

Proceedings of the staff meeting held on 28/03/2006 at 11.30 PM in the Chambers of  
State Chief Information Commissioner.

Members Present:

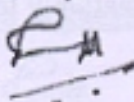
- 1) Sri K.K.Misra, SCIC, KIC.
- 2) Sri K.A.Thippeswamy, SIC, KIC
- 3) Sri S.R.Sayinath Prakash, US, KIC
- 4) Sri R.Mohana,  
Senior PA to SCIC.
- 5) Sri K.Guruprasad,  
Senior Assistant, KIC.
- 6) Sri D.G.Vishvanath,  
Assistant, KIC.
- 7) Sri G.C.Duggappa, Asst, KIC
- 6) Sri N.Venu,  
Assistant, KIC.
- 7) Sri N.S.Ganesha,  
Junior Assistant, KIC

I. Introduction of "Tally System" of computerized accounting in Karnataka  
Information Commission with effect from 01/04/2006.

1. The accounts of the Commission would be on the computer with effect from 01/04/2006. For this purpose the required software has already been installed in the computer of Sri N.Venu. The salary for the month of March 2006 payable of 1<sup>st</sup> April 2006 should be prepared on the computer. State Information Commissioner suggested that KSHIP has already been preparing it's pay roll on computer through Tally "E-Vethana". Their help would be obtained in introducing the system in Karnataka Information Commission.

II. Changing Provident Fund deduction, Income Tax Deduction etc. for 2006-2007.

2. Since the salary for March 2006 payable in April 2006 is the first salary of 2006-2007. Employees may like to change their Income Tax Deduction, Provident Fund Deduction etc. This would want any changes to be informing the accounts section immediately.





### III. Hospitality Expenses (serving Tea, Coffee etc.) for State Information Commissioner.

3. The State Information Commissioner is entitled to all the perquisites and facilities at par with the Chief Secretary. State Information Commissioner also receives several visitors and serve tea/coffee to them. As such his hospitality expenses at par with that of Chief Secretary should be allowed and an Office Order may also be issued.

### IV. Obtaining the service of a Judicial Service Officer to work as Registrar/Secretary to the Commission.

4. The Government has sanctioned the post of a Secretary to the Commission with the rank equivalent of Secretary in the State Government. However the post has not been filled up for want of a suitable officer. Since, the work of the Commission is quasi-judicially in nature it was felt that alternatively the post could be filled-up for the time being on deputation by a judicial officer of the rank of Principal Civil Judge. It was felt that modifications to the Government Order may be necessary. In this connection it was also felt that C& R rules of Karnataka Information Commission relating to the post of Secretary/Registrar could be the same as in case of Registrar to Lokayuktha, where the post of Registrar can be filled up either by IAS officer or by a Judicial Service Officer. The Government may ~~be~~ moved ~~the~~ to effect necessary amendments in the Government order sanctioning the posts.

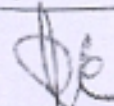
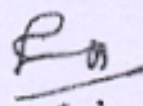
### V. Filling-up posts in KIC through re-employment of retired officers:

5. The Commission has appointed a number of retired officers. These appointments are subject to approval of the Government. All these cases would require Cabinet approval. A consolidated proposal may be sent to the Government with a request that the approval of the Cabinet may be obtained to these appointments at the earliest.

### VI. Shifting the office of Karnataka Information Commission to M.S. Building.

6. Government vide its order dated 21/03/2006 has allotted space to Karnataka Information Commission in M.S. Building 3<sup>rd</sup> Stage, Gate-I, East Wing. The SCIC and SIC have already inspected the premises. PWD has been requested to undertake necessary repairs, white washing, provide partitions etc. These civil works will take time and the new accommodation may be available by 15<sup>th</sup> of next month. The following further facilities may be needed before the office is shifted to those premises.

(a) Purchase of furniture. While DPAR may provide some tables almirahs etc. chairs have to be bought by the Commission. The PWD has already invited and finalized quotations for purchase of chairs for Vikasa Soudha. It may be examined whether KIC could also purchase the furnitures at rates already fixed and negotiated by PWD. Otherwise the number of chairs and furniture's required may be ascertained and alternatively tenders may be invited





from the suppliers for effecting the purchases. All the furniture of the Commission and other items should be clearly painted with the KIC No. given in the furniture and fixed Assets Register. Similar printing may also be done on computers etc.

(b) Providing Internet facility to the new Karnataka Information Commission office. NIC may be requested to provide Internet connection to the new Office of Karnataka Information Commission at M.S.Building. At present internet is being provided in M.S.Building and Vidhana Soudha through secretariat LAN. KIC will have its own local area net work (LAN). It may be also ascertained whether BSNL can provide its wide Area Network services to KIC and provide the Commission with a virtual private Network. NIC may be requested to frame suitable proposals. The requests to NIC may be sent through Secretary, e-Governance.

#### **VII. Purchase of car and recruitment of driver for the Commission.**

7. Since the Commission would be appointing a Secretary/Registrar shortly, one more vehicle will have to be purchased. Approval of the Government for purchase of one more vehicle already exists. An Indigo or Indica may accordingly be purchased for the use of Secretary/Registrar, KIC. A retired driver of K.K.Guest House has expressed his willingness to work in the KIC. We may be appointed to the Commission subject to approval of the Government.

#### **VIII. Reconciliation of accounts with the bank as on 31/03/2006.**

8. Accounts maintain in the KIC and accounts of KIC with State Bank of Mysore have to be got reconciled on 31/03/2006. It was essential that the balance shown in our accounts tallies with the balance shown in the Current Account with State Bank of Mysore.

#### **IX. Filing of TAN Return.**

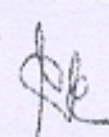
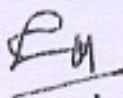
9. KIC has to file Tax Deduction at source (TDS) return for the quarter January-March 2006 by 31<sup>st</sup> March 2006. This may be done promptly.

#### **X. Budget to the 2006-2007:**

10. It is ascertained that the Government has provided a budget provision of 100 lakhs for KIC the year 2006-2007.

#### **XI. Compilation of Annual Report by the Commission u/s 25 of RTI Act 2005.**

12. The Commission is to prepare an annual report. Essential information for this report is to be collected by the Government Departments. A format for this purpose has been suggested by the Commission. A meeting was held with the NIC and some

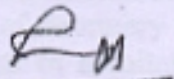


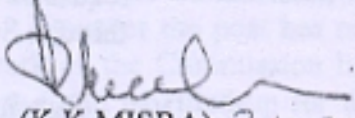


Secretaries to Government, (who have large numbers of PIO's in their Departments) to elicit their views about the format. It was decided that this work be got expedited, since the current year will over on 31/03/2006.

## XII. Complaints and Appeals received

12. According to the information furnished by the Under Secretary, KIC the Commission has received a total number of 654 receipts after 01/01/2006. Out of these 100 complaint files and 51 appeal files have been opened. However there are certain pending papers is which are to be processed and complaints and appeals files are to be opened. The members present in the meeting decided that all these will be processed in next 3 to 4 days and notices got issued of such cases bringing pendency is NIL. It was also decided that the formats for summons and notices issued will be simplified along the lines of formats for Summons under Code of Civil Procedure.

  
(K.A. THIPPEŚWAMY) 3/04/06  
State Information Commissioner

  
(K.K. MISRA) 3.4.2006  
State Chief Information Commissioner

All concerned)