

(23)

SI. No 1 (R)

4

RTI MATTER/TIME BOUND

22/RTI/Coord-II  
03/02/14

No.A-43020/01/2014-RTI  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*\*

New Delhi, Dated the 29.1, 2014.


OFFICE MEMORANDUM

Subject: Application of Shri/Smt/Kum. Anupam Goswami  
..... under the Right to  
Information Act, 2005.  
\*\*\*\*\*

This Ministry has received an application dated 1.1.2014 under the RTI Act, 2005 from Shri/Smt/Kum. Anupam Goswami (received on 6.1.2014) by way of transfer from D/O Post (received on 6.1.2014) by way of transfer from Coord. Division, the application is being forwarded to that Division for providing information. It is requested that if the subject matter pertains to any other CPIO/Public Authority, the application may be further transferred to that Authority directly, under intimation to the applicant.

3. The applicant has paid the requisite fee of Rs.10/- vide Receipt No. 27932 dated 06.1.2014 (copy enclosed) / not paid the fee since he claims to/belongs to the Below Poverty Line (BPL) Category.

Encl: As above.

  
( S. Samanta )

Under Secretary to the Govt. of India.

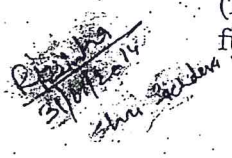
To

Under Secretary (Coord-II)  
MHA  
North Block  
N. Delhi

Copy for information to:

Shri/Smt/Ms. Anupam Goswami  
F. No. 639, 2nd Floor  
D.D.A. Flats, Pocket 1  
Sector A-5, Opp. NDPL Colony  
Narela, Delhi-40

(He/She is requested to contact the above-mentioned CPIO/Public Authority for further information in the matter).



गृह मंत्रालय  
Ministry of Home Affairs

जी. ए. आर. 6 / G. A. R. 6  
(नियम 22(1) देखें) (See Rule 22(i))

रसीद / RECEIPT

27932

दिनांक 20  
Dated 08/01/2014

प्राप्त/सुश्री  
Received From Shri/Smt./Km. Anupam Goshwami

संख्या/संदर्भ संख्या के साथ  
Number/Reference No. के दिनांक 20  
Dated 20

चैक/ड्राफ्ट/भारतीय पोस्टल आर्डर संख्या  
Cheque/Draft/Indian Postal Order No. 158 881727

में रुपये की नकद धनराशि  
Amount of Rupees by Cash

के अधिकार अधिनियम, 2005 के शुल्क हेतु प्राप्त की।  
Amount of fee under Right to Information Act 2005.

आद्यक्षर / Initials

रुपये / Rs. 10/-

पदनाम / Designation

06 JAN 2014  
 POST OFFICE - Ashok Vihar HQ Central Market Delhi, DISTRICT:-  
 North West  
 PIN - 110052

283/RTI/2014  
 15/1/14

6

Government of India  
 Department of Posts  
 POST OFFICE - Ashok Vihar HQ Central Market Delhi, DISTRICT:-  
 North West  
 PIN - 110052

**Acknowledgement of Information Request under RTI Act, 2005**

Registration No	11005200/R/2014/0001	Registration Date	2/1/2014
Requester Name	ANUPAM GOEL	Requester Address	FLAT NO 639 II ND FLOOR DDA, DDA JANTA FLATSPOCKET 1 SEC AS OPP NDPL CLY DELHI,
Fee Paid (Rs.)	10	Mode of Payment	Postal Order
Request Forwarded to	Ministry of Home Affairs	Request Letter Date	01/01/2014
Address of Public Authority	North Block New Delhi-110001	Nodal Officer	Record Officer

*[Signature]*  
 (Central Assistant Public Information Officer)  
 Ashok Vihar HQ Central Market Delhi

*US (copy)*

Note: Please quote the registration number for future references

*MS.C.*

Reg. No.: -11005200/R/2014/0001

Date: 2/1/2014

Application Forwarded to:-

Record Officer

Ministry of Home Affairs

North Block New Delhi-110001



P.S.D. DELHI-2012

To, Central Public Information, Ministry of Home Affairs, North Block, New Delhi-110001  
 Subject :- Information under Right To Information Act, 2005.

