

No.: Admn-24013/1/2018-JS(Admn)-CIC (e-151)

केन्द्रीय सूचना आयोग  
**Central Information Commission**  
 बाबागंगनाथमार्ग / **Baba Gangnath Marg**  
 मुनिरका / **Munirka**, नईदिल्ली-**110067** / **New Delhi – 110067**

**Dated: 05.05.2025**

**OFFICE ORDER**

Sub: Nomination of CPIOs as mandated under section 5 of the RTI Act 2005-reg.

In supersession of all the orders issued earlier on the above mentioned subject, following officers are designated as CPIOs for the matters mentioned against their names:

S.No.	Name & Designation	For all matters relating to the following subjects
1.	Ms. Suman Bala, Deputy Secretary	For all matters related to RTI Cell.
2.	Shri Om Prakash Pokhriyal, Deputy Secretary	For all matters being handled by Smt. Anandi Ramalingam, Information Commissioner relating to Chapter V of the RTI Act.
3.	Shri S.K. Chitkara, Consultant (DR)	For all matters being handled by the Chief Information Commissioner Shri Heeralal Samariya relating to Chapter V of the RTI Act.
4.	Shri S. Anantharaman Consultant (DR)	For all matters being handled by the Information Commissioner Shri Vinod Kumar Tiwari relating to Chapter V of the RTI Act.
5.	Shri Pawan Kumar Ram, Section Officer	i. Scanning & e-Book ii. Approval & issue of all DMs iii. Scrutiny of files (pre-registration checking) iv. Registration of Appeals/Complaints & forwarding the same to the concerned Registries v. For all matters relating to full Bench & Central Registry of CIC. vi. Matters relating to scanning and uploading of orders. vii. Compilation and monitoring of penalty/compensation, disciplinary cases or non - compliance.
6.	Ms. Soniya, Section Officer	i. Work Distribution among CIC & ICs. ii. Workflow system – Data Base Administration. iii. Workflow system & website maintenance and

		<p>other IT Interface with NIC.</p> <p>iv. Updation of website of the Commission.</p> <p>v. Compilation of material for Annual Report.</p> <p>vi. Coordination with the registries and others for compiling statistics regarding pendency etc.</p> <p>vii. Monitoring and Reporting of statistics under section 25 of the RTI Act.</p> <p>viii. Plan Scheme- AAPSCOMS Locator.</p> <p>ix. All other matters related to M&amp;R Section.</p>
7.	Shri Ankit Arora, Section Officer	<p>i. Legal Cell</p> <p>ii. Engagement of advocate/CGSC.</p> <p>iii. Study and analysis of Supreme Court and High Court judgements order of CIC/ICs.</p> <p>iv. WPs filled in HCs and Supreme Court where CIC is a party.</p> <p>v. Legal research and publication including news letter.</p> <p>vi. Transparency audit.</p> <p>vii. Internship of Law students and visit of probationers.</p>
8.	Shri Chandan Kumar, Section Officer	<p>i. All establishment matters of the Commission.</p> <p>ii. Appointment and swearing in of Information Commissioners.</p> <p>iii. Appointment/recruitment of officers and staff and their personal matter.</p> <p>iv. Audit of proactive disclosure/Suo –moto disclosure under section 4 of RTI Act.</p> <p>v. Raj Bhasha.</p> <p>vi. Framing of Recruitment Rules.</p> <p>vii. All cases related to engagement of Legal Consultants/Retainers, Consultants/Outsourced Staff.</p> <p>viii. Post retirement entitlements of former CICs and ICs.</p> <p>ix. Commission Meetings.</p> <p>x. Parliament Question/ Parliament Standing Committee.</p> <p>xi. General complaints</p> <p>xii. Holding of Annual Convention.</p>
9.	Shri Kapil Joshi, DDO & Section Officer	All matters related to Cash Section /DDO
10.	Shri M.L. Meena,	i. Maintenance of CIC Building.

	Section Officer	ii. CAG Audit/Test Audit/Internal Audit. iii. Procurement & Maintenance of Computers, Computer Peripheral, TVs, Cameras etc. iv. Processing of all manpower tenders. v. General administration including House Keeping. vi. Hiring and maintenance of vehicles. vii. Procurement of all items for the office of CIC and minor work. viii. Budget and all non-plan expenses except AAPSCOMS Locator.
11.	Shri Babu Lal, Consultant (SO)	All matters related to i. Dak Section ii. Facilitation Desk

2. This issues with approval of the Competent Authority.

(Sonia Maheshwari)  
Deputy Secretary (Admn)

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PPS to JS(Admn & Law)/PS to JS(P&B)/Consultant(Registrar)
5. PS to Director (M&R)
6. All Deputy Secretaries/Consultant(DRs)/Designated Officers
7. Admn Section/ GA Section/ M&R Section/ Legal Cell
8. DDO, Cash Section/ RTI Cell/ Dak Section/ Library/ CR Section/ Dak Section//Record Room.
9. Officers concerned
10. Guard File/Concerned dealing hand