

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. 12/4/2008-CIC/ADMN

Dated the 23<sup>rd</sup> June, 2008.

OFFICE ORDER

With the increase in the strength of officers in the Commission consequent upon joining of Shri P.K. Sharma as Joint Secretary on 11.6.2008, the work of the Commission is re-distributed among the following officers for their optimum utilisation and efficient functioning of the Commission and depending upon the nature of work being allocated to them, they are designated as follows:

Shri L.C. Singh,	Joint Secretary (Law)	JS (Law)
Shri Tarun Kumar,	Joint Secretary (Administration & Protocol)	JS (A&P)
Shri P.K. Sharma,	Joint Secretary (Monitoring & Reporting)	JS (MoRe)
Shri Vijayaraghavan,	Deputy Secretary (Plan & Budget)	DS (P&B)
Shri Pankaj Pandey Shreyaskar,	Deputy Secretary	DS

2. In supersession of all the existing orders in this regard, the following is the revised work allocation among the above officers.

(1) Shri L.C. Singhi, Joint Secretary (Law) will be responsible for:

- All matters relating to court cases
- Rendering legal advice and assistance to the Commissioners/Commission
- All review matters concerning the Information Commissioners.
- Preparation of the Manual for the Commission
- Legal vetting of documents
- Conduct of any inquiry as directed by CIC/ICs.
- Any other work assigned by the Secretary.

(2) Shri Tarun Kumar, Joint Secretary (A&P) will continue to discharge his responsibility of CPIO as per Commission's order dated 23<sup>rd</sup> May, 2008 and will be responsible for/in charge of:

- Human resources of the Commission in its entirety, including the work relating to Recruitment Rules.

- (b) Protocol duties relating to the Chief Information Commissioner / Information Commissioners, including those who in due course of time will become ex-CIC and ex-ICs.
- (c) Supervision of the Receipt and Dispatch units.
- (d) All matters relating to the purchase of furniture etc. for the Commission.
- (e) Hiring/purchase and maintenance of vehicles & drivers etc.
- (f) Public relations of the Commission
- (g) Implementation of 'Call Centre' project.
- (h) Conduct of any inquiry as directed by CIC/ICs.
- (i) Any other work assigned by the Secretary

(3) Shri P.K. Sharma, Joint Secretary (MoRe) will be responsible for:

- (a) Preparation of the Annual Report of the Commission as mandated under section 25 of the RTI Act, 2005.
- (b) Organising annual convention.
- (c) Monitoring the construction of the CIC Office Building
- (d) Regular update of the website of the Commission
- (e) All work relating to RTI Institute
- (f) Digitisation of office records
- (g) All matters relating to purchase of electronic equipments for the Commission, such as laptops, desktops, printers, audio/video conferencing system, cctv, etc.
- (h) Conduct of any inquiry as directed by CIC/ICs.
- (i) Any other work assigned by the Secretary

(4) Shri Vijayaraghavan, Deputy Secretary (P&B) will continue to officiate as 'Head of Office' and will be responsible for:

- (a) All matters relating to Budget
- (b) All matters relating to Plan
- (c) All matters relating to Audit
- (d) All matters relating to disbursement of pay and allowances
- (e) All matters relating and incidental to smooth running of the office, namely maintenance, security, hygiene, fumigation, horticulture, etc.
- (f) All matters relating to providing facilities like electricity, water, telephones, internet, etc.
- (g) All matters relating to purchase and supply of stationery items
- (h) Establishment and smooth running of Commission's Library
- (i) Will be convener of the Purchase Committee
- (j) Conduct of any inquiry as directed by CIC/ICs.
- (k) Any other work assigned by the Secretary

(5) Shri Pankaj Pandey Shreyaskar, Deputy Secretary will continue to be the 'designated officer' with Chief Information Commissioner. In addition, the following work will fall in his area of responsibility:

- (a) Parliament Questions
- (b) Meetings of the Commission - circulation of agenda and preparation of minutes.

- (c) Nodal officer for all interns and trainees
- (d) International cooperation
- (e) Conduct of any inquiry as directed by CIC/ICs.
- (f) Any other work assigned by the Secretary

3. Section Officer (Shri P.K. Lalla) and two Assistants, including Smt. Poonam Verma, will provide first and second levels of support to Shri Tarun Kumar. Similarly, Section Officer (Shri Sukhbir Singh) and one Assistant will provide first and second levels of support to Shri Vijay Raghavn. Shri Ashish Kumar, Under Secretary will provide first level of support to Shri P.K. Sharma.

4. Compliance report on the CIC/ICs' decisions in various appeals and complaints will be put up by the concerned designated officers directly to the Secretary.

5. The above allocation comes into effect immediately.

6. This has the approval of Chief Information Commissioner.

Sd/-  
( Mohd. Haleem Khan )  
Secretary

**Distribution :**

- 1. Shri L.C. Singh, Joint Secretary
- 2. Shri Tarun Kumar, Joint Secretary
- 3. Shri P.K. Sharma, Joint Secretary
- 4. Shri Vijayaraghavan, Deputy Secretary
- 5. Shri Pankaj Pandey Shreyaskar, Deputy Secretary
- 6. Shri Ashish Kumar, Under Secretary
- 7. Shri Sukhbir Singh, Section Officer
- 8. Shri Lalla, Section Officer
- 9. All Designated Officers  
i.e. US(DC), US(GS), US(MCS), US(PSS)

**Copy to :**

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

Sd/-  
( Mohd. Haleem Khan )  
Secretary