

**Updated on dated : 29/07/2024**

***Details of Maharashtra State Information  
Commission for publication under Section 4(1)  
(b) of Right to Information Act 2005.***

# MAHARASHTRA STATE INFORMATION COMMISSION

## Section 4 (1) (b) (i)

1	Name of Public Authority :	State Information Commission, Headquarter, Mumbai The State Information Commission has been established under sub- section (1) of section 15 of the Right to Information Act, 2005 vide gazette notification dated 11 October 2005.
2	Address	New Administrative Building, 13th Floor, Madam Cama Road, Hutatma Rajguru Chowk, Opposite Mantralaya, Mumbai – 400 032.
3	State Chief Information Commissioner	Shri. Samir Sahai
4	Area	All Divisions/Wards under Brihanmumbai Mahanagara Palika, MMRDA, Metro as well as following Departments under the Ministry:- 1. Urban Development Department, 2. Water Supply Department, 3. Tourism and Cultural Affairs Department, 4. Employment and Self-Employment Department, 5. Public Works Department, 6. Women and Child Development Department, 7. Minorities Department, 8. Marathi Language Department, 9. Parliamentary Affairs Department, 10. Agriculture and Padum Department, 11. Planning Department, 12. Social Justice Department, 13. Tribal Development Department, 14. Food Civil Supplies and Consumer Protection Department, 15. Skill Development, Entrepreneurship and Innovation Department, 16.

		Disability Welfare Department, 17. Other Backward and Bahujan Development department.
5	Vision	Act in accordance with the provisions of the Right to Information Act, 2005.
6	Direct action	By hearing the second appeal and the complaints received under the Right to Information Act, 2005 and to give justice to the public in accordance with law
7	Immovable property (here details of land, building and other immovable property of your authority)	Office building provided by the State Govt.
8	Chart of Authority Structure (The chart should be taken as a family tree chart and linked to the function and contact address at each level)	attached
9	Office hours and telephone numbers	9.30 a.m. to evening. 6.00 Tel: 022 22049184/22856078/22049390 E-mail: <a href="mailto:cic.mumbai@maharashtra.gov.in">cic.mumbai@maharashtra.gov.in</a> <a href="mailto:msic.sec@maharashtra.gov.in">msic.sec@maharashtra.gov.in</a> <a href="mailto:msic.do1@gmail.com">msic.do1@gmail.com</a> <a href="mailto:msic.do2@gmail.com">msic.do2@gmail.com</a>
10	Period of weekly holidays and special services	According to government rules

## **Name of the office – Maharashtra State Information Commission**

Address – 13<sup>th</sup> floor, New Administrative Building, Madam Cama Road,  
Hutatma Rajguru chowk, Opp. Mantralaya, Mumbai – 400 032.

The Information Commissioners of the State

- 1) State Chief Information Commissioner (SCIC) – Shri Samir Sahai (Addl.charge)
- 2) State Information Commissioner, Greater Mumbai – Dr Pradeep Kumar Vyas
- 3) State Information Commissioner, Konkan – Shri. Shekhar Channe
- 4) State Information Commissioner, Pune – Shri. Samir Sahai
- 5) State Information Commissioner, Nashik – Shri. Bhupendra Gurav
- 6) State Information Commissioner, Aurangabad – Shri. Makarand Ranade
- 7) State Information Commissioner, Amravati – Shri. Rahul Pande (Addl.charge)
- 8) State Information Commissioner, Nagpur – Shri Rahul Pande

The State Information Commission consist of –

- (a) The State Chief Information Commissioner ; and
- (b) The State Information Commissioners.

The general superintendence, direction and management of the affairs of the State Information Commission vests in the State Chief Information Commissioner who is assisted by the State Information Commissioners and exercises all powers or does all such acts and things autonomously without being subjected to directions by any other authority under the Right to Information Act.

The Act enjoins upon the State Government to provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowance payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. 20 posts have been sanctioned by the Government for State Chief Information Commission office and 18 posts for Benches.

