

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

No. Misc. AS/PS/2014-CIC

Dated : 8th September, 2015

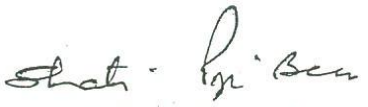
OFFICE ORDER

Consequent upon the joining of Shri A.C. Patel, 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 Commission2) Appointment and swearing in of Information Commissioners.3) Framing of Recruitment Rules4) Appointment/ Recruitment of Officers and Staff5) Personal matters of Officers and Staff6) Engagement of Legal Consultants /Retainers7) CAG Audit/ Test Audit/ Internal Audit8) Audit of Proactive/ Suo-moto disclosure under Section 4 of RTI Act9) Parliament Questions / Parliament Standing Committee10) Commission Meetings11) International Coordination12) Raj Bhasha13) Additional Charge of Joint Secretary (Law) until further orders14) Apart from the assigned work, he would look after any other work assigned by CIC/Secretary.
Shri A.K. Gehlot Joint Secretary (MoRE) & Additional Registrar	<ol style="list-style-type: none">1) Updation of the website of the Commission2) Annual Report3) Monitoring and Reporting of Statistics under section 25 of the RTI ACT4) Procurements & Maintenance of Computers and office equipments.5) Holding of Annual Convention6) Compilation of material for Annual Report7) Plan Schemes-AAPSCOMS Locator8) Workflow system - Data Base Administration9) Workflow system & Website Maintenance and other IT interface with NIC10) Coordination with the Registries and others for compiling statistics regarding pendency etc.11) 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. CPIO In-charge of RTI Cell 2. Public grievance Officer 3. Supervision of Budget 4. Plan Schemes – Building 5. Supervision & Monitoring for construction of CIC office building. 6. Supervision of Cash Section/DDO work 7. General Administration of CIC 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. Post retirement entitlements of former CICs and ICs and provisioning of the same. 13. Compilation and monitoring of penalty/compensation cases. Recommendation of disciplinary cases as per award. 14. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary.
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2. This issues with the approval of Chief Information Commissioner


 (S.P. Beck) 08.09.15
 Joint Secretary (Admn)

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(MoRe)/ JS(Planning)
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.

