



**Central Information Commission**

**Baba Gang Nath Marg**

**Munirka, New Delhi - 110067**

**011-26181927**

<http://dsssic.nic.in/online-link-paper-compliance/add>

File No. **CIC/NINCL/A/2024/612124**

**DATE : 22-07-2025**

**NOTICE OF HEARING FOR SECOND APPEAL/COMPLAINT**

| Appellant(s)/Complainant(s): | Respondent(s):                                                                                                                                    |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Anil Kapur                   | <b>CPIO :</b><br>1. The PIO<br>National Insurance Co. Ltd,<br>Head Office, Premises<br>No.18-0374, Plot No. CBD-81,<br>New Town, Kolkata - 700156 |

| Date of RTI | Date of reply,if<br>any,of CPIO | Date of 1st Appeal<br>made,if any | Date of order,if<br>any,of First AA |
|-------------|---------------------------------|-----------------------------------|-------------------------------------|
| 11-10-2023  | 10-11-2023                      | 20-11-2023                        | 20-12-2023                          |

1. Take notice that the above appeal/complaint in respect of RTI application dated 11-10-2023 filed by the appellant/complainant has been listed for hearing before **Hon'ble Information Commissioner Mr. Vinod Kumar Tiwari on 12-08-2025 at 11:40 AM.**

2. The appellant/complainant may present his/her case(s) in person or through his/her duly authorized representative **and must upload their Mobile No/Email ID on Commission's website before the date of hearing.**

3. (a) CPIO/PIO should personally attend the hearing; if for a compelling reason(s) he/she is unable to be present, he/she has to give reasons for the same and shall authorize an officer not below the rank of CPIO/PIO, fully acquainted with the facts of the case and bring complete file/file(s) with him.

(b) If the CPIO attending the hearing before the Commission does not happen to be the concerned CPIO, it shall still be his/her responsibility to ensure that the CPIO(s) concerned must attend with complete file concerning the RTI request, the hearing along with him. **If the appeal was transferred to some other PIO, even then the present CPIO will ensure that concerned CPIO will attend hearing with present CPIO.**

4. All the parties may submit their written submission, if any, to the Commission with a copy served upon opposite party at least 7 days before the date of hearing. If any party wishes to make online submission, the same may be uploaded on the Commission's link only viz., <http://dsscic.nic.in/online-link-paper-compliance/add> with a copy served upon opposite party. **The CPIO/Authorized Representative must ensure that authority letter is uploaded on the website of CIC well in advance before the date of hearing along with documents for submission.**

5. CPIO is also directed to inform the third party, if any, so as to enable it to defend or present its case before the Commission. Third Party may choose to be present before the Commission either in person or through its duly authorized representative for hearing, or they may also file a written submission to the Commission before the hearing.

6. The authorized representative or the officer of the public authority and the appellant/complainant/third party is advised to carry a "proof of identity" along with the authorization letter.

7. Take notice that in default of your appearance on the time and date mentioned aforesaid, the case shall be heard and decided in your absence and that there will be no adjournment and review.

8. The parties concerned should reach the venue at least 30 minutes before the scheduled time of the hearing.

9. Although the Commission does not seek personal information for filing appeals yet many applicants include their personal information in their RTI application and/or Second Appeal/Complaint. Such personal information may get included in the Order which are uploaded on website. Appellant/Complainant not wishing to get such information included in the Order/published are advised to submit written request or plead during hearing for the same.

**Note: Mobile Phones are not allowed during the hearing. Therefore, the concerned parties are directed to switch their mobiles off and deposit the same with the NIC/CIC personnel.**

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| <b>Venue for the Appellant/Complainant</b>                                                                                                                                                                                               |
| <b>Venue : Room No. 313, Central Information Commission, Baba Gang Nath Marg ,<br/>Munirka, New Delhi - 110067</b>                                                                                                                       |
| <b>Venue for CPIO 1</b>                                                                                                                                                                                                                  |
| <b>N.I.C. Video Conferencing Studio, 7th Floor, First M.S.O. Building, C.G.O. Complex,<br/>Nizam Palace, 234/4 A.J.C. Bose Road, Kolkata-700020 (West Bengal)<br/>( dipankar sarkar sr tech director 9432098612,033- 22891111,48018)</b> |

By order of the Commission.

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Reference number of CPIO Reply(if any) :

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**S. Anantharaman**

**Dy. Registrar**

**011-26181927**

To

1. CPIO,Public Authority
2. Appellant/Complainant

Copy for information/necessary action to: NIC.

Copy To:

The FAA, National Insurance Co. Ltd, Head  
Office,  
Premises No.18-0374, Plot No. CBD-81, New  
Town, Kolkata  
- 700156