Reference: AG/Home-Ministry/2014/Records/01

Date-01-01-2014

1	Full Name of Applicant	Anupam Goswami
2	Complete Postal Address	Flat No -639; 2 <sup>nd</sup> Floor, DDA Janta Flats, Pocket-1, Sector-A-5, Opposite NDPL Colony, Narela, Delhi-110040
3	<b>Particulars of Information required</b>	
3A	Subject matter of information	Regarding Record Keeping and Retention of Records in Ministry of Home Affairs
3B	The period to which the information relates	01/01/2003 to 31/12/2013
3C	Description of information required	<p>Please provide me with certified copies of document, correspondence, minutes of meeting &amp; file notings as per description provided below</p> <ol style="list-style-type: none"> <li>1) Standard policy for retention of record in any form (Paper, Electronic, microfilm etc) in Ministry of Home Affairs</li> <li>2) Standard policy for destruction of record in any form in Ministry of Home Affairs</li> <li>3) Periodicity for retention &amp; destruction of record in any form in Ministry of Home Affairs</li> <li>4) Details of Competent Authority who can order preservation/destruction of records in Ministry of Home Affairs</li> <li>5) Details of procedure for locating/tracing missing record/files in Ministry of Home Affairs</li> <li>6) Details of procedure for recreation of file/documents in case they are not traceable in Ministry of Home Affairs.</li> <li>7) Details of policy for transfer of document to archives/institutions for historical purposes in Ministry of Home Affairs</li> <li>8) Details of Record Destroyed in Ministry of Home Affairs for Period 01/01/2003 to 30/12/2013 and orders from competent authority to do so.</li> </ol>



12/1/14

only provide  
 number  
 JS CA/m)

Anupam

Continued on Next Page

	NIL	9) Details of record which is missing in Ministry of Home Affairs for period 01/01/2013 to 30/12/2013 which has been traced.
	NIL	10) Details of record which is missing in Ministry of Home Affairs for period 01/01/2013 to 30/12/2013 which has not been traced.
	NIL	11) Details of record which is recreated after the original were found missing and they were untraceable for period 01/01/2003 to 30/12/2013 in Ministry of Home Affairs.
	NIL	12) Details of record destroyed/missing without trace regarding alleged cases of corruption were involved in Ministry of Home Affairs for period 01/01/2003 to 30/12/2013.
	NIL	13) Details of record destroyed/missing without trace regarding major procurement or project for period 01/01/2003 to 30/12/2013 in Ministry of Home Affairs.
	NIL	14) Details of representation received from any quarter (Member of Public, MP's etc) for change in record retention policy or related matters for period 01/01/2003 to 30/12/2013
	NIL	15) Details of complaints received from any quarter (Member of Public, MP's etc) regarding destruction of records/documents for period 01/01/2003 to 30/12/2013.
3D	Whether information is required in person or by post	By Post (By Registered Post or Speed Post)  If there is any doubt then i may be allowed to inspect and make copies of record as per Section 2(i) of RTI-Act-2005
4	Particulars of fees paid	Initial Fees of Rs.10/- (Ten) Only paid by Indian Postal Order No-13F-881727 dated 26/11/2013 by Ashok Vihar Post Office in Favour of "Accounts Officer Ministry of Home Affairs" Payable at New Delhi.

Signature of applicant. - Anupam Goswami

Anupam 01/01/2014

END PAGE

Government of India  
Ministry of Home Affairs  
Naxal Management Division  
\*\*\*\*\*

38

North Block,  
New Delhi -110001  
Dated 24<sup>th</sup> March, 2014

To

Shri Anupam Goswami,  
F.No. 639, 2<sup>nd</sup> Floor,  
DDA Flats, Pocket-1,  
Sector a-5, Opp. NDP Colony,  
Narela, Delhi- 40.

**Subject: - Information sought under Right to Information Act, 2005-  
regarding.**

Sir,

Please refer to your RTI application dated <sup>DI.</sup> 07.01.2014 forwarded by Coordination Division of this Ministry vide their reference No. 1/3/2014-ORR dated 10<sup>th</sup> March, 2014 for providing information to you on the said application under Right to Information Act, 2005.

2. The information that the undersigned has in respect of related points are as under:-

Point No. 8:- 386 files were weeded out with the approval of the Competent Authority up to 30.12.2013 since the creation of this division i.e. 19.10.2006. Copies of relevant documents are enclosed.

Point Nos. 9-13: Information is Nil.

3. Appeal u/s 19 (i) with reference to this reply lies with Shri M. A. Ganapathy, Joint Secretary (NM), MHA, Room No. 193, A/I, North Block, New Delhi-1.

