

## **Minutes of the Meeting of the Commission held on 10.04.2012**

### **Present:**

- A. Shri Satyananda Mishra, Chief Information Commissioner
- B. Smt. Annapurna Dixit, Information Commissioner
- C. Shri M. L. Sharma, Information Commissioner
- D. Shri. Shailesh Gandhi, Information Commissioner
- E. Smt. Deepak Sandhu, Information Commissioner
- F. Smt. Sushma Singh, Information Commissioner
- G. Shri Rajiv Mathur, Information Commissioner
- H. Shri Vijai Sharma, Information Commissioner
- I. Shri Basant Seth, Information Commissioner
- J. Shri B.B. Srivastava, Secretary and other officers assisted the

Commission.

### **Agenda-1: Follow up on the Citizen Charter as decided in its meeting dated 13.03.2012.**

The Commission discussed the proposed citizen charter in detail. The Commission felt the necessity of a grievance redressal mechanism for the Commission; to be headed by the Secretary to the Commission. It was directed that a draft detailing Grievance Redressal Mechanism and structural arrangement for operationalizing the same shall be presented in the next meeting for consideration.

It took on record the draft citizen charter dated [15.01.2012](#) and the [note of IC \(SG\)](#) (copy enclosed).

**Agenda-2: A note on electronic records retention schedule for the Commission.**

The commission approved the electronic record retention Schedule for it. It directed that it may come into effect immediately. It also desired that the scanning of all daks would be discontinued henceforth save for the registries of the Sri Satyananda Mishra, Chief IC and Sri Shailesh Gandhi, IC. However the facility of scanning of the current dak may be extended to the registries willing to work online. The secretariat was directed to issue the necessary order immediately in view of the in principle decision.

**Agenda-3: Preparation for Annual Convention 2012 of the Commission.**

The commission discussed the format that it may adopt for the convention of the commission scheduled in October, 2012.

The commission desired to devote two full sessions for the CIC/ICs of the states for a thematic discussion. It discussed the names of some of the probable speakers for the inaugural and valedictory Session and decided that in the next meeting concrete suggestions regarding format theme (s) speakers etc should be discussed for initiation of arrangements for the Convention.

**Supplementary**

The commission noted the registration/disposal of the cases during February and March 2012.