

Minutes of the Meeting of the Commission held on 28.12.2010

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. Secretary Shri B.B. Srivastava and other officers assisted the Commission.

Agenda 1: Proposed work allocation

The Commission discussed and approved the work allocation with slight modification as proposed by DS (P). The Commission however approved the proposal of equally distributing the arrear cases in respect of the Ministries/Departments/Public Authorities earlier allocated to CIC (WB), CIC (T) and IC (MA). It was clarified however that the distribution of the above mentioned arrear cases would be over and above the earlier distribution in the month of November.

The Chief Information Commissioner directed to issue an order based on the discussions held in the meeting.

Agenda 2: Monitoring Portal for ensuring compliance of the directives of the Commission vide its order CIC/AT/D/10/000111 dated 15.11.2010--illustration

A presentation on monitoring compliance of the directives of the Commission vide its order CIC/AT/D/10/000111 dated 15.11.2010 was made by DS (P) and NIC team of the Commission.

The presentation covered inter alia requirements of the public authorities to report details of their website, the web page on which the disclosure regarding section 4(1) (a) & (b) of the RTI Act is uploaded and the date on which they have last been updated.

The Commission directed that a letter should be sent to all secretaries of Ministries/Departments giving details of the portal; with a view to ensuring the compliance of directives of the Commission dated 15.11.2010, through the above mentioned portal. The Commission further desired that the letter should also indicate a cutoff date, preferably 3 months from the issue of the letter, by which such details as reported by the Public Authorities would be made available to the public as in respect of annual returns submitted by them.

Agenda 3: Workflow module: Movement of all paper/files electronically

The Commission was apprised that basic modifications except a few letter templates as suggested in the workflow system has been incorporated by the NIC. The Commission was also apprised that the stand alone diary management system (DMS) currently in use at the central receipt section and the workflow system had now been integrated. As a result, the citizens can now check the status of their communications based on the diary number/their names/file numbers and the email Ids.

It was brought to the notice of the Commission that all functions of the integrated workflow module would become fully operational once the data entry in the receipt section began through this module. The Helpline project as approved by the Commission can now take off if other requirements are met.

The Commission however directed that while NIC should immediately incorporate the letter templates in the workflow module, the basic onsite training to all staff in the registries of the Commission including CIC/ICs be also imparted simultaneously. The Commission directed to prepare the schedule of the training and indicate the same to the NIC so that they can arrange for the training as indicated above.

Once personnel are familiar with the functioning of the workflow module, it will immediately start working seamlessly through the workflow module. The Commission desired that all efforts be made to ensure that the scanning of current receipts, electronic generation of files, their movements and disposal are done seamlessly from 15th February, 2011.

Supplementary:-

The Commission desired that the Chief Information Commissioner might like to send a letter to the Deputy Chairman, Planning Commission, requesting him to incorporate disclosure norms as mandated under Right to Information Act in all future PPP projects of the Government of India.