

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग, मुनिरका
Baba Gangnath Marg, Munirka
नई दिल्ली, New Delhi - 110067

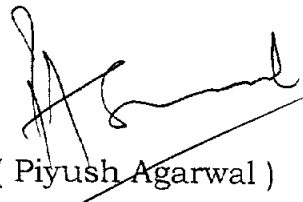
Dated the 27th September, 2018

ORDER

Sub: Show Cause orders of the Commission.

In supersession of all the earlier decisions/instructions/orders issued on the subject, it has been decided that henceforth the show cause order passed under the Act shall be dealt with in the following manner:-

- (i) The show cause order of the Commission shall be marked as show cause at the time of decision uploading by the Dy. Registrar.
- (ii) Communications reporting show cause reply received in the Commission by post/hand or by email shall be allotted a diary number by the Dak Section and forwarded to the Central Registry. Thereafter, the same shall be scanned and appended to the e-book of the concerned case file by the Central Registry;
- (iii) Communications reporting show cause received online/email by the Commission shall be allotted a diary number by the software. Thereafter, the same shall be appended to the e-book of the concerned case file by the Central Registry.
- (iv) All such communications thus appended will thereafter be processed in the concerned case file by the concerned Registry.
- (v) After the scrutiny by the concerned Registry, the matter would be placed before the CIC/ICs for orders. Order(s) of the CIC/ICs shall be communicated to the parties concerned and uploaded on the website;
- (vi) After the matter is decided and closed by CIC/ICs, any further communication in the matter shall be filed by the concerned Dy. Registrar of the Commission.


(Piyush Agarwal)
Registrar

Copy to:

1. PSs to CIC/ICs
2. Additional Secretary.
3. JS(MR)/JS(A)/JS(Law)/JS(P&B).
4. All Dy. Registrar of the Commission.
5. In Charge, Dak Section.