

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

Dated: 16.05.2024

OFFICE ORDER

In partial modification of this Commission's earlier office order No: Admn- 24013/1/2018-JS (Admn)-CIC dated 27.09.2021, 04.01.2022, 13.01.2023 ,15.03.2023 & 04.01.2024 and as mandated u/s 5 of the RTI Act, 2005, the following officers/officials are designated as CPIOs for matters mentioned against their name:-

S.No.	Name & Designation	For all matters relating to the following subjects
1.	Ms. Soniya, Section Officer	i. Work Distribution among CIC & ICs. 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. Plan Scheme- AAPSCOMS Locator.
2.	Shri Ankit Arora, Section Officer	i. Legal Cell ii. Engagement of advocate/CGSC. iii. Study and analysis of Supreme Court and High Court judgements order of CIC/ICs. iv. WPs filled 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.
3.	Shri Chandan Kumar, Section Officer	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. ix. Commission Meetings. x. Parliament Question/ Parliament Standing Committee. xi. General complaints xii. Holding of Annual Convention.

2. This issues with approval of the Competent Authority.

Rabbani
(S.K.Rabbani)

Deputy Secretary (Admn)

Copy to:-

1. Sr. PPS to CIC
2. PPS to ICs
3. PPS to Secretary, CIC
4. PS to Additional Secretary
5. PPS to JS(Admn)/PS to JS(P&B)/JS(Law&MR)/Consultant(Registrar)
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
9. Above mentioned Officials.
- ✓ 10. MR Section- for uploading on CIC's website
11. Guard File/Concerned dealing hand

IT/Team to
upload on website

Zaidur
21/05/23