

केन्द्रीय सूचना आयोग  
**Central Information Commission**

2 तल, विंग 'ब' / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi - 110066

F.No.2/12/2008-CIC/ADMN

Dated the 4th July, 2008.

**OFFICE ORDER**

By DoP&T letter No.6/4/2007-EO(SM-I) dated 24<sup>th</sup> June, 2008 Ms. Anita Gupta, IRS(IT:80) has been posted in the Central Information Commission. She shall be joining the Commission as Additional Secretary. In continuation of Commission's Office Order dated 23<sup>rd</sup> June, 2008 regarding the work distribution amongst various officers in the Commission, following orders are being issued to provide for putting up matters for decision of the Secretary and Chief Information Commissioner through the Additional Secretary :

- (1) All matters being handled by Deputy Secretary(P&B) Shri Vijay Raghavan **EXCEPT THE FOLLOWING :**
  - Conduct of any inquiry as directed by CIC/ICs.
- (2) Following matters handled by Shri Pankaj Pandey Shreyaskar, Deputy Secretary:
  - i) Parliament Questions
  - ii) Nodal officer for all interns and trainees
  - iii) International Cooperation.
- (3) All matters being handled by Shri P.K. Sharma, Joint Secretary(MoRe) **EXCEPT THE FOLLOWING :**
  - Conduct of any inquiry as directed by CIC/ICs.
- (4) All matters being handled by Shri Tarun Kumar, Joint Secretary(A&P) **EXCEPT THE FOLLOWING :**
  - i) Human resources of the Commission in its entirety, including the work relating to Recruitment rules.
  - ii) All Matters relating to the purchase of furniture etc. for the Commission.
  - iii) Hiring/purchase and maintenance of vehicles & drivers etc.
  - iv) Conduct of any inquiry as directed by CIC/ICs.

- (5) All matters being handled by Shri L.C. Singhi, Joint Secretary(Law) will be put up to Secretary and the Commissioners as per past practice. Since a post of Registrar in the scale of Rs.18400-22400 has also been sanctioned, this arrangement will be revisited when the post is filled.
2. In addition to the above, the Additional Secretary will also be designated as 'Head of the Department' to make the institution of Additional Secretary effective.
3. These orders will come into effect on the date of joining of the Additional Secretary, Ms. Anita Gupta.
4. This issues with the approval of Chief Information Commissioner.

Sd/-  
(Mohd. Haleem Khan)  
Secretary

Distribution :

1. Ms.Anita Gupta, Additional Secretary.
2. Shri L.C. Singhi, Joint Secretary
3. Shri Tarun Kumar, Joint Secretary
4. Shri P.K. Sharma, Joint Secretary
5. Shri Vijay Raghavan, Deputy Secretary
6. Shri Pankaj Pandey Shreyaskar, Deputy Secretary
7. Shri Ashish Kumar, Under Secretary
8. Shri Sukhbir Singh, Section Officer
9. Shri P.C. Purkait, Section Officer
10. All Designated Officers  
i.e. US(DC), US(GS), US(MCS), US(PSS)

Copy to :

11. PPS to The CIC/ICs
12. PPS to Secretary
13. Office Order file.
14. Mr. Paul, Scientist, NIC with a request to arrange to have this order placed on CIC web-site.

Sd/-  
(Mohd. Haleem Khan)  
Secretary