

Pl Issued  
RTI  
02 APR 2014

F. No: 18015/35/2014-NM.III  
Government of India  
Ministry of Home Affairs  
(Naxal Management Division)  
\*\*\*\*\*

North Block, New Delhi  
Dated the 1<sup>st</sup> April, 2014

To,  
Shri Anumam Goswami.  
F.No: 639, 2<sup>nd</sup> Floor,  
DDA Flats, Pocket-I,  
Sector A-5, Opp. NDP Colony,  
Narela, Delhi-40.

**Sub: Information sought under the Right to Information Act, 2005 – reg.**

Please refer to your RTI application dated 01.01.2014 received in this Division on 14.03.2014 vide this Ministry's letter dated 10.03.2014 seeking information regarding Record keeping and Retention of Records in Ministry of Home Affairs, under the RTI Act, 2005.

2. The available information with respect to point 8 to 13 of the above mentioned RTI application is furnished point-wise as under:-

08. 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.	A total of 568 files weeded out as per Record Retention Schedule with the approval of competent authority.
09. 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 periods 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

3. Appeal u/s 19(1) of the Act, if any, is to be made within 30 days of receipt of this communication and the same in respect of this information lies with Shri M.A. Ganapathy, Joint Secretary, Naxal Management Division, Room No. 193-A/1, North Block, New Delhi – 110 001.

पत्रिका प्रकाशित  
ISSUED  
02 APR 2014

  
(Rambir Singh)  
Director (NM) & CPIO

Copy to:

1. Shri T. Rajendran Nair, US(Coord-I) & CPIO, MHA, North Block, New Delhi w.r.t letter No:1/3/2014-ORR dated 10.03.2014.

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2/4/14

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

North Block, New Delhi - 110 001  
Dated the 10<sup>th</sup> March, 2014

110 MAR 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 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: <a href="http://www.darpg.gov.in">www.darpg.gov.in</a>
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.

99/Dir(NM)/14  
14/03/14

50/CM-III

14/3/2014  
Sh. Vikas  
259/NM-II  
14/3/2014

US(NM III)

14/3/14



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

/

(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

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

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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. P.S......). As the requested information pertains to/is more closely related to the functions of 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).

P.S. 13  
3/1/2014  
shri 2014



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 From Shri/Smt./Km.....  
आदिपाम गोस्वामी

लिखित/संदर्भ संख्या के साथ  
Letter No./Reference No.....  
के दिनांक 20  
Dated..... 20.....

चैक/ड्राफ्ट/भारतीय पोस्टल आर्डर संख्या  
Cheque/Draft/Indian Postal Order No.....  
558881727

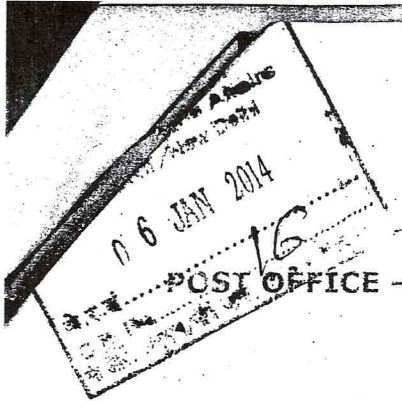
में रुपये की नकद धनराशि  
Amount of Rupees by Cash .....

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

आदिपाम गोस्वामी  
आदिपाम / Initials

रुपये / Rs. 10/-

पदनाम / Designation



283/RTI/2014  
15/1/14

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Government of India  
Department of Posts

POST OFFICE -Ashok Vihar HO Central Market Delhi, DISTRICT:-  
North West  
PIN -110052

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

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

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

*USC*

Note: Please quote the Registration Number for future references

*M.S.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





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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>



12/11/14

Anupam

Continued on Next Page



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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