

**CENTRAL INFORMATION COMMISSION**

Registrar Office

(Room No. 185, Ground Floor, August Kranti Bhawan,  
New Delhi-110066)

File No. CIC/4/2016-Rgr.

Date:26.07.2017

**ORDER**

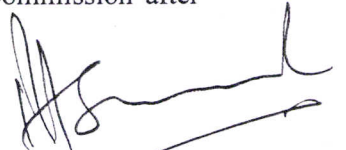
It has been noticed that Deputy Registrars have been scheduling cases before Hon'ble Information Commissioners without checking the completeness of the respective files which renders the scheduled hearing infructuous.

All Deputy Registrars are instructed to review the pertinent file and ensure its readiness for hearing in all respects viz. legibility, numbering and scanning of all pages and also that the same is attached to the e-book before scheduling the case for hearing.

Furthermore, DRs are also instructed to review the file once again before its placement to the Hon'ble Information Commissioners for the hearing in order to detect and rectify any possible lacunae. Once placed before the Hon'ble Information Commissioner for hearing, it shall be presumed that the file has been approved as complete in all respects by the respective DR and any lapse detected later shall be attributed to the DR and viewed seriously.

These orders shall stand in force for disposal of cases registered in the Commission after 2015.

This issues with the approval of CIC.



**Piyush Agarwal**  
(Registrar)

**To:**

DR to CIC  
DR to IC (YA)  
DR to IC (SH)  
DR to IC (MP)  
DR to IC (SA)  
DR to IC (SB)  
DR to IC (BJ)  
DR to IC (DP)  
DR to IC (AB)  
DR to CR-I  
DR to CR-II

**Copy To:**

PPS to CIC  
PPS to Secretary  
Additional Secretary  
✓ JS (MR)  
JS (Admin)