

Section 4 (I) (b) (ii)

Powers and duties of Officers and employees:

S. No.	Designation	Powers and Duties
1	State Chief Information Commissioner (CIC)	General superintendence, direction and management of affairs of the State Information Commission. Disposal of complaints/appeals pertaining to deptts/organizations forming part of Darbar-move. <i>CIC is hearing and deciding complaint and appeal cases of Kashmir / Jammu divisions as well.</i>
2	State Information Commissioner (IC) (Two)	To assist the CIC. Each State Information Commissioner shall be allocated Departments /Organizations falling within their respective allotted region of Kashmir/Jammu, for receiving and disposal of appeals and complaints under the provisions of J&K RTI Act 2009. Also such cases of appeals/complaints pertaining to moving deptts/orgns., as may be specifically assigned by CIC from time to time.
3	Secretary	Overall supervision of administrative work, also functioning as CEO & Registrar General of the Commission. Periodical(weekly)meetings of the of the Commission and preparation of minutes thereof.
4	Registrar	Monitoring the work of the Registry and Legal section in CIC office and those of Jt. Registrars of ICs, besides any other work delegated / assigned by CIC as per J&K RTI Act 2009.
5	Joint Registrar	Supervision/Monitoring of the work of Registry and Legal Section in IC offices (K/J) and RTI matters falling under the jurisdiction of their respective ICs.

6	Deputy Secretary	RTI matters in the jurisdiction of CIC, assist Secretary in matters of administration, monitoring of all the disciplinary cases recommended by the Commission, monitoring of website of the Commission, In charge of all the data which is generated and maintained by the Commission.
7.	Under Secretary (2)	RTI matters falling under the jurisdiction of IC(K) & IC (J) respectively. Administrative including protocol works in ICs offices.
8.	Private Secretaries to CIC, IC's	Secretarial Assistance including diary, dispatch and any other work assigned in routine course.
9	Accounts Officer/FA	To examine all the proposals of the Commission having financial implications for obtaining the approvals as per the powers delegated by the CIC/Secretary. Incharge of protocol work, procurement, stores etc.
10	Section Officer	To assist Dy. Secretary in the discharge of his duties/functions and perform all other functions as Section Officer in CIC office.
11	JE Systems (Proposed Creation)	To maintain the website and manage its updates and uploading of all information on daily basis. To assist in all the IT related tasks of the commissions.
12	Legal Asstts.	To assist Registrar, Jt. Registrar, Dy./Asstt Registrar in matters of Registry, legal work as these relate to complaint/2 nd appeal cases listed before CIC/ICs.
13	Assistants	Assistant to DS and US
14.	Cashier	To perform all functions of Cashier.