

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

(Updated up to 30th June 2021)

Name of the Office - State Information Commission Nagpur

Address - 1st floor, New Administrative Building No.2, Civil Lines, Near ZP, Nagpur 440001

State Information Commissioner, Nagpur : Shri Sunil Porwal

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, Nagpur	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, Nagpur.
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. Sunil Porwal	State Information Commissioner, Nagpur (Additional Charge)	2566817	sic.nagpur@yahoo.in
2	Smt. R.P. Jadhav	Deputy Secretary	2530352	sic.nagpur@yahoo.in
3	Shri. N. G. Raut	Section Officer	2566816	sic.nagpur@yahoo.in
4	Smt. D. M. Shahare	Section Officer	2566816	sic.nagpur@yahoo.in
5	Smt. K.A. Joshi	Assistant Section Officer	2566816	sic.nagpur@yahoo.in
6	Shri. D.R. Avadhut	Assistant Section Officer	2566816	sic.nagpur@yahoo.in
7	Shri. S. B. Tonge	Assistant Section Officer	2566816	sic.nagpur@yahoo.in
8	-	Assistant Section Officer	2566816	sic.nagpur@yahoo.in
9	-	Higher Grade Steno converted to A.S.O.	2566816	sic.nagpur@yahoo.in
10	-	Lower Grade Steno	2566816	sic.nagpur@yahoo.in
11	Shri. S.D. Pawar	Clerk-Cum-Typist	2566816	sic.nagpur@yahoo.in
12	Shri. A. M. Bhokare	Clerk-Cum-Typist	2566816	sic.nagpur@yahoo.in
13	Shri. N.A.Uikey	Peon	2566816	sic.nagpur@yahoo.in
14	Smt. Kavita Khapekar	Clerk-Cum-Typist (Contractual)		sic.nagpur@yahoo.in
15	Shri. Mangesh Chaudhari	Clerk-Cum-Typist (Contractual)		sic.nagpur@yahoo.in
16	Smt. Neha Meshram	Peon (Contractual)		sic.nagpur@yahoo.in
17	Smt. Raksha Mankawde	Peon (Contractual)		sic.nagpur@yahoo.in
18	Shri. Virendra Motghare	Driver (Contractual)		sic.nagpur@yahoo.in

*Presently on contract basis.

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	-----	-----
2.	Deputy Secretary	S-23	67700-208700
3.	Section Officer	S-20	56100-177500
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	16600-52400

Salary details of officers and Employees of State Information Commission (September 2018):

Sr. No.	Name	Designation	Gross Salary
1	Shri. Sunil Porwal	State Information Commissioner, Nagpur	----
2	Smt. R.P. Jadhav	Deputy Secretary	1,13,429/-
3	Shri. N. G. Raut	Section Officer	1,05,981/-
4	Smt. D. M. Shahare	Section Officer	81,508/-
5	Smt. K.A. Joshi	Assistant Section Officer	84,166/-
6	Shri. D.R. Avadhut	Assistant Section Officer	79,378/-
7	Shri. S.B.Tonge	Assistant Section Officer	71,596/-
8	-	Assistant Section Officer	-
9	-	Higher Grade Steno	-
10	-	Lower Grade Steno	48,563/-
11	Shri. S.D. Pawar	Clerk-Cum-Typist	35,057/-
12	Shri. A. M. Bhokare	Clerk-Cum-Typist	24,152/-
13	Shri. N.A.Uikey	Peon	29,496/-
14	Smt. Kavita Khapekar	Clerk-Cum-Typist (Contractual)	18,480/-
15	Shri. Mangesh Chaudhari	Clerk-Cum-Typist (Contractual)	18,480/-
16	Smt. Neha Meshram	Peon (Contractual)	13,860/-
17	Smt. Raksha Mankawde	Peon (Contractual)	13,860/-
18	Shri. Virendra Motghare	Driver	18,480/-

*Presently on Contract Basic.

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

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

Sr. No.	Budget Head Description	Budget 2021-2022
1	01- Salaries	52,50,000/-
2	03 – Overtime Allowances	0
3	06 – Telephone, Electricity & Water Charges	37,500/-
4	11 – Domestic Travels Exp.	0
5	12 – Foreign Travels Exp.	0
6	13 – Office Expenses	1,87,500/-
7	17 – Computer	30,000/-
8	20 – Other Administrative Services	0
9	28 – Professional Services	0
10	51 – Motor Vehicle	6,750/-
11.	14-Rent and Tax	55,500/-
12.	10-Contractual Service	4,05,120/-
	Total	59,72,370/-

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 Rules 2005		---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. N. G. Raut	Public Information Officer	Complaints under section 18 and others consolidate statistical data
2	Smt. D. M. Shahare	Public Information Officer	Second Appeal Under 19 (3)
3	Smt. R.P. Jadhav	Appellate Authority	--

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

Nothing is prescribed as on date.