NO. A-38, KESHOPUR INDUSTRIAL AREA, NEW DELHI
66	SWAROOP NAGAR	SHOP NO.. KHASRA NO. 15/22, 23, 20/3, BLOCK -J, SWROOP NAGAR, VILLAGE -LIBASPUR, DELHI - 110042
67	PITAMPURA DDA MARKET	SHOP NO.26, POCKET BU, CSC DA. MARKET, PITAMPURA, DELHI- 110034
68	DWARKA SECTOR - 6	SHOP NO. 36, LSC MARKET, SECTOR-6, DWARKA, NEW DELHI.
69	BAWANA ROAD INDUSTRIAL	SHOP NO.28-29, SHRI OM PLAZA, POCKET - E, SECTOR - I, BAWANA ROAD, INDU.AREA
70	NASIRPUR DWARKA I	SHOP NO.4-15 & 16, VARDHMAN ENTRANCE PLAZA, NASIRPUR, DWARKA, N.D.

71	DMRC RAJOURI GARDEN	PROPERTY NO. U22_DGN METRO STATION RAJOURI GARDEN, NEW DELHI
72	NARELA	PROPERTY NO./SHOP NO. G-36,37,38,83&84, MSP MALL, FC-1 BLOCK, DSIIDC INDL. AREA, NARELA, DELHI-110040
73	DILSHAD GARDEN	SHOP NO.43, BLOCK- B, GROUND FLOOR, LSC, DILSHAD GARDEN, DELHI
74	BHIKAJI CAMA PLACE	SHOP NO. SU-9, UPPER GROUND FLOOR, BHIKAJI CAMA BHAWAN PLACE, NEW DELHI-110066
75	PRASHANT VIHAR	SHOP NO.G-3A AND 4, D-BLOCK, PLOT NO.-10, LSC, PRASHANT VIHAR, OUTER RING Rd., DELHI-110085
76	VISHNU GARDEN	SHOP NO. 78A, NEW NO.NW78A, VISHNU GARDEN EXT. , NW BLOCK, DELHI
77	BEHRA ENCLAVE	SHOP NO. 5-6, BALAJI PLAZA,LSC BEHRA ENCLAVE, PASCHIM VIHAR
78	A-201, OKHLA INDL. AREA	SHOP NO. A-201, PHASE-1, OKHLA INDUSTRIAL AREA, PHASE-1, DELHI-110020
79	WAZIRPUR	SHOP NO. G-17, KLJ TOWER B-5, DISTRICT CENTRE NETAJI SUBHAS PLACE, WAZIRPUR, NEW DELHI
80	SHALIMAR BAGH	SHOP NO.SBPP, GROUND FLOOR-7, SHALIMAR BAGH, NEW DELHI
81	KOTLA VILLAGE MAYUR VIHAR	SHOP NO.14-15, KOTALA VILLAGE, MAYUR VIHAR PHASE-I, DELHI-110091
82	VASANT VIHAR	SHOP NO. D-11, LSC, VASANT VIHAR, NEW DELHI-110057
83	KINGSWAY CAMP	SHOP NO. 57 MALL ROAD, KINGSWAY CAMP, DELHI-110009
84	KASHMERE GATE	SHOP NO. 1491-G & 1491-A, GROUND FLOOR SITUATED AT KASHMERE GATE, (NEAR RITZ CINEMA), DELHI - 110006
85	RAJENDRA PLACE	31, RAJENDRA BHAWAN, RAJENDRA PLACE, NEW DELHI-110008
86	TDI FUN REPUBLIC MALL	SHOP NO. G-10 & 11, TDI FUN REPUBLIC MALL, MOTI NAGAR, NEW DELHI-110015
87	KALKAJI, GOVINDPURI	Shop No.7, LSC Market, Kalkaji, Slum Tenements, near Govind Puri, New Delhi- 110019
88	KIRTI NAGAR	1/4-A, KIRTI NAGAR, DELHI-110015
89	VINOD NAGAR WEST	SHOP NO. D-310, KHASRA NO. 794, BLOCK-D, WEST VINOD NAGAR, DELHI - 110092

