

Central Information Commission

August Kranti Bhawan

New Delhi

Circular

Dated 23rd February, 2010

The following officers of the Commission are designated for preparing, collating and finalising the contents of various manuals as mentioned u/s 4 (1) (b) of RTI Act, 2005. Every six months the contents will be reviewed as indicated in the last column. The officer in charge will finalise the contents and will send to Sri P K Sharma, JS (MoRE) who in turn will forward the same to Sri Paul, NIC for uploading on the website <http://cic.gov.in>.

| man ual | Content details as under section 4 (1) (b) | Unit/Division responsible for content updations | Officer Incharge | Periodicity |
|------------|---|---|---|-------------|
| I | the particulars of its Organisation, functions and duties; | Administration | Sri Tarun Kumar, JS (A&P) | 6 months |
| ii | the powers and duties of its officers and employees; | Administration | Sri Tarun Kumar, JS (A&P) | 6 months |
| iii | the procedure followed in the decision making process, including channels of supervision and accountability; | Administration Finance Legal | Sri Tarun Kumar, JS (A&P) Sri S T Vijayraghavan, DS (P&B) Sri Aakashdeep Chakravarty, JS (Legal) | 6 months |
| iv | the norms set by it for the discharge of its functions; | Administration Legal | Sri Tarun Kumar, JS (A&P) Sri Aakashdeep Chakravarty, JS (Legal) | 6 months |
| v | the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; | Administration Finance Legal | Sri Tarun Kumar, Js (A&P) Sri S T Vijayraghavan, DS (P&B) Sri Aakashdeep Chakravarty, JS (Legal) | 6 months |

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| vi | a statement of the categories of documents that are held by it or under its control; | Administration Finance Legal | Sri Tarun Kumar, Js (A&P) Sri S T Vijayraghavan, DS (P&B) Sri Aakashdeep Chakravarty, JS (Legal) | 6 months |
| vii | the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; | Subject matter Specific | Officer in charge of the concerned section | As and when required |
| viii | a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; | Coordination | Sri Pankaj K P Shreyaskar, DS & JR | As and when required |
| ix | a directory of its officers and employees; | Administration | Sri Tarun Kumar, JS (A&P) | As and when required |
| x | the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; | Finance | Sri S T Vijayraghavan, DS (P&B) | 6 months |
| xi | the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; | Finance | Sri S T Vijayraghavan, DS (P&B) | 6 months |

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| xii | the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes | Not Applicable | | |
| xiii | particulars of recipients of concessions, permits or authorisations granted by it; | Not Applicable | | |
| xiv | details in respect of the information, available to or held by it, reduced in an electronic form; | Administration | Sri Tarun Kumar, JS (A&P) | 6 months |
| xv | the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; | RTI Cell | Sri M C Sharma, US | As and when required |
| xvi | the names, designations and other particulars of the Public Information Officers; | RTI Cell | Sri M C Sharma, US | As and when required |

2. Sri Paul, NIC will make necessary modifications for capturing and displaying the date of updations, as and when made on the website. This order comes into effect from its date of issue.

3. A core group headed by the Secretary, the designated officers of each of the registries, the AS, the JS (A&P), the JS (law) and DS (P&B) as members for modifying the FAQ comes into effect from its date of issue. Sri P K Sharma, JS (MoRe) will coordinate the meetings.

(B B Srivastava)

Secretary

Distribution:

1. SO to CIC
2. PPS to Secretary/PS to AS
3. JS(A&P)/JS (Law)/JS (MoRE)/DS (P& B)
4. All the Designated Officers
5. Sri Paul, NIC