

**Details of Central Information Commission for publication
under Section 4 of Right to Information Act 2005**

CENTRAL INFORMATION COMMISSION

Name of the office – Central Information Commission

Address – 5th Floor, Block IV, Old JNU Campus, New Delhi 110067

The Information Commissioners -

1. Chief Information Commissioner (CIC) Shri Wajahat Habibullah
2. Information Commissioner (IC (PB)) Smt. Padma Balasubramanian
3. Information Commissioner (IC (K)) Dr. O. P. Kejriwal
4. Information Commissioner (IC (A)) Prof M.M. Ansari
5. Information Commissioner (IC (T)) Shri. A. N. Tiwari

Functions: Central Information Commission has been constituted under sub-section (1) of section 12 of the Right to Information (RTI) Act, 2005 vide a gazette notification dated Oct 11, 2005. The Commission's mandate is to exercise the powers conferred on, and to perform the functions assigned to, it under the Act.

The Central Information Commission consists of—

- (a) the Chief Information Commissioner; and
- (b) four Information Commissioners

The general superintendence, direction and management of the affairs of the Central Information Commission vests in the Chief Information Commissioner who is assisted by the Information Commissioners and exercises all such powers and does all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under the RTI Act.

The Act enjoins upon the Central Government to provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. Seventy Nine posts have been sanctioned by the Government (including 10 Information Commissioners). So far Government has filled 21 posts. A list of posts filled is as under:

	Designation of the posts	Pay scale of the post	No. of the posts sanctioned	No. Posts filled
1.	Chief Information Commissioner	Rs.30,000/- (fixed)	1	1
2.	Information Commissioner	Rs.30,000/-(fixed)	10	4
3.	Secretary	Rs.26,000/- (fixed)	1	-
4.	Joint Secretary & Registrar	Rs. 18400-22400/-	1	1
5.	Director & Joint Registrar Deputy Secretary	Rs. 14300-18300/-	2	1
6.	Sr. PPS	Rs. 12000-16500/-	5	-
7.	Under Secretary	Rs. 10000-15200/-	2	1
8.	PPS	Rs. 10000-15200/-	11	5
9.	Administrative Officer	Rs.8000-13500/-	1	-
10.	Court Master	Rs.8000-13500	2	-
11.	Section Officer	Rs.6500-10500/-	2	-
12.	PS	Rs.6500-10500/-	2	1* (on loan)
13.	Assistant	Rs.5500-9000/-	4	3
14.	Personal Assistant	Rs.5500-9000/- •	13	2(1* On loan basis from DOPT)
15.	Translator	Rs.5500-9000/	2	-
16.	Cashier	Rs.4* 000-6000/-	1	-
17.	UDC LDC	Rs.4000-6000/- Rs.3050-4590/-	5	1* On loan basis
18	Driver	Rs.3050-4590/-	5	2 (1* on loan basis)
19.	Sr. Peon	Rs.2610-4000/-	1	-
20.	Peon	Rs.2550-3200/-	8	1* On loan basis from DOPT
		TOTAL	79	23(*5 on loan basis)
	Outsourcing from M/s Sai		13 (8 peons + 5 Office Assitants)	

Parent Government Department - The budget for the Commission is published in the budget book pertaining to Ministry of Personnel, Pension and Public Grievances.

Reporting to which authority – Though the budget for the Commission is published in the budget book pertaining to Ministry of Personnel, Pension and Public Grievances, the Commission enjoys complete autonomy and submits its annual report as envisaged in the Right to Information Act 2005 to the Parliament through Ministry of Personnel, Pension and Public Grievances.

Jurisdiction –: All public authorities substantially funded by Central Government all over India that are expected to implement the Right to Information Act (RTI), 2005

Mission – Ensure the citizens their Right to Information from public authorities in accordance with provisions of the Right to Information Act, 2005.

