

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

No.5/1/2012/Admn.-CIC

Dated : 24.1.2014

OFFICE ORDER

Ms. Richa Srivastava is selected for engagement as Legal Consultant in Central Information Commission on contract basis for a term of one year which may be extended further with approval of the competent authority.

2. She will be paid a consolidated sum of Rs.25,000/- per month. She shall work full time for the Commission during entire month. The codal formalities prescribed in GFRs, 2005 for the engagement of Consultants along with other Government instructions on such engagement shall apply. The contract of Legal Consultant can be terminated any time by the Commission without assigning any reason by giving a notice of 15 days. In case a Legal Consultant intends to leave during the period of contract, he/she is required to give a notice in writing of at least 15 days in advance. Other terms and conditions have been mentioned in the Commission's circular dated 12th December, 2012. She may also be assigned any other work by the Commission.

3. If Ms. Richa Srivastava has not submitted original certificates at the time of interview she is required to submit the certificates at the time of joining the Commission. The engagement would be provisional subject to submission of the original certificates.

4. Ms. Richa Srivastava may give her willingness in writing to join the Commission as Legal Consultant on the terms and conditions mentioned above within 3 days of receipt of this Office Order.

5. Ms. Richa Srivastava may also join the Commission immediately after furnishing her willingness as per para 4 above along with the original documents mentioned at para 3 above, if any. She should complete the above process and join latest by 30.1.2014, failing which the offer would stand cancelled without further notice. No TA/DA will be paid for this purpose. She can give the intimation to this office also through E-Mail or Fax which are as follows: -

E-Mail: sk.rabbani@nic.in
Fax: 011 - 26180517

(S. K. Rabbani)
Deputy Secretary (Admn.)
Tel : 011-26717352

Copy to :-

1. The Pay & Accounts Officer, CAT, 1st Floor, AGCR Building, New Delhi.
2. AS&FA, DOPT, North Block, New Delhi.
3. Ms. Richa Srivastava.
4. PPS to CIC.
5. PPS to ICs for information of ICs.
6. PS to Secretary, CIC.
7. PS to AS, CIC.
8. JS (MoRe)/JS(A&P)/JS(Law)/Director(P).
9. Shri M.K.Sharma, Registrar(Consultant).
10. Mr. Paul, Scientist –D, NIC with a request to upload the office order on CIC Website.
11. DDO/SO(GA)/Financial Consultant.
12. Personal file/Guard file.