

**CENTRAL INFORMATION COMMISSION  
B-WING, AUGUST KRANTI BHAWAN  
BHIKAJI KAMA PLACE  
NEW DELHI - 110066**

F.No. 4/4/2014/CIC/Admn

Dated : 17/11 November, 2015

**OFFICE ORDER**

Consequent upon the joining of Shri Yogesh Kumar Singhal, Joint Secretary, the work amongst the Deputy Secretaries/Section Officer in Central Information Commission is re-distributed as under with immediate effect:

Sl. No.	Name of the Officer	Nature of work	Reporting Officer
1	Shri Sushil Kumar, Deputy Secretary(Admn)	<ol style="list-style-type: none"> <li>All establishment matters of the Commission.</li> <li>Post Retirement entitlement of former CICs and ICs and provisioning of the same.</li> <li>Appointment and swearing in of Information Commissioners.</li> <li>Framing of Recruitment Rules.</li> <li>Appointment/ Recruitment of Officers and Staff.</li> <li>Personal matters of Officers and Staff</li> <li>Engagement of Legal Consultants /Retainers &amp; their payment.</li> <li>Engagement of Consultants 7 their payment.</li> <li>Preparation of tender document of outsourced employees.</li> <li>Payment to Manpower Service Provider.</li> <li>Payment to outsourced employees and all other matters relating to outsourced employees.</li> <li>Supervision of Dak.</li> <li>Audit of Proactive/ Suo-moto disclosure under Section 4 of RTI Act</li> <li>Raj Bhasha</li> <li>Apart from the assigned work, he would look after any other work assigned by CIC/Secretary.</li> </ol>	Shri S.P. Beck Joint Secretary (Admn) & Additional Registrar
2.	Shri S.K. Rabbani, Deputy Secretary (GA)	<ol style="list-style-type: none"> <li>Supervision of Budget</li> <li>Plan Schemes - Building</li> <li>Construction of CIC office building.</li> <li>General Administration including House keeping, hiring and maintenance of vehicles.</li> <li>Procurement of all items for the office of CIC.</li> <li>Supervision of Cash Section/DDO work.</li> <li>CAG Audit/ Test Audit/ Internal Audit.</li> <li>Hiring of accommodation, maintenance of the accommodation &amp; minor works</li> <li>Looking after the requirement and procurement of items for the residences of the Commissioners.</li> <li>Supervision of Library.</li> <li>Apart from the assigned work, he would look after any other work assigned by CIC/Secretary.</li> </ol>	Shri A.C. Patel, Joint Secretary (Plg. & Bud.) & Additional Registrar

316

	Shri Srinivasan, V.S. Section Officer (MR)	<ol style="list-style-type: none"><li>1. Annual Report.</li><li>2. Monitoring and Reporting of Statistics under section 25 of the RTI ACT.</li><li>3. Procurements &amp; Maintenance of Computers and office equipments.</li><li>4. Holding of Annual Convention.</li><li>5. Compilation of material for Annual Report.</li><li>6. Plan Schemes-APPSCOMS Locator.</li><li>7. Workflow system - Data Base Administration.</li><li>8. Workflow system &amp; Website Maintenance and other IT interface with NIC.</li><li>9. Coordination with the Registries and others for compiling statistics regarding pendency etc.</li><li>10. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary.</li></ol>	Shri A.K. Gehlot Joint Secretary (MR) & Additional Registrar.
4	Shri Dinesh Kumar, Designated Officer (Consultant).	<ol style="list-style-type: none"><li>1. All matters relating to Central Registry of CIC.</li></ol>	Shri Yogesh Kuma Singhal, Joint Secretary (Law) and Additional Registrar
5	Shri Om Parkash Gupta, Section Officer.	<ol style="list-style-type: none"><li>1. All work related to Law/Legal cases.</li><li>2. Compilation and monitoring of penalty/compensation cases. Recommendation of disciplinary cases as per award.</li><li>3. Internship of Law students &amp; visit of probationers etc.</li></ol>	Shri Yogesh Kuma Singhal, Joint Secretary (Law) and Additional Registrar. - Do-
6.	Shri Mukesh Kumar ALIO,	<ol style="list-style-type: none"><li>1. All work related to Record room.</li><li>2. All work related to Library.</li></ol>	Shri A.K.Gehlot Joint Secretary (MR)& Additional Registrar.  Shri S.K.Rabbani Deputy Secretary (GA).

2. This issues with the approval of the Competent Authority.

*S.P. Beck*  
(S.P. Beck) 17.11.19

Joint Secretary (Admn)

Copy to :

1. PPS to CIC/PPS to ICs.
2. PS to Secretary/PS to Additional Secretary
3. PS to Registrar
4. JS(Law)/JS(MR)/ JS(P& B)/ JS ( Admn)
5. All Deputy Secretaries/ Deputy Registrars/ Designated Officers
6. DDO/Cash Section /Financial Consultant/CR Section/Dak Section/Library/RTI Cell.
7. Shri A.K.Gehlot, Joint Secy ( MR) for ensuring updation of website.
8. Shri R.Malik, Scientist-E, NIC for uploading on website of CIC.
9. Personal File/Guard File.