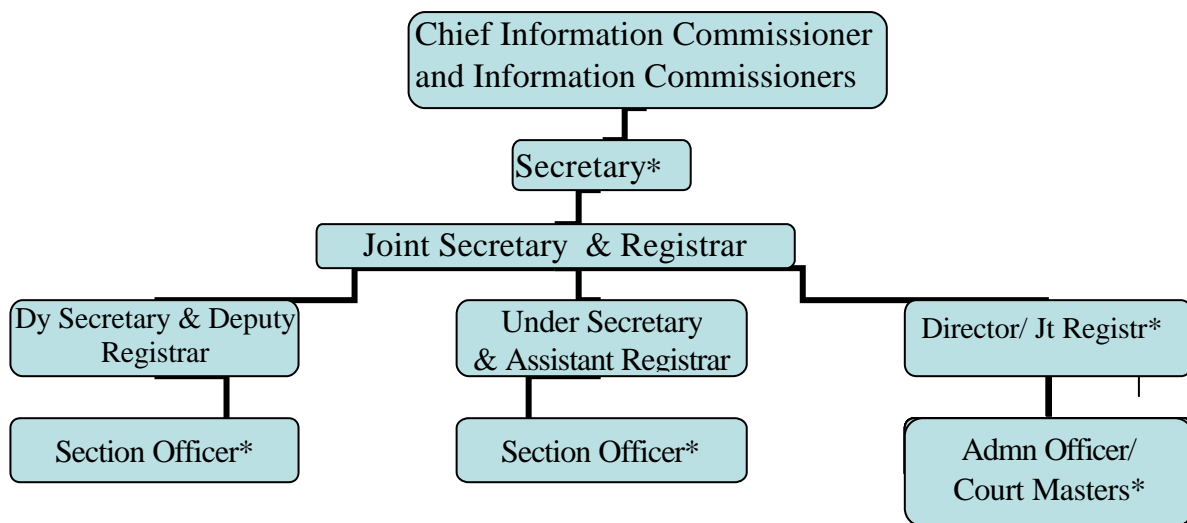
Vision – Transparent functioning of public authorities to enable in achieving the goals envisaged in the Constitution of India for every Indian citizen.

Objectives – Fulfilling the mandate assigned in the RTI Act, 2005

Details of Services provided / duties – As per the RTI Act, 2005 the Commission has been assigned the task of receiving complaints and appeals, for providing suitable relief to the appellants as the provisions of the RTI Act 2005.

Physical Assets – Office building provided by the Central Government

ORGANIZATION CHART OF THE CENTRAL INFORMATION COMMISSION



* Yet to be filled

Section 4 (1)(b) (ii) Powers and duties of Officers and employees

Sr. No.	Designation	Powers and Duties
1	Chief Information Commissioner (CIC)	General superintendence, direction and management of affairs of the Central Information Commission which receives appeals and complaints under the RTI Act.
2.	Information Commissioners (IC) (Four)	To assist the CIC. Each Commissioner has been allocated Ministries/ Departments/Organisations/Union Territories for receiving appeals and complaints
3.	Joint Secretary and Registrar and Financial Adviser	Administration and Registrar to the Commission and Financial Adviser
4.	Deputy Secretary & Deputy Registrar	RTI Matters in Jurisdiction of IC(PB), IC(A) and IC(T)
5.	Under Secretary & Assistant Registrar	RTI Matters related in Jurisdiction of CIC, IC(K) & Weekly Meeting of the ICs
6.	Principal Private Secretaries to CIC, ICs and JS	Secretarial Assistance including diary, dispatch and any other work assigned in routine course
7.	Drawing and Disbursing Officer (PPS (A)'s Additional Charge)	To perform all the functions as expected from a DDO under General Financial Rules GFR 2005 and (Delegation of Financial Powers Rules) DFPR

