

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, GUWAHATI – 6.

No.FEB.300/2016/31

Dated Dispur the 4th January, 2019.

OFFICE ORDER

In partial modification of earlier Office Order No.FEB.300/2016/7 dated 11/11/2016, the RTI Cell of Finance Department has been re-constituted as follows in addition to their own duties:

Assistant State Public Information Officer/Nodal Officer/Support Staff for RTI Cell.

Sl. No	Name and Designation	Office Address	Telephone Number
01	Shri Akhil Sarma, Deputy Secretary ASPIO & Nodal Officer	Finance (EC-I) Department	9435110217
02	Shri Manoj Malakar, Jr. A.A. Support Staff.	Finance (Taxation) Department.	8638530191
03	Shri Kirti Taye, Jr. A.A. Support Staff	Finance (IF) Department	9365635775
04	Smti. Krisha Priyam Dutta, Jr. A.A. Support Staff	Finance (EC-III) Department	8471891533
05	Shri Nabajit Das, Computer Operator Support Staff	Finance (EC-I) Department	8404091624

Duties & responsibilities of RTI Cell

- i. The RTI Cell will be the Central Point within the Finance Department to receive RTI applications and appeals and ensure quick distribution of the same to the concerned SPIO and Appellate Authority on the same day.
- ii. Transfer of applications not pertaining to the Finance Department to the concerned Public Authority.
- iii. To keep records of replies sent by the State Public Information Officer/ Assistant State Public Information Officer.
- iv. To receive decisions of the SIC/CIC and to route them to SPIO/ASPIO and Appellate Authority.
- v. The Cell will keep record of collection of fees and depositing the same in the state exchequer under the appropriate Head of Accounts.
- vi. The Cell will also maintain record of all SIC cases pertaining to this Department.
- vii. To prepare Annual Report for the Department.

Sd/-

(Nitin Khade, IAS)

Secretary to the Govt. of Assam,
Finance (Estt – B) Department

Memo No.FEB.300/2016/31-A

Dated Dispur the 4th January, 2019.

Copy to :

1. The Registrar, Assam Information Commission, Janakee Complex, Shilpgram Road, Panjabari, Guwahati – 37 for favour of information.
2. P.S. to Additional Chief Secretary to the Govt. of Assam, Finance Department for favour of kind information of Additional Chief Secretary.
3. P.S. to Principal Secretary to the Govt. of Assam, Finance Department for favour of kind information of Principal Secretary.
4. P.S. to Commissioner & Secretary to the Govt. of Assam, Finance Department for favor of kind information of Commissioner & Secretary.
5. P.S. to Secretary to the Govt. of Assam, Finance Department for favor of kind information of Secretary.
6. Superintendent of all divisions of Finance Department.
7. Person concerned.
- ✓ 8. e-Governance Unit, Finance Department for uploading the office order in the official website of Finance Department.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Finance (Establishment-B) Department.

4.1.19