

केन्द्रीय सूचना आयोग  
Central Information Commission  
2तल ,विंग/ 'B' 2nd Floor, 'B' Wing  
अगस्त क्रांति भवन/ August Kranti Bhawan  
भिकाजी काम प्लेस/ Bhikaji Cama Place  
नई दिल्ली/ New Delhi 110066

F. No. 3/3/2008/Admn/CIC

Dated: 04 .10.2016

Office Order

In Partial modification to this office order of even no. dated 11.08.2016 and as mandated in Section 5 of the RTI Act, 2005 following officers/officials are designated as The First Appellate Authorities and Central Public Information Officers (CPIOs) / Designated Officers:-

RTI Cell

First Appellate Authorities (FAA) & Nodal Officer		
S. No.	NAME & DESIGNATION	JURISDICTION
1.	Shri M.K. Sharma Registrar & FAA	For all matters relating to all registries of the Chief Information Commissioner/ Information Commissioners
2.	Shri S.P. Beck, Joint Secretary(Admn) & Additional Registrar & FAA & Nodal Officer of RTI Cell	(i) For all matters relating to administration (ii) For all matters relating to Work Allocation to the Officers/Staff working under him. (iii) For all matters relating to RTI Cell.
3.	Shri A.C.Patel, Joint Secretary (P&B) & Additional Registrar & FAA	(i) For all matters relating to General Administration, Planning & Budget, Cash Section (ii) For all matters relating to Work Allocation to the Officers/Staff working under him.
4.	Shri Y.K.Singhal, Joint Secretary(Law) & Additional Registrar & FAA	(i) For all matters relating to Legal Cell (ii) For all matters relating to Monitoring of Penalty/Compensation Cases/Recommendation on disciplinary cases. (iii) For all matters relating to Transparency Audit. (iv) For all matters relating to Work Allocation to the Officers/Staff working under him. (v) For matters relating to Dak Section and Facilitation Desk of CIC. (vi) For matters relating to Central Registry of CIC.

*Shri P. B. S.*  
04.10.16

5.	Shri A. K. Gehlot, Joint Secretary( MR) & Additional Registrar & FAA	(i) For all matters relating to Procurement & maintenance of Computers and office equipments. (ii) For all matters relating to Work Allocation to the Officers/Staff working under him.
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### Central Public Information Officers

6.	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.
7.	Shri Sushil Kumar, Deputy Secretary (Admn) & CPIO	For all matters relating to the following subjects being dealt by him:- (i) Commission Meetings. (ii) Parliament Question/ Parliament Standing Committee (iii) Public Grievance Officer, CPGRAM, General complaints. (iv) Matters of National Federation of Information Commissioners of India(NFICI)
8.	Smt. Savita Taluja, Section Officer(Admn) & CPIO	For all matters relating to the following subjects being dealt by him:- (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.

9.	Smt. Poonam Verma, Section Officer & CPIO	For all matters relating to Cash Section/DDO.
10.	Shri Sukhbir Singh, Consultant & CPIO	For all matters relating to (i) Hiring and maintenance of vehicles. (ii) Post retirement entitlements of former CICs and ICs and provisioning of the same
11.	Shri Jeewan Chandra Consultant (M&R) & CPIO	For all matters relating to the following subjects being dealt by him:-  (i) Workflow system - Data Base Administration. (ii) Workflow system & website maintenance and other IT Interface with NIC. (iii) Updation of website of the Commission. (iv) Compilation of material for Annual Report. (v) Coordination with the registries and others for compiling statistics regarding pendency etc. (vi) Monitoring and Reporting of statistics under section 25 of the RTI Act. (vii) Holding of Annual Convention. (viii) Plan Schemes -AAPSCOMS Locator. (ix) Procurements & Maintenance of Computers and office equipment.
12.	Shri U.C.Joshi, Deputy Secretary & Deputy Registrar & CPIO	For all matters relating to Central Registry of CIC.
13.	Smt. Pushpa Janardhan, Assistant Dak Incharge & CPIO	For all matters relating to Dak Section and Facilitation Desk of CIC.
14.	Shri Kishore Kumar Pukhral Consultant(Legal Cell) & 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) Compilation and monitoring of Penalty/compensation cases recommendation of disciplinary cases

15.	Ms. Samiya Shakeel Legal Consultant(Legal Research and Publication Cell) & CPIO	For all matters relating to the following subject being dealt by her (i) Legal research and publication including news letter (ii) Transparency audit (iii) Internship of law students and visit of probationers
16.	Shri Ashok Kumar Sharma , Consultant( RTI Cell) & CPIO.	For all matters related to the RTI Cell.
17.	Shri Subhash Chander Sharma, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Radha Krishna Mathur, relating to Chapter V of the RTI Act.
18.	Shri R. L. Gupta, Designated Officer & Deputy Registrar& CPIO	For all matters being handled by the Information Commissioner Shri Basant Seth relating to Chapter V of the RTI Act.
19.	Shri Ram Prakash Grover Designated Officer & Deputy Registrar& CPIO	For all matters being handled by the Information Commissioner Shri Yashovardhan Azad relating to Chapter V of the RTI Act.
20.	Shri Vijay Bhalla, Designated Officer & Deputy Registrar& CPIO	For all matters being handled by the Information Commissioner Shri Sharat Sabharwal Information Commissioner relating to Chapter V of the RTI Act.
21.	Shri T. K. Mohapatra Deputy Secretary & Deputy Registrar& CPIO	For all matters being handled by the Information Commissioner Smt. Manjula Prashar relating to Chapter V of the RTI Act.
22.	Shri Krishan Avtar Talwar Deputy Secretary & Deputy Registrar& CPIO.	For all matters being handled by the Information Commissioner Shri M.A. Khan Yusufi relating to Chapter V of the RTI Act.
23.	Shri Dinesh Kumar Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Prof. M. Sridhar Acharyulu, relating to Chapter V of the RTI Act.
24.	Shri V K Sharma, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Sudhir Bhargava, relating to Chapter V of the RTI Act.

25.	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.
26.	Shri Haro Prosad 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.
27.	Shri A. K.Talapatra, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Amitava Bhattacharyya, relating to Chapter V of the RTI Act.
28.	Shri Mukesh Kumar, Asst. Librarian & Information Officer & CPIO	(i) For all matters relating to Library. (ii) Supervision of Record Room and implementation of Record Destruction Policy of the Commission

Note: - 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.

2. This Order is issued with the approval of Chief Information Commissioner and will come into effect immediately in supersession of all earlier orders.

*Shri P. Sen*  
04.10.16  
(S.P.Beck)  
Joint Secretary (Admn)

Copy to:

- 1 PPS to CIC.
- 2 PPS to ICs.
- 3 PS to Secretary.
- 4 PS to Addl. Secretary.
- 5 PS to Registrar (Consultant).
- 6 JS (Admn)/JS(MR)/ JS(Law)/ JS(Plg. & Bud.)
- 7 All Deputy Secretaries/Dy. Registrars/ Designated Officers.
- 8 Shri A.K.Gehlot , JS(MR) for ensuring uploading of orders on CIC website.
- 9 DDO/ALIO/RTI Cell/Central Registry/Dak Section/Library/Record Room.
- 10 Shri Rakesh Malik Scientist 'E', NIC Section for uploading the Order immediately.
- 11 Guard File