

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: 20/11/2019

**OFFICE ORDER**

In supersession of office order of even number dated 06/08/2019 and 17/09/2019 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:-

<b>First Appellate Authority</b>		
<b>Shri S.P. Beck, Additional Secretary</b>		
<b>Nodal Officer of RTI Cell</b>		
<b>Shri Rahul Rastogi , Joint Secretary</b>		
<b>Central Public Information Officers</b>		
1.	Shri S. K. Rabbani, Deputy Secretary (GA) & CPIO	For all matters relating to the following subjects being dealt by him:- (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

*Shri S. K. Rabbani*  
20/11/19

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.

*Sudhir Kumar*  
20/11/19

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

*Shri Kishore Kumar*  
20/11/18

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

**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)  
Deputy Secretary (Admn)

Copy to:

- 1 PPS to CIC.
- 2 PPS to ICs.
- 3 PS to Secretary.
- 4 PS to Additional Secretary.
- 5 PS to Registrar (Consultant).
- 6 JS (Admn) /JS (MR)/JS (Law)/JS (P&B)
- 7 Director/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