

**Odisha Information Commission
Block B-1, Toshali Bhawan, Satyanagar
Bhubaneswar-751007**

NOTIFICATION

No. 16640 Date: 30.05.2020

Keeping in view the prevailing situation arising out of COVID-19 pandemic, and as a measure to contain the spread of infection, it is hereby notified as follows for information of all concerned: -

- i. In any Case of Appeal or Complaint when a party finds it inconvenient to appear before the Commission in person, in lieu thereof he may send his Written Submission, Show cause or Rejoinder, as the case may be, to the Commission through Registered/ Speed Post, e-mail ~~etc~~ (odishasoochana@nic.in) or fax (0674-2571401) indicating the reference particulars, such as, Case/Appeal No., Name/No. of the Court of the Commission etc.
- ii. Parties should ensure that their written communications reach the Commission well ahead of the date fixed for the hearing of the concerned Case/Appeal.
- iii. A party while sending his Written Submission/Show cause/Rejoinder to the Commission should also communicate copy thereof to his counter party in the possible/feasible mode so as to enable the latter to submit his reply/response, if any, thereto. Parties must mention their contact telephone/ mobile number in the Written Submission.

- iv. However, if and where a party is desirous of being heard in person, or where the Commission specifically orders to hear the party in person, in such case, the party may/ shall attend in person. Whenever a party appears before the Commission in person, he shall strictly abide by the guidelines issued by the Central Government and the State Government from time to time in the matter of prevention of COVID-19 contagion.
- v. This notification shall be in force until further orders.

By Order of Hon'ble SCIC

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20.05.2020

Registrar
Odisha Information Commission