

**Himanshu Jain**  
PIO (Co-ord.) & DGM(G)

South East Central Railway  
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General Administration  
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NO. CPR/SECR/RTI/Nomination/1098

Dated: 05.04.2016

### MEMORANDUM

In pursuance of the provision contained in clause (1) of section 5 & clause (3) of sub section 7 of RTI Act, 2005 the following officers of South East Central Railway Headquarters office have been designated/nominated with the approval of Competent Authority of this Railway, to act as First Appellate Authority, Central Public Information Officers (CPIO), Assistant Chief Public Information Officers (ACPIO) in addition to their own duties and responsibilities. This list supersedes earlier Memorandum to deal with RTI Act, as issued for Headquarters, vide Memorandum No. CPR/RTI/Nodal Officer/1/500 Dated 05.10.2007.

List of, CPIOs ACPIO & AAs of SECR Headquarters Office, Bilaspur

| Sr. No. | Department                                        | CPIO & ACPIO with Designation                                             | Appellate Authority with Designation |
|---------|---------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------|
| 1       | Centralized RTI Cell under General Administration | CPIO(Co-ord) & DGM(G)                                                     | AGM                                  |
|         |                                                   | ACPIO & Sr.PRO                                                            |                                      |
|         | Vigilance                                         | CPIO & Dy. CVO(S)                                                         |                                      |
|         |                                                   | ACPIO & Vigilance Officer (A)                                             |                                      |
|         | Rajbhasha                                         | CPIO & Sr. Rajbhasha Adhikari                                             |                                      |
|         | Scouts & Guides                                   | CPIO/Secretary (S&G) & DY.COM(FOIS)                                       |                                      |
| 2       | Sports                                            | -----<br>ACPIO & ASO                                                      | General Secretary/SECRSA             |
| 3       | Mechanical                                        | CPIO & Dy. CME/Dsl.<br>ACPIO & ACME/Plg.                                  | CME/Plg. & Ws                        |
| 4       | Medical                                           | CPIO & ACMD<br>ACPIO & Assistant Health Officer                           | CMD                                  |
| 5       | Operating                                         | CPIO & Dy.COM/Chg.<br>ACPIO & STM/Planning                                | CPTM                                 |
| 6       | Personnel                                         | CPIO & Dy. CPO/HQ<br>ACPIO (Different officers in-charge of the sections) | CPO(IR)                              |

|    |                            |                          |               |
|----|----------------------------|--------------------------|---------------|
| 7  | Safety                     | CPIO & Dy. CSO(E)        | CSO           |
|    |                            | ACPIO & ASO(T)           |               |
| 8  | Security                   | CPIO & SC/PS             | CSC           |
|    |                            | ACPIO & ASC              |               |
| 9  | Signal & Telecom           | CPIO & Dy. CSTE(Tele)    | CCE           |
|    |                            | ACPIO & SSTE/Plg./HQ(SS) |               |
| 10 | Stores                     | CPIO & Dy. CMM(G-3)      | CMM(E&G)      |
|    |                            | ACPIO & SMM/G            |               |
| 11 | Construction               | CPIO & DY.CE/C/PLG.      | CE/CON/II     |
|    |                            | ACPIO & DY.CPO/CON.      |               |
| 12 | Information Technology(IT) | CPIO & Dy. CM(IT)        | CM(IT)        |
|    |                            | CAPIO & JM(IT)           |               |
| 13 | Electrical                 | CPIO & DY.CEE/LOCO       | CEGE          |
|    |                            | ACPIO & SEE/HQ           |               |
| 14 | Finance                    | CPIO & Dy. FA & CAO(G)   | FA & CAO(F&B) |
|    |                            | ACPIO & AFA (Admn.)      |               |
| 15 | Engineering                | CPIO & DY. CE/Genl.      | CE (TS & HQ)  |
|    |                            | ACPIO & XEN/HQ           |               |
| 16 | Commercial                 | CPIO & Dy.CCM(FS)        | CCM (PS)      |
|    |                            | ACPIO & Dy. CCM(PS)      |               |

Please note that the nomination is as per the post being occupied by an officer. On transfer of an officer, the new incumbent automatically would become CPIO/ACPIO/Appellate Authority. However, PHOD/CHOD of the respective department can change CPIO/ACPIO & Appellate Authority and issue memorandum accordingly. Any such changes should be intimated to this office for record and updation in websites.

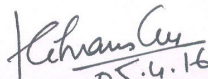
**Procedure for dealing with RTI Original Application**

1. A Centralized RTI Cell under General Administration Department shall register all the RTI applications and then transfer the same under Section 6(3) of RTI Act to the PIOs of concerned departments for final disposal with due intimation to the applicant. A copy of final reply against Original application and decision of first appeal shall be endorsed to the General Administration Department,s Centralized RTI Cell for record.
2. In case the matter of application is pertaining to more than one departments, it shall be sent to the PIO concerned with the first item who shall then co-ordinate with the PIO concerned with other items. The PIO concerned with the first item shall not only send final reply but also transfer the items under section 6(3) in case, if any item needs to be transferred to any other public authorities. While transferring the application under section 6(3) of RTI Act, the concerned CPIOs/ACPIOs shall not take more than 5 days from the date of receipt of application. This is as per provision as enshrined in the RTI Act, 2005.

**Procedure for dealing with RTI First Appeal**

1. As per the procedure contained under RTI Act, 2005 CPIO of respective department should indicate the Name, Designation & Address of the First Appellate Authority of their respective departments for filing First Appeal under section 19(1) in case the applicant aggrieved with the provided information.
2. In case the applicant files first appeal under section 19(1), Appellate Authority of respective department shall dispose the First Appeal within the prescribed time limit under the act. In addition to this, First Appellate Authority should also provide the opportunity to the appellant for filing 2<sup>nd</sup> Appeal before the Central Information Commission, New Delhi duly mentioning the details of 2<sup>nd</sup> Appellate Authority (Central Information Commission) while disposing the First Appeal.
3. The concerned CPIO/ACPIO/AA shall attend the CIC hearing if any, with the help of the custodian of information.
4. All the CPIOs have to ensure the compliance of the "obligations" of the Public Authorities as defined under section 4(1)(b) of the RTI Act, 2005. CPIOs are further required to ensure the availability and updating of the informations related to their departments on the website of South East Central Railway as desired by Railway Board vide its letter no. RB/RTI/2012/010056449/CIC Dated 23.08.2012 and circulated by this office letter no. CPR/SECR/RTI/SEC/RB/SEC/4/7276 Dated 25.09.2012.

**"The de-centralization of working procedure in dealing with RTI matter shall be implemented with effect from 06.04.2016."**

  
(Himanshu Jain)  
PIO (Co-ord) & DGM (G)  
S.E.C.Railway, Bilaspur

**Copy Circulated to: -**

1. Secretary/SECR for kind information to General Manager please.
2. AGM & AA for kind information please.
3. Shri Rakesh Kumar, CPIO-131 & DD (PG), Railway Board/New Delhi for information.
4. The Dy. Registrar, Room No. 296, 2<sup>nd</sup> Floor, B Wing, August Kranti Bhavan, Bhikaji Cama Place, New Delhi- 110066- for kind information of the Commission.
5. All the above listed AAs/CPIOs/ACPIOs/HQ/S.E.C.Railway,Bilaspur.
6. All South East Central Railway Divisions/Workshops, Appellate Authorities for information.
7. All Zonal Indian Railways CPIOs.