

**Minutes of the meeting held on 20<sup>th</sup> April, 2020 at 1500 hrs.**

**Present**

Shri Bimal Julka, Chief Information Commissioner  
Shri D.P. Sinha, Information Commissioner  
Shri Y. K. 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 20.04.2020 at 1500 hrs. to discuss several issues, as detailed below.

**1. Implementation of MHA Guidelines on working in Offices.**

Ministry of Home Affairs guidelines issued vide letter no. 40-3/2020-DM-I (A) dated 15.04.2020 were discussed and it was decided to implement them in the Central Information Commission. The premises should be sanitized in accordance with the protocols on the subject.

**Action: JS (P&B)**

**2. Use of Video Conference Software of NIC and its demonstration.**

Live demonstration of Video Conference Software of NIC was carried out and was observed working satisfactorily. It was decided to continue with the NIC Video Conference Software in future video conferences of Commission.

**Action: JS (MR)**

**3. Pendency and disposal of cases.**

Pendency and disposal of cases were discussed and it was decided that each Information Commissioner will ensure all possible hearings in the present scenario to reduce the pendency. It was also decided that E-mail may be sent to Nodal CPIOs, requesting them to update database pertaining to them and their subordinate offices so that possible hearings may be conducted.

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

**4. Recommendations of Audit.**

Audit recommendations were placed before the Commission and it was decided to discuss the same in the next Commission Meeting.

**Action: JS (P&B)**

## **5. Re-engineering of processes in the Commission during and after the lockdown.**

New processes adopted in the Commission for disposal of hearings and work from home, were discussed and it was decided to expedite the hearings of second appeals.

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

## **6. Review of manpower in the Commission.**

All the Registries and the Sections will carry out review of productivity of deployed manpower.

**Action: JS (A)**

## **7. Utilisation of Budget allotted to the Commission during 2020-21.**

Budget allotted to the Commission for 2020-21 was discussed and it was decided to adhere to the guidelines issued by the Ministry of Finance in this regard.

**Action: JS (P&B)**

## **8. Any other matter.**

1. Implementation of RTI Act, 2005 in wake of the Jammu and Kashmir Reorganisation Act, 2019 was discussed and it was decided that letter may be written to the Chief Secretary, Jammu and Kashmir / Ladakh, with copy to the Secretary, MHA and Secretary, DoPT, for seeking list of CPIOs so that hearings of second appeals may be resumed by the Commission. All the pending cases, received in the Commission should be registered and be transferred to the IC (DP) for further action in this regard.

**Action: JS (Law) & Registrar**

2. The Commission decided to hold video conference with the State Chief Information Commissioners at a suitable date for experience sharing.

**Action: JS (MR)**



(Rahul Rastogi)  
Joint Secretary (Admn)

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



(Rahul Rastogi)  
Joint Secretary (Admn)