

The Powers and Duties of Central Information Commissioners & Information Commissioners

S.No.	Designation	Power & Duties
1.	Chief Information Commissioner(CIC)	The general superintendence, direction & 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.
2.	Information Commissioner(IC)	The Chief Information Commissioner in exercise of his powers allocates Ministries / Department/Organisations/Union Territories among all Commissioners for carrying out the functions of the Commission as contained in Section 18, 19 and 20 of the Right to Information Act 2005. The work allocation order of CIC/ICs is available on :- http://www.cic.gov.in/sites/default/files/Work-Allocation.pdf

The powers and duties of Officers and Employees

S.No.	Designation	Power & Duties
1.	Secretary	The Central Government shall appoint 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.
2.	Additional Secretary	(i) First Appellate Authority of the Commission (ii) Head of Department. (iii) Overall Supervision & Administration of Commission. (iv) Any other work assigned by Secretary.
3.	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.

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 19.03.2021

4.	Joint Secretary & Additional Registrar (Admn. & Personnel)	Administration, Establishment and Personnel matters of the Commission; Public Grievance Officer; Rajbhasha; Secretariat for Commission Meetings; Parliament Questions; Annual Convention & Seminars.
5.	Joint Secretary & Additional Registrar (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 & Seminars; Transparency Audit.
6.	Joint Secretary & Additional Registrar (M & R)	Annual Report; Monitoring and Reporting of all Statistics; Procurements of Computers & peripherals; Annual Convention & Seminars; Workflow system – Data Base Administration & Website Maintenance and other IT interface with NIC including Video Conferencing; AAPSCOMS Locator; e-office & Paperless working; Record Room, Monitoring of Bio-metric attendance.
7.	Joint Secretary & Additional Registrar (P & B)	Budget; New Building; Works; CAG Audit / Test Audit / Internal Audit; Estate Officer; General Administration; Liaison with CPWD, HUDCO etc; Library; Annual Convention & Seminars.
8.	Deputy Secretary /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.
9.	PPS/PS/PA to CIC, ICs, Secretary/AS/JS	Secretarial Assistance including diary, dispatch and any other work assigned in routine course.
10.	Deputy Secretary	To assist the Joint Secretary in discharging his duties.
12.	Drawing & Disbursing Officer(DDO)	To perform all the functions of Drawing & Disbursing Officer.
13.	Section Officer/Assistant/ Upper Division Clerk	To assist the Senior Officers with reference to matters dealt in the concerned section.
14.	Translator	To translate Hindi in to English or vice versa.

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/order-circular-archives/GENERAL%20FINANCIAL%20RULES>) (iv). CCS(Conduct) Rules (<https://dopt.gov.in/ccs-conduct-rules-1964>) (v) CCS (CCA) Rules, 1976 (<https://dopt.gov.in/ccs-cca-rules-1965>) (vi) CCS Leave Rules (<https://documents.doptcirculares.nic.in/D2/D02est/ConsolidatedCCSRulesiAmwP.pdf>) (vii). Allotment of Residency Rules (<https://esampada.mohua.gov.in/signin/>) and (viii) all other Civil Service Rules.

DUTIES OF OFFICERS AND EMPLOYEES :

The major work areas of administration in the are (i) Personnel & General Administration and (ii) Finance & Accounts. These areas function normally as per approved channel of submission of each category of cases.

Personnel & General Administration :

The duties and responsibilities of the officers and employees working in the Personnel & General Administration include all the matters pertaining to the

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

Finance & Accounts:

The duties and responsibilities of the officers and employees working in the Finance & Accounts include all the matters related to

- Compilation of monthly Accounts
- Cash handling, Maintenance of Cash Book and related Registers/li>
- 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 civil work orders, etc

- Computation and authorization of Pension and payment of all terminal benefits
- Formulation of Budget of the Centre/Project
- Expenditure Control and Internal & External Audit
- Preparation of Pay Bills, supplementary bills and disbursement of monthly salaries of Officers and Staff.
- Recovery of Income Tax
- Passing of Bills related to Traveling Allowance, Leave Travel Concessions, PF Advances and withdrawals, Medical Reimbursement bills, contingency and miscellaneous expenditure.
- Issue of cheques, Reconciliation of daily remittances to and withdrawals from Bank and verification of date-wise monthly statement from Bank.
- Internal Financial Advisory functions
- Etc.