

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग /Baba Gangnath Marg,
मुनिरका/Munirka, नई दिल्ली/New Delhi 110067

Dated: 27/09/2021

OFFICE ORDER

In supersession of office orders of even number dated 11/06/2021, 23/06/2021 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		
Sh. Ajitkumar Vasantrao Sontakke, Director (Law)		
Nodal Officer of RTI Cell		
Sh. Ajitkumar Vasantrao Sontakke, Director (Law), RTI Cell		
Central Public Information Officers		
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) Hiring and maintenance of vehicles. (iii) Procurement of all items for the office of CIC and minor works. (iv) Looking after the requirement and procurements of items for the residences of the Commissioners. (v) Plan Schemes-Building & constructions of CIC office building. (vi). Budget and all non-plan & plan expenses except AAPSCOMS Locator.
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) Approval & issue of all DMs iii) Scrutiny of files(pre-registration checking) iv) Registration of appeal/complaints & forwarding the same to the concerned registry v) To certify work of the Vendor & to verify his bills vi) For all matters relating to full bench & Central Registry of CIC. vii) Matters relating to CPGRAM, Grievances (except complaints)

Rabbani

3.	Shri S.K. Chitkara Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Y.K. Sinha relating to Chapter V of the RTI Act.
4.	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.
5.	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.
6.	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.
7.	Shri Baljit Singh Kasana, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Dr. Amita Pandove, relating to Chapter V of the RTI Act.
8.	Shri R.P. Grover, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Heeralal Samariya, relating to Chapter V of the RTI Act.
9.	Shri CA Joseph, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Ms. Saroj Punhani, relating to Chapter V of the RTI Act.
10.	Shri R.K. Rao, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Uday Mahurkar, relating to Chapter V of the RTI Act.
11.	Shri V.B. Hariharan, Consultant SO & CPIO	For all matters relating to the following subject being dealt by him:- <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.

Rahmani

12.	R.C. Lakhera, Consultant SO, GA Section & CPIO	For all matters relating to (i) Maintenance of CIC Building. (ii) CAG Audit/Test Audit/Internal Audit.
13.	Sh. Abhijit Bakshi,ALIO, DDO & CPIO	(i) For all matters relating to Cash Section/DDO (ii) For all matters relating to Library.
14.	Sh. Subodh Kumar, PS (RTI Cell) & CPIO.	For all matters related to the RTI Cell.
15.	Sh. Manoj Kumar Gupta, Consultant SO & CPIO	For all matters relating to the following subject being dealt by him (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
16.	Shri Devender Kumar Consultant (M&R) & CPIO	For all matters relating to the following subjects being dealt by him:- (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.
17.	Shri R.P. Singh Consultant S.O. and Dak Incharge	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

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18.	Ms. Amita Chauhan, SO(CR-II), & CPIO	<p>For all matters relating to the following subjects being dealt by her:-</p> <p>(i) Matters relating to Compliance Cell.</p> <p>(ii) Matters relating to scanning & uploading of orders.</p> <p>(iii) Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance.</p>
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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 Competent Authority.


 (S.K.Rabbani)
 Deputy Secretary (Admn)

Copy to:-

1. PPS to CIC/ICs.
2. PPS to Secretary.
3. PS to Addl. Secretary.
4. PS to JS (Admn)/JS (P&B)/JS (MR)
5. PS to Director (Law)
6. All Deputy Secretaries/Dy. Registrars/Designated officers.
7. DDO (Cash section)/RTI Cell/CR-I/CR-II/Dak Section/Library/Legal Cell/Record Room.
8. NIC, CIC for uploading on the website of CIC
9. Concerned task holders in the Section
10. Guard File