

***Details of State Information Commission, Amravati Bench  
Amravati for publication under Section 4 (1)(b) of Right to  
Information Act 2005.  
(updated upto 31/07/2021)***

**Name of the office** : State Information Commission  
**Address** : Bhatkuli Tahsil Office Campus, Near  
Circuit House, camp, Amravati 444602

**Name of the State Information Commissioner**

State Information Commissioner, Amravati.

Shri.Sunil Porwal.  
(joining 17/05/2021)

**Functions :-**

The State Information Commission has been constituted under sub-section (1) of section 15 of the Right to Information (RTI) Act, 2005 vide a Gazette Notification dated the 18<sup>th</sup> December 2008. The State Information Commission's mandate is to exercise the powers conferred on, and to perform the functions assigned to, under the Act.

The State Information Commission consist of –  
(a)The State Information Commissioner.

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 allowances 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. 18 posts have been sanctioned by the Government for each of the State Information Commission offices.

## **Objectives :-**

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

## **Details of services provided / duties :-**

As per the RTI Act, 2005 the Commission has been assigned the task of receiving complaints and appeals, for providing suitable relief to the appellants as per the provisions of the Right to Information Act 2005.

Physical Assets – Office building provided by the State Government.

## **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	State Information Commissioner.	Overall management of the State Information Commission matters including general superintendence, direction and leadership. Scrutiny of appeals and complaints under sections 19 and 18, respectively, and issue of ruling where hearing has been held on appeals or complaints.
2.	Deputy Secretary, State Information Commission	To assist in carrying out the functions of State Information Commissioner and varies incidental work as directed by the State Information Commissioner from time to time. To act as controlling Officer for Officers and staff in the State Information Commission office, Amravati.
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 be allotted, from time to time.
4.	Assistant Section Officers	Receive and keep record of Right to Information Act cases/other documents and correspondence as per allotment of work. Pool the documents/correspondence neatly and subject to the instructions from their officers. Follow up of instructuins given by superiors relating to files.
5.	Clerks	<ol style="list-style-type: none"><li>1. Inward clerk- to receive correspondence and distribute to respective officers.</li><li>2. Dispatch clerk – to dispatch correspondence from the State Information Commission after</li></ol>

due recording. To keep completed cases safely.

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.

### **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 First Appellate Officers under section 19 of the Right to Information Act. This is place before the State Information Commissioner, who disposes the appeals by following the procedures laid down in this behalf. The applicant, State Public Information Officer and Appellate Officer are called for the hearing of 2<sup>nd</sup> appeal and their say is considered by the State Information Commissioner while adjudicating on the 2<sup>nd</sup> Appeals.

The Commission also receives complaints under Section 18 of the Right to Information Act. The hearing is fixed on said complaint for redressal. Commission has to discharge the functions in accordance with the provisions of sections 18, 19, & 20 of R.T.I. Act 2005.

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

Norms set for discharge of functions in State Information Commission.

State Information Commission has not yet set norms for discharge of its functions. With experience some important norms will be put in place.

### **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, 2005 (Act. No.22 of 2005) popularly known as RTI Act
2. Maharashtra Right to Information Rules, 2005.

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

A statement of the categories of documents that are held by it or under its control :-

Other record viz:-

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 relating to administration of the Commission.

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

Particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof - Not applicable

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

There are no boards/ councils/ committees set up to advice the Commission.

## Section 4 (1) (b) (ix)

Names and Telephone Nos. of the officers/employees are as follows:-

S. No.	Name and Designation	Telephone Number	E-mail address
1.	Shri.Sunil Porwal, State Information Commissioner.	0721-2552925	<a href="mailto:dsmsicamwt@gmail.com">dsmsicamwt@gmail.com</a>
2.	Shri. Mukund P. Deshpande Dy.Secretary	0721-2553172	<a href="mailto:mukunddeshpande10@gmail.com">mukunddeshpande10@gmail.com</a>
3.	Shri. Devising H. Daberao Section Officer	0721-2553172	<a href="mailto:ddaberao@rediffmail.com">ddaberao@rediffmail.com</a>
4.	Shri.Ganesh R.Kathale, Assistant Section Officer & Section Officer ( Add. charge)	0721-2553173	<a href="mailto:ganeshkathale09@gmail.com">ganeshkathale09@gmail.com</a>
5.	Shri.Pravin Punase , Assistant Section Officer	---	<a href="mailto:pravinpunse@gmail.com">pravinpunse@gmail.com</a>
6.	Smt. Lakshanti Alone, Assistant Section Officer	---	<a href="mailto:lakshantigohatre@gmail.com">lakshantigohatre@gmail.com</a>
7.	Smt. Ashvini Sabane, Stenographer (Lower Grade)	---	
8.	Ku.Priyanka D.Raut, Clerk-Cum-Typist	---	<a href="mailto:priyankaraut624@gmail.com">priyankaraut624@gmail.com</a>
9.	Ku. Pradnya Wankhade, Clerk-Cum-Typist	---	<a href="mailto:pradnyawankhade2@gmail.com">pradnyawankhade2@gmail.com</a>
10.	Shri Anand S.Ramteke, Clerk-Cum-Typist		<a href="mailto:anand221091@gmail.com">anand221091@gmail.com</a>
11.	Ku. Sangita P. Madavi, Clerk-Cum-Typist		<a href="mailto:sangitapmadavi@gmail.com">sangitapmadavi@gmail.com</a>
12.	Shri. K. M. Wadekar, Peon		<a href="mailto:kailaswadeker2374@gmail.com">kailaswadeker2374@gmail.com</a>
13.	Shri. Dinesh Chavan, Peon		