8.	Assistant Financial Adviser (PPS (PB)'s Additional Charge)	To examine all the proposals of the Commission having financial implications for obtaining the approval as per the powers delegated by the CIC
9.	Administrative Officer (PPS (T)'s Additional Charge)	To assist the Joint Secy in general administration of the Commission
10.	Assistants	Assistant to DS and US
11.	Cashier (Asstt.'s additional charge)	To perform all functions of cashier as envisaged in GFR 2005 and DFPR
12.	UDC	Diary and Dispatch
13.	Hindi PA	Hindi Typing and Shorthand
14.	Translator (Hindi PA's (additional charge)	To translate Hindi in to English or vice versa any proposal received or that to be sent out

Section 4 (1)(b) (iii)

Procedure followed in the Appeals and Complaints under RTI Act, 2005:-

The Commission receives the Complaints under Section 18 of the RTI Act. The Complaint is placed before the appropriate Information Commissioner(IC) who has been allocated the Ministry, whose Central Public Information Officer (CPIO) has been complained against. The IC may order an inquiry as he/she deems fit. Generally IC may seek comments of the Public authority against which complaint has been received and take a suitable decision as per the provisions of the Act.

The Commission receives appeals against the orders of CPIO under the Section 19 of the RTI Act. This is placed before the competent Commissioner who along with the Companion Information Commissioner disposes the appeal as per CIC (Appeal Procedure) Rules 2005. Since the presumption is to make public all information unless exempted under the Act, the Commission has decided to hear first the CPIO, so that unless the Commission agrees with the CPIO, the appellant need not be bothered with personal presence. In any case the appellant will be invited to present his/ her case if he/she desires at every hearing but the appellant need not present in the first hearing when the Commission will give the CPIO an opportunity to state his/ her case on the appeal memo received in the Commission. If the Commission sees merit in the CPIO's arguments in denying information sought, the appellant will be given an opportunity to present his case in person or through any person appointed in this regard before the Commission for a final decision.

Sr. No.	Details of Activity in the Commission	Decision making process	Authority Responsible for that activity
1.	Complaints under Sec. 18	<p>Stage 1: Comments of CPIO sought (Fifteen days from receipt of Commission's Orders)</p> <p>Stage2:Further Inquiry or Hearing as per the directions of IC</p> <p>Stage 3: Final Order</p>	<p>Stage 1: Registrar may seek comments and place it before the IC for further orders.</p> <p>Stage 2 and 3: As per the directions of ICs</p>
2.	Appeals under Section 19	<p>Stage 1: Preliminary hearing of the CPIO</p> <p>Stage2:Further hearing if required as per the directions of IC</p> <p>Stage 3: Final Decision</p>	<p>Stage 1 As per orders of IC, Registrar may issue notice to CPIO for preliminary hearing.</p> <p>Stage 2 and 3: As per the directions of ICs</p>
3.	Annual Report	All ministries are requested to send statutory information for the financial year ending in March by April 15 th as prescribed in Section 25 of the RTI Act for submitting it as part of the Annual Report of the Commission which will be placed before both houses of parliament in the Monsoon Session	Secretary of the Concerned Ministry, to be coordinated by the Administration Wing in the Commission.
4.	Procuring Goods and Services for the Commission	As per General Financial Rules and Delegation of Financial Powers Rules (DFPR)	Jt. Secretary of the Commission
5.	General Administration of the Commission		As per delegation of Administrative powers

Section 4 (1)(b) (iv)

Norms set for discharge of functions in CIC

CIC has not yet set norms for discharge of its functions. With experience gained in the current year, by the end of Dec 2006, these will be put in place.

