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केन्द्रीय सूचना आयोग
Central Information Commission
2 तल, विंग 'B' / 2nd Floor, 'B' Wing
अगस्त क्रान्ति भवन / August Kranti Bhavan
भीकाजी कामा प्लेस/ Bhikaji Cama Place
नई दिल्ली - 110066 / New Delhi - 110066

No .4/4/2014/CIC/Admn

Dated: August 14, 2014

OFFICE ORDER

Consequent upon the joining of Shri Sushil Kumar and Shri Braham Dutt as Deputy Secretaries in the Central Information Commission, the work distribution among Shri S.K. Rabbani, Deputy Secretary and the above officers is as follows:-

Sl.No.	Name of the Officer	Nature of work	Reporting Officer
1	Shri S.K. Rabbani, Deputy Secretary	General Administration, Budget and Plan Schemes – Capital Head. <ul style="list-style-type: none"> i) General Administration including hiring and maintenance of vehicles, procurement of all items of the Office of CIC ii) Hiring of accommodation, maintenance of the accommodation and minor works. iii) Looking after requirement and procurement of items for the residences of Commissioners. iv) Post retirement entitlements of former CICs and ICs v) Budget matters of the Commission and Plan Schemes vi) Construction of the CIC office Building. vii) Printing and publishing of Annual Report. viii) Monitoring and Reporting of statistics under section 25 of the RTI Act. ix) Procurements and Maintenance of Computers and office equipments. x) Holding of Annual Convention and 	Shri A.K. Gehlot, Joint Secretary, (MoRe)

- xi) Any other work assigned by
CIC/Secretary/AS

**Establishment including Personnel
and DDO.**

Shri Shanti Priye
Beck

Joint Secretary
(Admn)

- i) All Establishment matters of the Commission including appointment and swearing in of Information Commissioners, appointment/recruitment of Officers and personnel matters.
- ii) Matters relating to Public Grievances.
- iii) Coordination with Registries and others for compiling statistics regarding pendency, etc.
- iv) Compilation and monitoring of penalty/compensation cases and recommendation of disciplinary cases.
- v) Parliament Questions
- vi) Audit of proactive disclosure and matters pertaining to audit of CIC.
- vii) Updation of the website of the Commission (content management)
- viii) Raj Bhasha.
- ix) Cash Section/DDO
- x) Any other work assigned by
CIC/Secretary/AS

✓
Shri Sushil Kumar,
Deputy Secretary

Designated Officer in the Registry of IC (YA)

IC (YA)

- i) To look after the work relating to the Registry of IC(YA)
- ii) Any other work assigned by the Commission/Secretary.

3

Shri Braham Dutt,
Deputy Secretary

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2. The Commission's order of even number dated 2nd July, 2014 assigning the work of Designated Officer of the Registry of IC (YA) to Shri Tarun Kumar, Joint Secretary is superseded with immediate effect.

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

Shanti Priye Beck
14.08.14

(Shanti Priye Beck)
Joint Secretary (Admn)

Copy to:-

1. All Officers concerned
2. Ps to CIC/ICs
3. PS to IC (YA)
4. PS to Secretary (CIC)/PS to Addl. Secretary (CIC)
5. JS(Admn)/JS(MoRe)/JS(T)/Registrar (Consultant)
6. Guard file.