

File No: Admn-24013/1/2018-JS(Admn)-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

,बाबा गंगनाथ मार्ग /Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली/New Delhi 110067

Dated:22/12/2020

OFFICE ORDER

In supersession of office orders of even number dated 14/05/2020, 10/06/2019, 25/09/2020 and 12/11/2020 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:-

First Appellate Authority		
Additional Secretary		
Nodal Officer of RTI Cell		
Shri Ram Kumar, Consultant SO, RTI Cell		
Central Public Information Officers		
1.	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
2.	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

		<p>v. For all matters relating to full bench & Central Registry of CIC.</p> <p>vi. Approval & issue of all DMs</p> <p>vii. Matters relating to Compliance Cell</p> <p>viii. Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance</p> <p>ix. Matters relating to scanning & uploading of orders.</p> <p>x. Matters relating to CPGRAM, Grievances (except complaints)</p>
3.	Shri S.K. Chitkara Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Y.K. Sinha relating to Chapter V of the RTI Act.
4.	Shri Ashok Kumar Assija Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Ms Vanaja N Sarna relating to Chapter V of the RTI Act.
5.	Shri S.C. Sharma, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Neeraj Kumar Gupta, relating to Chapter V of the RTI Act.
6.	Shri R. Sitarama Murthy, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Suresh Chandra, relating to Chapter V of the RTI Act.
7.	Shri Baljit Singh Kasana, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Dr. Amita Pandove, relating to Chapter V of the RTI Act.
8.	Shri R.P. Grover, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Heeralal Samariya, relating to Chapter V of the RTI Act.
9.	Shri CA Joseph, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Ms. Saroj Punhani, relating to Chapter V of the RTI Act.
10.	Shri R.K. Rao, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Uday Mahurkar, relating to Chapter V of the RTI Act.
11.	Shri C Vinod Babu Consultant SO & CPIO	<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</p>

		<p>Consultants/ Retainers, Consultants/Outsourced staff viii.Post retirement entitlements of former CICs and ICs and provisioning of the same ix.Commission Meetings. x. Parliament Question/ Parliament Standing Committee xi.General complaints.</p>
12.	R.C. Lakhera, Consultant SO, GA Section & CPIO	<p>For all matters relating to i. Hiring and maintenance of vehicles. ii. Building Matters iii.Audit Matter</p>
13.	Smt. Amita Chauhan SO (GA), DDO & CPIO	<p>i. For all matters relating to Cash Section/DDO ii. For all matters relating to Library.</p>
14.	Shri Ram Kumar ,Consultant (RTI Cell) & CPIO.	<p>For all matters related to the RTI Cell.</p>
15.	Ms Soniya, Assistant & CPIO	<p>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</p>
16.	Shri Devender Kumar Consultant (M&R) & CPIO	<p>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</p>

		<p>regarding pendency etc.</p> <p>vii. Monitoring and Reporting of statistics under section 25 of the RTI Act.</p> <p>viii. Holding of Annual Convention.</p> <p>ix. Plan Schemes –AAPSCOMS Locator.</p> <p>x. Procurements & Maintenance of Computers and office equipment.</p>
17.	Shri R.P. Singh Consultant S.O. and Dak Incharge	<p>i. For all matters relating to Record Room and implementation of Record Destruction Policy of the Commission</p> <p>ii. For all matters relating to Dak Section, Dispatch Section and Facilitation Desk of CIC</p>

Note 1:- 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.

This issues with the approval of the Competent Authority.

(Sushil Kumar)
Deputy Secretary (Admn)

Copy to:

1. PPS to CIC.
2. PPS to ICs.
3. PS to Secretary.
4. PS to Additional Secretary.
5. JS (Admn)/JS(P&B) /JS (MR)/
6. Director (Law)
7. All Deputy Secretaries/Dy. Registrars/ Designated Officers
8. DDO/ALIO/RTI Cell/CR-I & CR-II/Dak Section/Library/Record Room/Legal Cell.
9. Persons concerned
10. NIC,CIC for ensuring uploading of orders on CIC website
11. Guard File