

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

No.Misc.AS/PS/2014-CIC

Dated the 6th August, 2014

OFFICE ORDER

Consequent upon the joining of Shri Shanti Priye Beck, Joint Secretary, the distribution of work amongst the Joint Secretaries in Central Information Commission will be as under with immediate effect :


Name of the Officer	Nature of work
Shri Tarun Kumar, Joint Secretary (T)	(i) Compilation of material for Annual Report (iii) Commission Meetings (iv) Parliament Question (iv) Apart from the above, he would look after any other work(s) assigned by CIC / Secretary.
Shri A.K. Gehlot, Joint Secretary (MoRe)	(i) Printing and publishing of Annual Report. (ii) Monitoring and Reporting of statistics under section 25 of the RTI Act. (iii) Procurements & Maintenance of Computers and office equipments. (iv) Holding of Annual Convention. (v) Workflow system – Data Base Administration (vi) Workflow System & Website Maintenance and other IT Interface with NIC (vii) General administration including hiring and maintenance of vehicles, procurement of all items for the office of CIC. (viii) Hiring of accommodation, maintenance of the accommodation & minor works. (ix) Looking after the requirement and procurements of items for the residences of the Commissioners. (x) Post retirement entitlements of former CICs and ICs. (xi) Supervision of Budget and Plan Schemes. (xii) Construction of CIC office building. (xiii) Apart from the above, he would look after any other work(s) assigned by CIC / Secretary.
Shri Shanti Priye Beck, Joint Secretary (Admn)	(i) Charge of Joint Secretary (Law). (ii) All establishment matters of the Commission including appointment and swearing in of Information Commissioners, appointment / recruitment of officers and personnel matters. (iii) Public grievance Officer. (iv) Coordination with the Registries and others for compiling statistics regarding pendency etc. (v) Compilation and monitoring of penalty/compensation cases and recommendation of disciplinary cases (vi) Audit of proactive disclosure (vii) International Coordination

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	(viii) Updation of the website of the Commission (Content management). (ix) Raj Bhasha (x) Apart from the above, he would look after any other work(s) assigned by CIC / Secretary.
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Shri Tarun Kumar, Joint Secretary (T) will also function as Designated Officer to IC (YA) till a regular designated officer is posted in the registry or until further orders.

This issues with the approval of Chief Information Commissioner.


(S.K. Rabbani)
Dy. Secretary (Admn)

Copy to:

1. PPS/PS to CIC
2. PPS to IC (VS)/PPS to IC (BS)/PPS to IC (SH)/PPS to IC(MP)/PPS to IC (KY)/PPS to IC(SA)/PPS to IC (YA).
3. PS to Secretary
4. PS to AS
5. Shri Tarun Kumar, JS(T) may hand over all the files/documents pertaining to law and administration to Shri Shanti Priye Beck, Joint Secretary and submit a list of files/documents to Secretary/ Addl. Secretary, CIC.
6. Shri A.K. Gehlot, Joint Secretary (MoRe)
7. Shri Shanti Priye Beck, Joint Secretary, CIC
8. Shri M.K. Sharma, Registrar (Consultant)
9. Shri R. Malik, Scientist-E, NIC
10. Section Officer (GA)/Financial Advisor
11. Guard File.