

**Proceedings of the Staff Meeting held on 23-06-2007 at 12.00 Noon in the Court  
Hall of Karnataka Information Commission.**

**Following were present:**

**Sriyuths**

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|--|------------------------------------|
| 1. K. K. Misra, SCIC                           | 7. Smt. Indu, System Analyst, NIC. |
| 2. K. A. Thippeswamy, SIC                      | 6. K. Srinivas, ASO                |
| 3. B. A. Nagesh, Secretary                     | 7. D. G. Duggappa, Assistant       |
| 4. S. R. Sayinath Prakash, US                  | 8. Krishnoji Rao, Typist           |
| 5. S. Lakshmesh, Principal System Analyst, NIC | 9. M.S. Ganesha, Jr. Asst          |
| 6. K. Venkataramana Hebbar, SO                 |                                    |

**1. Welfare Measures:**

It was decided that in case of sudden personal problems / grievances like accidents, bereavements etc. faced by the employees, some help could be provided by the Commission. Administration should take necessary action when notified.

**2. Coordination with NIC:**

It was agreed that NIC would send a note to the Commission regarding the new modules developed by them to help Karnataka Information Commission in implementation of Right to Information Act.

Sri Lakshmesh and Smt. Indu explained salient features of the new modules created by them to facilitate the work of the Commission.

**3. System to be evolved:**

The system being followed in the Commission from the stage of receipt of a complaint / appeal was reviewed.

In accordance with discussion held and suggestions received, it was agreed that once the receipts are entered in GRR, the required entries relating to appeals and complaints can be simply copied in to the Appeal and Complaint Registers and then used for automatic generation of summons and creation of cause list. The same data could be used for creation of an office note to be submitted to the Under Secretary for his approval and signatures on summons.

The same data could generate the format for typing judgments including address of parties. After the final orders have been approved by the Presiding Officers, the files could be returned to the judgment writers, who would then prepare the necessary copies of the orders, get them signed and dispatched.

Normally, the judgment and orders shall be sent by ordinary post. But wherever Commission has ordered issue of summons under section 30 CPC or any directions have been issued or communication has to be sent by name, the correct names and addresses including new names and addresses shall be ascertained and incorporated. Once the judgments are ready, these shall be got signed by the Presiding Officers and handed over to the dispatch section for dispatch along with a list indicating the case number as well as the names of the parties to whom the envelopes have been addressed.

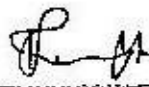
After handing over of the judgment / orders to the receipt and dispatch section, the files will be returned to the Under Secretary for further processing.

**4. Purchase of dragon software:**

It was decided that 2 numbers of dragon software shall be procured and installed for the use of the Information Commissioners.

**5. Next meeting with NIC:**

It was decided that next coordination meeting with NIC would be held on 7<sup>th</sup> July 2007 at 12 noon during which they will demonstrate the software developed by them.

  
(K.A. THIPPESWAMY)

STATE INFORMATION COMMISSIONER

  
(K.K. MISRA)

STATE CHIEF INFORMATION COMMISSIONER