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7/3/14  
MHA(H)

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F.No.1/4/2014-ORR  
Government of India  
Ministry of Home Affairs  
(Coordination Division)

North Block, New Delhi - 110 001

Dated the 3<sup>rd</sup> March, 2014

04 MAR 2014

R-3703  
11.3.14

To

Shri Mani Ram Sharma,  
Chairman, Indian National Bar Association  
Churu Chapter, Nakul Niwas,  
Behind Roadways Depot,  
Sardashahar-331 403, Distt. Churu

**Subject: Information sought under RTI Act, 2005.**

Sir,

Kindly refer to your online RTI application dated 05.1.22013 transferred by RTI cell of this Ministry vide their reference No. MHOME/R/2014/60175 dated 13.01.2014 on the subject cited above.

2. In this regard, Point-wise replies raised by you, in your RTI application are as follows:

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| 1. Latest APPENDIX 56- Inspection Questionnaire on Organisation & Methods(O&M)-prepared vide para 135(1) of Central Secretariat Manual of Procedure. | This is being transferred to all CPIOs of MHA.   |
| 2. Latest APPENDIX 57- Inspection Questionnaire for Departmental Record Room- prepared vide para 135(2) of Central Secretariat Manual of Procedure.  | In accordance with Para 135(2) of CSMOP, the Departmental Record Room(DRR) is to be inspected once in a year. However, it was last inspected in 2011 and the Appendix 57 duly filled up is attached. |
| 3. Latest APPENDIX 58- Management Information System(MIS) - prepared vide para 135(3) of Central Secretariat Manual of Procedure                     | This is being transferred to all CPIOs of MHA.   |
| 4. Tentative date of placing the above 1 to 4 in Public Domain   | The CSMOP does not provide for placing these documents in Public Domain.   |



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|---|--|
| 5. Reason for, if not, prepared above.  | Does not arise.  |
| 6. Name of the Officer permitting the above violation.                          | Does not arise.  |
| 7. Notes prepared on my message reg. BETTERMENT OF SECRETARIATS- dt. 05.12.2013 | Your letter dated 05.12.2013 regarding betterment of secretariats was not received by Coordination Division of MHA. However, it may be mentioned that the Appendices-56, 57, 58 are not the documents for the Public to judge the efficiency of Ministries/Departments. The documents which help the Public at large are:<br>(i) Annual Report of Ministries.<br>(ii) Outcome Budget of Ministries.<br>These documents are regularly placed in the Public Domain through the Parliament. |

3. In view of the position explained above, a copy of your RTI application is being transferred to all CPIOs of this Ministry for appropriate action on the aforesaid points raised by you. You are requested to take up the matter directly with them.

4. As per section 19 of RTI Act, 2005, an appeal on the above decision would lie before the first Appellate Authority, Shri Kumar Alok, Joint Secretary (C&PG), MHA, Room No.188, North Block, New Delhi-110001.

Yours faithfully

*sd/-*

(T. Rajendran Nair)

Under Secretary to Govt. of India & CPIO

Tele.No. 011-23093856

Copy alongwith RTI application of Shri Mani Ram Sharma for appropriate action to:

✓ All CPIOs, MHA

*T. Rajendran Nair*

(T. Rajendran Nair)

Under Secretary to Govt. of India & CPIO



No.1/6/2012-RTI-AFA(H)  
Government of India  
Ministry of Home Affairs  
Integrated Finance Division

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North Block, New Delhi,  
Dated 14<sup>th</sup> March, 2014

To

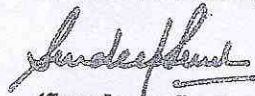
Shri Mani Ram Sharma,  
Advocate,  
Nakul Niwas, Behind Roadways Depot.  
Sardar shahr  
District- Churu  
Rajasthan-331 403-7

**Subject: - Information sought under RTI Act, 2005- reg.**

Please refer to your online RTI application dated 13.1.2014 regarding the subject cited above.

2. The Integrated Finance Division of MHA provides advice to other Divisions in financial matters. The primary responsibility for maintaining records lies with the concerned Administrative Division to whom your application has already been provided.
3. The information in respect of the Integrated Finance Division (Finance.III, IV, V) of MHA may be treated as nil. The information relating to other Divisions/Subordinate Offices of MHA may be awaited from the concerned CPIOs.
4. As per Section 19 of RTI Act, an appeal against the above decision would lie before the Appellate Authority, Shri S.C.Panda, AS & FA (H), MHA, Room No.192, North Block, New Delhi.

Yours faithfully,

  
(Sandeep Sarkar)  
Director (Fin./H)

q/c

Copy to: - RTI Section North Block, MHA.

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