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INDIAN COUNCIL OF HISTORICAL RESEARCH
35, Ferozeshah Road, New Delhi-110001

F. No. 3-3/2008-Admn.I

Dated: 10.04.2017

NOTIFICATION

With immediate effect and until further orders the following officers are appointed, under the provisions of sub-Sections (1) and (2) of Section 5 and Section 19 of RTI Act 2005, to act as Appellate Authority, Central Public Information Officers and Central Assistant Public Information Officer for the areas of work noted against each in addition to their normal duties:

A. Central Public Information Officers

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| 01 | Dr. S.K. Aruni Dy. Director (Research) | For providing information on matters pertaining to Publication, Publication Subsidy, Journals (both English and Hindi), Special Research Projects, ICHR's Seminars, National Fellowship, Senior Academic Fellowship, Gurukul Fellowship, Editing Work, VIP/Ministries References and any other work assigned by the Council from time to time. |
| 02 | Dr. Rajesh Kumar Dy. Director (Research) | For providing information on matters pertaining to Foreign Travel Grant, Cultural Exchange Programme, Foreign Collaboration, Seminar, Research Projects, Junior Research Fellowship, Post-Doctoral Fellowship, Study-cum-Travel Grant and Implementation of official language (Hindi) Act and any other work assigned by the Council from time to time. |
| 03 | Dr. Jyotsna Arora Dy. Director (Library) | For providing information on matters pertaining to Library, Vigilance, Western (Pune) and Southern (Bangalore) Regional Centres of ICHR and other existing jobs and any other work assigned by the Council from time to time. |
| 04 | Shri Ramesh Yernagula, Dy. Director (Documentation) | For providing information on matters pertaining to Documentation Unit, Website and IT Works, Administration-I and Administration-II and any other work assigned by the Council from time to time. |
| 05 | Shri Uttam Bathari Dy Director (Research) | All matters relating to North-East Regional Centre (NERC), Guwahati, etc. and any other work assigned by the Council from time to time. |
| 06 | Shri S.A.K. Azad Section Officer Accounts | For providing information on matters including audit, budget, expenditure etc. pertaining to Accounts Section and any other work assigned by the Council from time to time. |

B. Appellate Authority

Dr. Anand Shanker Singh, Member Secretary, ICHR.

C. Nodal Officer

Dr Jyotsna Arora, Deputy Director (Library)

(2)

D. Central Assistant Public Information Officer

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| 1. | Sh. Dharmender Singh Section Officer (Admn.I) | To receive the applications or appeals for information under RTI Act for forwarding the same to the concerned Central Public Information Officer or State Public Information Officer or senior officer specified under sub-Section (1) of Section (19) or Central Information Commission or State Information Commission as the case may be. He will keep a proper record of diary and movement of such requests/appeals and any other work assigned by the Council from time to time. |
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Occasionally there may be demand for information by the RTI applicant on more than one subject. In that case, the CPIO by whom the application has been received originally shall, under Section 6(3) of RTI Act, immediately send photocopies of the application to the concerned CPIOs for providing information on the points related to that CPIO. The information be considered by the CPIO receiving the application initially and sent to the applicant within the RTI time frame.

It is desirable that an acknowledgement of the Request/ Appeal received under RTI Act be immediately sent to the applicant by the Appellate Authority or by the concerned CPIO as the case may be. The responses to be sent by the CPIO to the applicant be routed through the Member Secretary although the responsible signatory will be the individual CPIO.

The Assistant Central Public Information Officer (ACPIO) and all the Central Public Information Officers (CPIOs) and the Appellate Authority shall keep proper record in computer and also maintain a register distinctly showing the date of receipts of request/appeal, the date when the reply is finally sent to the applicant, amount of fee and the additional fee, if any, recovered indicating the mode of payment. If the request is rejected, the Section of RTI Act under which the same has been rejected to be clearly stated. All CPIOs/Appellate Authority shall furnish the report in the enclosed proforma to the Administration, on quarterly basis, for sending the consolidated Quarterly Return to the Ministry of Human Resource Development under signatory of the Member Secretary.

This supersedes all previous orders issued by the Office relating to the implementation of RTI Act on the subject. This notification will be effective from 01.04.2017.

This is issued with the approval of the Chairman, ICHR.

(Dr. Anand Shanker Singh)
Member Secretary

Encl: Proforma as above

Copy to:

01. All concerned officers as mentioned above
02. All unit heads
03. Dr. Anand Shanker Singh, Member Secretary – Appellate Authority
04. Dr. Jyotsna Arora, Nodal Officer
05. P.S. to Chairman
06. P.A. to Member Secretary
07. Notice Board
08. Sh. Ramesh Yernagula, Dy. Director (Doc.) - for notifying on the website of ICHR
09. Office Copy.