

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

Ref: CO/Per.Admn./ZD/298

16/06/2015.

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 under:

Office	Existing System		Revised System		
	Position	Designated officer	Position	Designated officer	
Branch Office including SOs	CAPIO	Branch Manager (I/C)	CAPIO	Chief Manager/Sr.Branch Manager/Branch Manager (I/C) In the absence of Branch (I/C)-Next Senior Most officer	
Divisional office	CPIO	Manager (CRM)	CPIO	Manager (CRM)	
		Manager (P&IR)	1 st Alternate CPIO	Manager (L&HPF)	
		Manager (E&OS)	2 nd Alternate CPIO	Manager (P&IR)	
	1 st Appellate Authority	Senior Divisional Manager (I/C)	Appellate Authority	Marketing Manager In case CPIO is in DM cadre, SDM (I/C) will be 1st Appellate Authority	
ZTC	CPIO	Manager (Admn.)	CPIO	Manager (Admn.)	
	1 st Appellate Authority	Principal, ZTC	Appellate Authority	Principal, ZTC	
Zonal Office	CPIO	RM (CRM)	CPIO	Secretary (CRM)	
		RM (P&IR)	1 st Alternate CPIO	RM (L&HPF)	
		RM (E&OS)	2 nd Alternate CPIO	Secretary (P&IR)	
	1 st Appellate Authority	ZM (I/C)		1 st Appellate Authority	RM (CRM)
				1 st Alternate Appellate Authority	RM (P&IR)
				2 nd Alternate Appellate Authority	RM (E&OS)
Central Office	CPIO	ED (RTI)	CPIO	Chief (RTI)	
			1 st Alternate CPIO	Chief (Legal)	
			2 nd Alternate CPIO	Chief (CP)	
	Appellate Authority	Managing Director		1 st Appellate Authority	ED (RTI)
				1 st Alternate Appellate Authority	ED (HRD/OD)
				2 nd Alternate Appellate Authority	ED (INSPECTION)

The above changes shall come into force with immediate effect. There is no change with regard to other instructions issued earlier.

Executive Director (Personnel)