

केन्द्रीय सूचना आयोग  
Central Information Commission  
बाबा गंगनाथ मार्ग / Baba Gangnath Marg  
मुनिरका / Munirka, नई दिल्ली/ 110067-New Delhi 110067

F. No. Misc/AS/PS/2014-CIC/Admn (Pt)

Dated: 28.05.2018

**ORDER**

In pursuance of the decision taken in the Commission's meeting held on 22.05.2018, the Chief Information Commissioner in exercise of his powers under Section 12 (4) of the Right to Information Act, 2005 hereby entrusts the following powers and functions to be exercised by the Registrar of the Central Information Commission with immediate effect:-

**ADMINISTRATION**

- (a). The Registrar shall work under the overall control of the Secretary, Central Information Commission.
- (b). The Registrar shall be assisted by the Deputy Registrar(s)/Assistant Registrar(s) and other officer(s) and the Registrar may, with the approval of the Chief Information Commissioner, delegate to any officer any function or power required to be performed or exercised by the Registrar.
- (c). The Registrar shall be the overall controlling authority relating to all the adjudicatory matters of the Commission. Any communication addressed to the Registrar will be deemed to be addressed to the Commission and the Commission will be represented by him in all adjudicatory matters.
- (d). In absence of the Registrar, any officer to whom the powers and functions of the Registrar are delegated by the Chief Information Commissioner, may exercise the powers and functions of the Registrar.
- (e). The Registrar shall assist all the Information Commissioner(s) in discharge of their functions.
- (f). The Registrar shall be responsible to follow up the orders of the Information Commissioner under Section 25 (5) of the RTI Act, 2005 with the concerned Public Authorities.

*sent by sec*

### **SCRUTINY OF APPEALS/COMPLAINTS**

The Registrar shall have the powers and duties subject to any general or special order of the Chief Information Commissioner, namely:-

- (a). To receive, in the Central Registry, all appeals/complaints/applications and other documents including cases from the State Information Commissions.
- (b). To direct the Central Registry to generate the Facilitation Memo (as per standardized format), to return appeal/complaint to the appellant/complainant if it is not accompanied by the documents as specified in Rule 8 of the RTI Rules, 2012 (as amended from time to time) and any related instructions issued by the Commission from time to time, for removing the deficiencies and filing the appeal/complaint complete in all respects.
- (c). To decide all questions/issues arising out of scrutiny of the appeals/complaints received in the Commission and, when required return them to the appellant/complainant for removal of deficiencies mentioned in the Facilitation Memo.
- (e). In case of any doubt (in policy issues), the Registrar shall seek the orders from the Chief Information Commissioner.
- (f). To direct the Central Registry to forward the cases falling under the jurisdiction of the State Information Commissions to the concerned State Information Commission under intimation to the appellant/complainant.

### **ORDERS/DIRECTIONS**

- (a). The Registrar, subject to the directions of the Chief Information Commissioner/Information Commissioners is empowered to fix the date of hearing of appeals/complaints and other proceedings and issue notices thereof and also to deal with the matters relating to service of notices or other processes.
- (b). The Registrar shall communicate the decisions, directions or orders of the Commission to the concerned person(s) and all such communication signed and authenticated by the Registrar or under his authority shall be deemed to be the communication from the Commission.
- (c). The Registrar shall be responsible for ensuring compliance of the orders, directions or decisions passed by the Commission and take all necessary steps in this regard.

### **RECORDS**

- (a). The Registrar shall have the custody of the adjudicatory records of the Commission and shall exercise all such powers and discharge all such functions which are assigned to him by the Chief Information Commissioner from time to time.
- (b). To requisition the records from the Public Authority, as desired by the Commission.

(c). Copies of the documents authenticated or certified shall be provided to the Parties of proceedings by the In-charge (Record Room) or any other officer only under the authority of the Registrar.

(d). To grant leave to inspect the records of the Commission to the Parties in relation to the matters of their own.

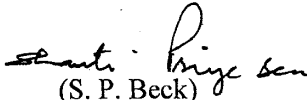
(e). The Registrar shall ensure the receipt of original records of decisions, orders or directions in the record room after issuing and uploading the same on the website of the Commission by the Deputy Registrar attached with the Information Commissioner.

(f). It shall be the responsibility of the In-charge (Record Room) to reconcile his records of original Commission's orders with the orders uploaded on weekly basis and any deficiency noticed shall be reported to the Registrar/Deputy Registrar for assuring that all original orders are with the In-charge (Record Room).

### WEEDING OUT

The Registrar shall ensure the weeding out of records as per the weeding out policy of the Commission by the In-charge (Record Room) or any other officer authorized in this regard.

This issue with the approval of Chief Information Commissioner.

  
(S. P. Beck)  
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 (P&B)/ JS (Law)/ JS (Admin)/ JS (M&R)
7. All Deputy Secretary/Deputy Registrar
8. DDO/ RTI Cell/ CR-I & CR-II/ Library/ Record Room/ Dak Section/ Legal Cell
9. Guard File