

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

(Updated up to 9 th January 2023)

Name of the Office - State Information Commission Amravati.

Address - Near Circiut House, Old Bypass Road, Camp Amravati.

State Information Commissioner, Amravati : Shri. Rahul Pande

Functions : The Sate Information Commission has been constituted under sub section (1) of section 15 or the Right to Information (RTI) Act, 2005 vide Government Resolution No. RAMAA/2006/C.R./27/06/05, dated 11.01.2017. The State Information Commissions 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 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 direction 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 end 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 sectioned 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.

Under Section 4 (1) (b) (II)

Powers and duties of Officers and Employees :

Sr. No.	<u>Designation</u>	<u>Powers of Duties</u>
1.	State Information Commissioner, Amravati	Overall management of the State Information Commission matters including general superintendence, direction and leadership. Hearing of appeals and complaints under sec.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 functions of State Information Commissioner and various 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.	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 the instructions from their officers follow up on file instructions given by

		superiors relating to files.
5.	Clerks	<ol style="list-style-type: none"> 1. Inward clerk to receive correspondence distribute to respective officers. 2. Dispatch Clerk – to dispatch correspondence from the State Information Commission after 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 other works allotted to them from time to time.

Under Section 4 (1) (b) (III)

Procedures followed in the Appeals and complaints under Right to Information Act, 2005 :

The Commission receives Second Appeals against the orders of 1st Appellate Officers under Section 19 of the Right to Information Act. This is placed before the State Information Commissioner who disposes the appeal. The Appellate Officer (where required) are called for the hearing of 2nd appeal and they are heard by the State Information Commissioner while adjudicating on the 2nd 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 Section 18,19 and 20 of RTI Act, 2005.

Under 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/ regulations/ instructions/ manuals/ records held in State Information Commission office for discharging its functions :

1. The Right to Information Act (RTI) 2005 (Act No. 22 of 2005) popularly known as RTI Act.
2. Maharashtra Right to Information Rules 2005
3. Circular by General Administrative Departmental issued regarding RTI Act 2005.

Under Section 4(1)(b)(VI)

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

Others record viz :-

Sr.No.	Subject	Type of documents 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.

Under Section 4(1)(b)(VII)

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

Under Section 4(1) (b) (VIII)

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

Under Section 4(1) (b) (IX)

Names and Telephone Nos. of the officers and employees is as under:-

Sr. No.	Name	Designation	Telephone No.	Email Address
1	Shri. Rahul Pande (Add.Charge)	State Information Commissioner, Amravati	2553172	dsmsicamwt@gamil.com
2	Smt. R.P. Jadhav(Add.Charge)	Deputy Secretary	2553173	dsmsicamwt@gamil.com
3	Shri. D. S.Palladwar	Section Officer	2553173	dsmsicamwt@gamil.com
4	Vaccant	Section Officer	2553173	dsmsicamwt@gamil.com
5	Shri.Ganesh Kathle	Assistant Section Officer	2553173	dsmsicamwt@gamil.com
6	Shri. P.R.Punse	Assistant Section Officer	2553173	dsmsicamwt@gamil.com
7	Smt.Vaishali Gahukar	Assistant Section Officer	2553173	dsmsicamwt@gamil.com
8	Vaccant	Assistant Section Officer	2553173	dsmsicamwt@gamil.com
9	Vaccant	Higher Grade Steno converted to A.S.O.	2553173	dsmsicamwt@gamil.com
10	Smt.Ashwini Sabane	Lower Grade Steno	2553173	dsmsicamwt@gamil.com
11	Ku.Priyanka Raut	Clerk-Cum-Typist	2553173	dsmsicamwt@gamil.com
12	Shri. A. S. Ramteke	Clerk-Cum-Typist	2553173	dsmsicamwt@gamil.com
13	Ku.Sangita Madavi	Clerk-Cum-Typist	2553173	dsmsicamwt@gamil.com
14	Ku.Pradhya Wankhade	Clerk-Cum-Typist	2553173	dsmsicamwt@gamil.com
15	Shri.Dinesh Chavhan	Peon	2553173	dsmsicamwt@gamil.com
16	Vaccant	Peon	2553173	dsmsicamwt@gamil.com
17	Vaccant	Peon	2553173	dsmsicamwt@gamil.com
18	Vaccant	Driver	2553173	dsmsicamwt@gamil.com

