

**dsUnzh; lwpuk vk;ksx**  
**Central Information Commission**  
2 ry] foxa 'c' / 2<sup>nd</sup> Floor, 'B' Wing  
vxLr ØkfUr Hkou / August Kranti Bhavan  
Hkhdkth dkek lysl/ Bhikaji Cama Place  
ubZ fnYyh - 110066 / New Delhi - 110066

Circular/DS(P)/2011-12/6

Dated: 10.8.2011

The Commission in its meeting dated 9.8.2011 directed that information in respect of number of days CIC/ICs were on tour/leave during a month and number of scrutinized appeals/complaints (not registered) in each of the registries will also be reported in its meetings, henceforth.

2. The personal staff of the CIC/ICs are required to maintain details of number of days CIC/ICs were on tour/leave during a month and are required to send the same to the undersigned, by 5<sup>th</sup> of every month.

3. The Deputy Registrar of each of the registries are accordingly required to maintain information in respect of number of scrutinized appeal/complaint (not registered) along with the number of appeal/complaint (registered) during a month and are required to send the same to the undersigned, by 5<sup>th</sup> of every month without, any fail.

(Pankaj K.P. Shreyaskar)  
Deputy Secretary & Joint Registrar

**Copy to:-**

1. PPS to CIC - for information
2. PPS to all ICs
3. PS to Secretary – for information
4. Sh. Vijay Bhalla (DO to CIC)
5. Sh. Dharendra Kumar (DO to IC(SG))
6. Sh. G. Subramanian (DO to IC(AD))
7. Sh. K.L. Das (DO to IC(MLS))
8. Sh. T.K. Mohapatra (DO to IC(DS))
9. Sh. S. Padmanabha (DO to IC(SS))
10. Sh. Paul, NIC