**Objectives** – Fulfilling the mandate assigned in the Right to Information Act, 2005.

## **Section 4 (1) (b) (ii)**

### **Powers and duties of Officers and Employees**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers and duties</b>
1.	Chief State Information Commissioner	The work of the State Information Commissioner is quasi-judicial in nature and in respect of second appeals filed under the provisions of Section 19 (3) of the Right to Information Act, 2005 and complaints filed under Section 18, by examining the documents related to the appeal and hearing the party concerned in person. Recommendation to State Government through the Annual Report in co-ordination with other State Information Commissioners.
2.	Secretary, State Information Commission	To assist Hon. the State Chief Information Commissioner in the running of the headquarters/bench/office and to carry on the office work in an orderly manner as directed by them from time to time. Also doing supervisory work of all day-to-day administrative and financial work in the office.
3.	Section Officers	Scrutiny and putting up cases follow up on decisions and instructions with respect to Right to Information Act. Scrutiny of other allotted subject with reference to office administration, financial matters etc. which may allotted from time to time.
4.	Assistants	Receive and keep record of Right to Information Act cases / other documents and correspondence as per allotment of work. Present the documents/correspondence neatly and subject to their officers (s). Follow up on file instructions from superiors.
5.	Steno	Preparing hearing orders of second appeals and presenting to the state chief information commissioner.
6.	Clerks	<ol style="list-style-type: none"> <li>1. Inward clerk to receive correspondence and give reply in cases of 2<sup>nd</sup> appeals and complaints to the applicants. To guide the visitors and redirect them to meet concerned officer/employee for further information where necessary.</li> <li>2. Dispatch clerk – to dispatch correspondence from the State Information Commission after due recording. To keep completed cases serially and safely.</li> </ol>

		3. Other clerks to work as allotment of duty, to type and prepare monthly extract or inward /outward correspondence /files and other works allotted to them from time to time.
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### **Section 4 (1) (b) (iii)**

Procedure followed in the Appeals and complaints under Right to Information Act, 2005.

The Commission receives Second Appeals against the orders of Appellate Officers under Section 19 of the Right to Information Act. These appeals are placed before the State Chief Information Commissioner who disposes the appeal after hearing. The applicant, State Public Information Officer and First Appellate Officer are called for the hearing of 2<sup>nd</sup> appeal and their say is considered by the State Chief Information Commissioner / State Information Commissioner while adjudicating on the case.

The Commission also receives complaints under Section 18 of the Right to Information Act. The complaint is put up to the Chief Information Commissioner who may seek report from the Public Information Officer/Appellate Authority, fix hearing or take any other suitable decision on the matter.

### **Section 4 (1) (b) (IV)**

Norms set for discharge of functions in State Information Commission.

All the duties and functions in the commission are discharged according to the rules under Right to Information Act 2005.

### **Section 4 (1) (b) (v)**

List the rules/regulation/instructions/manuals/ records held in State Information Commission office for discharging its functions :-

1. The Right to Information Act (RTI) 2005

2. Maharashtra Right to Information Rules, 2005.
3. Judgment given by Hon'ble High Court and Hon'ble Supreme Court regarding Right to Information Act, 2005.
4. Circulars issued by the General Administration Department of Govt. in relation to the Right to Information Act, 2005
5. First Annual Report (12.10.2005 to 31.12.2006)
6. Second Annual Report (01.01.2007 to 31.12.2007)
7. Third Annual Report (01.01.2008 to 31.12.2008)
8. Fourth Annual Report (01.01.2009 to 31.12.2009)
9. Fifth Annual Report (01.01.2010 to 31.12.2010)
10. Sixth Annual Report (01.01.2011 to 31.12.2011)
11. Seventh Annual Report (01.01.2012 to 31.12.2012)
12. Eighth Annual Report (01.01.2013 to 31.12.2013)
13. Ninth Annual Report (01.01.2014 to 31.12.2014)
14. Ten Annual Report (01.01.2015 to 31.12.2015)
15. Eleven Annual Report (01.01.2016 to 31.12.2016)
16. Twelve Annual Report (01.01.2017 to 31.12.2017)
17. Thirteenth Annual Report (01.01.2018 to 31.12.2018)
18. Fourteenth Annual Report (01.01.2019 to 31.12.2019)
19. Fifteenth Annual Report (01.01.2020 to 31.12.2020)
20. Sixteenth Annual Report (01.01.2021 to 31.12.2021)

Sr. No.	Subject	Type of document file/muster/register/voucher etc.	Particulars of Heading/type in the document
1.	Appeals	Files	Section 19 of RTI Act.
2.	Complaints	Files	Section 18 of RTI Act.
3.	General / Miscellaneous	Files / Folders	General Matters related to RTI or Miscellaneous non RTI matters.
4.	Administration	Files	Files related to administration in the commission.
5.	Annual Report	Files	Material furnished by Ministries for Annual Report to be prepared as per Sec.25.

