

**No.F.04/7/2013-CDN**  
**Government of India**  
**Ministry of Science and Technology**  
**Department of Science and Technology**

Technology Bhavan,  
New Mehrauli Road,  
New Delhi – 110016

Dated: 10.05.2016

**ORDER**

**Subject: Appointment of CPIOs/CAPIOs and Appellate Authority under Section 5(1) and 5(2) respectively of the RTI Act, 2005.**

Consequent upon the decision taken in the review meeting held on 05.04.2016, under the Chairmanship of Secretary, Department of Science and Technology (DST) with the all the Heads of Divisions of DST, the following officers of DST are designated as Appellate Authority, Central Public Information Officers (CPIOs) and Central Assistant Public Information Officers (CAPIOs), for the subject matter mentioned against them, in terms of Sections 5 (1) and 5 (2) of RTI Act, 2005:

S. No.	Name and designation of the officer designated as CPIO	Name and designation of the officer designated as CAPIO	Division/Subject matter
1	Shri Virender Prasad, Director	Shri Anil Kumar Yadav, Under Secretary	Admn. I(A) Section, ACR Section
		Shri P.K. Dutta, Under Secretary	Training & Exhibition Cells
		Shri Pradeep Kumar Singh, Under Secretary	INSPIRE Awards Division
		Shri H.K. Bhatt, Under Secretary	Recruitment Cell
		Shri Ashwani Kumar, DDO	Cash Section
2	Shri P.K. Srivastava, Deputy Secretary	Shri Pawan Sharma, Under Secretary	Admn. II(A) Section, Admn. II(B) Section and Welfare Section (Excluding work related to new building at Technology Bhawan Campus and Noida Plot)
3	Shri A.K. Mishra, Deputy Secretary	Shri B.K.P. Angam, Under Secretary	Admn. I(B) Section, Entitlement Cell and Pension Cell
4	Shri S.K. Sinha, Director	Shri B.S. Bhandari, Under Secretary	Matters relating to Group 'A' officers of Survey of India.
		Ms. Neelam, Under Secretary	Matters relating to Group 'B' and 'C' officials of Survey of India and all matters of NATMO.
		Shri Akhil Sahai, Section Officer	Medical Claims, Write off loss of Survey of India, Purchase of Stores, Condemnation of vehicles of Survey of India, Compassionate Appointments of Survey of India.

S. No.	Name and designation of the officer designated as CPIO	Name and designation of the officer designated as CAPIO	Division/Subject matter
	Shri S.K. Sinha, Director	Shri Deepak Negi, Section Officer	Budget/Financial matters of Survey of India.
		Shri Pawan Sharma, Under Secretary	All work related to new building at Technology Bhawan Campus and Noida Plot
5	Shri H.K. Bhatt, Under Secretary	Shri V. Muralitharan, Section Officer	Parliament Section
6	Shri P.K. Dutta Under Secretary	Shri Balram Goel, Section Officer	Coordination (including Citizen Charter) and RTI Section
		Shri V. Muralitharan, Section Officer	Legal Cell and Performance Improvement Cell (PIC)
7	Smt. Agusthia Minj, Under Secretary	Shri Balram Goel, Section Officer	Public Grievances Cell
		Ms. Vandana Kulsreshta, Senior Library Information Assistant	Library Section
8	Ms. Daya Pant, Joint Director	---	Official Language
9	Shri Rajesh Kumar, Director	Shri Himanshu Gandhi, Under Secretary	Integrated Finance Division (with respect to work allotted to Director IFD)
		Shri Mahendra Pratap, Under Secretary	Integrated Finance Division (with respect of work allotted to Director IFD)
10	Shri Sowmendra Chanda, Under Secretary	Shri Gautam Basu, Section Officer	Vigilance Division
11	Dr. Akhilesh Mishra, Scientist D	----	Planning Coordination & Performance Management (PCPM)
12	Ms. Sanchita Shukla, Controller of Accounts	Ms. P. Sarada, Deputy Controller of Accounts	Budget & Accounts, including Pay & Accounts Office.
13	Dr. Namita Gupta, Scientist F	Shri P.K. Arya, JA	CHORD Division
14	Dr. Chander Mohan, Scientist G & Head	Shri Pawan Kumar, Scientist B	FAU (Mission Societal)
15	Smt. Sobhana Bhaskaran, Scientist E	Shri Rajinder Singh, Scientist D	SEED Division
16	Dr. H.B. Singh, Scientist E	Dr. Vandana Singh, Scientist D	KIRAN/CSRI (SATYAM)
17	Dr. Pratishtha Pandey, Scientist E	Dr. Arindam Bhattacharya, Scientist D	R&D Infrastructure related Scheme/ Program like FIST, PURSE, SAIF, etc. [R&D Infrastructure Division]

