

PROCEEDINGS OF THE STAFF MEETING HELD ON 25-8-2007 AT 12.30 NOON IN THE COURT HALL OF KARNATAKA INFORMATION COMMISSION:

Following were present:

Sri/Smt.:

- | | |
|--|-------------------------------------|
| 1. K. K. Misra, SCIC | 8. K. Guruprasad, Senior Assistant. |
| 2. K. A. Thippeswamy, SIC-1 | 9. K. Srinivas, ASO |
| 3. Dr. H. N. Krishna, SIC-2 | 10. S. Mala, PA to SIC-1 |
| 4. B. A. Nagesh, Secretary | 11. M.S. Ganesh, Junior Assistant |
| 5. S. R. Sayinath Prakash, Under Secretary | 12. G. Duggappa, Assistant |
| 6. K. V. Hebbar, Section Officer | 13. D. Krishnojirao, Typist |
| 7. A. Saroja, Accounts Superintendent | 14. D. G. Vishwanath, FDA |

AUDIT OF ACCOUTS OF THE COMMISSION FOR 2005-06 AND 2006-07:

1. Secretary states that Accountant General, Bangalore intends to audit books of accounts of the KIC sometime during first week of September. Further, Smt. Saroja, Accounts Superintendent, states that the books of the accounts of the Commission for the year 2005-06 and 2006-07 are ready along with the relevant documents like receipts, vouchers, purchase bills etc. for audit. SCIC and the SICs directed the Secretary and Accounts Superintendent to pursue with the Accountant General and get the books of account audited early and finalize the accounts.

AGENDA FOR STAFF MEETINGS:

2. It was decided that in addition to regular subjects like disposal of cases, the Administration and Accounts Section shall prepare a monthly report indicating any important developments or information which a member may like to share with other members during the staff meeting.
3. Following information shall however be invariably reported for every month:
- Financial position of the Commission.
 - Reconciliation between the internal accounts and with the bank account.
 - Number of departments from which information has been received for annual report.
 - Progress in compilation of the report and any action required from the Commission.
 - Period up to which the cause list and orders have been posted on the web.
 - Circulars and important orders of the Commission which have been placed on the website.
4. It was decided that Sri Srinivas, and in his absence Smt. Mala, will act as Secretary to the staff meeting and soft copies of all the material for staff meetings will be given to them for merger and circulation among the members.



MAINTENANCE OF WEBSITE:

5. Sri Srinivas, explained that wherever cases have been combined, he is finding it difficult to upload the order on the website because it accepts only one case number. Members felt that the same order may have to be uploaded against all the cases. The text of the order would however indicate that it has been combined with other cases. It was suggested that NIC may be requested to modify the fields so as to take more than one case number in the order.

OTHER MATTERS:

6. Sri Ganesh, stated that his cell badly requires one heavy duty photocopier. He suggested that it may be better to purchase a machine which incorporates photocopier as well as processing and binding. He was requested to obtain literature and quotations for this machine and arrange for a demonstration.

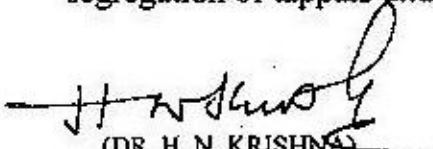
7. Sri Guruprasad raised the following two issues:

(a) The procedure to be followed in cases affecting life and liberty

(b) If the complaint / appeal is defective for some reason and has to be sent back, what procedure should be adopted.

8. Members clarified that in both type of cases, specific orders of the Secretary should be obtained. In orders to avoid any delay, it was agreed that in both such type of cases, the official handling the case shall take the file personally to the Secretary, obtain his orders on the spot and take the file back for further processing.

9. RIR section confirmed that the instructions in the circular regarding segregation of tappals under five categories would become effective from today.


(DR. H. N. KRISHNA)
STATE INFORMATION
COMMISSIONER


(K. A. THIPPESWAMY)
STATE INFORMATION
COMMISSIONER


(K. K. MISRA)
STATE CHIEF INFORMATION
COMMISSIONER

To All Concerned.