

**Central Information Commission**  
**Minutes of the meeting held on 21<sup>st</sup> December, 2010**

**Present:**

1. Shri Satyananda Mishra, CIC
2. Smt. Annapurna Dixit, IC
3. Shri M.L Sharma, IC
4. Shri Shailesh Gandhi, IC
5. Shri Deepak Sandhu, IC
6. Smt. Sushma Singh, IC
7. Secretary and other officers assist the Commissioner

**Agenda 1: Important directions of the Commission in its various meetings and their follow up actions.**

The Commission discussed the status of implementation of decisions taken in its previous meetings and decided as follows:-

(i) As regards the decision in its meeting dated 19.10.2010, the Commission desired that the CIC/ICs might identify areas which stood open automatically on account of decisions pronounced by them. These may be consolidated by the Secretariat and the Ministries/Departments/Organizations may then be asked to accordingly declare such class of information disclosable and they may be published pro-actively.

(ii) The Commission desired that the agreement and the scope of work in respect of proposed helpline be finalized at the earliest to make it functional. The Commission desired to explore and consider the possibility of answering the queries from citizens regarding Section 4 disclosure by Public Authorities through the help line.

It was observed that the server on which the RTI workflow module was posted was sometimes very slow. The Commission desired that the issue be taken up with NIC and the same should be resolved at the earliest. Since the Commission wishes to go paperless from January 2011; any such technical glitch must be rectified and removed to ensure smooth functioning of the Commission.

The Commission was apprised that the necessary modifications in the workflow module integrating the diary management has been completed by the NIC and would be presented and demonstrated on 28<sup>th</sup> December, 2010.

(iii) The Commission desired that the portal, as indicated in its directive CIC/AT/CD/10/000111 dated 15.11.2010 be also demonstrated to ensure compliance of its above-mentioned directive from 1<sup>st</sup> January, 2011.

(iv) As regards revamping of the CR Section, the Commission directed JS(A&P) to ensure completion of the work within 4 weeks.

(v) The Commission discussed the media plan and directed that the Secretary, CIC would write to all State Information Commissions requesting them to send publicity materials held by them to the Central Information Commission for consolidation and printing before publishing through DAVP/ Directorate of Field Publicity.

The Commission further desired that the Chief Information Commissioner might like to write a letter to the Director NCERT and Secretary Ministry of Human Resources Development, Government of India for considering publishing RTI awareness messages on the back page of the textbooks printed by the NCERT. The draft letter may be submitted to the Chief Information Commissioner at the earliest so that the letters are dispatched by 28<sup>th</sup> December, 2010.

The CIC also desired to send a letter to the Chairman of ITC for publishing RTI awareness message on the exercise notebooks manufactured by them as a part of their corporate social responsibility. Shri Tarun Kumar, JS (A&P) would provide the correspondence details in respect of the Chairman ITC to the CIC.

## **Agenda 2: Need for a Policy guideline for disposal of request regarding change of the bench**

The Commission discussed the issue and decided that any request indicating the choice of a particular Information Commissioner from any appellant would not be entertained. It decided further that a request for change of the bench would be disposed by the CIC in consultation with the concerned Information Commissioner.

## **Agenda 3: Proposed Work Allocation amongst the CIC/ICs**

DS (PP) will prepare a draft allocation chart incorporating average arrival, disposal and pendency data for circulation among CIC/ICs within 2-3 days. The final decision will be taken by the CIC. Redistribution of surplus staff in the registry of the CIC (WB), CIC (AT) and IC (MA) would also be worked out and submitted to the CIC along with the proposed work allocation.

## **Agenda 4: Proposed retention schedule for the Commission**

The Commission desired that a Committee consisting of Shri Shailesh Gandhi, Shri M.L. Sharma and Smt. Deepak Sandhu, Information Commissioners would prepare a record retention schedule for the Commission within 2 weeks. The Commission desired that Prof. Nigam and JS(Law) would also be a part of the above mentioned Committee. The Committee may like to go through the record retention schedule of the

Human Rights Commission and the National Consumer Redressal Commission before recommending any schedule for the CIC.

### **Supplementary Items**

The Commission discussed the Budget position and directed the Secretary to take up the matter with JS(Budget) in the DoPT for enhancing its budget during the current financial year. The CIC desired to speak to both the Secretary Personnel and Secretary Expenditure on this matter.

The Commission directed that Annual Reports for 2008-09 and 2009-10 be finalized together for presentation in Lok Sabha and Rajya Sabha as quickly as possible. The Commission directed to ensure that both these reports were sent to the Government together for laying in the two houses of Parliament during the Budget Session.