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F.No.1/3/2014-ORR
Government of India
Ministry of Home Affairs
(Coordination Division)

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North Block, New Delhi - 110 001
Dated the 10th March, 2014

110 MAR 2014

To

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

R-37/2
12/3/14

Subject: Information sought under RTI Act, 2005.

Sir,

Kindly refer to your RTI application date 01.01.2014 forwarded by RTI cell of this Ministry vide their reference No. A-43020/01/2014-RTI dated 29.01.2014 on the subject cited above. Point-wise reply is as under:-

1. Standard policy for retention of record in any form (Paper, Electronic, Microfilm etc) in Ministry of Home Affairs.	Standard policy common to all Ministries: (i) Records Retention Schedule for Records pertaining to Facilitative function, is issued by Department of Administrative Reforms & Public Grievances (DARPG) { available on their website} (ii) Departmental Retention Schedule for Records pertaining to Substantive Function, is issued by National Archives of India [Available on their website]
2. Standard policy for destruction of record in any form in Ministry of Home Affairs.	Cannot be provided under Section 8 of RTI Act, 2005.
3. Periodicity for retention & destruction of record in any form in Ministry of Home Affairs.	-Do-
4. Details of Competent Authority who can order preservation/destruction of record in Ministry of Home Affairs.	Para 113 of CSMOP may please be seen. This document is available on Website: www.darpg.gov.in
5. Details of procedure for locating/ tracing missing record/files in Ministry of Home Affairs.	Chapter XII (Record Management) of CSMOP may please be referred to.

6. Details of procedure for recreation of file/documents in case they are not traceable in Ministry of Home Affairs.	MHA like any other Ministry is governed by CSMOP. That matter is silent on this aspect.
7. Details of policy for transfer of document to archives/institution for historical purpose in Ministry of /Home Affairs	Chapter XII (Record Management) of CSMOP may please be referred to.
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.	This is being transferred to all CPIOs of MHA, North Block, New Delhi-110001 for supplying of information under Section 6(3) of RTI Act, 2005.
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.	-do-
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.	-do-
11. Details of Record which is recreated after the original were found missing and they were untraceable for periods 01/01/2003 to 30/12/2013 in Ministry of Home Affairs.	-do-
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.	-do-
13. Details of Record destroyed/missing without trace regarding major procurement or	-do-

project for period 01/01/2003 to 30/12/2013 in Ministry of Home Affairs.	
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	No such representation has been received in MHA.
15. Details of complaints received from any quarter(Member of Public, MP's etc)regarding destruction of record documents for period 01/01/2003 to 30/12/2013	No such complaint has been received in MHA.

2. As per Section 19 of RTI Act, 2005, an appeal against the above decision would lie before the Appellate Authority, Shri Kumar Alok, Joint Secretary(C&PG), MHA, Room No. 188, North Block, New Delhi-1.

Yours faithfully

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(T. Rajendran Nair)

Under Secretary to Govt. of India & CPIO

Tele.No. 011-23093856

Copy alongwith copy of RTI application for appropriate action on Point 8 to 13 is transferred under Section 6(3) of RTI Act, 2005 to:

✓ All CPIOs, MHA

T. Rajendran Nair

(T. Rajendran Nair)

Under Secretary to Govt. of India & CPIO

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 nd Floor, DDA Janta Flats, Pocket-1, Sector-A-5, Opposite NDPL Colony, Narela, Delhi-110040
3	Particulars of Information required	
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 & file notings as per description provided below</p> <ol style="list-style-type: none"> 1) Standard policy for retention of record in any form (Paper, Electronic, microfilm etc) in Ministry of Home Affairs 2) Standard policy for destruction of record in any form in Ministry of Home Affairs 3) Periodicity for retention & destruction of record in any form in Ministry of Home Affairs 4) Details of Competent Authority who can order preservation/destruction of records in Ministry of Home Affairs 5) Details of procedure for locating/tracing missing record/files in Ministry of Home Affairs 6) Details of procedure for recreation of file/documents in case they are not traceable in Ministry of Home Affairs. 7) Details of policy for transfer of document to archives/institutions for historical purposes in Ministry of Home Affairs 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.



12/11/14

Anupam

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		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p>
3D	Whether information is required in person or by post	<p>By Post (By Registered Post or Speed Post)</p> <p>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</p>
4	Particulars of fees paid	<p>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.</p>

Signature of applicant. -Anupam Goswami

Anupam 01/01/2014

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

North Block, New Delhi,
Dated 14th March, 2014

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To


Shri Anupam Goswami,
F.No. 639, 2nd Floor,
DDA Flats Pocket-I,
Sector A-5, Opp. NDP colony,
Narela, Delhi-40

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


Please refer to your RTI application dated 1.1.2014 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)

o/c

 Copy to: - RTI Section North Block, MHA.

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