Under Section 4 (1)(b) (v):- List the rules / regulation / instructions/ manuals /records held in CIC for discharging its functions :-

- 1. The Right to Information Act (RTI) 2005**
- 2. The CIC (Appeal Procedure) Rules 2005**
3. The RTI Regulation of Fee and Cost Rules, 2005

Sr. No.	Subject	Type of Document file/muster/register/ voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1.	Appeals	Files	Section 19 of RTI Act	Not yet decided
2.	Complaints	Files	Section 18 of RTI Act	Do
3	General/Miscellaneous	Files/Folders	General Matters related to RTI or Miscellaneous non RTI matters	Do
4.	Administration	Files	Files related to administration in the Commission	Do
5.	Annual Report	File	Material furnished by Ministries for Annual Report	do

Under section 4(1)(b)(vii)

The primary function of the Commission is public in nature. All hearings of the Commission are open to general public. Time to time individual and groups of members of the public seeking any discussion for airing their views are given opportunity to put forward their views to the Commission.

Under Section 4 (1)(b) (viii) we have to list boards/ councils/ committees or other bodies constituted for advising CIC These have to be made open to public by making details of minutes in public domain,

There are no boards / councils / committees set up to advise the Commission.

Section 4 (1)(b) (ix)

Under Section 4 (1)(b) (ix) a directory of the officers & employees & their monthly remuneration in Central Information Commission:-

S.No.	Name and Designation	Telephone Number	e-mail address
1.	Shri Wajahat Habibullah Chief Information Commissioner	26717355	whabibullah@nic.in
2.	Dr. O.P. Kejariwal Information Commissioner	26717351	okejriwal@hotmail.com
3.	Prof. M.M. Ansari Information Commissioner	26717356	mm.ansari@nic.in
4.	Smt. Padma Balasubramanian Information Commissioner	26717353	pbala@nic.in
5.	Shri A.N. Tiwari Information Commissioner	26167931	
6.	Shri P.K. Gera Joint Secretary & Registrar	26167932	pkgera@nic.in
7.	Shri S.C. Bhatia Deputy Secretary and Deputy Registrar	26717352	sc.bhatia@nic.in
8.	Dr Munish Kumar Under Secretary and Assistant Registrar	26717354	mk.kaushik@nic.in

Section 4 (1)(b) (x)

Under Section 4 (1)(b) (x) Details of remuneration of officers & employees

According to the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of —

(a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;

(b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity.

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

The scale of pay of officers and employees of Central Information Commission are as under:-

Sl.No	Designation	Scale of Pay
1.	Chief Information Commissioner	Rs. 30,000 (fixed)
2.	Information Commissioners	Rs. 30,000 (fixed)
3.	Joint Secretary & Registrar	Rs. 18400-22400
4.	Deputy Secretary & Deputy Registrar	Rs. 12000-16500
5.	Under Secretary & Assistant Registrar	Rs. 10,000-325-15,200.
6.	Principal Private Secretary	Rs. 10,000-325-15,200.

7.	Assistant	Rs. 5500-175-9000.
8.	Personal Assistant	Rs. 5500-175-9000.
9.	UDC	Rs. 4000-100-6000.

Salary Details of Officers and Employees Drawn From CIC (January, 2006)

S. No.	Name & Designation	Basic Pay	D.P.	C.C.A.	H.R.A.	D.A.	Transport	Sumptuary Allowance	Gross Amount	
	Sh.Wajahat Habibullah, CIC	10500	15000	300	NA	9450	NA	7500	42750	
	Dr.O.P. Kejariwal,IC	10500	15000	300	13500	9450	NA	7500	56250	
	Prof. M.M. Ansari,IC	30000	15000	300	13500	9450	NA	7500	75750	
	Smt.P. Balasubramanian,IC	10500	15000	300	NA	9450	NA	7500	42750	
	Shri PK Gera JS & Registrar	20400	10200	300	NA	6426	NA	NA	37326	
	Shri SC Bhatia, DS	Drawing salary from DOPT							NA	
	Dr.Munish Kumar, US	10000	5000	300	4500	3150	800	NA	23750	
	Sh.V.K.Lakhanpal,PPS	11950	5975	300	5378	3764	800	NA	28167	
	Sh.S.Palani swamy,PPS	11950	5975	300		3764	800	NA	22789	
	Sh.R.K.Arora,PPS	11950	5975	300	5378	3764	800	NA	28167	
	Sh.Ratan Lal,PPS	11950	5975	300		3764	800	NA	22789	
	Sh.P. Divakaran,P							NA		
	PS	11950	5975	300		3764	800		22789	
	Sh.A.K. Sabharwal, Assistant	5675	2838	300	2554	1788	100	NA	13255	
	Smt.Poonam Verma,Assistant	5675	2838	300		1788	100	NA	10701	
	Sh.G. Sadanand,F							NA		
	arash*	2960	1480	125	1332	932	100		6959	
	Sh.Sunil Kumar,Peon	2468	1234	121		777	97	NA	4697	
		2468	1234	121	1111	777	97	NA	5808	

