

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER EXCISE, ENT. AND LUXURY TAX
L-BLOCK ; VIKAS BHAWAN: IP ESTATE : NEW DELHI- 110002
(COORDINATION BRANCH)

No.1(18)/Ex/RTI/(Coord.)/2010-11 / 7848
ORDER

Dated: 5/1/11

In compliance to Central Information Commission Orders/Instructions delivered vide Orders No. CIC/AT/D/10/000111 dated 15.11.2010 & 9.12.2010 and Principal Secretary (AR) letter No. F.13/6/10-AR/13116-13275/C dated 16.12.2010, the competent authority is pleased to designate the following officers as Nodal officers on behalf of the Excise, Entertainment & Luxury Tax Department for carrying out the obligations set out in Section 4 of RTI Act, 2005 as per the time limit set out against each activity by the Commission:-

1. Sh. B. M. Jain, Assistant Commissioner as **RECORD OFFICER** who will undertake the activity of cataloguing and indexing of all the records of the Department as per provisions of Section 4(1)(a) of RTI Act, 2005 within a time frame of six months i.e. latest by 15th May, 2011.
2. Sh. Satya Lal, System Analyst, for creating a portal on the website which will be exclusively for the CIC with reference to the Publishing such portal with 17 Manuals as per provisions of Section 4(1)(b) of RTI Act, 2005 within a period of 120 days from the date of issue of CIC order i.e. latest by 15th March, 2011.
3. Sh. Manish Garg, Assistant Commissioner/GM(Excise) as **"TRANSPARENCY OFFICER"** whose task it will be to oversee the implementation of Section 4 of RTI Act, 2005 obligations by public authorities and to apprise the top management of its progress, to be the interface for the CIC regarding its progress, help promote congenial conditions for positive and timely response to RTI requests by PIOs, deemed PIOs and to be a contact point for the public in all RTI related matters.

This issues with the prior approval of Commissioner-Excise,
Entertainment & Luxury Tax.

(PRABHJOT SINGH)
ASSISTANT COMMISSIONER
(COORDINATION)

Copy forwarded to the following for information and necessary action to:-

1. The Joint Secretary (Law) and Additional Registrar, Central Information Commission, August Kranti Bhawan, Bhikaji Cama place, New Delhi-110066
2. Principal Secretary (AR), Govt. of NCT of Delhi, AR Deptt., 7th level, C-Wing, Delhi Secretariat, New Delhi-110002
3. Officers Concerned along with the copy of decisions of CIC dated 15.11.2010 & 09.12.2010.
4. PS to CE
5. PA to DC(E)/DC(I)/FAA
6. All PIOs /Deemed PIOs
7. Programmer, Computer Cell to upload on Web-site & CIC Portal
8. Office Copy

(PRABHJOT SINGH)
ASSISTANT COMMISSIONER
(COORDINATION)

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