

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

Dated: 11/06/2021

**OFFICE ORDER**

In supersession of office orders of even number dated 22/12/2020, 15/02/2020 and 24/03/2021 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>		
Sh. Ajitkumar Vasantrao Sontakke, Director (Law)		
<b>Nodal Officer of RTI Cell</b>		
Sh. Ajitkumar Vasantrao Sontakke, Director (Law), RTI Cell		
<b>Central Public Information Officers</b>		
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 v. For all matters relating to full bench & Central Registry of CIC.

*Santosh Kumar*  
11/6/21

		vi. Approval & issue of all DMs vii. Matters relating to Compliance Cell viii. Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance ix. Matters relating to scanning & uploading of orders. x. Matters relating to CPGRAM, Grievances (except complaints)
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 V.P. Singh, Consultant SO(Admn) & CPIO	For all matters relating to the following subject 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.

*Singh*  
11/6/25



		vii.All cases related to engagement of Legal 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.
12.	R.C. Lakhera, Consultant SO, GA Section & CPIO	For all matters relating to i. Hiring and maintenance of vehicles. ii. Building Matters iii.Audit Matter
13.	Sh. Abhijit Bakshi,ALIO, DDO & CPIO	i. For all matters relating to Cash Section/DDO ii. For all matters relating to Library.
14.	Sh. Subodh Kumar, PS (RTI Cell) & CPIO.	For all matters related to the RTI Cell.
15.	Sh. Manoj Kumar Gupta, Consultant SO(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
16.	Shri Devender Kumar Consultant SO (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

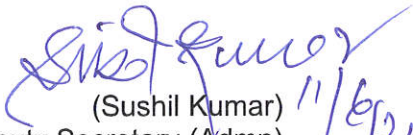
*Subodh Kumar*  
11/6/21

		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.
17.	Shri R.P. Singh Consultant SO( Dak Section) & CPIO	For all matters relating to the following subjects being dealt by him:-  i. For all matters relating to Record Room and implementation of Record Destruction Policy of the Commission. ii. For all matters relating to Dak Section, Dispatch Section and Facilitation Desk of CIC.
18.	Ms. Amita Chauhan, SO(CR-II) & CPIO	For all matters relating to the following subjects being dealt by her:- (i) Approval & issue of all DMs.  (ii) Matters relating to Compliance Cell.  (lii)) Matters relating to scanning & uploading of orders.  (iv) Compilation & monitoring of penalty/compensation, disciplinary cases for non-compliance. Approval & issue of all DMs.

**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.

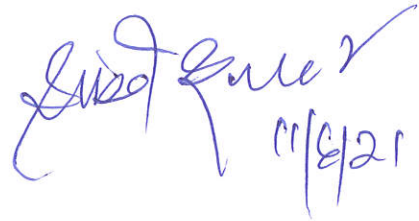
2. Sh. Ajitkumar Vasantrao Sontakke, Director (Law) is nominated as FAA in addition to his existing work till further orders. The staff attached to the AS(Office) will report to Sh. Ajit Sontakke FAA till regular AS is posted in CIC.

This issue with the approval of the Chief Information Commissioner.

  
 (Sushil Kumar)  
 Deputy Secretary (Admn) 11/6/21

Copy to:-

1. PPS to CIC/ICs.
2. PPS to Secretary.
3. PS to Addl. Secretary.
4. PS to JS (Admn)/JS (P&B)/JS (MR)
5. PS to Director (Law)
6. All Deputy Secretaries/Dy. Registrars/Designated officers.
7. DDO (Cash section)/RTI Cell/CR-I/CR-II/Dak Section/Library/Legal Cell/Record Room.
8. NIC, CIC for uploading on the website of CIC
9. Concerned task holders in the Section
10. Guard File

  
11/8/21

