

Section 4 (1) (b) (ii)**The Powers and Duties of Chief Information Commissioner/Information Commissioners**

S. No.	Designation	Power & Duties
1.	Chief Information Commissioner (CIC)	<ul style="list-style-type: none">• 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)	<p>The Chief Information Commissioner in exercise of his 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: -</p> <p>https://cic.gov.in/sites/default/files/cicpdfs/pa.pdf</p>

The powers and duties of Officers and Employees

S. No.	Designation	Power & Duties
1	Secretary	<ul style="list-style-type: none">• 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.• Overall Supervision & Administration of Commission.
2	Additional Secretary	<ul style="list-style-type: none">• To Assist Secretary in Overall Supervision & Administration of Commission.• Any other work assigned by Secretary.

3	Joint Secretary (Admn)	<ul style="list-style-type: none"> • Administration, Establishment and Personnel matters of the Commission; Rajbhasha; Secretariat for Commission Meetings; Parliament Questions; Annual Convention and Seminars. • Nodal officer for suo-motu disclosure (https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2030-09-2022.pdf) • Appellate Authority in respect of CPGRAMS (https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20order%2016-04-2025.pdf) • First Appellate Authority of the Commission for the matters related to following sections: <ul style="list-style-type: none"> (i) Administration Section • At present, also assigned role of part-time CVO.
4	Joint Secretary (P&B)	<ul style="list-style-type: none"> • Budget. New Buildings; Works; CAG Audit / Test Audit / Internal Audit. Estate Officer. General Administration. Liaison with CPWD, HUDCO etc. Library; Annual Convention and Seminars. • First Appellate Authority of the Commission for the matters related to following sections: <ul style="list-style-type: none"> (i) P&B Section
5	Joint Secretary (Law)	<ul style="list-style-type: none"> • 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. • First Appellate Authority of the Commission for the matters related to following sections: <ul style="list-style-type: none"> (i) Legal Cell
6	Director (M & R)	<ul style="list-style-type: none"> • Annual Report. Monitoring and Reporting of all Statistics. Procurements of Computers & peripherals; Annual Convention and 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. • First Appellate Authority of the Commission for the matters related to following sections: <ul style="list-style-type: none"> (i) MR Section

7	Registrar	<ul style="list-style-type: none"> Overseeing the quasi-judicial functions, including registration of cases for Appeals and Complaints under the RTI Act; Compilation and Monitoring of penalty/compensation cases. First Appellate Authority of the Commission for the matters related to following sections: <ul style="list-style-type: none"> (i) Registry of CIC/ICs (ii) CR Section (iii) RTI Cell
8	Deputy Secretary	To assist the Joint Secretary/Director in discharging his 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/order-circular-archives/GENERAL%20FINANCIAL%20RULES>)
 - (iv) CCS(Conduct) Rules (<https://doptcirculars.nic.in/Default.aspx?URL=p6nWz9g4ETap>)
 - (v) CCS (CCA) Rules, 1976 (<https://doptcirculars.nic.in/Default.aspx?URL=OWhxd54n5JZ>)
 - (vi) CCS Leave Rules (<https://doptcirculars.nic.in/Default.aspx?URL=XZAKn2m2OzO2%20>)
 - (vii) Allotment of Residency Rules (<https://esampada.mohua.gov.in/signin/>)
- and
- (viii) all other CivilService Rules.

DUTIES OF OFFICERS AND EMPLOYEES:

The major work areas of administration in the area

- (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

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/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 civil work orders, etc