

CENTRAL INFORMATION COMMISSION
August Kranti Bhawan, Bhikaji Cama Place, New Delhi

Minutes of the meeting held on 2/11/2010.

Present:

1. Sh. A.N. Tiwari, Chief Information Commissioner
2. Smt. Annapurna Dixit, Information Commissioner
3. Sh. Satyanand Misra, Information Commissioner
4. Sh. M.L. Sharma, Information Commissioner
5. Sh. Shailesh Gandhi, Information Commissioner
6. Smt. Deepak Sandhu, Information Commissioner
7. Smt. Sushma Singh, Information Commissioner

Secretary and other officers assisted the Commission.

Agenda 1: Statement on receipt/disposal and status on uploaded decisions during October 2010.

Commission observed that all the decisions of the disposed cases during October 2010 were not uploaded by most of the registries. Commission directed the registries/personal section of the CIC/ICs to ensure that the Decisions of each of the cases disposed during a month is uploaded on the website <http://cic.gov.in>.

(Action DS (PP))

Commission directed the Secretary to look into the issues raised by IC (SS) regarding her PS and take necessary steps.

(Action: Secretary)

Agenda 2: Note on staffing norms for the decisions of the Commission.

Secretary apprised the Commission that under the proposed staffing norms, each of the CIC/ICs would be provided with 8 staff, excluding the drivers and peons in various categories. Commission directed the Secretary to immediately forward the staffing norms along with the RRs to the Government for approval.

(Action: Secretary/JS (A& P))

Commission directed to frame appropriate rules in line with Government guidelines, if any for replacing computers after a minimum period of time. In the meantime, a distribution chart of existing computers remaining idle be prepared for re-allocating them in various registries, as per demand.

(Action: JS (MoRE))

Agenda 3: Note on proposed elements to be included in the decision notice of the Commission.

A form suggesting some basic elements in a specific manner to be included as first sheet in each of the decision was presented to the Commission. Commission agreed to use the format as a part of the decision henceforth. However, whether the important points in a particular case to be included in the form or not is left to individual commissioners.

Agenda 4: Statement on the proposed re-distribution of the cases in view of ex-CIC and IC (MA) demitting the office.

Public Authority-wise list of cases based on chronological periodicity were presented before the Commission from the each of the registries of ex-CIC and IC (MA). Commission decided to clear those cases pending for over 3 months from both the registries.

Cases of the Supreme Court of India, High Courts of various states, PMO, Cabinet Secretariate, CIC, CVC, Lok Sabha Secretariat, Rajya Sabha Secretariat. and Vice-President Secretariat pending in the Registry of ex-CIC will now be transferred to the Registry of Chief Information Commissioner.

UPSC, President's Secretariat. CBI and 60 cases from the registry of IC (MA) are transferred to the registry of Sri Satyanand Mishra, Information Commissioner.

Cases of M/o HRD pending for less than 6 months in the registry of ex-CIC is transferred to the registry of Smt. Annapurna Dixit, Information Commissioner .

Cases of M/o Culture from the registry of ex-CIC and 250 cases from the registry of IC (MA) are transferred to the registry of Sh. M.L. Sharma, Information Commissioner.

Cases from M/o HRD pending for disposal in the registry of ex-CIC for more than 6 months and 60 cases from the registry of IC(MA) is transferred to the registry of Sh. Shailesh Gandhi, Information Commissioner.

Cases from M/O Personnel, Public Grievances and Pension, UT of Daman and Diu pending in the registry of ex-CIC and 60 cases from the registry of IC(MA) is transferred to the registry of Smt. Deepak Sandhu, Information Commissioner.

Cases of the organisation listed in the second schedule and Election Commission of India pending for disposal in the registry of ex-CIC and 60 cases from the registry of IC (MA) is transferred to the registry of Smt. Sushma Singh, Information Commissioner.

Commission desired that all cases pending for disposal 'over 3 months' would be '**special drive cases**'. Each of the registries of CIC and ICs will launch special drive to dispose these cases. These disposals shall be kept separate from the normal disposal schedule in each of the registries of CIC/ICs.

The Commission, however, agreed that the distribution of cases as indicated above are for clearing the pendencies, but the fresh cases would still remain with the CIC/ICs as per the previous work allocation.

Commission however desired that the allocation of PAs/Deptts/Ministries is to be revisited. This exercise may be worked upon on the basis of arrival of appeals and complaints received by each one of them in last six months.

Agenda 5: Note on reorganization of Legal Cell including proposal of recommencement of Prof. Nigam as Legal Advisor, CIC.

Commission agreed to retain the services of Prof. KK Nigam as Legal Advisor. Commission noted that there was an urgent need to strengthen its Legal Cell. Secretary and JS (Law) shall put up a proposal for approval.

(Action: Secretary and JS (Law))

Supplementary items:

Commission desired that a system of sending decisions of various High Courts on the RTI Act to the CIC/ICs be put in place urgently.

(Action: JS (Law))

Commission on a proposal by Chief IC agreed on laying down the principles of records management, retention schedule, capacity building and the routinisation of processes etc which may be followed by each of the Public Authorities. Such an exercise is the key to the implementation of the transparency provisions of the RTI Act. The efforts of the Public Authorities should be tangible, identifiable and measurable in complying with section 4 of the RTI Act. Chief Information Commissioner agreed to prepare a concept note on this and discuss it further in the forthcoming meeting of the Commission before these guidelines are issued to the Public Authorities.