

केन्द्रीय सूचना आयोग  
Central Information Commission  
बाबागंगनाथमार्ग / Baba Gangnath Marg  
मुनिरका / Munirka, नई दिल्ली-110067/ New Delhi – 110067

Dated: 31.05.2024

**OFFICE ORDER**

With immediate effect and until further orders, the work distribution among the Joint Secretaries in the Central Information Commission is as under:

S.No.	Name of the Officer	Nature of work
1.	Shri Rahul Rastogi, Joint Secretary (Administration and Law)	<ol style="list-style-type: none"> <li>1. All establishment matters of the Commission.</li> <li>2. All personal claims of CIC/ICs, officers and staff</li> <li>3. Framing of Recruitment Rules.</li> <li>4. Appointment/ Recruitment of Officers and Staff.</li> <li>5. Engagement of Legal Consultants/ Retainers</li> <li>6. Engagement of Consultants</li> <li>7. All matters related to outsourcing of staff through tendering.</li> <li>8. Parliament Questions / Parliament Standing Committee.</li> <li>9. Post retirement entitlements of former CICs and ICs and provisioning of the same.</li> <li>10. Commission Meetings.</li> <li>11. Raj Bhasha.</li> <li>12. Part-time CVO.</li> <li>13. Public Grievance Officer, General Complaints not related to RTI.</li> <li>14. Supervision of CPGRAM.</li> <li>15. Supervision of Protocol Work.</li> <li>16. Training Matters.</li> <li>17. Suo Motu Disclosure under Section 4 of RTI Act</li> <li>18. Coordination of Annual Convention</li> <li>19. Supervision of Legal Cell.</li> <li>20. Pursuance of WPs filed in HCs and Supreme Courts where CIC is a Party.</li> </ol>

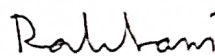
		<ul style="list-style-type: none"> <li>21. Engagement of Advocates/CGSC.</li> <li>22. Study and analysis of Supreme Court and High Court judgments involving orders of the CIC/Information Commissioners.</li> <li>23. International Coordination.</li> <li>24. Transparency Audit.</li> <li>25. Internship of Law Students &amp; visit of Probationers etc.</li> <li>26. Legal Research and publications including Newsletter.</li> <li>27. Coordination with Press Information Bureau.</li> <li>28. Legal Functions related to registries</li> </ul>
2.	Shri Brajesh Kumar Pandey, Joint Secretary (Planning & Budget and Monitoring & Reporting)	<ul style="list-style-type: none"> <li>1. Supervision and Control of Budget of the Commission.</li> <li>2. Plan schemes including minor works and renovation works.</li> <li>3. Supervision &amp; Maintenance of new CIC building.</li> <li>4. Operation and maintenance of Govt. vehicles and hiring, operation of private vehicles from vendors and their control.</li> <li>5. CAG Audit / Test Audit / Internal Audit.</li> <li>6. Processing of all manpower tenders.</li> <li>7. Procurement of all Consumables and non- Consumables goods for the office of the Commission and residences of CIC/IC</li> <li>8. Procurement of Computers, Computer Peripherals, TVs, Camera etc. and their maintenance</li> <li>9. Maintenance and Repairs of all Office Equipment</li> <li>10. General Administration of the Commission including Housekeeping, watch &amp; ward.</li> <li>11. Supervision of Cash Section, Library and procurement of works.</li> <li>12. Annual Report including Printing and Distribution.</li> <li>13. Monitoring and Reporting of all Statistics including statistics under section 25 of the RTI Act.</li> <li>14. APPSCOMS Software.</li> <li>15. Work-flow system — Data Base</li> </ul>



		Administration & Website Maintenance and other IT interface with NIC including Video Conferencing.
		16. E-office and paperless working.
		17. Press clipping monitoring.
		18. Matters related to work allocation in the Commission amongst CIC/ICs.
		19. Provision of Telephones in the Commission and their Maintenance.
		20. Monitoring of Biometric system.
		21. Any other work assigned by CIC.

3. This supersedes all orders pertaining to work distribution among Joint Secretaries/Directors in the Commission. Both officers will be link officers to each other.

2. This issues with the approval of Competent Authority.

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

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PS to Additional Secretary
5. PPS to JS(Admn)/PSs to JS(P&B)/Consultant(Registrar)
6. All Deputy Secretaries/Consultant(DRs)/Designated Officers
7. Admn Section/ GA Section/ M&R Section/ Legal Cell/ DDO, Cash Section/ RTI Cell/ Dak Section/ Library/ CR
8. Concerned officers.
9. ✓ MR Section- for uploading on CIC's website
10. Guard File/Concerned dealing hand