90	VISHWAS NAGAR, SHAHDARA	Shop No.28/3, 60ft Main Road, Vishwas Nagar, Gali No.16, Shahdara, Delhi-110032
91	OLD RAJENDER NAGAR	6/76, GROUND FLOOR, OLD RAJENDER NAGAR, NEW DELHI-110007
92	VIKASPURI II	SHOP NO. AT G-3, GROUND FLOOR, AEZ SQUARE, G-1 COMMUNITY CENTER, VIKASPURI, NEW DELHI-110018
93	GULABI BAGH L-6	SHOP NO. --UNIT NO. 4,5,6 G.FLOOR, PLOT NO. 4 LSC, GARG PLAZA, GULABI BAGH, DELHI - 110007
94	JANGPURA ROAD	SHOP NO. 837/1, JUNG PURA ROAD, BHOGAL, NEW DELHI-110014
95	AADITYA MALL	SHOP NO. SG-38, ADITYA MEGA MALL, PLOT NO. 9D CBD, SHAHDARA, DELHI-110032
96	KHAYALA, VISHNU GARDEN	SHOP NO. 3/23, KHAYALA, VISHNU GARDEN DELHI-18
97	ASHOK VIHAR	SHOP NO. 17, G.F., LSC - II, WAZIRPUR, FLYOVER, ASHOK VIHAR PHASE II
98	F-89/9, OKHLA, PHASE-I	SHOP NO. F89/9 OKHLA, PHASE-1, DELHI
99	RAJDHANI ENCLAVE	SHOP NO. PLOT NO.08, LSC, RAJDHANI ENCLAVE, DELHI- 110092
100	SEWA DHAM, MANDOLI	SHOP NO. 1AND 2, A-1, KHASRA NO 16/10, MAIN SEWA DHAN, MANDOLI, DELHI-110093
101	KALKAJI EXT.	SHOP NO.A-8/16, KALKAJI EXT. DELHI-110019
102	A-255, OKHLA IND. AREA	SHOP NO. A-255, GROUND FLOOR, OKHLA INDST. AREA, PHASE-I, NEW DELHI-20
103	DLF GALLERIA MAYUR VIHAR PHASE-1 L-10(DCCWS)	UNIT.NO. 24 & 25, G.F. DLF GALLERIA, MAYUR VIHAR PHASE-I, NEW DELHI -91
104	KANTI NAGAR	B-8, GROUND FLOOR, OLD PLOT NO. 43, BLOCK - 5, KANTI NAGAR, DELHI-110032
105	GAGAN CINEMA	UNIT / SHOP NO. IN GAGAN THEATER COMMUNITY CENTRE, NAND NAGRI, DELHI - 110093
106	ROHINI SECTOR-21	ROHINI SECTOR-21, R.K. PLAZA, L-6, (DCCWS)
107	SHOP NO. DGL 33,34,DLF GALLERIA MAYUR VIHAR PH.-1	SHOP NO. DGL.33,34 DLF GALLERIA, MAYUR VIHAR, PHASE-1, DELHI - 110091
108	DLF PRIME TOWER	SHOP NO. DPT 014, GROUND FLOOR, DLF PRIME TOWER, OKHLA INDUSTRIAL AREA, PHASE-1, DELHI - 110020
109	MALL ROAD, GTB NAGAR	SHOP NO.120 MALL ROAD, GTB NAGAR. DELHI-110009

