

For information/pl.

13/6

Ch.T.C.

S.S. (M&R)

N.V.B.

**Central Information Commission**  
2<sup>nd</sup> Floor, "B" Wing, August Kranti Bhavan  
Bhikaji Cama Place, New Delhi - 110066

No. 6/5/2016-17/Appcoms service/CIC-MR/CIC-M&R

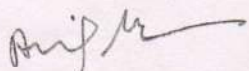
Dt. 13th June, 2017

**OFFICE MEMORANDUM**

The Commission receives online / offline Dak relating to already registered Appeals & Complaint cases. This includes link papers, Compliance/ Non-compliance letters, reply to show cause notices etc. The following instructions are hereby issued to all the Dy. Registrar for Compliance :-

- 1) Link papers/compliance/non-compliance letters, reply to show cause notices received in the Commission by post/hand shall be allotted a diary number by the Dak section and forwarded to the Central Registry-II. Thereafter, the same shall be scanned and uploaded to the e-book of the concerned case file by the Central Registry-II;
- 2) Link Papers/Compliance/non-compliance received online by the Commission shall be allotted a diary number by the software. All these communications will be available to the concerned Dy. Registrar's user login directly. Dy. Registrar can view all these electronic record in DR Approval module.
- 3) All communications received through offline/online will be appended to concerned e-book / pdf after Deputy Registrar approval.
- 4) Physical link papers received in the CIC/IC's registry directly, during hearing or otherwise, shall be linked to e-book through online option after getting it scanned in the concerned registry. Link papers received through email shall be linked to e-book through online option by concerned registry. After scanning, the hard copies shall be sent to Record room, giving reference to the case number.
- 5) Physical link papers/compliance/non compliance letters, reply to show cause notice received by CR-II will be sent after scanning to the record room by the Central Registry II. Record incharge will keep all these physical records date wise in record room.

All the Dy. Registrars are hereby directed to comply the above instructions.

  
(A.K. Gehlot)  
Joint Secretary (M&R)

To

1. Sh. Subhash Sharma, DR to CIC
2. Sh. R.L. Gupta, DR to IC (MP)
3. Sh. Ram Prakash Grover, DR to IC(YA)
4. Sh. Vijay Bhalla, DR to IC(SH)
5. Sh. T.K. Mohapatra, DR to (CR-II)
6. Sh. Dinesh Kumar, DR to IC(SA)
7. Sh. S.S. Rohilla, DR to IC(SB)
8. Sh. K.L. Das, DR to IC(BJ)
9. Sh. Haro Prasad Sen, DR to IC(DP)
10. Sh. A.K. Talapatra, DR to IC(AB)
11. Sh. K.A. Talwar, DR(CR-I)

Copy for information to:

1. PPS to Chief IC
2. PPS to all IC
3. PS to Secretary/Addl. Secretary/Registrar

(A.K. Gohil)  
Joint Secretary (M&R)