

INDIAN COUNCIL OF HISTORICAL RESEARCH

35, Ferozeshah Road, New Delhi-110001

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Dated .09.2025

F. No. 3-3/2008-Admn.I

NOTIFICATION

With immediate effect and until further orders the following officers are appointed, under the provisions of Sub-Sections (1) and (2) of Section 5 and Section 19 of RTI Act 2005, to act as Appellate Authority, Central Public Information Officers and Central Assistant Public Information Officer for the areas of work noted against each in addition to their normal duties:

A. Central Public Information Officers

2.	Dr. Rajesh Kumar, Director (Journal, Publication & Library)/ Incharge Administration	For providing information on all the matter pertaining to Journal, Publication, Library-cum-Documentation & Administration
3.	Dr. S.K. Aruni, Deputy Director (Research)	For providing information on all the matter pertaining to South Regional Centre, Bengaluru.
4.	Dr. Noopur Singh, Deputy Director (Research)	For providing information on all matter pertaining to Research
5.	Shri Rizwan Alam Assistant Director (Grant)	For providing information on all matter pertaining to Accounts.

B. Appellate Authority

Dr.Om Jee Upadhyay, Member Secretary (Officiating), ICHR

C. Assistant Central Public Information Officer

1.	Dr.Jyotsna Arora Deputy Director (Library)	For providing information on all matters pertaining to Library-cum-Documentation & Digital Library & MoUs related to Vernacular sources through Dr. Rajesh Kumar.
2.	Dr. Md. Naushad Ali, Deputy Director (Publication)	For providing information on Publication, Publication Subsidy & Sales Counter. In addition to the work related to Western Regional Centre as Controlling Officer and through Dr. Rajesh Kumar.
3.	Dr. Saurabh Kumar Mishra Deputy Director (Journal)	For providing information on all matter pertaining to Journal, Indian Historical Review (IHR), Itihas (Shodh Patrika), Newsletter, Annual Report and also provide the related information on Rajbhasha Adhikari through Dr.Rajesh Kumar.
4.	Dr. Nitin Kumar, Assistant Director (Research)	For providing information on all matters pertaining to Lectures, Seminars, Spl. Seminars, CEP and Controlling Officer of NERC, Guwahati through Dr.Noopur Singh.
5.	Dr. Vinod Kumar Assistant Director (Research)	For providing information on all matter pertaining to PDF, SAF STG and FTG thorough Dr. Noopur Singh.
6.	Dr. Pravin Kumar Sharma, Assistant Director (Research)	For providing information on all matter pertaining to JRF, SaRajbhasha Adhikari and Azadi Ka Amrit Mahotsav thorough Dr. Noopur Singh.
12.	Shri Harish Pandesy Section Officer Accounts/ Incharge (Admn.I)	To receive the applications or appeals for information under RTI Act for forwarding the same to the concerned Central Public Information

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	Officer or State Public Information Officer or senior officer specified under sub-Section (1) of Section (19) or Central Information Commission or State Information Commission as the case may be. He will keep a proper record of diary and movement of such requests/appeals and any other work assigned by the Council from time to time.
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Occasionally there may be demand for information by the RTI applicant on more than one subject. In that case, the CPIO by whom the application has been received originally shall, under Section 6(3) of RTI Act, immediately send photocopies of the application to the concerned CPIOs for providing information on the points related to that CPIO. The information be considered by the CPIO receiving the application initially and sent to the applicant within the RTI time frame.

It is desirable that an acknowledgement of the Request/ Appeal received under RTI Act be immediately sent to the applicant by the Appellate Authority or by the concerned CPIO as the case may be. The responses to be sent by the CPIO to the applicant be routed through the Member Secretary although the responsible signatory will be the individual CPIO.

The Assistant Central Public Information Officer (ACPIO) and all the Central Public Information Officers (CPIOs) and the Appellate Authority shall keep proper record in computer and also maintain a register distinctly showing the date of receipts of request/appeal, the date when the reply is finally sent to the applicant, amount of fee and the additional fee, if any, recovered indicating the mode of payment. If the request is rejected, the Section of RTI Act under which the same has been rejected to be clearly stated. All CPIOs/Appellate Authority shall furnish the report in the enclosed proforma to the Administration, on quarterly basis, for sending the consolidated Quarterly Return to the Ministry of Education under signatory of the Member Secretary.

This supersedes all previous orders issued by the Office relating to the implementation of RTI Act on the subject.

This is issued with the approval of the Chairman, ICHR.


(Om Jee Upadhyay)

Member Secretary (Officiating)