

The Powers and Duties of Chief Information Commissioner/Information Commissioners

S.No.	Designation	Power & Duties
1.	Chief Information Commissioner(CIC)	The general superintendence, direction & management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority as per section 12(4) of Right to Information Act 2005.
2.	Information Commissioner(IC)	The Chief Information Commissioner in exercise of his powers allocates Ministries / Department/Organisations/Union Territories among all Commissioners for carrying out the functions of the Commission as contained in Section 18, 19 and 20 of the Right to Information Act 2005. The work allocation order of CIC/ICs is available on :- http://www.cic.gov.in/sites/default/files/Work-Allocation.pdf

The powers and duties of Officers and Employees

S.No.	Designation	Power & Duties
1.	Secretary	The Central Government shall appoint an officer not below the rank of Additional Secretary to the Government of India as Secretary to the Commission under rule 7 of Right to Information Rules 2012. Secretary heads the secretariat of Central Information Commission.
2.	Additional Secretary	(i) First Appellate Authority of the Commission (ii) Head of Department. (iii) Overall Supervision & Administration of Commission. (iv) Any other work assigned by Secretary.
3.	Registrar	Overseeing the quasi-judicial functions, including registration of cases for Appeals and Complaints under the RTI Act; Compilation and Monitoring of penalty/compensation cases.

4.	Joint Secretary & Additional Registrar (Admn. & Personnel)	Administration, Establishment and Personnel matters of the Commission; Public Grievance Officer; Rajbhasha; Secretariat for Commission Meetings; Parliament Questions; Nodal Officer of RTI Cell; Annual Convention & Seminars.
5.	Joint Secretary & Additional Registrar (Law)	Providing Legal Assistance to the Commission and dealing with legal matters connected with Court cases; Legal Research; Publication; Foreign Delegation Visits; Internships; Annual Convention & Seminars; Transparency Audit.
6.	Joint Secretary & Additional Registrar (Monitoring)	Annual Report; Monitoring and Reporting of all Statistics; Procurements of Computers & peripherals; Annual Convention & Seminars; Workflow system – Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing; AAPSCOMS Locator; e-office & Paperless working; Record Room.
7.	Joint Secretary & Additional Registrar (P&B)	Budget; New Building; Works; CAG Audit / Test Audit / Internal Audit; Estate Officer; General Administration; Liaison with CPWD, HUDCO etc; Library; Annual Convention & Seminars.
8.	Deputy Secretary /Deputy Registrar	Assisting the CIC/ICs for the smooth functioning of the Bench. In-charge of the attached Sub-Registries. CPIO of the concerned Sub-Registry.
9.	PPS/PS/PA to CIC, ICs, Secretary/AS/JS	Secretarial Assistance including diary, dispatch and any other work assigned in routine course.
10.	Deputy Secretary	To assist the Joint Secretary in discharging his duties.
12.	Drawing & Disbursing Officer(DDO)	To perform all the functions of Drawing & Disbursing Officer.
13.	Section Officer/Assistant/ Upper Division Clerk	To assist the Senior Officers with reference to matters dealt in the concerned section.
14.	Translator	To translate Hindi in to English or vice versa.