

Minutes of the Meeting held on 23 11 10

Present:

Sri A N Tiwari, Chief Information Commissioner
Smt Annapurna Dixit, Information Commissioner
Sri Satyanand Mishra, Information Commissioner
Sri M L Sharma, Information Commissioner
Sri Shailesh Gandhi, Information Commissioner
Smt Deepak Sandhu, Information Commissioner
Secretary and officers assisted the Commission.

Agenda 1: ATR on the MoM dated 16.11.2010

Agenda 2: 4 extra rooms of HUDCO to be considered for allocation to CIC by the HUDCO Board meeting - for information

Agenda 3: Statement on non-plan/plan expenditure of the commission - for information

Noted.

Supplementary items

Requirement analysis of CR section: A report by IC (MLS) & IC (SG)

Report states that there are adequate numbers of staff in CR section and that there is no reason why the existing work force cannot attend to all diary related work relating to dak (Average 300 dak per day). The present staff members can continue to enter basic input in the database at the rate of around 400-475 daks per day.

Committee suggested that the room where CR section is housed needs revamping in terms of basic infrastructure, redoing of signage and power backup of appropriate load be provided to CR section.

Commission accepted the recommendations and directed that CR section be provided with all basic infrastructures, room be redone and a first class inverter be provided and the compliance be reported next week.

(Additional Secretary)

Commission desired that all receipts shall be electronically sent to the registries by CR section, subject to necessary modifications in CIC Online workflow system and all officials including the CIC/IC will receive record and dispose them electronically. However for the intervening period CR section may continue sending receipts physically as well till such time the system becomes operational. Any handholding in terms of training and other assistance that may be necessary for working on the proposed workflow module be provided by the secretariat if so indicated.

Commission desired a time line for making modifications in the workflow module and overall preparedness of the Commission regarding paperless transaction of the quasi judicial activity be worked out.

At any rate however, Commission desired that it will start functioning electronically beginning 1st January, 2011.

(Secretary, DS (PP), NIC)

Minutes of the Meeting of the Media Cell, chaired by Smt Deepak Sandhu, IC held on 12 11 10 was discussed. Commission desired that the MOM be circulated.

Commission directed to pursue proposal on RR and Draft rule for its expeditious finalization with the Government.

(Secretary)