



**मौलाना आज़ाद शिक्षा प्रतिष्ठान**  
**مولانا آزاد ايجوڪيشن فاؤنڊيشن**  
**MAULANA AZAD EDUCATION FOUNDATION**  
 (MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA)

MAZEF/OM/03/RTI/2021

**OFFICE MEMORANDUM**

**Subject: Streamlining Receipt, Disposal and follow-up of RTI request and Appeals & Duty and Responsibility of Nodal Officer/CPIO/APIOs.**

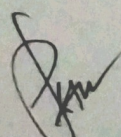
MAEF department have specified allocation of work, duties and responsibilities under the various Schemes like Gharib Nawaz Employment Scheme, Begum Hazrat Mahal Scholarship Scheme, Grant-In-Aid, Seekho Aur Kamao scheme of MOMA which is run by the Maulana Azad Education Foundation (MAEF).

The manner of disposal of matters has been assigned to each Department through Officer & staff of MAEF. Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices.

The following officers/contractual officers are designated for the specific department for handling the RTI requests, the following details and list of Nodal Officer/CPIOs/APIOs are given below:

S.No.	Name of the Nodal Officer/CPIOs/APIOs	Division/Section	Name of the Appellate Authority
1.	Mr. Salman Khaleeq, Accountant, Nodal Officer	Accounts, Bills, Petty Cash, Annual Reports, PFMS, Reconciliation with Bank for pending liabilities of MAEF employees, <b>Nodal Officer</b>	
2.	Syed Zuabir Ahmad, Sr. Research Officer CPIO	Vocational Training Centre, Legal & Court Matters, Policy Making, Research & Development, Publication Work & Library, RTI, Public Grievances & VIP references, <b>CPIO</b>	
3.	Mr. Mujeeb A Hashmi,	Scholarship, Grant-In-	

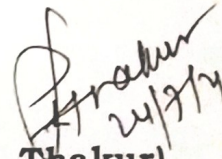
	Section Officer, CPIO	Aid, FDs, Skills 9500, Bridge Course, IT cell, Madarsa Teacher Training, <b>CPIO</b>	<b>Mr. P.K. Thakur,</b> <b>Secretary &amp; CEO (FAA),</b> <b>MAEF</b>
4.	Mr. Shakeel Ahmad, UDC, CPIO	Skills In Charge, Administration, <b>CPIO</b>	
5.	Hasnain Syed Mohammad Zain, Manager (Research)	GNES, National Institute & Hunar Hub, Alwar project, CBI Matters, General Body (Minutes), <b>ACPIO</b>	
6.	Vidya Sagar Mehta, Manager (Admin)	Establishment & HR, <b>ACPIO</b>	
7.	Deepak Shukla, Asst. Manager (Research)	MANAS – Skills, Hunar Haat, Matter on Governing Body (Minutes) <b>ACPIO</b>	
8.	Deepika Thakur, Asst. Manager (Admin)	Seekho Aur Kamao (20000 & 9500 trainees), MIS Portal for GNES & SAK, Madarsa Teacher Training, Community College <b>ACPIO</b>	
9.	Syed Aqzam Rizwi, Asst. Manager (Research)	Grant-In-Aid, <b>ACPIO</b>	
10.	Vikas Singh, Asst. Manager (Finance)	Annual Accounts Income Tax Matters, Corpus Fund, CAG/Audit Reports, <b>ACPIO</b>	
11.	Ghulam Waris Khan, Consultant (IT)	Scholarship Scheme, IT Cell & Website, <b>ACPIO</b>	
12.	Marium Mahdi, Associate (Admin)	General Admin, Gem Portal, <b>ACPIO</b>	
13.	Mohd. Asim, Associate (Research)	Seekho Aur Kamao (9500 Govt.), Verification of the Trainees of PIAs for all skill development scheme, <b>ACPIO</b>	
14.	Helal B Hasan, Associate (Admin)	General Administration, <b>ACPIO</b>	
15.	Parwaz Haider, Associate (Finance)	Matter related to Minutes of Sub-	



		Committee on Grant-In-Aid, GNES, Seekho Aur Kamao, <b>ACPIO</b>	
16.	Yashasavi Tandon, Jr. Associate, (Legal)	Legal Matters, Public Grievances, RTI, CIC matters, Coordinate with <b>Nodal Officer/CPIOs/ACPIOs</b>	

The above mentioned officers are assigned for the subject to their scheme and department and directed to provide the information of RTI requests, Appeals under RTI Act, 2005. The officers are assigned for the duties to avoid the due diligence in the matter of RTI & Appeals and may be disposed off the requests timely.

These instructions should be followed with immediate effect.

  
(P.K. Thakur)

**Secretary & CEO (FAA), MAEF**

**To:-**

1. Mr. Salman Khaleeq (Nodal Officer), MAEF
2. Mr. Mujeeb A Hashmi (CPIO), MAEF
3. Mr. Shakeel Ahmad (CPIO), MAEF
4. Managers, ACPIO, MAEF
5. Asst. Managers, ACPIO, MAEF
6. Mr. Waris, Consultant, ACPIO, MAEF
7. Mr. Helal B Hasan, Associate, ACPIO, MAEF
8. Mr. Parwaz Haider, Associate, ACPIO MAEF
9. Mr. Mohd. Asim, Associate, ACPIO, MAEF
10. Ms. Mariam Mahdi, Associate, ACPIO, MAEF
11. Ms. Yashasvi Tandon, Jr. Associate, Legal, MAEF
12. Office Memorandum File.

**CC:**

- (i) **PS to Hon'ble Minister (MA), for information please.**
- (ii) **Mr. Baljit Singh Kasana,  
Dy. Registrar,  
Central Information Commission,  
Baba Gang Nath Marg, Munirka, New Delhi - 110067.**