

File No: 12/10/2015/CIC/Admn

Date: 20/12/2016

Office Order

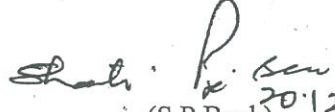
With the outsourcing of the activities of the Central Registry with the introduction of APPSCOM the nature of the job has changed and accordingly the work of the Central Registry Section and Dak Section is assigned as under:

CR Section

- (a) Monitoring of day to day work of the Central Registry.
- (b) Issue of facilitation Memo.
- (c) Monitoring of scanning work and the preparation of E-Book.
- (d) RTI Replies pertaining to registration/facilitation memorandum of Central Registry.
- (e) Guidance to the employees of the Agency as required.
- (f) Monitoring of despatch of scanned documents to Record Room.
- (g) Certification of the bill claimed by the Agency for the registry work.
- (h) Overall supervision of the Registry.
- (i) Any other work assigned by the higher authorities.
- (j) All the work will be under the charge of Deputy Registrar/CR.

Dak Section

- (a) Supervision of diarization of Dak.
- (b) Supervision of dak marking.
- (c) Distribution of the dak.
- (d) RTI replies pertaining to Dak Section.
- (e) Monitoring of dak despatch.
- (f) Certification of the bill claimed by the Agency for the work pertaining to dak.
- (g) Monitoring of Facilitation Desk.
- (h) Any other work assigned by the higher authorities.
- (i) All the work will be under the charge of Section Officer, Dak Section.


(S.P.Beck) 20.12.16
Joint 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.
6. JS (Law)/JS(MR)/JS(P&B)/JS(Admn).
7. All Deputy Secretaries/ Deputy Registrars/ Designated Officers.
8. RTI Cell/Central Registry/Dak Section/Library/Record Room/DDO.
9. Guard File.