A meeting under the Chairmanship of The Chief Information Commissioner via Audio Visual Conference was held today 2 June 2020 with Shri Porwal, Shri Bishnoi, Shri Bijoor, Shri Chaure, Smt. Deshmukh, Smt. Katare and Ms. Ishwari.

The following decisions were taken.

1. In view of the order / resolution dated 01.06.2020 issued by the Government of Maharashtra, and guidelines dated 30.05.2020 issued by the Central Government all State Information Commissions will resume office from Monday, 8 June, 2020 with upto 10 employees.

2. Before the commencement of the offices, the Commissions should instruct the PWD in their respective cities to
   a) Sanitise the entire office;
   b) Provide a person(s) at the entrance of the building, equipped with Sanitizers and Thermal Thermometer who will screen everyone before entering the premises;
   c) Make arrangements to restrict number of persons in the elevators to ensure proper Social Distancing;
   d) Provide Sanitizers and Thermal Thermometers to Commissions so that they could also screen their respective visitors independently;

3. Regarding disposals of Second Appeals and Complaints, it was decided that initially
   a) the same should be done Online and not through Physical presence as it would not only be safe from health point but also convenient for all Applicants and also to the PIO and FAA;
   b) The applicants who may not have the facility for Online hearing may approach their respective Collector office with the notice so that they could be connected with their respective SIC at the designated time.
   c) Taking into consideration the ongoing pandemic, hearing cases where the PIO and FAA are Corona Warriors may not be feasible and practical at present and hence the hearings could immediately commence with pending cases of non essential Services.
condition will however not apply for Urgent Cases related to the COVID 19 epidemics which will be heard expeditiously.

d) The concerned officer of the Commission dealing with these issues will schedule cases by sending the notices to the concerned parties by email and confirming the same on their mobile;

e) The hearings of the cases will tentatively commence from 15 June through Audio Visual Conference, the details of which will be shared in the notices to be sent to the applicants via email.

f) The minimum staff that would be required for disposal of cases for as many days as required will be decided by the respective Commissioners.

g) To ensure uninterrupted connectivity, the Commissions should seek the assistance of their respective IT departments.

4) The Commissions should request their Municipal Corporations to provide a list of DO's and DONT's during pandemic which could be pasted at prominent places in the offices.

5) There will be no Vacations for the Commissions during this Calendar year.

The above instructions will remain in force till further orders are issued in this regard.

These minutes are being issued with the approval of the Chief Information Commissioner.

Sd/-
Secretary
State Information Commission (HQ)