

Minutes of the Meeting dated 20.01.2009

Present: -

- A. Shri Wajahat Habibullah, Chief Information Commissioner
- C. Smt. Annapurna Dixit, Information Commissioner
- D. Shri Satyananda Mishra, Information Commissioner
- E. Shri M.L. Sharma, Information Commissioner
- F. Shri Shailesh Gandhi, Information Commissioner
- G. Secretary Shri Mohammad Haleem Khan and other officers assisted the Commission.

Commission discussed the follow up action on its decision taken on 6.1.2009. Commission was apprised that inquiry with regard to payment to outsourced employees from M/S Sybex is at final stage. It was further apprised that the contract for outsourcing the personnel for post March 2009 is almost ready and will be finalized soon.

The Commission discussed the programme for digitization of records in view of various parameters viz retention of complaint/appeal, cost of digitization and its life cycle. Commission was apprised that in respect of the case files retention schedule on the basis of CAT manual is being examined and for all other files Manual of office Procedures (MOP) may be adhered to.

Commission desired that legal wing might examine the applicability of CAT manual with respect to the retention schedule of the case files of the Commission. It further desired that the opinion of the Legal Wing might be placed before the next meeting of the Commission