

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

No. Misc. AS/PS/2014/CIC/Admn

Dated : 20/12/2016

**OFFICE ORDER**

Consequent upon joining of Shri R.K.Singh as Additional Secretary vide office order no. 2/54/2016/Admn/CIC dated 16.12.2016 and Shri Piyush Aggarwal vide office order no. 2/14/2016/Admn/CIC dated 16<sup>th</sup> November, 2016 as Registrar(Consultant) in Central Information Commission, the work distribution between Additional Secretary, Registrar and Joint Secretaries will be as under with immediate effect:

Name of the Officer	Nature of work
Shri R.K.Singh Additional Secretary	<ol style="list-style-type: none"><li>1) Head of the Department on Financial Matters.</li><li>2) First Appellate Authority (FAA) for the first appeals received from 15<sup>th</sup> December, 2016.</li><li>3) Any other work assigned by Secretary</li></ol>
Shri Piyush Agarwal Registrar (Consultant)	<ol style="list-style-type: none"><li>1) Matters relating to Full Bench of the Commission.</li><li>2) Question arising out of applications, appeals, and complaints.</li><li>3) Amendment of procedure in connection with dealing with appeals and complaints</li><li>4) Assistance to Information Commissioners where ever required.</li><li>5) Matters relating to Centralized Registry of CIC.</li><li>6) Matters relating to Dak Section.</li><li>7) Matters relating to Dispatch Section.</li><li>8) Matters relating to Facilitation Desk.</li><li>9) Compilation and monitoring of penalty/compensation cases, Disciplinary cases</li><li>10) Any other work assigned by Secretary.</li></ol>
Shri S.P. Beck Joint Secretary (Admn) & Additional Registrar	<ol style="list-style-type: none"><li>1) All establishment matters of the Commission.</li><li>2) Framing of Recruitment Rules.</li><li>3) Appointment/ Recruitment of Officers and Staff.</li><li>4) Engagement of Legal Consultants /Retainers</li><li>5) Parliament Questions / Parliament Standing Committee.</li><li>6) Post retirement entitlements of former CICs and ICs and provisioning of the same.</li><li>7) Commission Meetings.</li><li>8) Raj Bhasha.</li><li>9) Public Grievance Officer, CPGRAM, General</li></ol>

*sent. A. B. S.*

	<p>Complaints not related to RTI.</p> <p>10) Matters of National Federation of Information Commissioners of India (NFICI).</p> <p>11) Protocol.</p> <p>12) Nodal officer for RTI in the Commission.</p> <p>13) Supervision of RTI Cell.</p> <p>14) Training.</p> <p>15) Any other work assigned by Secretary.</p>
<p>Shri A.K. Gehlot Joint Secretary (MR) &amp; Additional Registrar</p>	<ol style="list-style-type: none"> <li>1) Annual Report including Printing and Distribution.</li> <li>2) Monitoring and Reporting of all Statistics including statistics under section 25 of the RTI Act.</li> <li>3) Procurements of Computers, Computer peripherals, TVs for video Conferencing and their maintenance.</li> <li>4) Coordination of Annual Convention.</li> <li>5) Plan Schemes-AAPSCOMS Locator.</li> <li>6) Workflow system – Data Base Administration &amp; Website Maintenance and other IT interface with NIC including Video Conferencing.</li> <li>7) Supervision of Record Room and implementation of Record Destruction Policy of the Commission.</li> <li>8) E-office and paperless working.</li> <li>9) Press Clipping monitoring</li> <li>10) Any other work assigned by Secretary.</li> </ol>
<p>Shri A.C. Patel, Joint Secretary (Plg. &amp; Bud.) &amp; Additional Registrar</p>	<ol style="list-style-type: none"> <li>1) Supervision and Control of Budget of the Commission.</li> <li>2) Planning of new schemes including minor works and renovation works.</li> <li>3) Supervision &amp; Monitoring of new CIC building under construction.</li> <li>4) Operation and maintenance of Govt. vehicles and hiring, operation of private vehicles from vendors and their control.</li> <li>5) CAG Audit / Test Audit / Internal Audit.</li> <li>6) Procurement of all Consumables and non-Consumables goods for the office of the Commission and residences of CIC/IC except Computers, Printers, Software and Computer Peripherals, TVs for Video Conferencing.</li> <li>7) Maintenance and Repairs of all Office Equipments except Computers, Printers Software, Computer Peripherals and TVs for Video Conferencing.</li> <li>8) Estate Officer of the Commission.</li> <li>9) General Administration of the Commission including Housekeeping, watch &amp; ward.</li> <li>10) Liaison with CPWD, HUDCO and Indian Habitat</li> </ol>

*Shri A.C. Patel*

	<p>Centre for upkeep of the Commission buildings.</p> <p>11) Provision of Telephones in the Commission and their Maintenance.</p> <p>12) Supervision of library and procurement of books.</p> <p>13) Any other work assigned by Secretary.</p>
<p>Shri Yogesh Kumar Singhal Joint Secretary (Law) &amp; Additional Registrar</p>	<p>1) Supervision of Legal Cell.</p> <p>2) Pursuance of WPs filed in HCs and Supreme Courts where CIC is a Party.</p> <p>3) Engagement of Advocates/CGSC.</p> <p>4) Study and analysis of Supreme Court and High Court judgments involving orders of the CIC/Information Commissions.</p> <p>5) International Coordination.</p> <p>6) Transparency Audit.</p> <p>7) Internship of Law Students &amp; visit of Probationers etc.</p> <p>8) Legal Research and publications including Newsletter.</p> <p>9) Coordination with Press Information Bureau.</p> <p>10) Any other work assigned by Secretary.</p>

2. This issues with the approval of Chief Information Commissioner.

*Stat - P. Beck*  
20.12.16  
(S.P.Beck)  
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. DDO/Cash Section /Financial Consultant/CR Section/Dak Section/Library/RTI Cell
9. Shri R.Malik, Scientist-E, NIC for uploading on website of CIC.
10. Personal File/Guard File.