

**PROCEEDINGS OF THE STAFF MEETING HELD ON 1-2-2008 AT 3.30 PM IN THE COURT HALL OF KARNATAKA INFORMATION COMMISSION:**

Following were present:

Sri/Smt.:

1. K. K. Misra, SCIC	10. G.C.Duggappa, Assistant
2. K. A. Thippeswamy, SIC	11. A.V.Sathyannarayana, Assistant
3. B. A. Nagesh, Secretary	12. D.G. Vishwanath, Assistant
4. S. R. Sayinath Prakash, Under Secretary	14. B. T. Thimmegowda, Judgement Writer
5. K. Venkataramana Hebbar, Section Officer	15. Sandhya, Judgment Writer
6. K.Guruprasad, Senior Assistant	16. K Geetha, Judgment Writer
7. A. Saroja, Accounts Superintendent	17. Papaiah Raju, Stenographer
8. K.Srinivas, Asst. Statistical Officer	
9. M.S.Sauthosh, F.D.A	

**A. Annual Report for 2005-06:**

1. Sri Srinivas informed that templates for English version were ready and that they have been handed over for printing. The press wants to have a discussion regarding the title page. SIC Sri Thippeswamy was authorized to take a decision in this regard. As has been decided, 800 copies have to be printed. They have to be kept in personal custody by Sri Srinivas and treated as confidential, unless copies have been laid on the tables of both the Houses of Legislature.

(Action: Sri Srinivas)

2. As regards Kannada version, translation was to be done by Director of Translations. Secretary Sri Nagesh informed that it will be got done within a month. He was requested to personally ensure that translation is got done by the end of February 2008.

(Action: Sri Nagesh)

3. Commission again decides that all concerned should be strictly directed to keep all the material concerning the Annual Report as confidential.

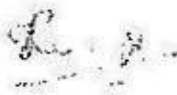
**B. Annual Report for 2006-07:**

4. Sri Srinivas informed that out of total of 33 departments, only 24 departments have provided the information. The remaining departments have to be reminded through a D.O letter from S.C.I.C. The D.O letters may be put up to the SCIC for approval and signatures.

(Action: Sri Srinivas)

5. It was decided that a statement shall be prepared indicating the deficiencies in the reports submitted by each Department in form of a table as was done during last year. Thereafter, a meeting with concerned Departments shall be called so that obtaining of information is got expedited and deficient information is also obtained.

(Action: Sri Nagesh)





6. Sri Hebbar has to send a report to the Principal Secretary, DPAR (Janaspandana) and the Principal Secretary, DPAR (AR) regarding disposal of requests for information received in the Commission. This material, shall be got prepared within a week and shown to the SIC and SCIC before being sent to the Principal Secretary, DPAR (Janaspandana) and the Principal Secretary, DPAR (AR).  
(Action: Sri Hebbar)

**C. Training of Panchayat Secretaries, Village Accountants, etc:**

7. The proposal for training of Panchayat Secretaries, Village Accountants, etc. at gross root level through ATI, Mysore has been sent to the Government for approval. Commission had decided that if DPAR is unable to finance the training, Commission itself could release the funds out of its own savings. The proposal should be followed up and approval obtained.  
(Action: Sri Nagesh)

**C. Posting of Cases:**

8. It was decided that cases at the uniform rate of 15 in the F.N. and 10 in the A.N. for SCIC and all SICs should be posted for a day. The NIC was asked to develop a software so that the computer itself suggests the next date of hearing and it does not take more than the prescribed number of cases. This feature is reportedly available in the programme. However, it has not been activated. The SIC may please take it up with the NIC.  
(Action: Sri Thippeswamy)

**D. Typing of addresses:**

9. It was decided that in summons / orders / interim orders etc. not more than two addresses would be typed in one row of the table. If there are more than two parties, rows below should be added. The address as well as the file number should not have more than six lines (including space) in font 12.

**E. Electronic files: one folder for each case:**

10. It was suggested that all the documents concerning a particular case should be available on the computer in one folder. This proposal will be discussed with NIC and modalities will be worked out.

  
(K.A. THIPPESWAMY)

STATE INFORMATION COMMISSIONER

  
(K.K. MISRA)

STATE CHIEF INFORMATION COMMISSIONER

To: All concerned.