

## केन्द्रीय सूचना आयोग

### Central Information Commission

2 तल, विंग 'ब' / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi - 110066

Circular/JS(P)/Work Allocation - 2013/1

Date : 05.12.2013

Consequent upon the joining of five Information Commissioners, the Chief Information Commissioner in exercise of the powers conferred by the Section 12(4) of RTI Act, reallocates the Ministries/Department to the Information Commissioners as per the enclosed list. The two letter code is the abbreviation used for the registries for each of the Information Commissioners in the list.

2. Fresh receipts in respect of the public authorities subjected to reallocation as above, would be sent to the registries w.e.f **15<sup>th</sup> December, 2013** where the allocation is made vide this circular. The registries, involved in transfer of the case records due to present reallocation are requested to ensure that the transfer process is completed positively by **16<sup>th</sup> December, 2013** so that the hearing by the benches can begin at the earliest in respect of the cases of the Public Authorities indicated.

3. The case records of the pending cases only would be transferred by the old registries to the registries of new Information Commissioners. The case records relating to the disposed cases, where no action is pending, would be sent for weeding out by the old registries as per the approved retention schedule. While preparing the case records for weeding out, the registries are advised to consult the legal cell for indicating in writing, if any action is pending on account of court proceeding in the matter.

4. In the event of a complaint for non compliance of the decision of the Commission, it will be the responsibility of the new registries to call for the case records from the

record room, if the same has not been weeded out by the Commission and process the same.

5. The transfer process would be completed in all respects along with the list of the cases as per the dates indicated in para 2 by the old registries under intimation to the undersigned.

6. Mr Paul, NIC is advised to ensure that the pending cases of Public Authorities are automatically transferred from the concerned registries prior to the present allocation to the registries where they are allocated vide this circular in the database.

7. Any RTI application seeking information regarding status of a communication relating to a disposed file would be responded by the old registries, if the file has not been transferred to the record room on the date of receiving the application by them. Even if the file has been sent to the record room, the old registries have to state the position to the information seeker. However, if the file in question has been sent to the new registries for some action, the old registry has to urgently forward the application to the registry concerned advising them to dispose the RTI application under intimation to the RTI Cell.

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

Encl : As above.

(Pankaj K P Shreyaskar)

Joint Secretary & Additional Registrar

Tel No. 26717354

1. PPS to Chief IC
2. PPS to IC (Sushma Singh)/IC(Rajiv Mathur)/IC(Vijay Sharma)/IC(Basant Seth) IC(Yashovardhan Azad)/IC(Sharat Sabharwal)/IC(Manjula Prasher/IC MA Khan Yusufi)/IC(Madabhushanam Sridhar Acharyulu)
3. PS to Secretary/PS to AS
4. PS to JS(A&P)/JS(MoRe)/ JS(Law)/ Registrar
5. DR to CIC/ IC(SS)/IC(RM)/IC(VS)/IC(BS)/IC(YA)/IC(SH)/IC(MP)/IC(KY)/IC(SA)
6. DR to CR/Dak section/RTI Cell/Admn.
7. Mr. Paul, NIC to comply with para 6.