## **Under Section 4 (1) (b) (vi)**

According to circular of Chief Information Commission dated 16.06.2022 Orders of Second Appeals and their application of Right to Information are scanned and preserved permanently. Penalty cases are preserved as “C” class (5 years).

Miscellaneous cases are preserved for 1 year. The copy of Circular dated 16.06.2022 is displayed on website i.e. [www.sic.maharashtra.gov.in](http://www.sic.maharashtra.gov.in) (Others Links → Important Letters.)

## **Under Section 4 (1) (b) (vii)**

The Commission receives suggestions from time to time from various organizations/individuals. These are examined and further action taken where possible.

## **Under Section 4 (1) (b) (viii)**

The minutes of meetings of Chief Information Commissioner with all other State Information Commissioners are displayed on website i.e. [www.sic.maharashtra.gov.in](http://www.sic.maharashtra.gov.in) (Others Links → Important Letters.)

<b>Section 4 (1) (b) (ix)</b>
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Under Section 4 (1) (b) (ix) a directory of the officers & employees & their monthly remuneration in State Information Commissioner: -

Sr. No.	Name and Designation	Telephone Number	E_mail address



1.	Shri Samir Sahai Chief Information Commissioner	22856078	<a href="mailto:cic.mumbai@maharashtra.gov.in">cic.mumbai@maharashtra.gov.in</a>
2.	Smt. Savita Jawale Secretary	22049184	<a href="mailto:msic.sec@maharashtra.gov.in">msic.sec@maharashtra.gov.in</a>
	Shri. Abhay Bhandari Section Officer	22049390	<a href="mailto:msic.do1@maharashtra.gov.in">msic.do1@maharashtra.gov.in</a> <a href="mailto:msic.do2@maharashtra.gov.in">msic.do2@maharashtra.gov.in</a>

**Section 4 (1) (b) (x)**

Under Section 4 (1) (b) (x) Details of remuneration of officers & employees.

The scale of pay of officers and employees of State Information Commission are as under:-

<b>Sl. No.</b>	<b>Designation of the post</b>	<b>Pay Scale of the post (7<sup>th</sup> Pay Commission)</b>
1.	Chief Information Commissioner	2,25,000 (Fixed)
2.	Secretary	1,23,100-2,15,900 (S-27)
3.	Desk Officer	47,600-1,51,100 (S-17)
4.	Steno (Higher Grade)	41,800-1,32,300 (S-15)
5.	Steno (Lower Grade)	38,600-1,22,800 (S-14)
6.	Assistant	38,600-1,22,800 (S-14)
7.	Clerk-cum-Typist	19,900-63,200 (S-6)
8.	Driver	19,900-63,200 (S-6)
9.	Peon	15,000-47,600 (S-1)

(Note – G.R. dated 21.06.2023 post of Stenos, Clerks, Driver and Peons are to be filled by outsourcing after the current posts became vacant. Correspondence to the State Government is being done regarding this G. R.)

Salary details of Officers and Employees from State Information Commission,  
Mumbai.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Shri Samir Sahai	Chief Informati,on Commissioner	2,25,000/-
2.	Smt. Savita Jawale	Secretary	1,17,724/-
3.	Vacant	Under Secretary (Legal)	--
4.	Vacant	Section Officer	--
5.	Shri. Abhay Bhandari	Section Officer	1,14,540/-
6.	Smt. Jyostna Shinde	Personal Assistant (Steno H.G.)	1,59,009/-
7.	Smt. Sayali Sawant	Assistant Section Officer	96,219/-
8.	Vacant	Assistant Section Officer	--
9.	Vacant	Assistant (Legal)	--
10.	Vacant	Assistant Section Officer	--
11.	Smt. Madhura Keny	Clerk (Loan Basis)	87,153/-
12.	Smt. Pragati Sonawne	Steno (L.G.) (Contract Basis)	33,495/-
13.	Smt. Ashwini Mayekar	Steno (L.G.) (Contract Basis)	33,495/-
14.	Shri. Prathamesh Gurav	Clerk-cum-Typist (Contract Basis)	19,635/-
15.	Vacant	Clerk-cum-Typist	--
16.	Vacant	Clerk-cum-Typist	--
17.	Vacant	Driver	--
18.	Shri Umesh Jadhav	Peon (Contract Basis)	15,015/-
19.	Shri Pralhad Joshi	Peon (Contract Basis)	15,015/-
20.	Shri. Naresh Mulik	Peon (Contract Basis)	15,015/-

