

9. **Procedure in deciding appeal :-** In deciding the appeal, the State Information Commission may,-

- (i) hear oral, or written evidence on oath or an affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public record or copies thereof;
- (iii) inquire through authorized officer further details or facts;
- (iv) hear State Public Information Officer, State Assistant Public Information Officer or such Senior Officer who decided the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party; and
- (vi) receive evidence on affidavits from State Public Information Officer, State Assistant Public Information Officer, such other Senior Officer who decided the first appeal, or such person against whom the complaint lies or the third party.

10. **Service of notice by Commission :-** Notice to be issued by the State Information Commission may be served in any of the following modes, namely :-

- (i) service to the party itself;
- (ii) by hand delivery (dusty) through process server;
- (iii) by registered post with acknowledgement due; or
- (iv) through Head of Office or Department
- (v) By fax;
- (vi) By e-mail

11. Personal presence of the appellant or complainant , -

(1) The appellant or the complainant, as the case may be shall in every case be informed of the date of hearing at least ten clear days before that date.

(2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the State Information Commission be present in person or through his duly authorized representative or may not to be present.

(3) Where the State Information Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing before the State Information Commission, then, the State Information Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take only other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

12. **Order of the State Information Commission :-** Order of the State Information Commission shall be in writing and be pronounced in open proceedings. Such order shall be duly authenticated by the Under Secretary or any other officer authorized by the State Information Commission for this purpose".

By Order and in the name of the Governor of Karnataka

Saguna Bai

Under Secretary to Government

Department of Personnel and Administrative Reforms
(Janaspandana Cell).