

Minutes of the meeting held on 31st March, 2020 at 1100 hrs.

Present

Shri Bimal Julka, Chief Information Commissioner
Shri D.P. Sinha, Information Commissioner
Shri Yashvardhan Sinha, Information Commissioner
Smt. Vanaja N Sarna, Information Commissioner
Shri Neeraj Kumar Gupta, Information Commissioner
Shri Suresh Chandra, Information Commissioner
Dr. Amita Pandove, Information Commissioner
Secretary to the Commission, assisted by other officers

A meeting of Commission was held on 31.03.2020 at 1100 AM through video conferencing to discuss various issues in the wake of lockdown imposed in Delhi w.e.f. 23.03.2020. The CIC congratulated the Secretary and his team for organising first digital conference in the Commission.

The following points were discussed:-

1. Issue of notices and listing of cases for disposal of RTI second appeals:

The Deputy Registrars will fix dates in consultation with the ICs and issue the notices in all cases where the contact details of the parties are available. The contact details of nodal CPIOs will be made available, public authority wise to the Deputy Registrars.

The Registrar will continue to train all the DRs periodically to iron out any administrative / technical support issues with NIC and ensure that the scheduled hearings commence through audio / digital mode by 15th April, 2020, if not earlier in larger public interest.

**Action: Registrar / DRs
JS (MR)**

2. Arrangements for cleaning and sanitation in the CIC building:

The CIC building will be sanitised by the NSL regularly using a reliable and effective system. The designated officer in charge will ensure proper hygiene and sanitation of the CIC premises and certify the same.

Action: JS (P&B)

3. Arrangement for passes for the staff of the CIC to make movement whenever necessary:

Request will be made to the Delhi Police to issue passes to the essential staff of the ICs and others.

Action: JS (P&B)

4. Operation of e - office:

E-office platform will be extended by NIC to the home computers of the CIC officers in the hierarchy of the channel of submission of files.

Action: JS (MR)

5. Settlement of pending claims:

For the lockdown period, requirement of submission of latest medical prescriptions for purchase of routine drugs like blood pressure, diabetes, etc. will be relaxed. The medical and other bills may be submitted on e-mail.

Action: JS (A)

6. Any other matter:

- (i) The Commission unanimously decided to donate one day salary in "PM CARES Fund".
- (ii) The Commission reiterated that no reference whatsoever be made to any external authority for opinion / advice without the approval of the competent authority in the Commission.
- (iii) It was collectively agreed that the Commission would strive to introduce latest technological tools for its smooth functioning.
- (iv) Next meeting will be held at 1100 AM on 07.04.2020.
- (v) Copy of minutes of the meeting may also be sent to retired ICs so that they may also submit their claims on e-mail.

M
31/03/2020
(Rahul Rastogi)
Joint Secretary (Admn.)
31.03.2020

To

1. PPS to Chief Information Commissioner (BJ)
2. PPS to Information Commissioner (DP)
3. PPS to Information Commissioner (YS)
4. PPS to Information Commissioner (VN)
5. PPS to Information Commissioner (NG)
6. PPS to Information Commissioner (SC)
7. PPS to Information Commissioner (AP)
8. PPS to Secretary/PS to Additional Secretary

Copy also to:

1. JS (P&B)/ JS (MR) / JS (Law)/Registrar (Consultant)
2. Shri Sushil Kumar, DS (Admn)
3. Shri S.K. Rabbani, DS (Gen. Admn)
4. Shri K.A. Talwar, DS (CR-I)
5. Shri U.C. Joshi, DS (Law)
6. Shri R.S. Murthy, Consultant
7. Shri S.C. Sharma, Consultant
8. Shri R.P. Grover, Consultant
9. Shri Baljit Singh Kasana, Consultant
10. Shri H.P. Sen, Consultant
11. Shri K.L. Das, Consultant
12. Shri A.K. Assija, Consultant

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31/03/2020
(Rahul Rastogi)
Joint Secretary (Admn.)
31.03.2020