

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, GUWAHATI-06.

No.FEB.300/2016/35

Dated Dispur the 12th June, 2019

OFFICE ORDER

In supersession of earlier Office Order No.FEB.300/2016/31 dated 04/01/2019, the RTI Cell of Finance Department has been re-constituted with the following Officers/Officials with immediate effect and until further order:

Sl. No.	Name and Designation	Office Address	Telephone Number
01.	Shri Akhil Sarma, Deputy Secretary ASPIO & Nodal Officer	Finance (EC-I) Department	9435110217
02.	Sri Paban Sarma, Superintendent	Finance(EC-I) Department	9435407365
03.	Shri. Dipul Barman, Sr.A.A	Finance (EC-I) Department	9435542107
04.	Smti. Manoj Malakar, Jr.A.A.	Finance (Taxation) Department	8638530191
05.	Shri Dipankar Sarkar, Jr.A.A	Finance (Budget) Department	8638304988
06.	Sri Amrit Narayan Pegu, Jr. A.A	Finance (PRU) Department	9954058650
07.	Sri Navajit Das, Computer Operator	Finance (EC-I) Department	8404091624
08.	Shri Lohit Deka, Gr. IV	Finance (PRU) Department	6900685284

The officers/ officials so entrusted will discharge their duties and responsibilities in addition to their normal day to day official duties.

Duties & responsibilities of RTI Cell

- 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.
- Transfer of applications not pertaining to the Finance Department to the concerned Public Authority.
- To keep records of replies sent by the State Public Information Officer / Assistant State Public Information Officer.
- To receive decisions of the SIC/CIC and to route them to SPIO/ASPIO and Appellate Authority.
- The Cell will keep record of collection of fees and depositing the same in the state exchequer under the appropriate head of Accounts.
- The cell will also maintain records of all SIC cases pertaining to this Department.
- To prepare Annual Report for the Department.

Sd/-

(Nitin Khade, IAS)

Commissioner & Secretary to the Govt. of Assam,
Finance Department.

Dated Dispur the 12th June, 2019

Memo No.FEB.300/2016/35-A

Copy to:-

- The Registrar, Assam Information Commission, Jonaki Complex, Shilpagram Road, Panjabari, Ghy-37 for favour of information.
- PS to Additional Chief Secretary, Finance Department for favour of kind information of Additional Chief Secretary.
- PS to Principal Secretary, Finance Department for favour of kind information of Principal Secretary.
- PS to Commissioner & Secretary (SJ / NK), Finance Department for favour of kind information of Commissioner Secretary.
- PS to Secretary to the Govt. of Assam, Finance Department for favour of kind information of Secretary.
- The ASPIO & Nodal Officer, RTI Cell, Finance Department.
- SPIO of all Divisions of Finance Department for information.
- Superintendent of all divisions of Finance Department.
- Persons concerned.
- ✓ e-Governance unit, Finance Department for uploading the office order in the official website of Finance Department.

By order etc.

(Fulbar Ali)

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