

केन्द्रीय सूचना आयोग
Central Information Commission

2 तल, विंग 'ब' / 2nd Floor, 'B' Wing
अगस्त क्रान्ति भवन / August Kranti Bhavan
भीकाजी कामा प्लेस/ Bhikaji Cama Place
नई दिल्ली - 110066 / New Delhi - 110066

F.No. 12/8/2008-CIC/ADMN

Dated the 4th July, 2008

OFFICE ORDER

Secretary will hold 'staff meeting' on every Thursday between 4.30 and 6.00 p.m. The participation in the staff meeting will be as follows:-

1. **1st and 3rd Thursdays** -- Compliance of the decisions in various appeals/complaints and court cases. The Designated Officers of Information Commissioners will participate.
2. **2nd and 4th Thursdays** -- All the Deputy Secretaries and Joint Secretaries will participate.
 - (a) *On 2nd Thursdays*, the progress of the Plan Schemes will be monitored, and
 - (b) *On 4th Thursdays*, issues relating to non-Plan expenditure and other matters relating to personnel, etc. will be reviewed.
2. All the officers are advised to prepare a reporting format for the work assigned to them accordingly.
3. All officers are requested to attend the meetings as per schedule above. However, in case any officer is required to be present in hearings on the particular date and time, he need not attend that meeting.

Sd/-
(Mohd. Haleem Khan)
Secretary

Distribution :

1. Smt. Anita Gupta, Additional Secretary
2. Shri L.C. Singhi, Joint Secretary
3. Shri Tarun Kumar, Joint Secretary
4. Shri P.K. Sharma, Joint Secretary
5. Shri Vijaya Raghavan, Deputy Secretary
6. Shri Pankaj Pandey Shreyaskar, Deputy Secretary
7. Shri G. Subramanian, Under Secretary
8. Shri D.C. Singh, Under Secretary
9. Shri M.C. Sharma, Under Secretary
10. Shri Prem Singh Sagar, Under Secretary
11. Shri Ashish Kumar, Under Secretary

Copy to :

12. PPS to The CIC/ICs
13. PPS to Secretary
14. Office Order file
15. Mr. Paul, Scientist, NIC - with a request to arrange to have this order placed on CIC web-site.