

File No: Admn-24013/1/2018-JS(Admn)-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग / Baba Gangnath Marg,

मुनिरका/Munirka, नई दिल्ली/New Delhi 110067

Dated: 19/12/2019

OFFICE ORDER

In continuation to office orders of even number dated 20/11/2019 and 26/11/2019 and as mandated in Section 5 of the RTI Act, 2005, following officers/officials are designated as The First Appellate Authority, Nodal Officer of RTI Cell and Central Public Information Officers (CPIOs) / Designated Officers:-

First Appellate Authority	
Additional Secretary	
Nodal Officer of RTI Cell	
Brig. Vipin Chakrawarti, Registrar(Consultant)	
Central Public Information Officers	
1.	<p>Shri S. K. Rabbani, Deputy Secretary (GA) & CPIO</p> <p>For all matters relating to the following subjects being dealt by him:-</p> <ul style="list-style-type: none">(i) General administration including House Keeping.(ii) Procurement of all items for the office of CIC.(iii) Hiring of accommodation, maintenance of the accommodation & minor works.(iv) Looking after the requirement and procurements of items for the residences of the Commissioners.(v) CAG Audit/Test Audit/Internal Audit.(vi) Plan Schemes-Building & constructions of CIC office building.(viii). Budget and all non-plan & plan expenses except AAPSCOMS Locator

Sudhakar
19/12/19

2.	Shri Krishan Avtar Talwar, Deputy Secretary & Deputy Registrar & CPIO	For all matters relating to the following subjects being dealt by him:- i) Scanning & e-Book ii) Scrutiny of files(pre-registration checking) iii) Registration of appeal/complaints & forwarding the same to the concerned registry iv) To certify work of the Vendor & to verify his bills v) For all matters relating to full bench & Central Registry of CIC. vi) Approval & issue of all DMs vii) Matters relating to Compliance Cell viii) Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance ix) Matters relating to scanning & uploading of orders. x) Matters relating to CPGRAM, Grievances (except complaints)
3.	Shri S.S Rohilla, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Sudhir Bhargava, relating to Chapter V of the RTI Act.
4.	Shri K.L.Das, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Bimal Julka, relating to Chapter V of the RTI Act.
5.	Shri H.P. Sen, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri D.P.Sinha, relating to Chapter V of the RTI Act.
6.	Shri R.P. Grover Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Y.K. Sinha relating to Chapter V of the RTI Act.
7.	Shri Ashok Kumar Assija Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Ms Vanaja N Sarna relating to Chapter V of the RTI Act.
8.	Shri S.C. Sharma, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Neeraj Kumar Gupta, relating to Chapter V of the RTI Act.
9.	Shri R. Sitarama Murthy, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Suresh Chandra, relating to Chapter V of the RTI Act.

Suresh Chandra
19/12/19

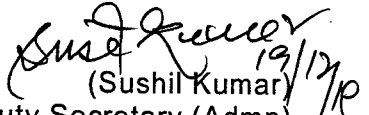
10.	Shri C Vinod Babu Consultant SO &CPIO	<ul style="list-style-type: none"> (i) All establishment matters of the Commission (ii) Appointment and swearing in of Information Commissioners. (iii) Appointment/recruitment of officers and staff and their personal matter. (iv) Audit of proactive disclosure/Suo- moto disclosure under section 4 of RTI Act. (v) Raj Bhasha. (vi) Framing of Recruitment Rules. (vii) All cases related to engagement of Legal Consultants/ Retainers, Consultants/Outsourced staff (viii) Post retirement entitlements of former CICs and ICs and provisioning of the same (ix) Commission Meetings. (x) Parliament Question/ Parliament Standing Committee (xi) General complaints.
11.	R.C. Lakhera, Consultant SO, GA Section & CPIO	<p>For all matters relating to</p> <ul style="list-style-type: none"> (i) Hiring and maintenance of vehicles. (ii) Building Matters (iii) Audit Matter
12.	Smt. Dipti Gururani, ALIO,DDO & CPIO	<ul style="list-style-type: none"> (i) For all matters relating to Cash Section/DDO (ii) For all matters relating to Library.
13.	Shri T.B.J.S. Rajappa ,Consultant (RTI Cell) & CPIO.	For all matters related to the RTI Cell.
14.	Shri Kishore Kumar Pukhral Consultant(Legal Cell) & CPIO	<p>For all matters relating to the following subject being dealt by him</p> <ul style="list-style-type: none"> (i) Legal Cell (ii) Engagement of advocate/CGSC (iii) Study and analysis of Supreme Court and high court judgements involving orders of CIC/ICs (iv) WPs filed in HCs and Supreme court where CIC is a party (v) Legal research and publication including news letter (vi) Transparency audit (vii) Internship of law students and visit of probationers

Suzel Kumar
19/12/18

15.	Shri Jeewan Chandra Consultant (M&R) & CPIO	<p>For all matters relating to the following subjects being dealt by him:-</p> <ul style="list-style-type: none"> (i) Work Distribution among ICs & CIC. (ii) Workflow system - Data Base Administration. (iii) Workflow system & website maintenance and other IT Interface with NIC. (iv) Updation of website of the Commission. (v) Compilation of material for Annual Report. (vi) Coordination with the registries and others for compiling statistics regarding pendency etc. (vii) Monitoring and Reporting of statistics under section 25 of the RTI Act. (viii) Holding of Annual Convention. (ix) Plan Schemes –AAPSCOMS Locator. (x) Procurements & Maintenance of Computers and office equipment.
16.	Shri R.P. Singh Consultant S.O. and Dak Incharge	<ul style="list-style-type: none"> i) For all matters relating to Record Room and implementation of Record Destruction Policy of the Commission ii) For all matters relating to Dak Section, Dispatch Section and Facilitation Desk of CIC

Note 1:- All the concerned task holders dealing with their work/ Custodian of files/records are designated as Assistant Central Public Information Officers who will be personally responsible for providing/compiling the information to the CPIO concerned so as to enable him/her to furnish the requisite information to the appellant.

