

**The Powers and Duties of Chief Information
Commissioner/Information Commissioners**

S. No.	Designation	Power & Duties
1.	Chief Information Commissioner (CIC)	- The General Superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other Authority as per section 12(4) of Right to Information Act 2005. - Head of the Department
2.	Information Commissioners (ICs)	The Chief Information Commissioner in exercise of his/her powers allocates Ministries / Departments / Organizations / Union Territories among all Commissioners for carrying out the functions of the Commission as contained in Section 18, 19 and 20 of the RTI Act, 2005.
	The work allocation order of CIC/ICs is available on below link: - https://cic.gov.in/sites/default/files/cicpdfs/pa_10_04_2026.pdf	

The powers and duties of Officers and Employees

S. No.	Designation	Power & Duties
1	Secretary	- The Central Government appoints an officer not below the rank of Additional Secretary to the Government of India as Secretary to the Commission under rule 7 of Right to Information Rules; 2012. Secretary heads the secretariat of Central Information Commission. - Overall Supervision & Administration of Commission.
2	Additional Secretary	- To Assist Secretary in Overall Supervision & Administration of Commission. - Any other work assigned by Secretary. - Appellate Authority in respect of CPGRAMS (https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2011-06-2025_0.pdf)
3	Joint Secretary (Admn)	- Administration, Establishment and Personnel matters of the Commission; Rajbhasha; Secretariat for Commission Meetings; Parliament Questions; Annual Convention and Seminars, Monitoring of Bio-metric attendance. - Nodal officer for suo-motu disclosure (https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2030-09-2022.pdf) - First Appellate Authority of the Commission for the matters related to Administration Section.

4	Joint Secretary (P&B)	- Budget. New Buildings; Works; CAG Audit / Test Audit / Internal Audit. Estate Officer. General Administration. Liaison with CPWD, HUDCO etc. Library; Annual Convention and Seminars, Procurements of Computers & peripherals. - First Appellate Authority of the Commission for the matters related to P&B Section.
5	Joint Secretary (Law)	- Providing Legal Assistance to the Commission and dealing with legal matters connected with Court cases. Legal Research; Publication; Foreign Delegation Visits; Internships; Annual Convention and Seminars; Transparency Audit. (i) First Appellate Authority of the Commission for the matters related to Legal Cell. - At present, also assigned the role of part-time CVO.
6	Director (M & R)	- Annual Report. Monitoring and Reporting of all Statistics; Annual Convention and Seminars. Workflow system – Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing. AppCoMS Locator; e-office & Paperless working. - First Appellate Authority of the Commission for the matters related to MR Section.
7	Registrar	- Overseeing the quasi-judicial functions, including registration of cases for Appeals and Complaints under the RTI Act; Compilation and Monitoring of penalty/compensation cases, Record Room. - First Appellate Authority of the Commission for the matters related to following sections: (i) Registries of CIC/ICs (ii) CR Section (iii) RTI Cell
8	Deputy Secretary	To assist the Joint Secretary/Director in discharging his/her duties.
9	Deputy Registrar	Assisting the CIC/ICs for the smooth functioning of the Bench. In-charge of the attached Sub-registries. CPIO of the concerned Sub-Registry.
10	Sr. PPS/PPS/PS/PA to CIC, ICs, Secretary/AS/JS	Secretarial Assistance including diary, dispatch and any other work assigned in routine course
11	Drawing & Disbursing Officer (DDO)	To perform all the functions of Drawing & Disbursing Officer
12	Section Officer/ Assistant Section Officer/ Senior Assistant	To assist the Senior Officers with reference to matters dealt in the concerned section
13	Hindi Translator	To translate Hindi into English or vice versa and monitoring of implementation of Official Language Act.

POWERS OF OFFICERS

ADMINISTRATIVE AREAS

Powers of officers are derived from

- (i) Allocation of Business Rules, 1961 (<https://cabsec.gov.in/>)
 - (ii) Fundamental & Supplementary Rules (https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf)
 - (iii) General Financial Rules (https://doe.gov.in/files/circulars_document/FI-nal_GFR_upto_31_07_2024.pdf)
 - (iv) CCS(Conduct) Rules (<https://dopt.gov.in/acts/central-civil-services-conduct-rules-1964-updated-0>)
 - (v) CCS (CCA) Rules, 1976 (<https://dopt.gov.in/ccs-cca-rules-1965>)
 - (vi) CCS Leave Rules
(<https://doptcirculars.nic.in/Default.aspx?URL=XZAKN2m2OzO2%20>)
 - (vii) Central Government General Pool Residential Accommodation Rules, 2017
(https://esampada.mohua.gov.in/web_upload/ex-tra/CGGPRA%20Rules%202017.pdf?referer==asdasd)
- and
- (viii) all other Civil Service Rules.

DUTIES OF OFFICERS AND EMPLOYEES:

The major work areas of the secretariat are:

- (i) Establishment (Personnel & Administration)
- (ii) General Administration (Finance & Accounts)
- (iii) Monitoring & Reporting
- (iv) Legal
- (v) RTI Cell

These areas function normally as per approved channel of submission of each category of cases.

Establishment (Personnel & Administration):

The duties and responsibilities of the officers and employees working in the Establishment (Personnel & Administration) include all the matters pertaining to the:

- Establishment and service matters of employees
- Training & Deputation
- Employees Welfare & Redressal of Grievance
- Implementation of Official Language
- Parliament questions.
- Selection and appointment of officers & Staff
- Promotion, Posting and Transfer related matter
- Disciplinary matters

General Administration (Finance & Accounts):

The duties and responsibilities of the officers and employees working in the General Administration (Finance & Accounts) include all the matters related to:

- Budget Formulation, Financial Concurrence & Statutory Compliance.
- Compilation of monthly Accounts
- Cash handling, Maintenance of Cash Book and related Registers/Files.
- Payment of Tax Deduction at Source (TDS) and filing of quarterly IT returns

- Processing of supplier bills for payment.
- Pre-audit of purchase order files and work orders, etc

Monitoring & Reporting:

The duties and responsibilities of the officers and employees working in the Monitoring & Reporting include all the matters related to:

- Annual Report
- Monitoring and Reporting of all Statistics
- Annual Convention and Seminars.
- Workflow system – Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing.
- AppCoMS Locator; e-office & Paperless working.

Legal:

The duties and responsibilities of the officers and employees working in the Law Section include all the matters related to:

- Providing Legal Assistance to the Commission and dealing with legal matters connected with Court cases.
- Legal Research
- Publication
- Foreign Delegation Visits
- Internships
- Transparency Audit.

RTI Cell:

The duties and responsibilities of the officers and employees working in the RTI Cell include all the matters related to:

- Receive and register physical and online RTI requests.
- Scrutinize and sort applications to identify the correct handler.
- Transfer applications to other public authorities under Section 6(3) if the data belongs to other public authorities.
- Route First Appeals to the appropriate First Appellate Authority (FAA).
- Monitor strict statutory deadlines for information disclosure.