

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

F. No. 3/3/2008/Admn/CIC

Dated: 31.01.2018

Office Order

In Partial modification to this office order of even no. dated 08.01.2018 and as mandated in Section 5 of the RTI Act, 2005 following officers/officials are designated as The First Appellate Authority, Nodal Officer of RTI Cell and Central Public Information Officers (CPIOs) / Designated Officers:-

<b>First Appellate Authority</b>		
<b>Shri R.K.Singh, Additional Secretary</b>		
<b>Nodal Officer of RTI Cell</b>		
<b>Shri S.P.Beck, Joint Secretary</b>		
<b>Central Public Information Officers</b>		
1.	Shri Sushil Kumar, Deputy Secretary (Admn) & CPIO	For all matters relating to the following subjects being dealt by him:- (i) Commission Meetings. (ii) Parliament Question/ Parliament Standing Committee (iii) Public Grievance Officer, CPGRAM, General complaints. (iv) Matters of National Federation of Information Commissioners of India(NFICI)

*Shri R. K. Singh*

2.	Shri S. K. Rabbani, Deputy Secretary (GA) & CPIO	For all matters relating to the following subjects being dealt by him:- (i) General administration including House Keeping. (ii) Procurement of all items for the office of CIC. (iii) Hiring of accommodation, maintenance of the accommodation & minor works. (iv) Looking after the requirement and procurements of items for the residences of the Commissioners. (v) CAG Audit/Test Audit/Internal Audit. (vi) Plan Schemes-Building & constructions of CIC office building. (viii). Budget and all non-plan & plan expenses except AAPSCOMS Locator (ix) For all matters relating to Library.
3.	Shri Krishan Avtar Talwar, Deputy Secretary & Deputy Registrar & CPIO	For all matters relating to the following subjects being dealt by him:- i) Scanning & e-Book ii) Scrutiny of files(pre-registration checking) iii) Registration of appeal/complaints & forwarding the same to the concerned registry iv) To certify work of the Vendor & to verify his bills v) For all matters relating to full bench & Central Registry of CIC. vi) For all matters relating to Dak Section, Dispatch Section and Facilitation Desk of CIC
4	Shri R.L. Gupta, Consultant & CPIO	For all matters relating to the following subjects being dealt by him:- i) Work relating to Compliance Cell ii) Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance iii) Approval & issue of all DMs iv) To monitor the scanning & uploading of orders.
5	Shri Subhash Chander Sharma, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Radha Krishna Mathur, relating to Chapter V of the RTI Act.

6	Shri Ram Prakash Grover Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Yashovardhan Azad relating to Chapter V of the RTI Act.
7	Shri T.K. Mohapatra Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Prof. M. Sridhar Acharyulu, relating to Chapter V of the RTI Act.
8.	Shri S.S Rohilla, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Sudhir Bhargava, relating to Chapter V of the RTI Act.
9.	Shri K.L.Das, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Bimal Julka, relating to Chapter V of the RTI Act.
10.	Shri Haro Prosad Sen, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri D.P.Sinha, relating to Chapter V of the RTI Act.
11.	Shri A. K.Talapatra, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Amitava Bhattacharyya, relating to Chapter V of the RTI Act.
12.	Smt. Savita Taluja, Section Officer(Admn) & CPIO	For all matters relating to the following subjects being dealt by him:- (i) All establishment matters of the Commission (ii) Appointment and swearing in of Information Commissioners. (iii) Appointment/recruitment of officers and staff and their personal matter. (iv) Audit of proactive disclosure/Suo- moto disclosure under section 4 of RTI Act. (v) Raj Bhasha. (vi) Framing of Recruitment Rules. (vii) All cases related to engagement of Legal Consultants/ Retainers, Consultants/Outsourced staff.

*Sd/- A. Sen*

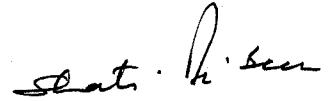
13.	Smt. Poonam Verma, Section Officer & CPIO	For all matters relating to Cash Section/DDO.
14.	Shri Sukhbir Singh, Consultant & CPIO	For all matters relating to (i) Hiring and maintenance of vehicles. (ii) Post retirement entitlements of former CICs and ICs and provisioning of the same
15.	Shri Ashok Kumar Sharma , Consultant( RTI Cell) & CPIO.	For all matters related to the RTI Cell.
16.	Shri Kishore Kumar Pukhral Consultant(Legal Cell) & CPIO	For all matters relating to the following subject being dealt by him (i) Legal Cell (ii) Engagement of advocate/CGSC (iii) Study and analysis of Supreme Court and high court judgements involving orders of CIC/ICs (iv) WPs filed in HCs and Supreme court where CIC is a party  (v) Legal research and publication including news letter (vi) Transparency audit (vii) Internship of law students and visit of probationers
17.	Shri Jeewan Chandra Consultant (M&R) & CPIO	For all matters relating to the following subjects being dealt by him:-  (i) Work Distribution among ICs & CIC. (ii) Workflow system - Data Base Administration. (iii) Workflow system & website maintenance and other IT Interface with NIC. (iv) Updation of website of the Commission. (v) Compilation of material for Annual Report. (vi) Coordination with the registries and others for compiling statistics regarding pendency etc. (vii) Monitoring and Reporting of statistics under section 25 of the RTI Act. (viii) Holding of Annual Convention. (ix) Plan Schemes -AAPSCOMS Locator. (x) Procurements & Maintenance of Computers and office equipment. (xi) Supervision of Record Room and implementation of Record Destruction Policy of the Commission

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**Note1:-** All the concerned task holders dealing with their work/ Custodian of files/records are designated as Assistant Central Public Information Officers who will be personally responsible for providing/compiling the information to the CPIO concerned so as to enable him/her to furnish the requisite information to the appellant.

2. This\*Order is issued with the approval of Chief Information Commissioner and will come into effect immediately in supersession of all earlier orders.

Hindi version will follow.



(S.P.Beck)  
Joint Secretary (Admn)

Copy to:

- 1 PPS to CIC.
- 2 PPS to ICs.
- 3 PS to Secretary.
- 4 PS to Addl. Secretary.
- 5 PS to Registrar (Consultant).
- 6 JS (Admn)/JS (MR)/ JS (Law)/ JS (Plg. & Bud.)
- 7 Shri A.K.Gehlot , JS(MR) for ensuring uploading of orders on CIC website
- 8 All Deputy Secretaries/Dy. Registrars/ Designated Officers..
- 9 DDO/ALIO/RTI Cell/Central Registry/Dak Section/Library/Record Room/Legal Cell.
- 10 Guard File

