

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

F.No. AS/PS/2014/CIC/Admn

Dated 25.01.2018

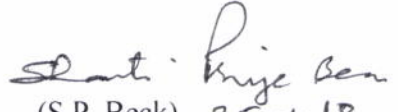
**OFFICE ORDER**

In supersession of this officer earlier office order of even no. dated 24.11.2015 and 01.02.2016 the following leave arrangements are made with immediate effect.

1. In the absence of the Registrar, work of Registrar will be looked after by the JS (Law).
2. In the absence of the JS (Law), all files of JS (Law) will be routed through the Registrar.
3. The leave arrangements among Joint Secretaries and Deputy Secretaries are made as under with immediate effect:-

Sr. No.	Name of the Officer & Designation	Name of the 1 <sup>st</sup> officer for leave arrangement	Name of the 2 <sup>nd</sup> officer for leave arrangement
1.	Joint Secretary (P & B)	Joint Secretary (MR)	Joint Secretary (Admn)
2.	Joint Secretary (MR)	Joint Secretary (Admn)	Joint Secretary (P & B)
3.	Joint Secretary (Admn)	Joint Secretary (MR)	Joint Secretary (P & B)
4.	Deputy Secretary (Admn)	Deputy Secretary (GA)	In the absence of both, the Joint Secretary (Admn)
5.	Deputy Secretary (GA)	Deputy Secretary (Admn)	In the absence of both, the Joint Secretary (P&B)

This issues with the approval of the Competent Authority.

  
(S.P. Beck) 25.01.18  
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. Section Officer RTI Cell/ Legal Cell/ ALIO/DDO/Cash Section/CR I/CR II Dak Section/ Library.
7. Shri A.K. Gehlot, JS (MR) for ensuring uploading of orders on the website.
8. Shri A.K. Choudhari, Scientist-E, NIC for uploading on website of CIC