

**Proceedings of the Staff Meeting held on 23/12/2006 at 12.30 PM in the
Court Hall of Karnataka Information Commission.**

Members Present:

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| 1) Sri K.K.Misra, SCIC, KIC | 5) Sri D. G. Vishwanath, FDA, KIC |
| 2) Sri K.A.Thippeswamy, SIC, KIC | 5) Sri N. Venu, FDA, KIC |
| 3) Sri S. R. Sayinath Prakash, U.S., KIC | 7) Sri N. S. Ganesh, Junior Assistant, KIC |
| 4) Sri R.Mohana, Senior PA to SCIC | |

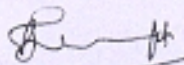
1. Action taken on sending of files to record room was reviewed. It was decided that the 'appeals/complaints' files shall be recorded as B-Dis. meaning that they will be preserved for 30 years. Some files sent to record room where seen. It was noticed that these do not carry necessary information on the front page as decided during the last meeting.

2. As decided, rubber seals for this purpose shall be got made both in English and Kannada.

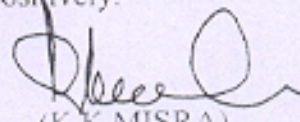
3. In all the review meetings, the files pending for more than six months must be produced.

4. Public Information Officer of Information Commission shall personally maintain all the files, letters received by him as the PIO.

5. The report to be prepared by PIO to be sent to DPAR-AR is still not ready. He must prepare it and show it to SIC/SCIC on Tuesday positively.



(K.A. THIPPESWAMY)
STATE INFORMATION
COMMISSIONER



(K.K. MISRA)
STATE CHIEF INFORMATION
COMMISSIONER.

To: All Concerned.

