

Dated: 14/05/2020

OFFICE ORDER

In suppression of office order of even number dated 19/12/2019 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		
Smt. Meena Balimane Sharma, Additional Secretary		
Nodal Officer of RTI Cell		
Brig. Vipin Chakrawarti, Registrar(Consultant)		
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. (vii). 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. 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 K.L.Das, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Chief Information Commissioner Shri Bimal Julka, relating to Chapter V of the RTI Act.
4.	Shri H.P. 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.
5.	Shri R.P. Grover Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Shri Y.K. Sinha relating to Chapter V of the RTI Act.
6.	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.
7.	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.
8.	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.
9.	Shri Baljit Singh Kasana, Designated Officer & Deputy Registrar & CPIO	For all matters being handled by the Information Commissioner Smt. Amita Pandove, relating to Chapter V of the RTI Act.
10.	Shri C Vinod Babu Consultant SO & CPIO	<ul style="list-style-type: none"> (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 (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.
11.	R.C. Lakhera, Consultant SO, GA Section & CPIO	For all matters relating to <ul style="list-style-type: none"> (i) Hiring and maintenance of vehicles. (ii) Building Matters (iii) Audit Matter
12.	Smt. Amita Chauhan, SO(GA), DDO & CPIO	<ul style="list-style-type: none"> (i) For all matters relating to Cash Section/DDO (ii) For all matters relating to Library.
13.	Shri T.B.J.S. Rajappa, Consultant SO (RTI Cell) & CPIO.	For all matters related to the RTI Cell.

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14/5/20

14.	Shri Kishore Kumar Pukhral 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
15.	Shri Jeewan Chandra Consultant Assistant (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 –APPSCOM Locator. (x) Procurements & Maintenance of Computers and office equipment.
16.	Shri R.P. Singh Consultant SO and Dak Section Incharge	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

Note 1:- All the concerned task holders dealing with their work/ Custodian of files/records are deemed 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 Chief Information Commissioner.


 (Sushil Kumar)
 Deputy Secretary (Admn)

Copy to:

1. PPS to CIC
2. PPS to ICs
3. PPS to Secretary
4. PS to Additional Secretary
5. JS (Admn)/ JS(Law)/JS(P&B)/JS(MR)/ Registrar(Consultant)
6. All Deputy Secretaries/ Deputy Registrars/ Designated officers
7. DDO/Cash Section /CR - I/CR - II/Dak Section/Library/RTI Cell/ Legal Cell
8. NIC, CIC for uploading on website of CIC.
9. Guard File.