



( A GOVT. OF INDIA ENTERPRISE )  
225-C A.J.C. BOSE ROAD  
KOLKATA - 700020.

Ref. No. P&T/14/39/16/222

Date : 04-06-2016

## OFFICE ORDER

### **Sub : Designated Officers under Right to Information Act, 2005**

In supersession to all earlier Office Orders on the above subject, the following are the designated officers under the RTI Act, 2005 :

- a) Shri Tapas Basu, GM(CP), First Appellate Authority (FAA)
- b) Shri M.P. Shrivastava, GM(Mktg. & SA), CPIO for HO
- c) Smt. Dipanwita Roy, Mgr.(Hindi), Nodal Officer
- d) RM, NRO, PIO for NRO
- e) RFM, NRO, APIO for NRO
- f) RM, SRO, PIO for SRO
- g) RFM, SRO, APIO for SRO
- h) RM, WRO, PIO for WRO
- i) RFM, WRO, APIO for WRO
- j) RM, ERO, PIO for ERO
- k) RFM, ERO, APIO for ERO
- l) BM, Vadodara, PIO for Vadodara
- m) BFM, Vadodara, APIO for Vadodara
- n) BM, Hyderabad, PIO for Hyderabad
- o) BFM, Hyderabad, APIO for Hyderabad
- p) BM, Bangalore, PIO for Bangalore
- q) BFM, Bangalore, APIO for Bangalore
- r) BM, Vizag, PIO for Vizag
- s) BFM, Vizag, APIO for Vizag
- t) Officer-in-charge, Bhopal, PIO for Bhopal
- u) Officer-in-charge, Bhubaneswar, PIO for Bhubaneswar
- v) Officer-in-charge, Lucknow, PIO for Lucknow
- w) Officer-in-charge, Jaipur, PIO for Jaipur
- x) Officer-in-charge, Trivandrum, PIO for Trivandrum.

1. CPIO for H.O. shall deal with all RTI applications related to activities of H.O. and matters relating to more than one RO/BO. He shall reply to queries based on information furnished by the Department/Region/Branch concerned.

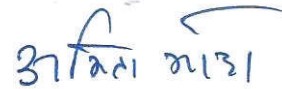
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2. The PIOs for the respective Region/Branch offices shall deal with RTI queries for activities relating to their respective offices in accordance to the provisions of RTI Act. The PIOs shall receive applications/appeals submitted to them and forward the same immediately to the concerned CPIO/FAA for necessary action at their end. copies of all replies given to the applicants shall be positively furnished to CPIO/H.O. for records and also filing of consolidated reports, returns to various authorities.
3. Departments and officers should Co-operate in time bound manner in furnishing requisite information to the CPIO at H.O. and PIOs at ROs/BOs so that reply can be sent within the stipulated time as per RTI Act.
4. Appeal may be preferred by any person aggrieved against the orders of CPIO to the FAA. The FAA shall dispose of all appeals in the manner provided under the RTI Act. The CPIO/PIOs concerned should furnish information/report to the FAA forthwith, as and when asked for.
5. Under the provisions of RTI Act, information as defined under Section 2(f) of the Act are required to be furnished to the applicant seeking information, subject to certain exemption provided in the Act. Therefore, reference may be made to the Law Department by a CPIO/PIO/FAA on matters involving interpretation of provisions of the Act. Any reference made to the Law Department shall state specifically the point on which advice is sought. Law Department shall provide clarification/interpretation in accordance with the Law/provisions of the RTI Act to the concerned CPIO/FAA. expeditiously to enable the CPIO/FAA to reply within stipulated time. S/Shri P.V. Naidu, AGM(Law) and R.K. Kundan, DM(Law) are designated for this purpose.
6. Any 2<sup>nd</sup> Appeal filed before the Central Information Commission shall be handled by the PIO in consultation with the Law Department.

The above procedure shall come into force with immediate effect and shall supersede all other orders in the above matter.

This issues with the approval of the Competent Authority.



**(AMITA SAHA)**

**DY. GENERAL MANAGER(P&A)**

**Distribution :**

1. S/Shri/Smt. Tapas Basu/MP Shrivastava/Dipanwita Roy
2. RM(NRO/SRO/WRO/ERO)RFM(NRO/SRO/ WRO/ERO)
3. BM(Hyd/B'lore/Vizag/Vadodara)BFM(Hyd/B'lore/Vizag/Vadodara)
4. Officer-in-charge(Bhopal/Bhubaneswar/Lucknow/Jaipur/Trivandrum)
5. D(F)/CVO
6. GM(CP)/GM(Systems)/GM(BO)/GM(Mktg & SA)
7. CS/SO to CMD/DGM(Law)
8. Hindi Cell/Vig. Cell/IA Cell/Systems



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Ref. No.: P&T:14:39:16:241

Date : 10-06-2016

## OFFICE ORDER

Further to Office Order of even No. dated 04-06-2016, Shri A.K. Basu, Director(Finance) is, hereby, designated as the Transparency Officer under the RTI Act, 2005.

This issues with the approval of the Competent Authority.

(AMITA SAHA)

DY. GENERAL MANAGER(P&A)

### Distribution :

1. Shri A.K. Basu, Director(Finance)
2. CVO
3. GM(CP)/GM(F&A)/GM(Systems)/GM(BO)/GM(Mktg & SA)
4. RM(NRO/SRO/WRO/ERO)RFM(NRO/SRO/ WRO/ERO)
5. BM(Hyd/B'lore/Vizag/Vadodara)BFM(Hyd/B'lore/Vizag/Vadodara)
6. Officer-in-charge(Bhopal/Bhubaneswar/Lucknow/Jaipur/Trivandrum)
7. CS/SO to CMD/DGM(Law)/Mgr.(Hindi)
8. Hindi Cell/Vig. Cell/IA Cell/Systems
9. Personal File/Office Order File