



Jammu and Kashmir State Information Commission
(Constituted under the Right to Information Act, 2009)
Old Assembly Complex, Srinagar. Fax No. 0194-2484269,
Wazarat Road, Near Old DC Office, Jammu, Fax No.0191-2520947

NO:SIC/CO/2011/2110-40
Dated: 12-10-2011

The Financial Commr./ Principal Secretary/
Commr./Secretary to Government,
_____ Deptt
J&K Govt. Civil Sectt.
SRINAGAR.

Subject: Procedure for addressing communications/letters to J&K State
Information Commission.

Sir,

The Commission has observed that communications/letters/counter replies to complaints/appeals sent by some government functionaries/Public Information Officers are generally found addressed to State Chief Information Commissioner/or State Information Commissioner. This practice is against the protocol and official decorum.

Accordingly, I am directed to request that communications/letters/counter replies/compliance reports to Commission orders/replies to show cause notices and explanations issued to PIOs and other officers besides the usual official correspondence be kindly addressed to **Secretary /or Registrar** of the Commission.

It is also to intimate that PIOs while disposing of RTI applications or giving information to the applicants/information seekers are unnecessarily endorsing copies thereof to the Commission or in some cases reply actually meant for information seeker is addressed and sent to the Commission. This is not at all required and in future the PIOs of your department/departments under your administrative control may be advised to desist from such practice.

These instructions may also kindly be circulated to all of your sub-ordinate/line departments.

Yours faithfully,

(M.A.Wani)
Deputy Secretary ,
State Information Commission.