Section 4 (1) (b) (xi)

**Details of allocation of budget during current year is as follows:-**

<b>Sr.No.</b>	<b>Budget head description</b>	<b>Budget 2024-25 (in thousand)</b>	<b>Expenditure (in thousand)</b>
1	01 - Salaries	46214.000	32068.438
2	03- Overtime Allowances	15.000	0.000
3	06 - Telephone, Electricity & Water Charges	837.000	314.541
4	10- Contract Basis Employee Salary	7600.000	4193.866
5	11- Domestic Travels Exp.	1176.000	9.376
6	12- Foreign Travels Exp.	84.000	0.000
7	13 - Office Expenses	5780.000	1736.809
8	14- Rent Rate & Taxes	475.000	207.077
9	17 - Computer	1187.000	213.928
10	20 - Other Administrative Services	7.000	0.000
11	28 - Professional Services	400.000	1.500
12	51- Motor Vehicle	509.000	39.832
	<b>Total</b>	<b>64284.000</b>	<b>38785.367</b>

## **Section 4 (1) (b) (xii)**

Under Section 4 (1) (b) (xii) Details of beneficiaries of subsidy program from the Commission: Not Applicable.

## **Section 4 (1) (b) (xiii)**

Under Section 4 (1) (b) (xiii) Details of particulars of recipients of concession permits or authorization granted: Not Applicable.

## **Section 4 (1) (b) (xiv)**

Under Section 4 (1) (b) (xiv) Details of information available in electronic form in CIC.

<b>Sr. No.</b>	<b>Type of Documents</b>	<b>Sub Topics</b>	<b>In which electronic format it is kept</b>	<b>Mode of retrieval</b>
1.	RTI Act, 2005.	-	On website in PDF format	Other links – Right to Information Act 2005.
2.	Second Appeal Orders	-	On website in PDF format	Under heading Decisions
3.	Complaint Orders	-	On website in PDF format	Under heading Complaints

## **Section 4 (1) (b) (xv)**

The State Information Commission has not set up a library or a reading room. All Citizen may come to the office of CIC to inspect any available files on every Monday between 3 to 5 pm

## **Section 4 (1) (b) (xvi)**

Under Section 4 (1) (b) (xvi) Public Information Officers / Appellate Authority.

### **Public Information Officer:**

<b>Sr. No.</b>	<b>Public Information Officer</b>	<b>First Appellate Authority</b>
	Shri. Abhay Bhandari, Desk Officer	Smt. Savita Jawale, Secretary

