

CENTRAL INFORMATION COMMISSION

REGISTRAR OFFICE

(Room No. 185, Ground Floor, August Kranti Bhawan,
New Delhi-110066)

No. CIC/4/2017-Rgr.

Dated: 28.09.2017

ORDER

The Deputy Registrars of the concerned Registries are allocated the following duties:-

1. To scrutinize cases registered by Central Registry. In case any discrepancy, is noticed, to report to Central Registry within 15 days. Failing this, it will be the responsibility of the Deputy Registrar in the concerned Registry to rectify the fault using edit option available with them.
2. To schedule hearing of cases in chronological order after ensuring completeness of file in all respects. The DR will also scrutinize the e-book to ensure quality of scanning before placing the file for hearing before the Information Commissioner. Where for any reasons the chronological order for scheduling of hearing is to be by passed, the DR will obtain written orders of the Commissioner and schedule such cases only after such orders.
3. To upload notice of hearing and to send the physical copies to Dispatch Section through Peon book.
4. To place on record copy of proof of service of notice (track record of Speed Post) before placing the file for hearing of cases to the Commissioner.
5. To upload orders of adjournment, if any, after obtaining written approval of the Commissioner and subsequently send the physical copies to Dispatch Section through Peon Book.
6. To ensure, if any submission/link paper is made available by any party, during hearing or otherwise, directly to the Registry, the same is sent to Central Registry for attachment to e-book.
7. To maintain the record of proceedings of the cases.
8. To ensure issue and follow-up of show-cause notices and their disposal.
9. To ensure follow up of non compliance cases and their disposal.
10. To ensure that any order pronounced by the Information Commissioner is uploaded and subsequently only send the physical copies to Dispatch Section through Peon Book.

CENTRAL INFORMATION COMMISSION

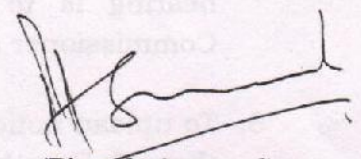
REGISTRAR OFFICE

Room No. 185- Ground Floor, August Kranti Bhawan
New Delhi - 110002

11. Supervision of the work of Legal Consultants attached to the Registry.
12. Submission of Monitoring Reports and Returns.
13. Reply to RTI matters pertaining to records of the Registry.
14. Administrative supervision of the Registry including processing of papers for weeding out etc.
15. Such other works as may be assigned from time to time.

Deputy Registrars are directed to strictly adhere to the above mentioned duties allocated to them.

This issues with the approval of the Chief Information Commissioner.



(Piyush Agarwal)
Registrar

To:

- DR to CIC
- DR to IC (YA)
- DR to IC (MP)
- DR to IC (SA)
- DR to IC (SB)
- DR to IC (BJ)
- DR to IC (DP)
- DR to IC (AB)
- DR to CR-I
- DR to CR-II

Copy To:

- PPS to CIC
- PPS to Secretary
- ~~Additional Secretary~~
- ✓ JS (MR)
- JS (Admin)
- JS (Law)