

/8071/2024

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

Dated:04.01.2024

**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 and as mandated u/s 5 of the RTI Act, 2005, following officers/officials are designated as CPIOs :-

S.No.	Name & Designation	For all matters relating to the following subjects
1.	Shri S.K.Rabbani DS & CPIO (GA)	(i) Maintenance of CIC Building. (ii) CAG Audit/Test Audit/Internal Audit. (iii) Procurement & Maintenance of Computers, Computer Peripheral, TVs, Cameras etc. (iv) Processing of all manpower tenders. (v) General Administration including House Keeping. (vi) Hiring and maintenance of vehicles. (vii) Procurement of all items for the office of CIC and minor work. (viii) Budget and all non-plan expenses except AAPSCOMS Locator
2.	Shri Sandeep Kumar, DS & CPIO (M&R)	(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.
3.	Shri V.B. Hariharan, Consultant & CPIO (Admn)	(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.

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		(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.
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2. This issues with the approval of the Competent Authority.



(S.K.Rabbani)

Deputy Secretary (Admn)

Copy to:-

1. Sr.PPS to CIC
2. PPS to ICs.
3. PPS to Secretary
4. PPS to Addl. Secretary.
5. PPS to JS (Admn)/PS to JS (P&B)/ JS (Law)/Consultant (Registrar)
6. All Deputy Secretaries/Consultant (DRs)/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. Guard File.
10. Concerned task holders in the Section.