Sh.Kuldip
kumar
chaturvedi,P
eon

Total 150496 104499 3967 47253 65832 5294 30000 407371
* Washing Allowance Rs. 30 pm

NA

Section 4 (1)(b) (xi)

Under Section 4 (1)(b) (xi) we have to give details of allocation of budget & disbursement made during current year. We can place on our web site details of our of our budget and its utilization till date in following format to comply with this section:-

Rs. in Thousands

Sr No	Budget head description	Grants received (RE 2005-6)	Grants Utilized (Paid)
1.	Salaries	4000	1180
2.	Wages	300	2.5
3.	Over Time Allowance	50	NIL
4.	Medical Treatment	250	NIL
5.	Domestic Travel Expenses	300	88
6.	Foreign Travel Expenses	600	NIL
7.	Office Expenses*	3500	2387
8.	Rent, Rates & Taxes	600	NIL
9.	Publication	200	NIL
10	Other Administrative Expenses	100	NIL
11	Professional Services	100	12
	Total	10000	3669.5

* Includes Rs. 20.53 lakh for purchase of cars (Five in number: Four Ambassador and One Tata Indigo) for the Commission

Section 4 (1)(b) (xii)

Under Section 4 (1)(b) (xii) Details of manner of execution of subsidy program in our office. The Commission does not implement any subsidy program.

Section 4 (1)(b) (xii) Format B

Under Section 4 (1)(b) (xii) Details of beneficiaries of subsidy program from the Commission: Not Applicable

Section 4 (1)(b) (xiii)

Under Section 4 (1)(b) (xiii) Details of particulars of recipients of concession permits or authorization granted: NIL

Section 4 (1)(b) (xiv)

Under Section 4 (1)(b) (viii) Details of information available in electronic form in CIC.

Sr. No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge
1.	RTI Act, 2005		On website cic.gov.in	Internet	Shri Paul (NIC)
2.	Appeal Rules		-do-	-do-	-do-
3.	Decisions of CIC		-do-	-do-	-do-
4.	Frequently Asked Questions about RTI Act, 2005		-do-	-do-	-do-

Section 4 (1)(b) (xv)

As per Section 4 (1)(b) (xv): the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The Commission has not set up a library or a reading room. Officers of the Commission are available on phone and personally from 9.30 a.m. to 6.00 p.m. (Monday to Friday except Holidays).

Section 4 (1)(b) (xvi)

Under Section 4 (1)(b) (xvi) Public Information Officers / Appellate Authority

Public Information Officer:

Dr. Munish Kumar

Under Secretary and Assistant Registrar,
Room No. 416
4th Floor, Block IV
Old JNU Campus,
New Delhi 110067
Ph. 011 26717354
Email: mk.kaushik@nic.in

Appellate Authority

Shri S.C. Bhatia

Deputy Secretary and Deputy Registrar,
Room No. 415
4th Floor, Block IV
Old JNU Campus,
New Delhi 110067
Ph. 011 26717352
Email sc.bhatia@nic.in

Section 4 (1)(b) (xvii)

Under Section 4 (1)(b) (xvii) since nothing is prescribed as on date.