

Section 4 (1)(b)ii**The powers and duties of Officers and employees**

S.No.	Designation	Powers and Duties
1.	Chief Information Commissioner (CIC)	General superintendence, direction and management of affairs of the Central Information Commission, which receives appeals and complaints under the RTI Act.
2.	Information Commissioners (ICs)	Each Commissioner has been allocated Ministries/Departments/ Organizations /Union Territories for disposing appeals and complaints
3	Secretary	First officer of the Commission; Head of Administration & Registry and Legal Cell. Any other work delegated/assigned by the Commission.
4	Additional Secretary	Overall Supervision of Planning and Budget, financial control. Supervision of Administration. First Appellate Authority of the Commission.
5.	Registrar	Officer of the Commission for overseeing the quasi judicial functions, including registration of cases for Appeals and Complaints under the RTI Act.
5	Joint Secretary & Additional Registrar (Admn. & Personnel)	Administration, Establishment and Personal matters of the Commission. Public Grievance Officer. Compilation & Monitoring of Penalty cases.. Raj Bhasha.
6	Joint Secretary & Additional Registrar (Law)	Providing Legal assistance to the Commission and legal matters connected with Court cases. Audit of proactive disclosure
7.	Joint Secretary & Additional Registrar (MoRE)	Annual Report, Monitoring and Reporting of statistics under section 25 of the RTI Act. Maintenance of Computers and Office equipments.
8	Joint Secretary & Additional Registrar (P&B))	HOD of the Commission. Overall Supervision of Planning & Budget. Incharge of Plan Capital project.

9	Deputy Secretary/ Deputy Registrar	RTI matter related to the Bench to which they are attached. Assisting the CIC/ICs for the smooth functioning of the Bench. Incharge of the Registry of the CIC/ICs & CPIO of the concerned Registry/Bench
10	PPS/PS/PA to CIC, ICs, Secretary/AS/JS	Secretarial Assistance including diary, dispatch and any other work assigned in routine course.
11	Deputy Secretary (Admn)	To assist the Joint Secretary in General Administration of the Commission.
12	Deputy Secretary (P&B)	To examine all the proposals of the Commission having financial implications for obtaining the approvals as per the powers delegated by the CIC.
13	Drawing & Disbursing Officer (DDO)	To perform all the functions as expected from a DDO under General Financial Rules GFR 2005 and (Delegation of Financial Powers Rules) DFPR.
14	Section Officer	To assist the Senior Officers. He is Sectional head of Establishment / Admn.
15	Assistant	Assisting SO and DS as per the instructions contained in manual of office procedure.
16	Cashier	To perform all functions of Cashier as envisaged in GFR 2005 and DFPR.
17	Translator	To translate Hindi in to English or vice versa/ any proposal received or that to be sent out.
18	Data Entry Operator	Data entry and registration of all receipts as Dak and subsequently Appeal