

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

F.No. 4/4/2014/CIC/Admn

Dated : 17/11 November, 2015

OFFICE ORDER

Consequent upon the joining of Shri Yogesh Kumar Singhal, Joint Secretary, the work amongst the Deputy Secretaries/Section Officer in Central Information Commission is re-distributed as under with immediate effect:

Sl. No.	Name of the Officer	Nature of work	Reporting Officer
1	Shri Sushil Kumar, Deputy Secretary(Admn)	<ol style="list-style-type: none"> 1. All establishment matters of the Commission. 2. Post Retirement entitlement of former CICs and ICs and provisioning of the same. 3. Appointment and swearing in of Information Commissioners. 4. Framing of Recruitment Rules. 5. Appointment/ Recruitment of Officers and Staff. 6. Personal matters of Officers and Staff 7. Engagement of Legal Consultants /Retainers & their payment. 8. Engagement of Consultants 7 their payment. 9. Preparation of tender document of outsourced employees. 10. Payment to Manpower Service Provider. 11. Payment to outsourced employees and all other matters relating to outsourced employees. 12. Supervision of Dak. 13. Audit of Proactive/ Suo-moto disclosure under Section 4 of RTI Act 14. Raj Bhasha 15. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. 	Shri S.P. Beck Joint Secretary (Admn) & Additional Registrar
2.	Shri S.K. Rabbani, Deputy Secretary (GA)	<ol style="list-style-type: none"> 1. Supervision of Budget 2. Plan Schemes - Building 3. Construction of CIC office building. 4. General Administration including House keeping, hiring and maintenance of vehicles. 5. Procurement of all items for the office of CIC. 6. Supervision of Cash Section/DDO work. 7. CAG Audit/ Test Audit/ Internal Audit. 8. Hiring of accommodation, maintenance of the accommodation & minor works 9. Looking after the requirement and procurement of items for the residences of the Commissioners. 10. Supervision of Library. 11. Apart from the assigned work, he would look after any other work assigned by CIC/Secretary. 	Shri A.C. Patel, Joint Secretary (Plg. & Bud.) & Additional Registrar

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	Shri V.S. Srinivasan, Section Officer (MR)	<ol style="list-style-type: none">1. Annual Report.2. Monitoring and Reporting of Statistics under section 25 of the RTI ACT.3. Procurements & Maintenance of Computers and office equipments.4. Holding of Annual Convention.5. Compilation of material for Annual Report.6. Plan Schemes-APPSCOMS Locator.7. Workflow system - Data Base Administration.8. Workflow system & Website Maintenance and other IT interface with NIC.9. Coordination with the Registries and others for compiling statistics regarding pendency etc.10. 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.
4	Shri Dinesh Kumar, Designated Officer (Consultant).	<ol style="list-style-type: none">1. All matters relating to Central Registry of CIC.	Shri Yogesh Kuma Singhal, Joint Secretary (Law) and Additional Registrar
5	Shri Om Parkash Gupta, Section Officer.	<ol style="list-style-type: none">1. All work related to Law/Legal cases.2. Compilation and monitoring of penalty/compensation cases. Recommendation of disciplinary cases as per award.3. Internship of Law students & visit of probationers etc.	Shri Yogesh Kuma Singhal, Joint Secretary (Law) and Additional Registrar. - Do-
6.	Shri Mukesh Kumar ALIO,	<ol style="list-style-type: none">1. All work related to Record room.2. All work related to Library.	Shri A.K.Gehlot Joint Secretary (MR)& Additional Registrar. Shri S.K.Rabbani Deputy Secretary (GA).

2. This issues with the approval of the Competent Authority.

S.P. Beck
(S.P. Beck) 17.11.19

Joint Secretary (Admn)

Copy to :

1. PPS to CIC/PPS to ICs.
2. PS to Secretary/PS to Additional Secretary
3. PS to Registrar
4. JS(Law)/JS(MR)/ JS(P& B)/ JS (Admn)
5. All Deputy Secretaries/ Deputy Registrars/ Designated Officers
6. DDO/Cash Section /Financial Consultant/CR Section/Dak Section/Library/RTI Cell.
7. Shri A.K.Gehlot, Joint Secy (MR) for ensuring updation of website.
8. Shri R.Malik, Scientist-E, NIC for uploading on website of CIC.
9. Personal File/Guard File.