

KARNATAKA INFORMATION COMMISSION
STAFF MEETING HELD ON 28-07-2007

Following were present:

Sri/Smt.:

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| 1. K. K. Misra, SCIC | 8. K. Srinivas, ASO |
| 2. K. A. Thippeswamy, SIC | 9. D.G.Vishwanath, FDA |
| 3. B. A. Nagesh, Secretary | 10. S. Mala P.A. to SIC |
| 4. S. R. Sayinath Prakash, Under Secretary | 11. G.C.Duggappa, Assistant |
| 5. A. Saroja, Accounts Superintendent | 12. A.V.Sathyanarayana, Assistant |
| 6. K. Venkataramana Hebbar, Section Officer | 13. Krishnoji Rao, Typist |
| 7. K. Guruprasad, Senior Assistant | |

1. Organisation of work:

Commission decided to organize its work under the following cells:

- a. Accounts and Administration;
- b. Receipts, issue and records;
- c. Judicial and
- d. Court.

(a) Accounts and Administration (A & A):

Job description: All matters concerning accounts and administration.

Team: The team leader will be the Smt. A. Saroja assisted by Sri G. V. Ashok.

(b) Receipts, Issue & Records (RIR):

Job description: All matters concerning GRR, Appeals register, Complaint register, Dispatch register and record room.

Cell shall receive and segregate tappals into (a) complaints, (b) appeals and (c) other tappals; send other tappals to the Under Secretary, who would then send it to Secretary, SIC and SCIC for their perusal. SCIC would after perusal return them directly to the Under Secretary for further processing.

Even at the tappal stage, the Secretary / Under Secretary may take photocopies of urgent tappals for initiating immediate action. Copies must be made of the requests for information under RTI Act and sent to the PIO for immediate action.

RIR section will enter appeals and complaints in concerned registers, give them numbers, place them in file wrappers, attach a standard note sheet, generate summonses along with dates of hearing and send the files to the judicial section for further processing.

Team: Team Leader for receipts, issue and records section will be Sri M. S. Ganesh, Team members being Sri Krishnoji Rao and Sri A.V. Sathyanarayana.

(c) Court Cell:

Job Description: All matters connected with scrutiny of complaints and appeals, submission of files to the Under Secretary for approval of summons, issue of summons, maintenance of all case files including filing of correspondence in connected files. Judicial cell will scrutinize the cases sent by the RIR and put up



fair copy of the summonses for approval and signature of the Under Secretary. The Judicial cell will also confirm the date of hearing suggested for the cases. They will post cases only in the forenoon, number of cases to be posted on different days of the week would be as follows:

1. Monday (Full bench) -10 cases
2. Tuesday (KKM & KAT; HNK) - 15 cases
3. Wednesday (KKM & HNK; KAT) -20 cases
4. Thursday (KKM; KAT & HNK) - 20 cases
5. Friday (KKM; KAT; HNK) - 25 cases,

This means that in a week with five working days, 90 fresh cases would be heard. After signing the summons, the files shall be sent to the RIR cell for dispatch. After the issue of summons, the files shall be returned back to the judicial section who would keep the files in date-wise folders for making them available to the connected Bench on the date of hearing. It was decided that for the time being, the summons need not mention the Bench number before which the case is posted.

Team: Sri K.Guruprasad will be Team Leader of the judicial section, with Sri G.C. Duggappa will be team member.

(d) Court cell:

Job description – taking down judgments, submitting them for approval of the presiding officers, receiving the corrected soft copy, prepare a master (original) hard copy, get it signed by the SCIC / SICs and hand over the files to RIR for issue of orders. The judgment section will also prepare fresh / section 30 CPC summons, wherever directed.

The judicial section shall thereafter obtain the signatures of Under Secretary or Section Officer on additional / section 30 CPC summons if any ordered by the Commission and send the files to the issue and record section for dispatch of orders.

Team: Smt. S. Mala will be the team leader. Team members shall be Smt. Geetha and Sri Thinme Gowda.

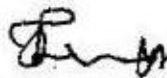
2. Creation of new posts:

A post of Law officer and another post of judgment writer have to be created. Necessary proposals may be sent to Government.

3. Maintenance of Karnataka Information Commission Website:

The uploading of cause list and orders must be got done immediately. Notification appointing the new Commissioner Dr. H. N. Krishna along with his telephone numbers should also be uploaded.

Commission decided that Sri K. Srinivas is hereby authorized to obtain the passwords from NIC and update the website as and when necessary



(K.A. THIPPESWAMY)

STATE INFORMATION COMMISSIONER



(K.K. MISRA)

STATE CHIEF INFORMATION COMMISSIONER