

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

No. Misc. AS/PS/2014-CIC

Dated 17th November, 2015

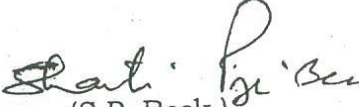
OFFICE ORDER

Consequent upon the joining of Shri Yogesh Kumar Singhal, Joint Secretary, the work amongst the Joint Secretaries in Central Information Commission will be as under with immediate effect:

| Name of the Officer | Nature of work |
|--|--|
| Shri S.P. Beck Joint Secretary (Admn) & Additional Registrar | <ol style="list-style-type: none"> 1) All establishment matters of the Commission 2) Appointment and swearing in of Information Commissioners. 3) Framing of Recruitment Rules 4) Appointment/ Recruitment of Officers and Staff 5) Personal matters of Officers and Staff 6) Engagement of Legal Consultants /Retainers 7) Supervision of Dak Section 8) Audit of Proactive/ Suo-moto disclosure under Section 4 of RTI Act 9) Parliament Questions / Parliament Standing Committee 10. Post retirement entitlements of former CICs and ICs and provisioning of the same. 11. Commission Meetings 12. Raj Bhasha 13. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary |
| Shri A.K. Gehlot Joint Secretary (MR) & Additional Registrar | <ol style="list-style-type: none"> 1) Updation of the website of the Commission 2) Annual Report 3) Monitoring and Reporting of Statistics under section 25 of the RTI Act. 4) Procurements & Maintenance of Computers and office equipments. 5) Holding of Annual Convention 6) Compilation of material for Annual Report 7) Plan Schemes-AAPSCOMS Locator 8) Workflow system - Data Base Administration 9) Workflow system & Website Maintenance and other IT interface with NIC 10) Coordination with the Registries and others for compiling statistics regarding pendency etc. 11) Supervision of Record Room. 12) Public Grievance Officer, CPGRAM, General Complaints. 13) Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. |

| | |
|--|---|
| <p>Shri A.C. Patel, Joint Secretary (Plg. & Bud.) & Additional Registrar</p> | <ol style="list-style-type: none"> 1. Supervision of Library 2. Supervision of Budget 3. Plan Schemes – Building 4. Supervision & Monitoring for Construction of CIC office building. 5. Supervision of Cash Section/DDO work 6. General Administration of CIC 7. CAG Audit / Test Audit / Internal Audit. 8. Hiring and maintenance of vehicles. 9. Procurement of all items for the office of CIC. 10. Hiring of accommodation, maintenance of the accommodation & minor works 11. Looking after the requirement and procurement of items for the residences of the Commissioners 12. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. |
| <p>Shri Yogesh Kumar Singhal Joint Secretary (Law) & Additional Registrar</p> | <ol style="list-style-type: none"> 1. Charge of Joint Secretary (Law). 2. CPIO In-charge of RTI Cell 3. International Coordination 4. Supervision of Central Registry. 5. Compilation and monitoring of penalty/compensation cases. Recommendation of disciplinary cases as per award. 6. Internship of Law Students & visit of Probationers etc. 7. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. |

2. This issues with the approval of Competent Authority.


 (S.P. Beck)
 Joint Secretary (Admn) 17.11.11

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(MR)/ JS(P & B)/ JS (Admn)
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.