

**Proceedings of the Staff Meeting held on 24/06/2006 at 12.30 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, Under Secretary, KIC.
- 4) Sri R.Mohana, Senior PA to SCIC.
- 5) Sri K.Guruprasad, Senior Assistant, KIC.
- 6) Sri D.G.Vishwanath, Assistant, KIC.
- 7) Sri Hebbar, SO, KIC.
- 8) Sri N.S.Ganesha, Junior Assistant, KIC

1. **Review of Pendency:** It was decided that data for monthly review in Staff Meeting would be prepared in the following format :

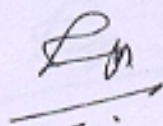
I	No. Of Receipts	For the month	During 2006 (from Jan.06 onwards)	From inception	Remarks

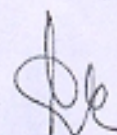
II	<u>DISPOSAL OF CASES</u>	Appeals	Complaints	Total	Remarks
(a)	Carried forward				
(b)	Registered during the month				
(c)	Heard during the month				
(d)	Disposed off during the month.				
(e)	Carried forward to next month				

III. PERIOD OF PENDENCY

Less than 3 months			More than 3 months			More than 6 months			More than one year			Total pendency		
A	C	Total	A	C	Total	A	C	Total	A	C	Total	A	C	Total

A= Appeals; C= Complaints.





2. Use of mechanization for streamlining work and reducing workload.

(A) Computerization of R&I Register: The receipts should be directly entered into the Computer. The names and addresses of Appellants/ Complainants in G.R.R. could then be copied in the notice.

(B) Generation of the titles of the files and the Cause List: Once a letter (receipt) has been registered it has to go into an existing file or a new file has to be opened. The new file could be either a complaint or an appeal. The name and address of the Appellant/Complainant is already available in the system. At this stage, the name of the Respondent should get incorporated in the complaint/appeal and the two together i.e. Appellant/ Complainant vs. Respondent shall form the title of the file.

At the time of issue of notice, an entry should be automatically generated in the cause list to be maintained date wise. The cause list is then to be updated on the website everyday.

(C) Typing of orders: While typing orders, the complaint / appeal no., names and addresses of the parties can be copied directly from the cause list.

It was also decided that the Commission might purchase two Dragon softwares so that the orders can be dictated directly to the computer.

3. Arrangements to be made at the new premises:

(A) PABX: Request should be sent to DPAR to connect the Karnataka Information Commission office with the Secretariat PABX.

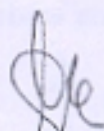
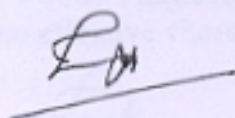
(b) Use of Secretariat LAN: The subject was discussed. It was felt that since the Karnataka Information Commission office will be located in the M.S. Building itself, the Commission should be permitted to use the Secretariat LAN. Otherwise the extra expenditure to be incurred by the Commission would be around 9 lakhs. There is sufficient capacity in the Secretariat Server to accommodate the Commission's requirements which will very small. Support of National Informatics Centre would also be obtained to this proposal.

4. Providing of file wrapper, file boards and envelopes.

Necessary requisitions along with the Commission's address, telephone nos. etc. may be sent to the Director of Printing & Stationery, Bangalore incorporating the new address of the Commission at M.S. Building.

5. Installation of UPS:

Since the office premises are getting ready, M/s. Techser Ltd., may be asked to fix the UPS now.



6. Probable date of shifting:

5 It was decided that the Commission shall shift to the new premises in the last week of July or first week of August 2006.

7. Telephones:

BSNL may be requested to provide four telephone connections to the Karnataka Information Commission in the new premises namely, SCIC, (Main with Extension), SIC (Main with Extension), Fax and US (Main and extension to section). All these lines may be sought under the new plan i.e. "India One".

8. Filling up of the vacant posts of Drivers and peons in the Commission.

DPAR has since allowed KIC to fill-up the vacant posts of Group-D and Drivers on outsourcing basis. Three peon's posts are vacant in this commission. These may be filled up immediately by outsourcing.

9. Creation of new posts for KIC.

There is need to create the following posts in the Commission immediately.

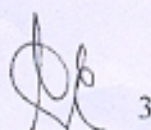
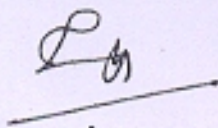
- (i) Two posts of judgement writers in Gazetted rank as in KAT.
- (ii) One Post of Record Keeper in the cadre of Assistant in Secretariat cadre.
- (iii) Two posts of Junior Assistants/Typists to the Receipt and Inward Section.
- (iv) Accounts section to be created with the following positions.
 - (a) One post of Accountant Superintendent (in the cadre of Acct. Superintendent in State Accounts Department).
 - (b) One post of Accounts Assistant (in the cadre of First Division Accounts Assistant in State Accounts Department.)
 - (c) One peon

10. Changing of the Agency for Outsourcing.

The present outsourcing agency M/s. Udyog Enterprises have a contract with the DPAR valid up to end of June 2006. The Under Secretary to the Commission will keep a track so that if DPAR appoints a new agency, we can also switch over to the same agency or invite tenders ourselves.

11. Suggestion by Mr.C.N.Kumar.

Mr.Kumar has suggested that Commission should write to all Public Authorities to conduct hearings and dispose of the first appeals within the prescribed time to reduce the work load of the Commission. While agreeing with the suggestion in principle the Commission felt that there may be more than five lakhs Public Authorities (including Co-Operative Societies) in the State and there was no effective channel of Communication between the Public Authorities and the

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suggested that such a letter could be addressed by the Commission to all the Principal Secretaries to Government/Secretaries to Government of the Departments and they should be requested to provide lists of Public Information Officers and Public Authorities under them along with their e-Mail addresses to the Commission. Once this is done, it should be possible for the Commission to send this type of communication to the Public Authorities and PIOs having e-Mail addresses.

The website of the Commission should also have a notice board on which such communications, notices and circulars could be displayed.

12. Engaging the Agency for maintenance and upkeep of the website.

The Karnataka Information Commission website is being hosted by NIC. They are now giving permission to KIC to directly upload the information and maintain the website. It is felt that these activities may have to be outsourced. It may be necessary to invite tenders for the purpose. Necessary action may therefore be initiated accordingly. Till that time, action should be taken to periodically update the cause list and the orders through NIC.

13. Posting of cases for hearing.

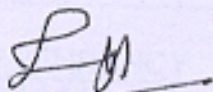
It was decided that the Under Secretary should try and post not more than eight fresh cases per day. In addition two adjourned cases per day may also be posted. These ten cases can be heard within 3 to 3 ½ hours. If more than ten cases are to be posted they may be posted in the afternoon from 3.00 PM to 4.00 PM.

14. Sanction of Deputation Allowance to the staff of KIC.

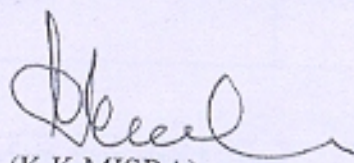
It was agreed that the Under Secretary shall follow up the request with the Finance Department.

15. Training of staff in use of computers.

It was decided that some of the reemployed officers/officials will be trained in use of computers. They could be sent to the training programmes being conducted by NIC, CMC and KGCC.



(K.A. THIPPESWAMY)
State Information Commissioner



(K.K. MISRA)
State Chief Information Commissioner

To

All concerned.