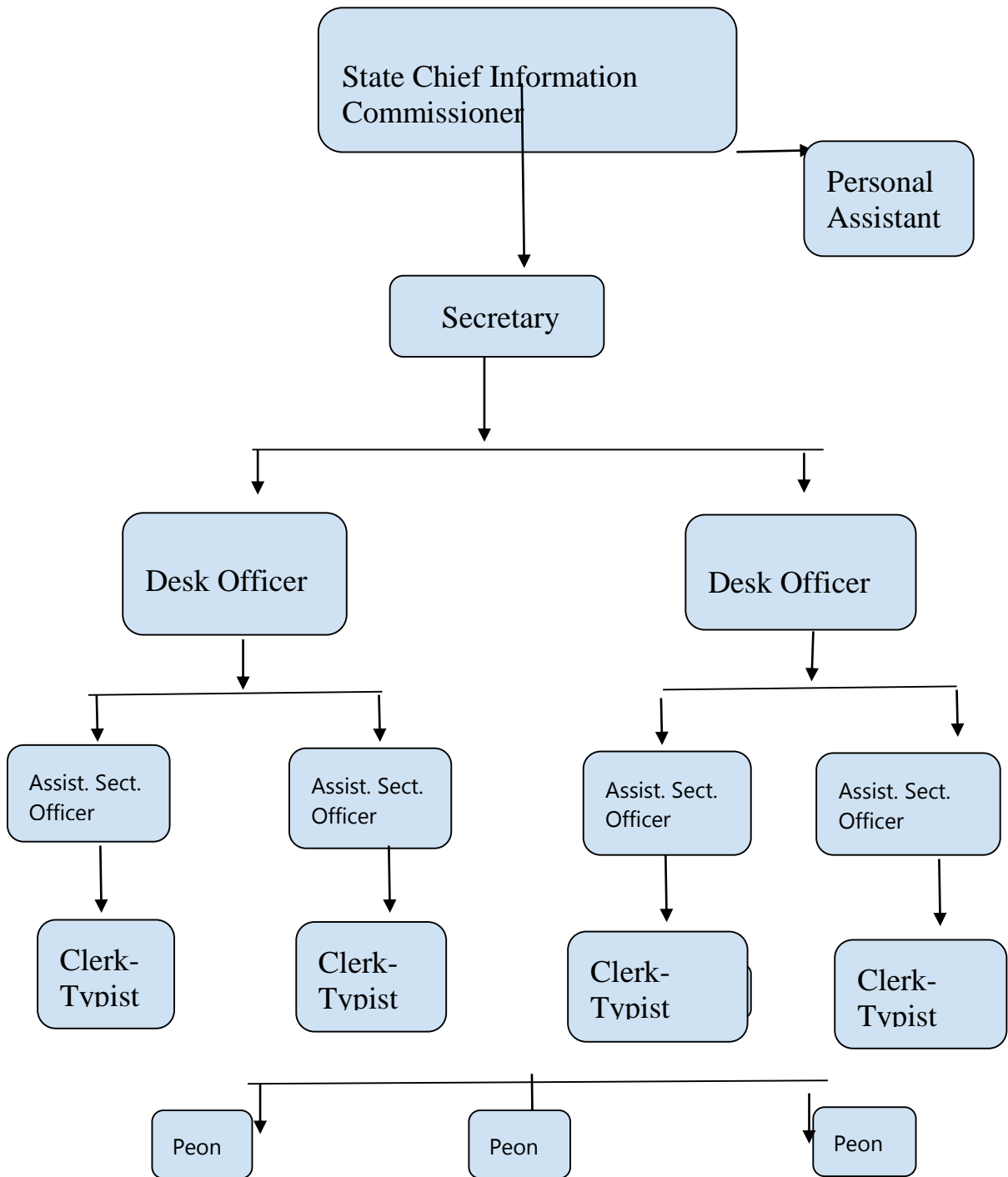
## **Section 4 (1) (b) (xvii)**

Under Section 4 (1) (b) (xvi) nothing is prescribed as on date.

## **Status of Compliance of Supreme Court Directions in 990 of 2021**

1. The minutes of Meeting dated 28.08.2023 under the chairman ship of Hon'ble Chief Information Commission is displayed on website i.e. [www.sic.maharashtra.gov.in](http://www.sic.maharashtra.gov.in) (Others Links → Important Letters.)
  2. Letter written to Chief Secretary, Maharashtra for providing list of Public Authorities for monitoring of section 4 and report called from State Government in this regard. (Copy of letter dated 17.10.2023 is displayed on website i.e. [www.sic.maharashtra.gov.in](http://www.sic.maharashtra.gov.in) (Others Links → Important Letters.)
  3. Recommendation letter for implementation of section 4 written to Chief Secretary, Maharashtra by Hon'ble Chief Information Commissioner dated 22.12.2023 is displayed on website i.e. [www.sic.maharashtra.gov.in](http://www.sic.maharashtra.gov.in) (Others Links → Important Letters.)
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# Chart of Structure



According to the Right to Information Act 2005, the salaries and allowances payable to and other terms and conditions of service of –

- (a) The State Chief Information Commissioner shall be the same as that of the Election Commissioner, Govt. of India.

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity.

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits :

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the State Information Commissioner shall not be varied to their disadvantage after their appointment.