

**Proceedings of the staff meeting held on 24/12/2005 at 5.00 PM in the Chambers of State Chief Information Commissioner.**

**Members Present:**

- 1) Sri K.K.Misra,  
State Chief Information Commissioner.  
KIC.
- 2) Sri K.A.Thippeswamy,  
State Information Commissioner.  
KIC.
- 3) Sri S.R.Sayinath Prakash,  
Under Secretary, KIC.
- 4) Sri R.Mohana,  
Senior PA to SCIC.

- 1) Following decisions were taken.
- 2) Tappals and letters received in the Commission would be classified under 4 general categories.

- (a) Copies: Copies of requests seeking information, copies of first appeals etc., which are marked to the Commission only for information and on which no action is necessary from the commission. Such references after giving them a General Receipt Register No. and after obtaining orders of SCIC/SIC on reference itself may be filed in a general folder.
- (b) Miscellaneous Correspondence: Letters which are received by way of correspondence with other offices or individuals either outside the purview of RTI Act. or seeking clarifications about the Act. Separate files may be opened for each of such reference under the heading KIC. . . . MIS 2006.
- (c) Complaints: These types of tappals need to be immediately entered into the system and then put up for the orders of the Commissioners. After obtaining the orders necessary follow up action could be taken. The system generates the complaint number automatically. It may be allowed to continue. However, NIC may be requested to examine whether there could be some provision to override the automatic numbers and give manual numbering and in special case correct the numbering wherever necessary. The work of registering complaints must be done on day to day basis and initial action on the complaints e.g. issue of notices should also be taken on the same day.

(d) Appeals: Similar software as has been evolved for complaints as also being developed by NIC.

3. The Commission will like to work on the principal of 'all men all work'. Since the staff in the commission at present is small and some officers/officials are sometimes on leave, the work of the Commission should not be held up. As such, the work of entering the complaints/appeals in the system could be done by any person who is present in the Commission. Similarly, the receipt for the complaints/appeals, could also be issued by any person present in the Commission.

4. So far about 60 complaints have been taken on board. Immediate action may be taken to enter all these complaints on the system and thereafter call NIC to explain as to how further action could also be monitored on the computer. Standard forms and correspondence could also be generated on the system.

5. Once a complaint is accepted for further action, the commission may take any of the following action:

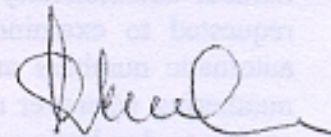
(a) Seek the comments of the person complaints against. OR

(b) Take the complaint on record and ask the concerned officers (including Ist Appellate Authority) to consider with the requests and send a report to the commission: OR

(c) Issue a notice to the concerned officer(s) to produce the records or be present before the commission on a specific date alongwith the records for hearing.

6. Standard formats for these three alternatives could be developed so that depending upon the orders of the SCIC/SIC immediate action could be taken.

7. It was also decided that whenever the communication is received in Kannada, it is to be replied in Kannada and whenever it is received in English, it may to be replied in English only.



(K.K.MISRA) 04.01.2006

State Chief Information Commissioner

All Concerned)