110	ARSS MALL, JAWALA HERI	SHOP NO. G-16, ARSS MALL, PLOT NO. 40, COMMUNITY CENTER, JAWALA HERI (OPP.) PASCHIM VIHAR, NEW DELHI - 110063
111	NARELA, DSIIDC IND. AREA	SHOP NO.42,43,44,& 49, FC-4, DSIIDC INDUSTRIAL AREA, NARELA, DELHI - 110040
112	SHRADHANAND MARG, G.B.ROAD	SHOP NO. 5201-C, GROUND FLOOR, SHARDHANAND MARG, G.B. ROAD, DELHI-110006
113	TILAK NAGAR	SHOP NO. 42, NEW MARKET, TILAK NAGAR, NEW DELHI - 110018
114	DALLUPURA	PLOT NO.12, SERVICE CENTER NO.11, VILLAGE, CHILLA, DALLUPURA, DELHI - 110096
115	JANAK CINEMA	SHOP NO. C-31, COMMUNITY CENTER, NEAR JANAK CINEMA, JANAKPURI, NEW DELHI - 110058
116	KHUREJI KHAS	SHOP AT GROUND FLOOR IN PROPERTY NO. 83, VILLAGE-KHUREJI, KHAS, SHAHDARA, DELHI-110051
117	DMRC SECTOR 8 DWARKA	SHOP NO. AT GROUND FLOOR METRO PARKING AREA SECTOR - 8, METRO STATION, OPP. NEXA SERVICE CENTERE, DWARKA NEW DELHI - 110077
118	LODHI COLONY	SHOP NO. 82, G.F/F.F KHANNA MARKET, LODHI COLONY, NEW DELHI-110003
119	ROHINI SECTOR 9	SHOP NO. B-72,73,74&90, GROUND FLOOR, NORTH EX-MALL, SECTOR-9, ROHINI, DELHI-110085
120	ROHTASH NAGAR WEST	PROPERTY/ SHOP NO. 1/724 (OLD NO. 9008-E) WEST ROHTASH NAGAR, SHAHADRA, DELHI - 110032
121	MAYA PURI	SHOP NO. C-101, SHOP NO.1 , REWARI LINE INDUSTRIAL AREA, BLOCK-C, PHASE-II, MAYA PURI, NEW DELHI - 110064
122	MAIN BURARI ROAD, LIBASPUR	SHOP NO. D-428, KHASRA NO. 32/3, MAIN BURARI RD. SWAROOP NAGAR, VILL. LIBASPUR, DELHI-110042
123	ROHINI SECTOR-24 (II),BEST STAR MALL, L-6 (DCCWS)	SHOP NO. G-5 & G-7, GROUND FLOOR, PLOT NO. CS/OCF-3, BEST STAR MALL, SECTOR-24, ROHINI, DELHI-110085
124	KAMLA MARKET	SHOP NO. 208, KAMLA MARKET, OPP. GIRIDHARI LAL HOSPITAL, NEW DELHI - 110002

