

OFFICE ORDER
Right to Information Act, 2005

Pursuant to the “Right to Information Act, 2005” enacted by the Government of India, Life Insurance Corporation of India has designated the following Officers as Central Assistant Public Information Officer (CAPIO) / Central Public Information Officer(CPIO) / Appellate Authority.

1. Central Assistant Public Information Officer (CAPIO): For all Branch Offices including the Satellite Offices the branch/office In-Charge has been designated as CAPIO. The CAPIO will receive the request for information from the person(s) and forward it to CPIO for necessary action.
The Head of the P&GS Unit will function as CAPIO and forward the RTI Applications received at his/her end to the Manager (CRM) of the Divisional Offices, under whose administrative control the P&GS Unit is working.
The Head of the Audit Centre would function as CAPIO and forward the applications received at his/her end to the Zonal CPIOs.

The Role of CAPIO : The CAPIO will receive the requests for information or the appeals under the Act and forward the same immediately to the CPIO or the Appellate Authority, as the case may be.

2. Central Public Information Officer (CPIO): The following Officers have been designated as CPIO.

i) At Divisional Offices : The Manager, Customer Relationship Management (CRM) has been designated as CPIO for that Divisional Office as well as all the Branch Offices (including Satellite Offices) and Divisional Training Centres (DTC) coming under the jurisdiction of that Divisional Office.

ii) At Zonal Offices : The Regional Manager (CRM) has been designated as CPIO for that Zonal Office as well as the Engineering Wing, all the Sales Training Centres (STC) and Zonal Training Centres (ZTC) coming under the jurisdiction of that Zonal Office.

iii) At Central Office : The Executive Director (RTI/NPRJ) /CPIO has been designated as CPIO for the Central Office as well as the Management Development Centre (MDC).

The Role of CPIO : As per Section 5 and Section 7 of the RTI Act, 2005, the CPIO will process the request for information received directly or through the CAPIO and dispose of the same, either by providing the requested information or rejecting the request, within a period of 30 days from the date of receipt of the request.

3. Appellate Authorities : The following Officers have been designated as Appellate Authorities :

i) At Divisional Offices : The Sr./Divisional Manager has been designated as the Appellate Authority for the Divisional Office as well as all the Branch Offices (including Satellite Offices) and Divisional Training Centres (DTC) coming under the jurisdiction of that Divisional Office.

ii) At Zonal Offices : The Zonal Manager has been designated as the Appellate Authority for that Zonal Office as well as the Engineering Wing, all the Sales Training Centres (STC) and Zonal Training Centres (ZTC) coming under the jurisdiction of that Zonal Office.

iii) At Central Office : Shri Sushobhan Sarker, Managing Director has been designated as the Appellate Authority for the Central Office as well as the Management Development Centre (MDC).

The Role of Appellate Authority : The Appellate Authority will deal with the appeals as per Section 19 of the RTI Act, 2005.

CENTRAL OFFICE

<u>NAME OF CPIO</u>	<u>TELEPHONE NO</u>	<u>E-MAIL ID</u>
MS SAROJ S DIKHALE Executive Director (RTI/NPRJ)CPIO	22021625	co_cpio@licindia.com

<u>NAME OF APPELLATE AUTHORITY</u>	<u>TELEPHONE NO</u>	<u>E-MAIL ID</u>
MR.SUSHOBHAN SARKER Managing Director	22020965	mdss@licindia.com

[The above Officers have been designated as Appellate Authority, CPIO and CAPIO as per the Office order Ref: Per.Admn./ZD/136 dated 23.09.2005, Office Order ref: CO/RTI/09-10/001 dated 26.05.2009 and CO/RTI/11-12/005 dated 07.01.2012.]

Address of the Second Appellate Authority
Chief Information Commissioner
Central Information Commission
2nd Floor , B- Wing ,August Kranti Bhavan
Bikaji Cama Place
New Delhi - 110066