

PUNJAB  
STATE INFORMATION COMMISSION  
SCO NO.84-85, SECTOR 17-C,  
CHANDIGARH

To

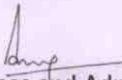
All the State Information Commissioners, Punjab,  
Chandigarh.

Memo.No. 17/1/2011-SA-Admn-PSIC/ 2903  
Chandigarh, dated the 21.11.2016

Subject : MINUTES OF 31<sup>ST</sup> MEETING OF STATE INFORMATION COMMISSION  
PUNJAB HELD ON 26.10.2016, UNDER THE CHAIRMANSHIP OF DR.  
S.S. CHANNY, HON'BLE CHIEF INFORMATION , COMMISSIONER , IN  
HIS OFFICE ROOM. .

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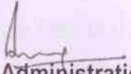
Kindly find enclosed herewith a copy of Minutes of the 31<sup>st</sup> meeting of  
the Full Commission of the State Information Commission, Punjab held on 26.10.2016  
at 4,00 P.M. in the office room of the Hon'ble. Chief Information Commissioner,  
Punjab for information and necessary action.

  
Manager Finance and Administration. *Bee*

Endst.No. 17/1/2011-SA-Admn-PSIC/ 2904 Chandigarh, dated the 21.11.2016

A copy along with a copy of minutes is forwarded to the following for  
information and necessary action:-

1. Secretary to CIC for the kind information of Hon'ble.CIC.
2. Manager-Finance and Administration.
3. Deputy Registrar,SICP.
4. System Administrator/Programmer. *(For web-site)*

  
Manager Finance and Administration. *Bee*

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MINUTES OF 31<sup>ST</sup> MEETING ~~OF THE COMMISSION~~ OF STATE INFORMATION COMMISSION PUNJAB HELD ON 26.10.2016 AT 4.00 P.M. UNDER THE CHAIRMANSHIP OF HON'BLE CHIEF INFORMATION COMMISSIONER, DR. S.S. CHANNY IN HIS OFFICE ROOM.

**Present:-**

1. Sh. Parveen Kumar, Ld. State Information Commissioner, Punjab.
2. Sh. Yashvir Mahajan, Ld.State Information Commissioner, Punjab.
3. Sh. Nidharak Singh Brar, Ld. State Information Commissioner, Punjab.
4. Dr.Viney Kapoor Mehra, Ld.State Information Commissioner, Punjab.
5. Smt. Preety Chawla, Ld.State Information Commissioner, Punjab.

**In Attendance**

- 1) M.F.A.
- 2) Deputy Registrar .
- 3) Sr.Asstt. SICP.

The Hon'ble Chief Information Commissioner, Punjab welcomed all the members for attending the meeting of the Full Commission.

The following issues were discussed and decided:-

**Agenda Item No. 1**

At the outset of the meeting, the Hon'ble CIC asked the details of the Agenda Item No.1 and 2 as these were related to the Registry Branch. The Deputy Registrar explained before the Commission that as per office order dated 24.08.2012 of the Punjab State Information Commission, the appellant/complainant is required to attach, interalia, copy of postal proof showing that he/she has sent the RTI application/First Appeal to the PIO & First Appellate Authority and proof in regard to payment of application fees .

The Commission was informed that in most of the cases these documents are not attached with the appeal/complaint case filed in the Commission and resultantly the appeal/complaint case has to be returned to the appellant/complainant. It was further explained that due to this exercise most of the time and energy of the Registry Branch is consumed and the cases are delayed.

After detailed discussion on this issue, the Full Commission was not in favour of proposal contained in this agenda item No.1 and it was unanimously



decided to continue the present practice of examining the cases in the light of Office Order dated 24.08.2012.

**Agenda Item No. 2:**

The disposal & pendency of the appeal/complaint cases filed in the Commission was reviewed and Hon'ble CIC observed that the pendency is on the higher side which requires to be brought down. Accordingly it was desired to speed up the disposal of the cases and to increase the number of cases listed for hearing by all the State Information Commissioners. The courts should be held for 4 days in a week and from 15 to 20 cases be taken up daily by all the State Information Commissioner, Punjab to lower down the pendency of the cases.

The issue regarding destruction of the Judicial record of the Commission was also discussed and it was decided that the retention period of Judicial record shall be 2 years instead of 3 years, as provided in the Punjab State Information Commission (Destruction of Judicial record) Office Order 2011 because all orders passed by different benches for the period from 2006 to onwards and are available on the website of the Commission. Accordingly, it was decided that lists of judicial Record relating to the year 2013 and 2014 be prepared for destruction.

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A handwritten signature in black ink, appearing to be 'J.P.', is written over a horizontal line. The signature is stylized and cursive.