## Section 4 (1) (b) (x)

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

Sl. No.	Designation	Pay Scale ( 7 <sup>th</sup> Pay)
1.	State Information Commissioner	225000 (Fixed) Plus allowances
2.	Dy. Secretary	78800-209200
3.	Section Officer	56100-177500
4.	Assistant Section Officer	41800-132300
5.	Steno (Higher Grade)	41800-132300
6.	Steno (Lower Grade)	38600-122800
7.	Clerk-cum-Typist	25500-81100
8.	Driver	19900-63200
9.	Peon	16600-52400

**Salary details of Officers and Employees of the State Information Commission :-**

**(updated upto 31/07/2021)**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Salary (Rs)</b>
1	Shri.Sunil Porwal, (Add.charge) (joining 17/05/2021)	State Information Commissioner	-
2	Shri. Mukund P. Deshpande	Dy. Secretary	<b>Rs. 1,34,054/-</b>
3	Shri. D.H. Daberao	Section Officer	<b>Rs. 1,04,661/-</b>
4	Shri. Ganesh R. Kathale (Add.charge)	Section Officer	<b>Rs. 69,385/-</b>
5	Shri. Ganesh R. Kathale	Assistant Section Officer	<b>Rs. 69,385/-</b>
6	Shri. Pravin Punase	Assistant Section Officer	<b>Rs. 67,552/-</b>
7	Smt. Lakshanti Alone	Assistant Section Officer <sup>5</sup>	<b>Rs. 69,385/-</b>
8	Vacant	Assistant Section Officer	-
9	Vacant	Stenographer ( Higher grade)	-
10	Smt.Ashvini V. Sabane	Stenographer (Lower Grade)	-
11	Ku.Priyanka D.Raut,	Clerk-cum-Typist	<b>Rs. 37,119/-</b>
12	Shri Pradya Wankhade	Clerk-cum-Typist	<b>Rs. 37,119/-</b>
13	Shri Anand S.Ramteke	Clerk-cum-Typist	<b>Rs. 37,119/- -</b>
14	Ku. Sangita P. Madavi	Clerk-cum-Typist	<b>Rs. 37,119/- -</b>
15	Vacant	Driver	-
16	Shri. K. M. Wadekar,	Peon	-
17	Shri. Dinesh Chavan	Peon	-
18	Vacant	Peon	-

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

Details of allocation of budget during current year 2021-22 is as

follows :-

Sr.No.	Budget Head	Budget
1.	Salaries (01)	52,530,00/-
2.	Overtime Allowances (03)	0/-
3.	Telephone, Electricity & Water Charges (06)	37,500/-
4.	Domestic Travels Exp. (11)	60,000/-
5.	Foreign Travels Exp. (12)	----
6.	Office Expenses (13)	1,87,500/-/-
7.	Computer Expenses (17)	30,000/-
8.	Other Administrative Services (20)	----
9.	Professional Services (28)	----
10.	Motor Vehicle (51)	0/-
	Total	56,68,000/-

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

Details of beneficiaries of subsidy program from the Commission :  
Not Applicable.

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

Details of particulars of recipients of concession permits or authorization granted – Not applicable .

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

Details of information available in electronic form in SIC.

Sr.No.	Type of Documents	Sub Topics	In which electronic format it is kept	Mode of retrieval
1.	RTI Act, 2005.		www.maharashtra.gov.in	Internet
2.	Maharashtra RTI Rules 2005		-do-	-do-
3.	Decision of SIC		-do-	-do-



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

The State Information Commission has not set up a library or a reading room.

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

Public Information Officers / Appellate Authority.

Shri. Ganesh R. Kathale, Desk Officer (Add.charge)	Public Information Officer	Establishment Matters.
Shri. Mukund P.Deshpande, Dy.Secretary	Appellate Authority	Administration & Establishment Matters Complaints. Information regarding Appeals, Complaints Under Section 18 and other consolidate Statistical Data.

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

Nothing is prescribed as on date.

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