Contractual post

S.N	Name	Designation	Appt.
1	Shri.Vishal Ingle	Clerk	01/11/2022
2	Shri.Kapil Borkar	Driver	18/11/2021
3	Shri.Santosh Gupta	Peon	2009
4	Shri.Ashish Jugnake	Peon	01/11/2022

Under Section 4(1) (b) (X)

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

Sr.No	Designation	Grade	Pay Scale
1.	State Information Commissioner	-----	225000/- Total
2.	Deputy Secretary	S-25	78800-209200
3.	Section Officer	S-17	47600-151100
4.	Steno (Higher Grade)	S-15	41800-132300
5.	Steno (Lower Grade)	S-14	38600-122800
6.	Assistant Section Officer	S-14	38600-122800
7.	Clerk-cum-Typist	S-6	19900-63200
8.	Driver	S-6	19900-63200
9.	Peon	S-3	15000-47600

Salary details of officers and Employees of State Information Commission :

Sr. No.	Name	Designation	Gross Salary
1	Shri. Rahul Pande (Add.Charge)	State Information Commissioner, Amravati.	---
2	Smt. R.P. Jadhav(Add.Charge)	Deputy Secretary	---
3	Shri. D.S.Palladwar	Section Officer	---
4	Vaccant	Section Officer	---
5	Shri.Ganesh Kathle	Assistant Section Officer	47500/-
6	Shri. P.R.Punse	AssistantSection Officer	53600/-
7	Smt.Vaishali Gahukar	Assistant Section Officer	52000/-
8	Vaccant	Assistant Section Officer	---
9	Vaccant	Higher Grade Steno	---
10	Smt.Ashwini Sabane	Lower Grade Steno	59600/-
11	Ku.Priyanka Raut	Clerk-Cum-Typist	25200/-
12	Shri. A. S. Ramteke	Clerk-Cum-Typist	25200/-
13	Ku.Sangita Madavi	Clerk-Cum-Typist	25200/-
14	Ku.Pradhya Wankhade	Clerk-Cum-Typist	---
15	Shri.Dinesh Chavhan	Peon	---
16	Vaccant	Peon	---
17	Vaccant	Peon	---
18	Vaccant	Driver	---

Contractual Post Salary

S.N	Name	Designation	salary
1	Shri.Vishal Ingle	Clerk	18480/-
2	Shri.Kapil Borkar	Driver	18480/-
3	Shri.Santosh Gupta	Peon	13860/-
4	Shri.Ashish Jugnake	Peon	13860/-

Under Section 4(1) (b) (XI)

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

S.No.	Head	Grand Recied	Expe.
1	01- Salary	1,13,00,000/-	74,96,002/-
2	03 - Overtime	10,000/-	7,260/-
3	06 – Telephone, Ele.,Water	55,000/-	45,652/-
4	10 – Contractual work	7,79,122/-	7,76,162/-
5	1 1- Domestic travel all.	60,000/-	45,024/-
6	13 – Office expenditure	8,62,500/-	7,21,383/-
7	14 - Rent rate and taxes	43,000/-	42,079/-
8	17– Computer Expendature	60,000/-	42,007/-
9	51 – Motor Vehicle	47,000/-	37,323/-
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Under Section 4(1) (b) (XII)

Details of beneficiaries up subsidy programme from the commission: Not Applicable

Under Section 4(1) (b) (XIII)

Details of particulars of recipients of concession permits or authorization granted : Not Applicable

Details of information available in electronic form in SIC.

Sr. No.	Types of Documents	Sub Topics	In Which electronic Formats are kept	Mode of retrieval
1	RTI Act 2005		www.maharashtra.gov.in	Internet
2	Maharashtra RTI Rules2005		---do---	----do---
3	Decision of SIC		---do--	---do--

Under Section 4(1) (b) (XIV)

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

Under Section 4(1) (b) (XV)

Public Information Officers/Appellate Authority.

Public Information Officer :-

1	Shri.P.R.Punse	Public Information Officer	Second Appeal Under 19 (3)
2	Smt. R.P. Jadhav	Appellate Authority	--

Under Section 4(1) (b) (XVI)

Nothing is prescribed as on date.