125	BRAHAMPURI	SHOP NO. J-96, KHASRA NO.60, MAIN ROAD BRAHAMPURI, DELHI - 110053
126	SIRASPUR	SHOP NO.5 KHASRA NO.573, LIBASPUR ROAD, SIRASPUR, DELHI- 110042
127	KHAJOORI KHAS	SHOP NO.-A-1/5, VILLAGE KHAJOORI KHAS, A BLOCK MAIN WAZIRABAD ROAD, BHAJANPURA SHAHDARA NEW DELHI-110005
128	BABARPUR, EAST ROHTASH NAGAR	PROPERTY/ SHOP NO. 1/6710, MAIN BABARPUR ROAD, EAST ROHTASH NAGAR, SHAHDARA, DELHI - 110032
129	NASIRPUR II	SHOP NO.02-04-05, GROUND FLOOR, VARDHMAN ENTRANCE PLAZA, NASIRPUR, DWARKA, N.D. 110045
130	GOLE MARKET	SHOP NO. 2/10, MUNICIPAL NO.8, LADY HARDING ROAD, CHANDRA HOUSE, GOLE MARKET, NEW DELHI - 110001
131	SHEIKH SARAI	SHOP NO- G-67 & 68, GROUND FLOOR, COMMUNITY CENTRE, SHEIKH SARAI, PHASE-I, NEW DELHI-110017
132	ROHINI SECTOR - 5	SHOP. NO. AT GROUND FLOOR OF BUILDING NO-6, SECTOR 5, SERVICE CENTRE, ROHINI, NEW DELHI-110085
133	KOTLA MUBARAKPUR	PLOT NO. 142, SHOP NO. 803/13 ARJUN NAGAR, KOTLA MUBARAKPUR, NEW DELHI-110003
134	KONDLI GHAROLI,MAYUR VIHAR PHASE-III,L-6 (DCCWS)	SHOP NO. 1,2,5,6 & 8 SSG PREMIUM TOWER, SEC-4, PLOT NO.4, KONDLI GHAROLI MAYUR VIHAR, PHASE -III, DELHI - 110096
135	MAHIPALPUR EXT. , L-6 (DCCWS)	SHOP NO. IN KHASRA NO. 836, SITUATED AT BLOCK K-II NEAR MATA CHOWK, VASANT KUNJ ROAD, MAHIPALPUR EXT. NEW DELHI-110037
136	NEW FRIENDS COLONY	SHOP NO. 2,3 & 15 (G.F.), INDIA MALL, DDA COMMUNITY CENTER, NEW FRIENDS COLONY, NEW DELHI - 110025
137	SULTANPURI,L-6 (DCCWS)	SHOP NO. C-109, 110, 125 & 126, C-BLOCK, SULTANPURI, DELHI - 110041
138	GOVINDPURI-II,L-6 (DCCWS)	UNIT/ SHOP NO. 1402, GROUND FLOOR, GALI NO. 13, GOVINDPURI, NEW DELHI - 110019
139	ROSHNARA ROAD	SHOP NO. 7740/48, 7739/47, GROUND FLOOR, FASIH BUILDING, ROSHNARA ROAD, SUBZI MANDI, DELHI-110007

140	DOMESTIC ARRIVALS, TERMINAL-3, I.G.I.AIRPORT, L-10	DOMESTIC ARRIVALS, M&G AREA, TERMINAL-3, INDIRA GANDHI INTERNATIONAL AIRPORT, NEW DELHI-110037
141	G.T. ROAD, SHAHDARA	SHOP NO. 1/864, KHASRA NO. 1115/991/450, VILLAGE CHANDRAWALI, G.T. ROAD, SHAHDARA, DELHI-110032
142	SADATPUR EXT.,MAIN KARAWAL NAGAR ROAD, L-6 (DCCWS)	SHOP NO. C-1/5, OLD-721, KHASRA NO.11, SADATPUR EXT. MAIN KARAWAL NAGAR ROAD, DELHI-110094
143	JYOTI BHAWAN (MUKHERJEE NAGAR)	SHOP NO- G-6, PART OF PROP. NO A-25,26,27, JYOTI BHAWAN COMMERCIAL COMPLEX, NEW DELHI
144	NARAINA INDUSTRIAL AREA	SHOP NO. D-6, GF,CSC COMMUNITY CENTRE, NARAINA INDUSTRIAL AREA. PH.-1, NEW DELHI
145	REGAL BUILDING (C.P)	SHOP NO. 12, REGAL BUILDING, PARLIAMENT STREET, CONNAUGHT PLACE, NEW DELHI
146	KANJHAWALA 315	PLOT NO 315 GROUND FLOOR KHASRA NO 143 KANJHAALA DELHI-110081
147	SADER BAZAR(QUTUB ROAD)	SHOP NO. 68 QUTUB ROAD, SADER BAZAR,CENTRAL,PIN CODE- 110006

Working hours both for office and public.

The Head Office remains open 5 days in a week. Its working hours are between 9.30 a.m. to 6.00 p.m. with lunch break of half an hour between 1.30 p.m. and 2.00 p.m. The working hours at the retail outlets of Apna Bazar are from 10.00 a.m. to 7.00 p.m. and Country Liquor from 11.00 a.m. to 09.00 p.m.

Grievance redress mechanism.

A Vigilance section has been setup at the Head Quarter to receive the complaints from the employees and public and find out the solution to those problems within the parameter of rules. Complaints received are dealt in accordance with the instructions of Govt. of India.