

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

F.No. 4/4/2014/CIC/Admn

Dated : 8th September, 2015

OFFICE ORDER

Consequent upon the joining of Shri A.C. Patel, Joint Secretary, the work amongst the Deputy Secretaries/Section Officer in Central Information Commission is re-distributed as under with immediate effect:

| Sl.No. | Name of the Officer | Nature of work | Reporting Officer |
|--------|--|--|---|
| 1 | Shri Sushil Kumar, Deputy Secretary(Admn) | <ol style="list-style-type: none">1. All establishment matters of the Commission2. Appointment and swearing in of Information Commissioners.3. Framing of Recruitment Rules4. Appointment/ Recruitment of Officers and Staff5. Personal matters of Officers and Staff6. Engagement of Legal Consultants /Retainers7. CAG Audit/ Test Audit / Internal Audit8. Audit of Proactive/ Suo-moto disclosure under Section 4 of RTI Act9. Raj Bhasha10. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. | Shri S.P. Beck Joint Secretary (Admn) & Additional Registrar |
| 2. | Shri S.K. Rabbani, Deputy Secretary (GA) | <ol style="list-style-type: none">1. Supervision of Budget2. Plan Schemes - Building3. Construction of CIC office building.4. General Administration including hiring and maintenance of vehicles.5. Procurement of all items for the office of CIC.6. Supervision of Cash Section/DDO work7. Hiring of accommodation, maintenance of the accommodation & minor works8. Looking after the requirement and procurement of items for the residences of the Commissioners9. Post retirement entitlements of former CICs and ICs10. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. | Shri A.C. Patel, Joint Secretary (Pg. & Bud.) & Additional Registrar |

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| 3. | Shri V.S. Srinivasan, Section Officer (MoRE) | <ol style="list-style-type: none"> 1. Annual Report 2. Monitoring and Reporting of Statistics under section 25 of the RTI ACT 3. Procurements & Maintenance of Computers and office equipments. 4. Holding of Annual Convention\ 5. Compilation of material for Annual Report 6. Plan Schemes-APPSCOMS Locator 7. Workflow system - Data Base Administration 8. Workflow system & Website Maintenance and other IT interface with NIC 9. Coordination with the Registries, and others for compiling statistics regarding pendency etc. 10. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. | Shri A.K. Gehlot Joint Secretary (MoRE) & Additional Registrar |
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2. This issues with the approval of Chief Information Commissioner

S.P. Beck
(S.P. Beck) 08.09.15

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(MoRe)/ JS(Planning)
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.