This issues with the approval of the Chief Information Commissioner.


 (Sushil Kumar) 19/12/10
 Deputy Secretary (Admn)

Copy to:

- 1 PPS to CIC.
- 2 PPS to ICs.
- 3 PS to Secretary.
- 4 PS to Additional Secretary.
- 5 JS (Admn) /JS (MR)/JS (Law)
- 6 Registrar (Consultant).
- 7 All Deputy Secretaries/Dy. Registrars/ Designated Officers
- 8 DDO/ALIO/RTI Cell/CR-I & CR-II/Dak Section/Library/Record Room/Legal Cell.
- 9 NIC,CIC for ensuring uploading of orders on CIC website
- 10 Guard File

No. Misc. AS/PS/2014/CIC/Admn
केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग/Baba Gangnath Marg
मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

New Delhi, the 26 November 2019

OFFICE ORDER

In continuation to office order of even number dated 13/09/2019, the work distribution among the Joint Secretaries is as under:

Name of the Officer	Nature of work
Shri Rahul Rastogi Joint Secretary (Admn) & Additional Registrar	<ol style="list-style-type: none"> 1) All establishment matters of the Commission. 2) All personal claims of CIC/IC, officers and staff 3) Framing of Recruitment Rules. 4) Appointment/ Recruitment of Officers and Staff. 5) Engagement of Legal Consultants /Retainers 6) Engagement of Consultants 7) All matters related to outsourcing of staff through tendering 8) Parliament Questions / Parliament Standing Committee. 9) Post retirement entitlements of former CICs and ICs and provisioning of the same. 10) Commission Meetings. 11) Raj Bhasha. 12) Public Grievance Officer, General Complaints not related to RTI. 13) Supervision of CPGRAM. 14) Supervision of Protocol Work. 15) Training Matters. 16) Suo Motu Disclosure under Section 4 of RTI Act 17) Any other work assigned by Secretary.
Shri A.K. Gehlot Joint Secretary (MR) & Additional Registrar	<ol style="list-style-type: none"> 1) Annual Report including Printing and Distribution. 2) Monitoring and Reporting of all Statistics including statistics under section 25 of the RTI Act. 3) Procurements of Computers, Computer peripherals, TVs for video Conferencing and their maintenance. 4) Coordination of Annual Convention. 5) AAPSCOMS Software.

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 26/11/19

	<ol style="list-style-type: none"> 6) Workflow system – Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing. 7) E-office and paperless working. 8) Press Clipping monitoring 9) Matters related to work allocation in the Commission amongst CIC/IC 10) Provision of Telephones in the Commission and their Maintenance. 11) Any other work assigned by Secretary.
<p>Shri A.K. Gehlot Joint Secretary (P&B) & Additional Registrar [Additional Charge]</p>	<ol style="list-style-type: none"> 1) Supervision and Control of Budget of the Commission. 2) Planning of new schemes including minor works and renovation works. 3) Supervision & Maintenance of new CIC building. 4) Operation and maintenance of Govt. vehicles and hiring, operation of private vehicles from vendors and their control. 5) CAG Audit / Test Audit / Internal Audit. 6) Procurement of all Consumables and non-Consumables goods for the office of the Commission and residences of CIC/IC except Computers, Printers, Software and Computer Peripherals, TVs for Video Conferencing. 7) Maintenance and Repairs of all Office Equipments except Computers, Printers Software, Computer Peripherals and TVs for Video Conferencing. 8) Estate Officer of the Commission. 9) General Administration of the Commission including Housekeeping, watch & ward. 10) Supervision of library and procurement of books 11) Any other work assigned by Secretary.
<p>Shri Yogesh Kumar Singhal Joint Secretary (Law) & Additional Registrar</p>	<ol style="list-style-type: none"> 1) Supervision of Legal Cell. 2) Pursuance of WPs filed in HCs and Supreme Courts where CIC is a Party. 3) Engagement of Advocates/CGSC. 4) Study and analysis of Supreme Court and High Court judgments involving orders of the CIC/Information Commissions. 5) International Coordination. 6) Transparency Audit. 7) Internship of Law Students & visit of

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	Probationers etc. 8) Legal Research and publications including Newsletter. 9) Coordination with Press Information Bureau. 10) Any other work assigned by Secretary.
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2. This has the approval of the Chief Information Commissioner.

MR
26/11/12

(Rahul Rastogi)
Joint Secretary (Admn)

Copy to:

1. PPS to CIC
2. PPS to ICs
3. PS to Additional Secretary
4. JS(Law)/JS(MR)/ JS (Admn)/ Registrar(Consultant)
5. All Deputy Secretaries/ Deputy Registrars/ Designated officers
6. DDO/Cash Section /CR 1 & CR 2 /Dak Section/Library/RTI Cell/ Legal Cell
7. NIC, CIC for uploading on website of CIC.
8. Guard File.