

Minutes of the Meeting of the Commission held on 04.01.2011

Present:

- A. Shri Satyananda Mishra, Chief Information Commissioner
- B. Smt. Annapurna Dixit, Information Commissioner
- C. Shri Shailesh Gandhi, Information Commissioner
- D. Mrs. Deepak Sandhu, Information Commissioner
- E. Smt. Sushma Singh, Information Commissioner
- F. Secretary Shri B.B. Srivastava and other officers assisted the Commission.

Agenda 1: Retention Schedule for the Commission: -

The Commission discussed the urgency of requirement of a retention schedule; and decided to adopt the same as laid down in the Manual of Office Procedure, DARPG, Government of India for all administrative & miscellaneous files. It was decided that all disposed off quasi judicial case files, that has attained the age of 6 months or more from its date of decision, shall be weeded out except those required in further legal proceeding in a superior court or those required in non-compliance of orders of the Commission, recovery of penalty, compensation or disciplinary action as directed by the Commission. However, In all cases digitized version would be retained.

The Commission further decided to follow the same records destruction procedure as practiced in the High Courts, Supreme Court of India, NHRC: and directed that the same should be ascertained immediately.

(Action JS (Law))

Agenda 2: Proposed format of the 6th Annual Convention to be held in 2011: -

The Commission constituted a committee of 4 Information Commissioners namely Smt. Annapurna Dixit, Shri Shailesh Gandhi, Smt. Deepak Sandhu and Smt. Sushma Singh to recommend the structure and format of the proposed convention including inter alia the theme, sub-theme, format of deliberation, documentation and dissemination of its proceedings within 2 weeks. The Committee may also like to recommend whether the foundation day lecture should be a part of the convention itself or it should be organised separately. The

Commission desired to discuss the recommendations in its first meeting, scheduled in February, 2011.

Supplementary: -

The Commission reiterated that the Annual Reports for 2008-09 and 2009-10 must be sent to the Government at the earliest for causing it to be laid before the parliament during the budget session. The Commission further desired that preparation of the Annual Report 2010-11 should begin immediately after completion of the financial year so that the same may be sent to the Government for causing it to be laid before the parliament during monsoon session.

The Commission authorized the CIC to seek appointment with the Minister of State for Personnel Public Grievances and Pension to apprise him and discuss issues of inadequate budget, and staff facing the Commission.

The Commission decided to meet every second & fourth Tuesday of every month.