Yours faithfully,



(K. S. Kusala Kumar)

CPIO & Deputy Secretary to the Govt. of India

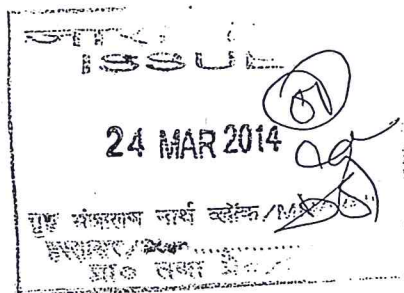
Tele: 2309 2506

o/c

Copy to:-

- ad ds 24/3/14  
1. Sh. T. Rajendram Nair, US, (Coord. Div) & CPIO, North Block, New Delhi.  
2. Shri S. Samanta, Under Secretary, RTI, MHA, North Block, New Delhi.  
pe 24/3

Please issue RTI



Ministry of Home Affairs  
Naxal Management Division  
NM-IV Section

Sub: Record Management; Special Drive during 10.10.2011 to 09.11.2011.

PUC is a circular received from Departmental Record Officer, MHA regarding record management and carrying out special drive to review/weed out old files.

2. So far as NM-I&IV desk is concerned, total 676 files have been reviewed and following action are to be proposed in this regard:

- (i) Total 519 files including 69 files of Lok Sabha and 72 of Rajya Sabha have to be retained. List placed at Annexure-I.
- (ii) 01 file has to be transferred to NE-I division, placed at Annexure-II.
- (iii) 06 files have to be transferred to NM-II section, placed at Annexure-II.
- (iv) 01 file has to be transferred to NM-III section, placed at Annexure-II.
- (v) 150 files of the year 2006, 07, 08 and 09 have been reviewed and proposed for weeded out, placed at Annexure-III.

Submitted for kind approval please.

LAJ  
09.11.11

SO (NM-IV)

US (NM-IV)

DSC (NM-II)

Kaishang Lal  
9/11/11

Sumar  
9/11/11

Approved. Pl see whether some files can be recorded. anuprasad

US (NM-IV)

SO (NM-IV)

[Signature]  
11.11.11

Sumar  
11/11/11

(from pre-page)

After rechecking 3 files are now earmarked for recording. Accordingly revised list has been prepared. DfAs are submitted for.

Sumar  
14/11/11

DS (NM-III)  
14.11  
WS (NM-IV)

~~At comparison~~

Final lists of recording & weeding out of files have been prepared, we may seek approval of JS (NM).

Annexure-I - 153 files recorded

Annexure-II - 0 files tr. to other sec./divs.

Annexure-III - 150 files proposed for weeding out

DS (NM-I)  
15.11.2011

Sumar  
15/11/11

JS (NM-II) Seen... we may compile consolidated position and send to coordination.

DS (NM-III)  
15.11  
WS (NM-IV)

14.11  
16/11

Sumar  
17.11



An OM dated 21-1-2013 issued by SRR, MHA for weeding out/recording of old files was circulated by US(NM-II) and accordingly, JS(NM) has taken a meeting on 16<sup>th</sup> April, 2013 to discuss the recording/weeding/destruction of old files in NM Division and it was decided that entire staff of NM Division will come to office on 19-4-2013 for this purpose.

2. So far as NM-I & IV desk is concerned, total 336 files have been reviewed and following is proposed in this regard:

- (i) 52 files are considered for retention in record as per category marked at Annexure-I.
- (ii) 97 files are considered for weeding out/destruction at Annexure-2.
- (iii) 35 files of Lok Sabha for the years 2007-12 considered for retention in record as per category marked at Annexure-III).
- (iv) 69 files of Lok Sabha for the year 2007-12; considered for weeding out/destruction are at Annexure-IV.
- (v) 13 files of Rajya Sabha for the year 2007-12 considered for retention for record as per category marked at Annexure-V.
- (vi) 70 files of Rajya Sabha for the year 2007-12, considered for weeding out/destruction at Annexure-VI.

3. At present, we have sufficient space to keep the recorded files and no classified nature file are kept in the section, therefore, no files proposed to be sent to Record Room.

Submitted for kind approval please.

*Amrit Kumar*  
09/5/2013

US(NM-IV) Total 100 files are earmarked for recording as per details given in Annex I, IV & V and 236 files earmarked for weeding out as per details given in Annex II, IV & VI. Submitted for approval pl.

*Amrit Kumar*  
14.5  
17.5

JS(NM)

*Amrit Kumar*  
17.5.2013

*Amrit Kumar*  
9/5/13

JS(NM)

*Amrit Kumar*  
17.5.2013

ensure the file pl. ~~is~~ in the file entries in the head register also made. *Amrit Kumar*  
17.5.13

JS NM-IV

US(NM-IV)

*Amrit Kumar*  
17/5

Ref. pre-page.

- We may submit result of the special drive of record management in the prescribed proforma placed below.
- Consultant (S/K/G) (Word) may be requested to provide assistance for destroy of the weed out files.

USC/M-10)

SO (N/M I)

Letter issued on 12-6-2013

*[Signature]*  
12/6/13

*[Signature]*  
12/6/13