



Central Information Commission
Room No. 105, Ground Floor, Baba Gangnath Marg,
Munirka, New Delhi-110 067


F.No. CIC/4/2016- Rgr.

Dated: 26.09.2018

ORDER

The Commission, in its meeting held on 25.09.2018 has approved the formats for 'Summons of Appearance Before the Commission' and 'Summons for Recovery and Inspections of Documents Before the Commission' (copy enclosed).

All the Deputy Registrars of the Commission are therefore directed to use the above mentioned formats, as approved by the Commission.


(Piyush Agarwal)
Registrar

To:

DR to Chief IC, DR to IC (SA), DR to IC (YA), DR to IC (SB), DR to IC (BJ), DR to IC (AB), DR to IC (DP)

Copy to:

1. PPS to Chief IC, PPS to IC (SA), PPS to IC (YA), PPS to IC (SB), PPS to IC (BJ), PPS to IC (AB), PPS to IC (DP), for kind information
2. PS Addl. Secretary
3. JS (Admn)/JS (Law)/JS (M&R)/JS (P&B)
4. RTI Cell/Central Registry I & II/Dak Section/Library/Record Room

CENTRAL INFORMATION COMMISSION

CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110 067

SUMMONS OF APPEARANCE BEFORE THE COMMISSION

Complaint No/Ref. No. _____

Date: _____

.... Complainant

Versus

... Respondents/CPIO

To,

Whereas the complainant had filed RTI Application before the CPIO dated _____ and feeling dissatisfied/not receiving the information from CPIO. He has filed a Complaint dated _____ before this Commission.

Whereas an Inquiry has been initiated under Section 18 of the Right to Information Act, 2005 in the said case.

You are hereby summoned to appear before Sh. _____, Information Commissioner in person/through authorized representative along with all the relevant documents on the _____ day of _____ 2018 at ___ hrs. in room no. ___, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi-110 067.

GIVEN under the orders of the Information Commissioner Sh. _____ on _____ day of ___ 2018.

Dy. Registrar to I. C. (_____)

Enclosed: 1] Copy of the Order of the CPIO/FAA dated ____
2] Copy of the Complaint

CENTRAL INFORMATION COMMISSION

CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110 067

SUMMONS FOR DISCOVERY AND INSPECTION OF DOCUMENTS BEFORE THE COMMISSION

Complaint No/Ref No. _____

Date

.... Complainant

Versus

... Respondents/CPIO

To.

Name and Address

WHEREAS the complainant had filed RTI Application before the CPIO dated _____ feeling dissatisfied / not receiving the information from CPIO. He has filed a Complaint dated _____ before this Commission

WHEREAS an Inquiry has been initiated under Section 18 of the Right To Information Act, 2005 in the said case. Take notice that the Commission requires you to produce the following documents for inspection before Sh. _____, Information Commissioner on ____ at ____ hrs. in room no. ____, ____ floor CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110 067.

- 1.
- 2.
- 3.

GIVEN under the order of the Information Commissioner Sh. _____ on ____ day of _____ 2018 .

Dy. Registrar to I.C. (_____)