

## **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 Role of CAPIO :** The CAPIO will receive the request 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 (Marketing) 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 (New Projects/CPIO) has been designated as CPIO for the Central Office as well as the Management Development Centre (MDC).

**The Role of CPIO :** 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 Division 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 A K Dasgupta , 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 receive the appeals, directly or through CAPIO or CPIO, against the decision of the CPIO as required under the Act.

**CENTRALOFFICE**

<b><u>NAME OF CPIO</u></b>	<b><u>TELEPHONE NO</u></b>	<b><u>E-MAIL ID</u></b>
MRS THANKOM MATHEW T Executive Director (New Projects)	66598487	co_cprio@licindia.com

<b><u>NAME OF APPELLATE AUTHORITY</u></b>	<b><u>TELEPHONE NO</u></b>	<b><u>E-MAIL ID</u></b>
MR. A K DASGUPTA Managing Director	66598725	mdakd@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]**

Address of the Second Appellate Authority

Central Information Commissioner  
Central Information Commission  
2<sup>nd</sup> Floor , B- Wing ,August Kranti Bhavan  
Bikaji Cama Place  
New Delhi - 110066