

**PROCEEDINGS OF THE STAFF MEETING HELD ON 31-5-2008 IN THE COURT HALL OF KARNATAKA INFORMATION COMMISSION:**

Following were present:

Sri/Smt.:

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| 1. K. K. Misra, SCIC                       | 10. K.S.Santosh, Assistant              |
| 2. K. A. Thippeswamy, SIC                  | 11. Duggappa, Assistant                 |
| 3. B. A. Nagesh, Secretary                 | 12. Sathyanarayana, Assistant           |
| 4. S. R. Sayinath Prakash, Under Secretary | 13. Vishwanath, Assistant               |
| 5. K. Venkataramana Hebbar, S.O.           | 14. S. Sandhya, Judgement Writer        |
| 6. R.Mohana, P.S to SCIC                   | 15. K. Geetha, Judgement Writer         |
| 7. A. Saroja, Accounts Superintendent      | 16. B. T. Thimmegowda, Judgement Writer |
| 8. Srinivas, P.S. to Secretary             | 17. Papaiah Raju, Stenographer          |
| 9. Mala S., P.A. to SIC                    |   |

**GENERAL**

1. Sri Hebbar reported that he has no pending applications as a PIO.
2. At the time of the disposal of the complaint or appeal, brief particulars of the case would be noted on the face of the file as follows:

**Case No.                      combined with ..... (if any):**

Petition received on	Petition disposed off on	Under Section	Department and sub-department	For inclusion in important orders.		Date of sending to the record room
				Final order dtd.	Interim order dtd.	

3. It will be the responsibility of the Judgment Writers that the above referred data is incorporated on the first page of the file after its disposal, before the file is sent for dispatch of the final order.
4. Information about the clubbed cases should be incorporated in the computerized complaint / appeal registers and also in the record register.

**ANNUAL REPORT**

5. Secretary stated that the first draft of the annual report for 2006-07 would be submitted by 10<sup>th</sup> of June 2008. A letter to all the concerned Secretaries regarding data to be provided for the annual report for 2007-08 shall issue on Monday.

**CONCILIATION OF ACCOUTS WITH SERVICE PROVIDER**

6. Smt. Saroja and Sri Santosh assured that the arrears payment to Judgement Writers for the period due from the Commission from January onwards would be paid by the end of next week. As regards payment to be made by the service provider, the statement has been prepared and sent to him. In case he has not reply within 15 days, a notice may be

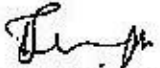
issued to him asking him to pay the amount, failing which the amount will be deducted from amounts payable to him.


DISTRIBUTION OF CASES AMONG COMMISSIONERS

7. Commission has already decided that as soon as 30 complaints are accumulated, these shall be given a date and a list of these complaints will be prepared. While doing so, if there are some common Complainants / Appellants / Respondents, these cases will preferably allotted be to the same Commissioner.

8. A copy of the list with all the thirty files shall be put up to SCIC while a copy of the list each shall be sent to each of the SICs for offering suggestions within 24 hours, if any for distribution. Thereafter the cases will be allotted among the Commissioners by the State Chief Information Commissioner.

9. The name of the Presiding Officer will be prominently mentioned on the top of the file. Even if these files are temporarily heard by some other Commissioner, they will revert back to the concerned Commissioner after he resumes duty.

  
(K. A. THIPPESWAMY)  
State Information  
Commissioner

  
(K. K. MISRA)  
State Chief Information  
Commissioner

To: All concerned