

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

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

03.02.2010

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

1.	Shri P.C.Samtaney, Dy. Director (Accounts)	For providing information on all accounts matters and any other work assigned by the Member Secretary from time to time.
2.	Dr.(Mrs.) Sanghmitra, Dy. Director (Research)	For providing information on all academic matters viz; Study-cum-Travel Grant, Post-Doctoral Fellowship, Seminars/Conferences, Symposia, etc. and any other work assigned by the Member Secretary from time to time.
3.	Mohd. Samiullah, Dy. Director (Pub.)	For providing information on ICHR's Grant-in-aid Publications Subsidy and ICHR Publications etc. and any other work assigned by the Member Secretary from time to time.
4.	Dr. S.M.Mishra, Dy. Director	For providing information on Junior Research Fellowship; National Fellowship; ICHR Lecture series; Special Projects viz, Document on Economic History of British Rule in India 1858-1947, Towards Freedom Project 1937-47, 1857 Project and Dictionary of Social, Economic and Administrative Terms in Indian/ South Asian Inscriptions; Research Projects; Senior Research Fellowships; Cultural Exchange Programme; Foreign Travel Grant; Court Cases etc. and for providing information on ICHR's Journal IHR/ Itihas, Newsletter, etc. and any other work assigned by the Member Secretary from time to time.
5.	Dr. S.K.Aruni, Dy. Director(Research)	All matters relating to Southern Regional Centre (SRC), Bangalore, etc. and any other work assigned by the Member Secretary from time to time.
6.	Shri Uttam Bathari, Asst. Director(Research)	All matters relating to North-East Regional Centre (NERC), Guwahati, etc. and any other work assigned by the Member Secretary from time to time.
7.	Mrs. P.Vijaya Rajan, Section Officer(Admn.I)	For providing information under the RTI Act on all administrative matter pertaining to Admn.I and any other work assigned by the Member Secretary from time to time.
8.	Ms. Indira Seal, Section Officer(Admn.II)	For providing information under the RTI Act on all administrative matter pertaining to Admn.II and any other work assigned by the Member Secretary from time to time.

B. Appellate Authority

Dr. Ishrat Alam, Member Secretary, ICHR

Contd....2/-

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 Consultant (Administration) immediately after close of financial year for sending the consolidated Annual 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 issues with the approval of the Chairman, ICHR.

Ishrat Alam

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Member Secretary

Encl: Proforma as above

Copy to:

1. All concerned officers as mentioned above
2. Dy. Director (Admn.)
3. Dy. Director (Accounts)
4. All unit heads including ICHR Library & Documentation Centre.
5. Dr.(Mrs.) Sanghmitra, Dy. Director is requested to handover the charge of Appellate Authority to Dr. Ishrat Alam, Member Secretary.
6. Dr. S.M.Mishra, AD®/ and PIO is requested to transfer the pending RTI matters to the concerned CPIOs under intimation to Member Secretary.
7. PS to Chairman
8. PA to Member Secretary
9. Notice Board of ICHR
10. Shri Nazim, Stenographer for notifying on the web-site of ICHR
11. Dr. S.K.Aruni, Asst. Director(R), SRC, Bangalore
12. Shri Uttam Bathari, Asst. Director(R), NERC, Guwahati
13. Office Copy.