



Per Admn Deptt, Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai-400021

Ref: CO/Per.Admn./ZD/529

11/11/2024

All Offices of the Corporation

Re: Administrative Instructions with regard to RTI Act, 2005
Re-structuring of existing system

This has reference to our Circular dated 23rd September, 2005 (Ref: Per.Admn/ZD/136) containing administrative instructions with regard to implementation of RTI Act, 2005 and various communications, issued from time to time, regarding RTI Act, 2005.

It has now been decided by the Competent Authority to re-structure the existing system with regard to designation of officials as CAPIOs/CPIOs/AAs as per the enclosed Annexure.

The changes mentioned in the enclosed Annexure shall come into force with immediate effect. There is no change with regard to other instructions issued earlier.

Executive Director (Personnel)

Encl: Annexure.



Annexure

Office	Existing System		Revised System	
	Position	Designated Officer	Position	Designated Officer
Branch Office including SOs	CAPIO	Chief Managers/ Sr. BM/BM(I/C). In the absence of Branch (I/C)-Next Senior Most Officer	CAPIO	No Change
Divisional Office	CAPIO	P&GS Unit (In -charge)	CAPIO	No change
	CPIO	Manager (CRM)	CPIO	1 - Manager (CRM) 2 - Manager (CRM) - If in DM cadre and In charge of the Division is also in DM cadre, any other Manager in ADM cadre as approved by In- charge of the Division
	1st Alternate CPIO	Manager (L&HPF)	1st Alternate CPIO	1 - Manager (L&HPF) 2 - If no Manager(L&HPF) is posted, any other Manager in ADM cadre as approved by In-charge of the Division.
	2nd Alternate CPIO	Manager (P&IR)	2nd Alternate CPIO	1 - Manager (P&IR) 2 - If Manager (P&IR) is in DM cadre and In-charge of the Division is also in DM cadre, any other Manager in ADM cadre as approved by In-charge of the Division.
	1st Appellate Authority	Marketing Manager, In case CPIO is in DM cadre, SDM (I/C) will be 1st Appellate Authority	1st Appellate Authority	In case CPIO & Alternate CPIO are in ADM cadre, Marketing Manager will be the Appellate Authority. In case CPIO & / or Alternate CPIO are in DM cadre, SDM (I/C) will be the Appellate Authority.
ZTC	CPIO	Manager (Admn)	CPIO	No change
	Alternate CPIO	Faculty Member (Senior most) ADM/DM/SDM	Alternate CPIO	No change
	1st Appellate Authority	Director ZTC	1st Appellate Authority	No change
ZONAL OFFICE	CAPIO	Audit Centre (In-charge)	CAPIO	No change
	CPIO	RM (CRM/PS) SDM/DM cadre. Secretary (CRM/PS) where RM (CRM/PS) is in ZM (O) cadre	CPIO	No change

	1st Alternate CPIO	RM (L&HPF)	1st Alternate CPIO	No change
	2nd Alternate CPIO	Secretary (P&IR)	2nd Alternate CPIO	No change
	1st Appellate Authority	RM (CRM/Claims/Annuities) ZM (O) cadre	1st Appellate Authority	1 - RM (CRM/Claims/Annuities) ZM(O) cadre 2 - RM (CRM/PS) where Secretary(CRM/PS) is CPIO
	1st Alternate Appellate Authority	RM (P&IR)	1st Alternate Appellate Authority	No change
	2nd Alternate Appellate Authority	RM (E&OS)	2nd Alternate Appellate Authority	No change
Central Office	CPIO	Chief(RTI)	CPIO	Chief (RTI)/Secretary (RTI)
	1st Alternate CPIO	Chief (Legal)	1st Alternate CPIO	1 - Chief (Legal) / Chief (CRM/PS) is the 1st Alternate CPIO 2- If Secretary (RTI) is CPIO, Secretary(HRD/OD) is the 1st Alternate CPIO
	2nd Alternate CPIO	Chief (CP)	2nd Alternate CPIO	1 - Chief (OS) - if CPIO is Chief (RTI) 2 - If Secretary (RTI) is CPIO, Secretary (CP) is the 2nd Alternate CPIO
	1st Appellate Authority	ED (RTI)		No change
	1st Alternate Appellate Authority	ED(HRD/OD)		ED (Legal)
	2nd Alternate Appellate Authority	ED (Inspection)		ED (HRD/OD)


 Executive Director (Personnel)