S. No.	Name and designation of the officer designated as CPIO	Name and designation of the officer designated as CPIO	Division/Subject matter
18	Dr. Bipin Joshi, Scientist D	Dr. M. Babu, Scientist C	INSPIRE related to four components, i.e. Internship, Scholarship, Fellowship and Faculty Award Components [INSPIRE Division]
19	Dr. Praveer Asthana, Scientist G & Head	Shri Gaurav Aggarwal, Scientist D	Mega Science Division
20	Dr. M. Prithviraj, Scientist G	Smt. Anita Alexander, Under Secretary	AI Division
21	Dr. H K Mittal, Scientist G & Head	Dr. Sujit Banerjee, Scientist F	Entrepreneurship & Innovation Division
22	Dr. Arabinda Mitra, Scientist G & Head	Shri Pulok Sen Gupta, Under Secretary	International Bilateral Cooperation Division (IBCD)
23	Dr. Mubasir Sajid, Scientist G	--	Electric Mobility [TDT Division]
24	Ms. Ritu Bhatnagar, Scientist F	Shri C. Rajadurai, Scientist D	Drugs and Pharma Research programme [TDT Division]
25	Dr. Anita Agarwal, Scientist E	Ms. Rajni Rawat, Scientist B	Instrumentation Development Programme [TDT Division]
		Dr. Akhilesh Mishra, Scientist C	Policy Planning and Research [TDT Division]
26	Dr. Rajeev Sharma, Scientist D	Dr. Krishna Kant, Scientist C	Technology System Development Programme, Advance Manufacturing Technology and Waste Management Programme [TDT Division]
27	Dr. Arvind Kumar, Scientist E	Dr. Rita Gupta, Scientist E	International Multilateral and Regional Cooperation (IMRCD) Division
28	Smt. Ujjwal T. Tirkey, Scientist F	Smt. Indu Puri, Scientist E	National council for Science and Technology Commission (NCSTC) Division
29	Dr. Milind R. Kulkarni, Scientist G	Mr. Jacob Varughese V, Scientist E	Swarn Jayanti Fellowship Cell
		---	Scientific Advisory Council to PM (SAC-PM) Cell
30	Dr. A.K. Singh, Scientist D	Shri Tapan Kumar Sarkar, Under Secretary	Natural Resources Data Management System (NRDMS) & National Spatial Data Infrastructure (NSDI) Division
31	Dr. K.R. Murli Mohan, Scientist G & Head	---	Big Data Initiatives Division
32	Dr. Akhilesh Gupta, Scientist G	Dr. Anand Kamavisdar, Scientist E	Strategic Programmes Large Initiatives & Coordinated Action Enabler (SPLICE) - Climate Change Programme Division & NPSCR Programme.

