

Minutes of the meeting held on 9th August, 2016 at 1630 hrs.

Present

Shri R.K. Mathur, Chief Information Commissioner
Shri Basant Seth, Information Commissioner
Shri Yashovardhan Azad, Information Commissioner
Smt Manjula Prasher, Information Commissioner
Shri M.A. Khan Yusufi, Information Commissioner
Shri Sudhir Bhargava, Information Commissioner
Shri Bimal Julka, Information Commissioner
Shri D.P Sinha, Information Commissioner
Shri Amitava Bhattacharyya, Information Commissioner
Secretary to the Commission, assisted by other officers.

Agenda No. 1: Action taken on earlier meeting's decisions.

The Commission was informed about the action taken on the decisions of the Commission's Meeting held on 26.07.2016.

Action: JS(A)

Agenda No.2: Security Policy for data/soft data in the Commission.

JS(MR) made a presentation on Security aspect of the data in the Commission. JS(MR) will organise training to the staff, issue guidelines, monitor the computers of the Commission including in updating of anti virus in consultation with NIC. NIC shall be requested to give an audit report on our suggestions.

Action: JS(MR)

Agenda No.3: Disposal of wrongly registered cases.

The Registrar briefed the Commission about the disposal of wrongly registered cases. The Commission directed the Registrar to ensure that appeals/complaints are registered after proper scrutiny of the documents .

Action: Registrar

Agenda No. 4: Any other item with the permission of the Chair.

- i) JS(MR) informed about the progress of scanning of files. It was directed that DRs may send the disposed files to the record room for scanning on priority basis.

Action: All DRs

- ii) JS(MR) informed that forms for digital signature have been given to the Deputy Registrars to be filled up which is still awaited. It is required for uploading the Commission's decisions. It was directed that DRs may submit this on priority basis.

Action: All DRs

- iii) All new files registered in Central Registry shall be sent to record room. The concerned Information Commissioners shall be given e-file.

Action: All DRs

- iv) The Commission directed the Secretariat that existing complaint policy of the Commission may be revised, as discussed.

Action: JS(Admn)

- v) The Commission directed the Secretariat to devise means of engagement of experienced/quality staff for the Commission to expedite disposal of cases.

Action: JS(Admn)

- vi) The Commission directed the Secretariat to take suitable action for improving the Video Conferencing services of NIC.

Action: JS(MR)

- vii) The process of payment of RTI application fees and fees for copying needs to be streamlined. This may be taken up with DoPT.

Action: JS(Admn)

- viii) Commission's decisions once uploaded cannot be withdrawn. However, minor factual corrections such as date, name etc. may be made through a formal corrigendum order of Commission and uploaded as a corrigendum. The corrigendum should appear automatically alongwith original order, when searched on our website. The facility of corrigendum is being introduced with a new software that is being introduced.

Action: JS(MR)

(S.P. Beck)

Joint Secretary (Admn)

To

1. PPS to Chief Information Commissioner
2. PPS to Information Commissioner (BS)
3. PPS to Information Commissioner (YA)
4. PPS to Information Commissioner (SH)
5. PPS to Information Commissioner (MP)
6. PPS to Information Commissioner (KY)
7. PPS to Information Commissioner (SA)
8. PPS to Information Commissioner (SB)
9. PPS to Information Commissioner (BJ)
10. PPS to Information Commissioner (DP)
11. PPS to Information Commissioner (AB)
12. PPS to Secretary/PS to Additional Secretary

Copy also to :

1. Registrar/JS(P&B)/ JS(MR) / JS(Law)
2. Shri Sushil Kumar, DS(Admn)
3. Shri S.K. Rabbani, DS(Gen. Admn)
4. Shri T.K. Mohapatra, DR
5. Shri K.A. Talwar, DR
6. Shri U.C. Joshi, DR
7. Shri Dinesh Kumar, DR Consultant
8. Shri V.K. Sharma, Consultant
9. Shri R.L. Gupta, Consultant
10. Shri Vijay Bhalla, Consultant
11. Shri S C Sharma, Consultant
12. Shri R.P. Grover, Consultant
13. Shri Raghubir Singh, Consultant
14. Shri K.L. Das, Consultant
15. Shri Malik, Scientist E, NIC with a request to upload the Minutes of the meeting on the website of the Commission.

(S.P. Beck)

Joint Secretary (Admn)