

# INDIAN COUNCIL OF HISTORICAL RESEARCH

35, Ferozeshah Road, New Delhi-110001

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

Dated: 4.11.15

## 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 Uttam Bathari Deputy 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.
2.	Dr. Rajesh Kumar Deputy Director (Research)	1. For providing information on matters pertaining to National Fellowship, Research Projects, Itihas, ICHR Lecture series, Special Projects viz, Document on Economic History of British Rule in India 1858-1947, Towards Freedom Project 1937-47, 1857 Project, Dictionary of Social, Economic and Administrative Terms in Indian/South Asian Inscriptions and Dictionary of Martyrs: India's Freedom Struggle (1857-1947). 2. All matters relating to Southern Regional Centre (SRC), Bangalore, etc. 3. For providing information on ICHR's Journal IHR, Newsletter, etc. 4. For providing information on PDF, JRF and matters pertaining to examinations, etc. 5. For providing information on FTG, CEP, etc. 6. For providing information on Study-cum-Travel Grant, Seminar/conferences, Symposia, etc. 7. For providing information on matter pertaining to Hindi Unit and any other work assigned by the Council from time to time.
3.	Dr. Jyotsna Arora Deputy Director (Library)	For providing information on matters pertaining to Library and any other work assigned by the Council from time to time.
4.	Shri Ramesh Yernagula, Dy. Director (Documentation)	1. For providing information on matters pertaining to Documentation Centre, IT Unit etc. 2. For providing information on all ICHR's Publications etc., Publication Subsidy, sale of books etc. 3. For providing information on all administrative matters pertaining to Admn.I, Admn.II & court cases and any other work assigned by the Council from time to time.
5.	Shri G.V.R. Murali Dy. Director (Accounts)	For providing information on matters pertaining to Accounts and any other work assigned by the Council from time to time.

### B. Appellate Authority

Dr. S.K. Aruni, Member Secretary (Officiating), ICHR

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**C. Nodal Officer**

Dr. Jyotsna Arora, Deputy Director (Library)

**D. Central Assistant Public Information Officer**

1.	Sh. Dharmender Singh Section Officer (Admn.I)	3. 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 is issued with the approval of the Chairperson, ICHR.



(Dr. S.K. Aruni)

Member Secretary (Officiating)

Encl: Proforma as above

**Copy to:**

1. All concerned officers as mentioned above
2. All unit heads
3. Dr. S.K. Aruni, Member Secretary(Officiating) – Appellate Authority
4. Dr. Jyotsna Arora, Nodal Officer
5. P.S. to Chairman
6. P.A. to Member Secretary
7. Notice Board
8. Sh. Ramesh Yernagula, Dy. Director(Doc.) - for notifying on the website of ICHR
9. Office Copy.