S. No.	Name and designation of the officer designated as CPIO	Name and designation of the officer designated as CAPIO	Division/Subject matter
33	Dr. Amitava Ray, Scientist F	Shri Praveen Kumar, Scientist E	Scientist & Engineering Research Council (SERC) Division
34	Dr. P.S. Acharya, Scientist G & Head	Dr. Shubha Pandey, Scientist C	Technology Watch & Foresighting (TWF) Division
35	Smt. Ekta Kapoor, Scientist E	--	Good Laboratory Practices (GLP) Division
36	Dr. Neelima Alam, Scientist E	Dr. Vineet Saini, Scientist D	Clean Energy Research Initiative, Water Science/Technology Research [TMD Division]
37	Dr. G V R Reddy, Scientist E	Dr. Poonam Yadav, Scientist B	Nano Science and Technology Mission [TMD Division]
38	Mr. Jacob Varughese V, Scientist E	---	National Supercomputing Mission [TMD Division]

<b>Nodal Officer</b> is the nodal point to receive all RTI Applications (request for information) on behalf of all CPIOs of DST and distribute the same to the respective CPIOs of DST. Nodal Officer/ Assistant Nodal Officer will also handle only those RTI applications pertaining to the office of Hon'ble Minister of Science & Technology, Hon'ble Minister of State of Science & Technology and Secretary DST, the subject matter of which is not specifically allocated to any Division of DST and/or any other matter connected with the implementation of RTI Act, 2005.	<b>Smt. Renu Jain Joint Secretary [JS(RJ)]</b>
<b>Assistant Nodal Officer</b> (Assistant Nodal Officer shall assist the Nodal Officer in all functions listed above and perform functions as Nodal Officer in her absence)	<b>Shri P.K. Dutta, Under Secretary</b>
<b>First Appellate Authority</b> , in terms of Section 19 of RTI Act, 2005, to deal with appeals preferred against all the above CPIOs under RTI Act	<b>Mrs. Anita Chauhan, Joint Secretary (Admn.)</b>

2. It would be open to any member of public to file/deliver RTI application directly to CPIO/CAPIO concerned as detailed above or to the Nodal Officer/ Assistant Nodal Officer, who would, immediately, and in any case within 5 days, transfer such application to the concerned CPIO. The concerned CPIO, on receipt of such application, either directly or through his CAPIO, dispose of such application as per the provisions of RTI Act, Rules and guidelines of DOPT/DST instructions issued from time to time, within the prescribed time-limit(s).

3. All replies/communications to applicants would be issued under the signature of concerned CPIO or CAPIO on behalf of the concerned CPIO. CAPIOs will furnish replies to RTI applicants with the approval of concerned CPIOs. In the absence of the concerned CPIO, whether on account of leave or

tour etc., the concerned CPIO shall perform the duties of that CPIO. However, all such replies sent by CPIO to the RTI applicants shall be submitted to CPIO on his/her return for confirmation. Concerned officers while signing the communication under RTI should, in addition to indicating their normal designation like Director/Deputy Secretary/Head of Division, etc., should also indicate their position/designation of being the CPIO/CAPIO. The copy of the reply should also be marked to the Nodal Officer/ Assistant Nodal Officer for record and for furnishing report to CIC.

4. Similarly, it would be open to any member of the public to deliver first appeal either directly to the designated Appellate Authority or to the Nodal Officer/ Assistant Nodal Officer.

5. Nodal Officer/ Assistant Nodal Officer and the RTI Section will also act as the Secretariat of the First Appellate Authority for the purpose of disposing off the first appeals received against the decisions of the CPIOs in this Department.

6. If the matter pertains to any subject in which the designated CPIO/CAPIO is/may be personally interested, such CPIO would take orders from Joint Secretary (Admn.) to transfer such subject to any other CPIO, who would then discharge the duties of the designated CPIO for such subject.

7. It would be the duty of the Nodal Officer/ Assistant Nodal Officer to provide copy of the RTI Act, Rules, and instructions of DOPT issued from time to time to all CPIOs and copies of important decisions of Central Information Commission (CIC) to the concerned CPIOs/CAPIOs.

