

Central Information Commission
2nd floor, B –Wing, August Kranti Bhawan
Bhikaji Cama Place, R.K. Puram
New Delhi-110066

No.Misc/AS/PS/2014-CIC

dated : 28th March, 2014

OFFICE ORDER

It has been decided with the approval of Chief Information Commissioner that the distribution of work among Shri Tarun Kumar, Joint Secretary(Admn.) and Shri A.K.Gehlot, Joint Secretary(MoRe) in the Central Information will be as follows :-

Name of the Officer	Nature of work
Shri Tarun Kumar, Joint Secretary (Admn)	<p>Existing duties of Shri Tarun Kumar, Joint Secretary (Admn.)</p> <p>(i)All establishment matters of the Commission including appointment and swearing in of Information Commissioners, officers and personnel matters.</p> <p>(ii)Additional charge of Joint Secretary (Law) until further orders.</p> <p>(iii)CPIO In-charge of RTI Cell.</p> <p>(iv) Public grievance Officer.</p> <p>(v) Supervision of Budget and Plan Schemes.</p> <p>(vi)Construction of CIC office building.</p> <p>Additional works assigned after the relieving of Shri Pankaj K.P. Shreyaskar, JS from CIC</p> <p>(i)Coordination with the Registries and others for compiling statistics regarding pendency etc.</p> <p>(ii)Compilation and monitoring of penalty/compensation cases and recommendation of disciplinary cases</p> <p>(iii)Parliament Questions</p> <p>(iv)Commission Meetings</p> <p>(v)International Coordination</p> <p>(vi)Updation of the website of the Commission.</p> <p>(vii) Apart from the work assigned earlier, he would look after any other work assigned by CIC/Secretary.</p>
Shri A.K. Gehlot, Joint Secretary(MoRe)	<p>Existing duties of Sh.A.K.Gehlot, Joint Secretary (MoRe)</p> <p>(i)Annual Report.</p> <p>(ii) Monitoring and Reporting of statistics under section 25 of the RTI</p>

	<p>Act.</p> <p>(iii)Procurements & Maintenance of Computers and office equipments.</p> <p>(iv)Holding of Annual Convention.</p> <p>Additional works assigned after the relieving of Shri Pankaj K.P.Shreyaskar, JS from CIC</p> <p>(i)Compilation of material for Annual Report</p> <p>(ii)Workflow system – Data Base Administration</p> <p>(iii)Workflow System & Website Maintenance and other IT Interface with NIC</p> <p>(iv)Raj Bhasha</p> <p>(v)Any other works handled by JS(P)</p> <p>Additional works given from the duty chart of Joint Secretary (Admn)</p> <p>(i)General administration including hiring and maintenance of vehicles, procurement of all items for the office of CIC.</p> <p>(ii)Hiring of accommodation, maintenance of the accommodation & minor works.</p> <p>(ii)Looking after the requirement and procurements of items for the residences of the Commissioners.</p> <p>(iv)Post retirement entitlements of former CICs and ICs.</p> <p>(v) Apart from the work assigned earlier, he would look after any other work assigned by CIC/Secretary.</p>
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2. The above order will take effect from 1st April, 2014.

3. Also Shri Tarun Kumar, JS(Admn.) will hold the additional charge of JS(MoRe) whenever Shri A.K.Gehlot is on leave and vice-versa.

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

Copy to :-

1. PPS/PS to CIC.
2. PPS/PS to ICs for information of ICs.
3. PS to Secretary.
4. PS to AS.
5. JS(A&P)/ JS(MoRe).
6. Shri M.K.Sharma, Registrar(Conslutant).
7. Shri Paul, Scientist-D, NIC
8. Section Officer (GA)/Financial Advisor.
9. Guard file.