

**Proceedings of the Staff Meeting held on 18/11/2006 at 4.00 PM in the Court
Hall of Karnataka Information Commission.**

Members Present:

- | | |
|--|---|
| 1) Sri K.K.Misra, SCIC, KIC | 6) Sri D. G. Vishwanath, FDA, KIC |
| 2) Sri K.A.Thippeswamy, SIC, KIC | 7) Sri N. S. Ganesha, Junior Assistant, KIC |
| 3) Sri S. R. Sayinath Prakash, U.S., KIC | 8) Sri N. Venu, FDA, KIC |
| 4) Sri Venkataramana Hebbar, SO, KIC. | 9) Sri Duggappa, Assistant, KIC |
| 5) Sri R.Mohana, Senior PA to SCIC | |

1. **Sending of recorded files to the Record Room:** About 600 to 700 files have been disposed off by this time. These files are to be indexed, catalogued and sent to the Record Room. Progress made in this regard shall be reviewed in the next meeting.

When recording a file dealing with an appeal or complaint, following information will be recorded on the front page of the filed.

(I) Appeal/Complaint – Allowed /Rejected.

If rejected, reasons therefor, along with the relevant provision of the act.

(II) Nature of appeal/complaint.

- a. Refusal to accept application.
- b. Refusal to provide information.
- c. Non-disposal of request for information within specified period.
- d. Required to pay excess amount of fees.
- e. Non-appointment of APIOs, PIOs and AAs
- f. Regarding cataloging, indexing or voluntary disclosures.
- g. Providing incomplete or misleading information
- h. Others (specify)

Note: (i) If there be more than one reason for appeal/complaint, all the reasons shall be mentioned.

(ii) This information shall also be keyed in the computer as a part of cataloging and indexing. In due course it will be posted on the KIC Website.

(III) Penalty imposed (with amount) / disciplinary action recommended if any.

(IV) Compensation awarded to the appellant /complainant if any.

(V) Recommendations for reforms if any.

2. **Depositing cheques/DDs. with bank and encashing and depositing proceeds of postal orders:** Commission took a decision that cheques and DDs etc sent to the Commission as fee shall be realized and deposited to the Commission's accounts, since it is an autonomous body. All these pay orders, cheques and Indian Postal Orders, etc should be entered in to a register maintained for the purpose and thereafter credited to the Commission's Account.

If no fee is payable and the amount has been sent by mistake, the amount should be returned during hearing after obtaining an acknowledgement or enclosed to copy of the order endorsed to the sender.

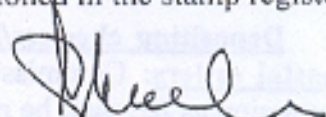
3. **Cases pending for more than six months:** These cases were reviewed.

4. **Sharing of information such as GRR, cause list etc.:** Since all the computers in KIC are on Secretariat LAN, information such as GRR, appeal register, complaint register, cause list etc. should be available on all the computers of KIC. Necessary arrangements may be made for this purpose.
5. **Report to the DPAR-AR Department from KIC is a Public Authority:** This report is to be prepared by the Under Secretary, KIC as a PIO in form I. The report is overdue and should be sent to DPAR (AR) within next week.
6. **Inviting requests for proposals for preparation and printing of Annual Report of KIC for the year 2005-2006:** SIC has downloaded the bid document from CIC Website and prepared a bid proposal. This should be got finalized and released before the end of this month.
7. **Quick distribution of tappals and their filing in the connected case-file:** The meeting approved draft circular to be issued for prompt action on tappals. It was decided that written statements, written arguments, applications, compliance reports and any other communications relating to the hearing of existing complaints and appeals must be immediately separated and handed over to the concern official, who will immediately place it in the proper file.
8. **Supply of Govt.Orders, Notifications, Circulars to KIC:** A Circular may be issued, requesting all Departments to include KIC in their mailing list and to send copies of Govt. orders Notification and Circulars to the Commission.
9. **Pending issues with the Government:** In addition to what has been listed in the meeting held on 21/10/2006, the following further proposals are now pending with the Government.
 - (a) Appointment of Secretary to the Commission.
 - (b) Transferring services of Smt. Mala, Stenographer to the Commission.
10. **Stamps account-com-despatch Register:** It was decided that the name of the party to whom the letter is addressed should also be mentioned in the stamp register.



(K.A.THIPPESWAMY)

STATE INFORMATION COMMISSIONER



(K.K.MISRA)

STATE CHIEF INFORMATION COMMISSIONER.

To: All Concerned.