

**OFFICE ORDER**

**Shri Amit Kumar Banerjee, Genl. Manager (CNS-ER)** is appointed as Public Information Officer ( PIO) in RHQ, Eastern Region, Kolkata with a view to ensuring expeditious and timely disposal of request and appeals received under the RTI Act, 2005.

As such Sri Chandan Sen, Genl. Manager (ATM), presently holding the charge of PIO is requested to handover the charge of PIO to **Shri Amit Kumar Banerjee, Genl. Manager (CNS-ER)** immediately.

PIO will ensure that all records in respect of requests/ appeals received by him under the RTI Act, 2005 are processed within the time frame prescribed in the RTI Act and relevant records are maintained properly.

This issues with the approval of Competent Authority.

( Gian Batra )  
Jt. Genl. Manager (HR)

To

1. Shri Chandan Sen, General Manager (ATM), RHQ, ER, Kolkata
2. Shri Amit Kumar Banerjee, Genl. Manager (CNS-ER.), RHQ, ER, Kolkata.

Copy to :-

1. The Executive Director (HR), Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 3.
2. RED, ER, Kolkata – for information please.
3. All HODs, RHQ, ER, Kolkata.
4. I.T Deptt.(ER) for uploading the Office order in AAI web-site.
5. Hindi Sec. - for translation.

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29.9.15  
Jt. Genl. Manager (HR)



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