8. Time limit for disposal of applications/appeals under RTI Act would start from the date on which the application/appeal petition is initially received by the Nodal Officer/ Assistant Nodal Officer or any other officer of DST. If any RTI application is inadvertently received by any officer who is not concerned with the said RTI, then he should immediately transfer the same to the Nodal Officer/ Assistant Nodal Officer or to the RTI Section. Hence, it is essential that all such applications/appeal petitions are transferred by the receiving officer to the concerned CPIOs/CAPIOs /Appellate Authority without any delay.

9. **In case any CPIO/CAPIO is transferred out or has retired or is on leave, his successor/officer designated to hold charge of his Division/subject will automatically perform the functions of the CPIO/CAPIO for that Division/function. No separate notification/order for change of CPIO/CAPIO will be required.**

10. The designated CPIOs/CAPIOs would use the staff working under them for their secretarial assistance. CPIOs/CAPIOs may seek the assistance of any other officer working under them as he or she considers necessary for the proper discharge of his or her duties.

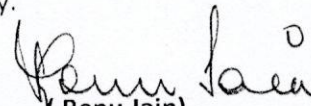
11. All CPIOs would send monthly report(s) to Nodal Officer/Nodal Assistant Officer in the prescribed format(s) with regard to receipt/disposal/pendency of applications under RTI within 5 days of close of each month. Assistant Nodal Officer would compile these reports and prepare a consolidated monthly report for the Department. Assistant Nodal Officer would also make a monthly compilation of first appeals received, disposed off and pending.

12. These orders would be widely published for the information of General public and put on the web site of Ministry/Department of Science and Technology.

13. Hindi version of this order is also being issued simultaneously.

14. This supersedes all the previous orders issued with regard to appointment of CPIOs, CAPIOs and First Appellate Authority. These orders would come into force with immediate effect, and would also be applicable for all pending applications/appeals.

15. This issues with the approval of Secretary, Department of Science and Technology.

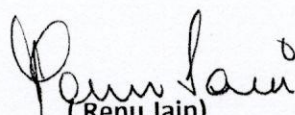
  
(Renu Jain)  
Joint Secretary to the Government of India  
(Tele: 26590264)

To

All designated CPIOs / CAPIOs /Appellate Authority/ Nodal Officer/ Assistant Nodal Officer.

Copy to:

1. PS to Hon'ble Minister of Science & Technology
2. PS to Hon'ble Minister of State for S&T
3. Sr. PPS to Secretary, DST / PS to JS (Admn.) / PS to JS&FA/ PS to JS(RJ) / PS to JS(BSR), DST
4. All Heads of Divisions/Directors/Deputy Secretaries/Under Secretaries/Controller of Accounts, DST
5. The Pay & Accounts Office, DST
6. Integrated Finance Division (IFD) / CDN / Admn.I(A) / Admn I(B) / Admn.II(A) / Admn.II(B) / ACR Section / Vigilance Unit / Welfare Section / Recruitment Cell / Hindi Section / Parliament Cell / Library / Budget & Accounts / Training Cell/ Exhibition Cell / Cash Section / Entitlement Cell / Legal Cell/ Performance Improvement Cell/ INSPIRE Awards Division/Pension Cell.
7. Aided Institution Cell / SMP Section /SERC Division/ R&D Division/ INSPIRE Division/ IMRC Division/ IBC Division/Entrepreneurship & Innovation Division/ TDT Division/ SEED Division/ FAU Division/ KIRAN Division/ GLP Division/ TMD Division/ Mega Science Division/ NCSTC Division/ NRDMS – NSDI Division/ Big Data Initiatives Division/ CHORD Division/ PCPM Division/ SPLICE-Climatic Change Programme Division/ TWF Division/ Swarna Jayanti Fellowship Cell.
8. Dr. Milind R. Kulkarni, Scientist 'G' for posting this Order on the website of DST.

  
(Renu Jain)  
Joint Secretary to the Government of India  
(Tele: 26590264)