

No.: Admn-21012/6/2018-JS(Admn)-CIC (e-728)

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

Dated: 31.07.2025

OFFICE ORDER

With immediate effect and until further orders, the work distribution among the Joint Secretaries/ Director is as under:

S.No.	Name of the Officer	Nature of work
1.	Shri Rahul Rastogi, Joint Secretary (Administration)	1. All establishment matters of the Commission. 2. All personal claims of CIC/ICs, officers and staff 3. Framing of Recruitment Rules. 4. Appointment/ Recruitment of Officers and Staff. 5. Engagement of Legal Consultants/ Retainers 6. Engagement of Consultants 7. Deployment of outsourced manpower 8. Parliament Questions / Parliament Standing Committee. 9. Post retirement entitlements of former CICs and ICs and provisioning of the same. 10. Commission Meetings. 11. Raj Bhasha. 12. Public Grievances and General Complaints not related to RTI. 13. Supervision of Protocol Work. 14. Training Matters. 15. Suo Motu Disclosure under Section 4 of RTI Act 16. Coordination of Annual Convention 17. Monitoring of Biometric system. 18. Any other work assigned by CIC.
2.	Shri Brajesh Kumar Pandey, Joint Secretary (Planning & Budget)	1. Supervision and Control of Budget of the Commission. 2. General Administration of the Commission including Housekeeping, watch & ward and maintenance of CIC Building 3. Plan schemes including minor works and renovation works. 4. Operation and maintenance of Govt. vehicles and hiring, operation of vehicles from vendors and their control. 5. CAG Audit / Test Audit / Internal Audit.

		<ol style="list-style-type: none"> 6. Processing of all manpower tenders 7. Procurement of all Consumables and non-Consumables goods for Commission 8. Procurement of Computers, Computer Peripherals, TVs, Camera etc. and their maintenance 9. Maintenance and Repairs of all Office Equipment 10. Supervision of Cash Section, Library and procurement of works. 11. Any other work assigned by CIC.
3.	Ms. Perna Joshi, Director (Law)	<ol style="list-style-type: none"> 1. Supervision of Legal Cell. 2. Pursuance of WPs filed in HCs and Supreme Courts where CIC is a Party. 3. Pursuance of O.A./Cases filed before CAT/CGIT(Labour Court) 4. Engagement of Advocates/CGSC. 5. Study and analysis of Supreme Court and High Court judgments involving orders of the CIC/Information Commissioners. 6. International Coordination. 7. Transparency Audit. 8. Internship of Law Students & visit of Probationers etc. 9. Legal Research and publications including Newsletter. 10. Coordination with Press Information Bureau. 11. Any other work assigned by CIC.
4.	Shri Rajan Sharma, Director (Monitoring & Reporting)	<ol style="list-style-type: none"> 1. Annual Report including Printing and Distribution. 2. Monitoring and Reporting of all Statistics under section 25 of the RTI Act. 3. All work related to AppCoMs 4. Workflow system — Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing. 5. E-office and paperless working. 6. Press clipping monitoring. 7. Matters related to work allocation in the Commission amongst CIC/ICs. 8. Provision of Telephones in the Commission and their Maintenance. 9. Any other work assigned by CIC.

2. This order supersedes all the orders pertaining to work distribution among Joint Secretaries/Directors in the Commission.
3. This issues with the approval of the Competent Authority.

(Sonia Maheshwari)
Deputy Secretary (Admn)

Copy to:-

1. Shri Rahul Rastogi, Joint Secretary
2. Shri Brajesh Kumar Pandey, Joint Secretary
3. Ms. Prerna Joshi, Director
4. Shri Rajan Sharma, Director
5. Guard file.

Copy for information to (through e-mail)

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PS to Additional Secretary

(Sonia Maheshwari)
Deputy Secretary (Admn)