

Dated 1.1.2022 To 31.12.2023

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

# **MAHARASHTRA STATE INFORMATION COMMISSION**

**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 Sumit Mullick
- 2) State Information Commissioner, Greater Mumbai – Shri Sunil Porwal
- 3) State Information Commissioner, Konkan – Shri. Sunil Porwal (Addl.charge)
- 4) State Information Commissioner, Pune – Shri. Samir Sahay
- 5) State Information Commissioner, Nashik – Shri Samir Sahay (Addl.charge)
- 6) State Information Commissioner, Aurangabad – Shri. Rahul Pande (Addl.charge)
- 7) State Information Commissioner, Amravati – Shri. Rahul Pande (Addl.charge)
- 8) State Information Commissioner, Nagpur – Shri Rahul Pande

**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 Oct.11 2005. 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 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. 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.	Chief State Information Commissioner	Overall management of the State Information Commission matters including general superintendence, direction and leadership. Scrutiny of appeals and complaints under Sec 19 and 18 respectively and issue of ruling where hearing has been held on appeals or complaints. Co-ordination with the different State Information Commission's as well as with different departments of the State Government w r the Right to Information Act, 2005.
2.	Secretary, State Information Commission	To assist the Chief State Information Commissioner in various works and as directed by the Chief State Information Commissioner. To act as controlling Officer for Officers and staff in the State Information Commission office, Mumbai. To co-ordinate with various Government departments for matters related to the State Information Commission and the Right to Information Act, 2005.
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. Pool the documents/correspondence neatly and subject to their officers (s). Follow up on file instructions from superiors.
5.	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. Provide visitors general information and redirect them to visit 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 seminally safely.</li><li>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.</li></ol>

## **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. This is placed before the State Chief Information Commissioner who disposes the appeal. The applicant, State Public Information Officer or Asst. Public Information Officer and Appellate Officer (where required) 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.

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

**Under 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. First Annual Report (12.10.2005 to 31.12.2006)
4. Second Annual Report (01.01.2007 to 31.12.2007)
5. Third Annual Report (01.01.2008 to 31.12.2008)
6. Fourth Annual Report (01.01.2009 to 31.12.2009)
7. Fifth Annual Report (01.01.2010 to 31.12.2010)
8. Sixth Annual Report (01.01.2011 to 31.12.2011)
9. Seventh Annual Report (01.01.2012 to 31.12.2012)
10. Eighth Annual Report (01.01.2013 to 31.12.2013)
11. Ninth Annual Report (01.01.2014 to 31.12.2014)
12. Ten Annual Report (01.01.2015 to 31.12.2015)
13. Eleven Annual Report (01.01.2016 to 31.12.2016)

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) (viii)**

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)**

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

Section 4 (1) (b) (ix)
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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 Sumit Mullick Chief Information Commissioner	22856078	<a href="mailto:cic.mumbai@maharashtra.gov.in">cic.mumbai@maharashtra.gov.in</a>
2.	Smt. Savita Jawale, Secretary	22049390	<a href="mailto:msic.sec@maharashtra.gov.in">msic.sec@maharashtra.gov.in</a>
3.	Smt. Shilpa Deshmukh Section Officer	22049184	<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.

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.

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 (6<sup>th</sup> Pay Commission)</b>
1.	Chief Information Commissioner	2,50,000 (Fixed)
2.	Secretary (S-27)	37400-67000 GP 8700
3.	Under Secretary (S-23)	15600-39100 GP 6600
4.	Desk Officer (S-17)	9300-34800 GP 4800
5.	Assistant (Legal) (S-15)	9300-34800 GP 4400
6.	Steno (Higher Grade) (S-15)	9300-34800 GP 4400
7.	Steno (Lower Grade) (S-14)	9300-34800 GP 4300
8.	Assistant (S-14)	9300-34800 GP 4300
9.	Clerk-cum-Typist (S-6)	5200-20200 GP 1900
10.	Driver (S-6)	5200-20200 GP 1900
11.	Peon (S-1)	4440-7440 GP 1300

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 Sumit Mullick	Chief Information Commissioner	2,59,800/-
2.	Smt. Savita Jawale	Secretary	1,17,724/-
3.	Smt. Shilpa Deshmukh	Desk Officer	1,32,964/-
4.	Vacant	Desk Officer	--
5.	Smt. Surekha Gawde	Assistant	76,164/-
6.	Smt. Sayali Sawant	Assistant	96,219/-
7.	Vacant	Assistant (Legal)	--
8.	Smt. Pragati Sonavne	Steno (H.G.) (Contract Basis)	33,495/-
9	Smt. Ashwini Mayekar	Steno (L.G.) (Contract Basis)	33,495/-
12.	Smt. Priyanka Medhekar	Clerk-cum-Typist (Contract Basis)	19,635/-
13.	Smt. Monali Chavhan	Clerk-cum-Typist (Contract Basis)	19,635/-
14	Shri. Prathamesh Gurav	Clerk-cum-Typist (Contract Basis)	19,635/-
15.	Shri. Yash keni	Driver (contract basis)	19,635/-
16	Shri Umesh Jadhav	Peon (Contract Basis)	15,015/-
17	Shri Pralhad Joshi	Peon (Contract Basis)	15,015/-
18	Shri. Naresh Mulik	Peon (Contract Basis)	15,015/-

Section 4 (1) (b) (xi)

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

Sr.No.	Budget head description	Budget 2022-23 (in thousand)
1	01 - Salaries	1,35,534/-
2	03- Overtime Allowances	50/-
3	06 - Telephone, Electricity & Water Charges	2,020/-
4	10- Contract Basis Employee Salary	18,788/-
5	11- Domestic Travels Exp.	2,668/-
6	12- Foreign Travels Exp.	210/-
7	13 - Office Expenses	13,107/-
8	14- Rent Rate & Taxes	796/-
9	17 - Computer	2691/-
10	20 - Other Administrative Services	19/-
11	28 - Professional Services	1000/-
12	51- Motor Vehicle	1274/-
	<b>Total</b>	<b>1,78,157/-</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 : NIL.

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

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

Sr. No.	Type of Documents	Sub Topics	In which electronic format it is kept	Mode of retrieval
1.	RTI Act, 2005.		On website	Internet
2.	Decision of SIC		-do-	-do-

### **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 Friday between 4 to 5 pm

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

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

Public Information Officer :

1) Smt. Shilpa R. Deshmukh, Desk Officer, (Regarding Administration & Establishment Matters, Appeals, Information regarding Complaints & Miscellaneous)

2) Desk Officer – Vacant.

Appellate Authority:

Smt. Savita Jawale, Secretary.

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

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