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BY Speed Post  
RTI Matter

F.NO.17012/20/2011- IS-I/CFT-Cell  
Government of India  
Ministry of Home Affairs  
IS Division /CFT Cell

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North Block, New Delhi  
Dated 11 March, 2014

To

Shri Mani Ram Sharma  
Chairman, Indian National Bar Association  
Churu Chapter, Nakul Niwas,  
Behind Roadways Depot,  
Sardashahr-331403, Distt. Churu


**SUB: Application under the Right to Information Act 2005.**

Sir,

Please refer to your application dated 05.12.2013 received in the CFT Cell of the IS-I Division of the Ministry of Home Affairs on 07.03.2014 seeking information under Right to Information Act, 2005.

2. As per Central Secretariat Manual of Office Procedure (MOP) the information regarding Appendices 56 & 58 is directly related to General Administration as evident from the Chapter XV, Para 136(1) & 136(3) of the manual. The CFT Cell of the IS-I Division has no information to furnish in this regard.

3. The Appellate Authority under the Right to Information Act, 2005 for the IS-I Division is Shri Rakesh Singh, Joint Secretary (IS-I), Ministry of Home Affairs, North Block, New Delhi.

  
(USP Kushwaha)  
11.03.14  
Director (CFT) and CPIO

Copy to:-

Shri T. Rajendran Nair, Under Secretary to Govt. of India & CPIO, Coordination Division, North Block, Ministry of Home Affairs, New Delhi. W.r.t. their Communication No. 1/4/2014-ORR dated 04 March, 2014.

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

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North Block, New Delhi - 110 001  
Dated the 3<sup>rd</sup> March, 2014

04 MAR 2014

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:

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: (i) Annual Report of Ministries. (ii) Outcome Budget of Ministries. 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

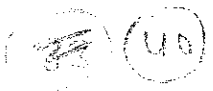
Copy alongwith RTI application of Shri Mani Ram Sharma for appropriate action to:

All CPIOs, MHA

*T. Rajendran Nair*

(T. Rajendran Nair)

Under Secretary to Govt. of India & CPIO



Details

29/RTI/Coord-II/14  
06/02/14

Sl. No: 11(R)  
<http://rtionline.gov.in/RTIMIS/CPIO/RTIDetails.php?reg=kQ+JJe11>

RTI REQUEST DETAILS			
Registration No. :	MHOME/R /2014/60175	Date of Receipt :	13/01/2014
Type of Receipt :	Online Receipt	Language of Request :	English
Name :	MANIRAM SHARMA	Gender :	Male
Address :	BEHIND ROADWAYS DEPOT, SARDARSHAHAR, DIST CHURU RAJ, Pin:331403		
State :	Rajasthan	Country :	India
Phone No. :	+91-1564224652	Mobile No. :	+91-9460605417
Email :	maniramsharma@gmail.com		
Status(Rural/Urban) :	Details not provided	Education Status :	Details not provided
Is Requester Below Poverty Line ? :	No	Citizenship Status :	Indian
Amount Paid :	10	Mode of Payment :	Payment Gateway
Mode(s) of information Supply :	Hard Copy		
Does it concern the life or Liberty of a Person ? :	Details not provided.	Request Pertains to :	T. RAJENDRAN NAIR, US(COORD II), Addl.Charge
Information Sought :	as per attachment		
<input type="button" value="Print"/> <input type="button" value="Close"/>			



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*[Handwritten signature]*

**ACTION HISTORY OF RTI REQUEST No.MHOME/R/2014/60175**

**Applicant Name** MANIRAM SHARMA

**Text of Application** as per attachment

**Reply of Application**

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	13/01/2014	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	16/01/2014	Nodal Officer	Forwarded To : T. RAJENDRAN NAIR, US(COORD II), Addl.Charge

[Print](#)

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PIO

14.01.14

Kindly provide me certified copies of following documents of YOUR OWN OFFICE:

Record  
Room

1. Latest APPENDIX 56 - Inspection Questionnaire on Organisation & Methods(O&M) - prepared Vide para 135(1) of Central Secretariat Manual of Procedure
2. Latest APPENDIX 57 - Inspection Questionnaire for Departmental Record Room- prepared Vide para 135(2) of Central Secretariat Manual of Procedure
3. Latest APPENDIX 58 - Management Information System(MIS)- prepared Vide para 135(3) of Central Secretariat Manual of Procedure
4. Tentative date of placing the above 1 to 4 in Public Domain
5. Reason for, if not ,prepared above
6. Name of the Officer permitting the above violation
7. Notes prepared on my message reg. BETTERMENT OF SECRETARIATS -dt. 05.12.13 (COPY REPRODUCED BELOW)

From: Mani Ram Sharma  
Chairman, Indian National Bar Association, Churu- Chapter  
Nakul Niwas,  
Behind Roadways Depot  
Sardarshahar- 331 403-7 District Churu  
Email: [maniramsharma@gmail.com](mailto:maniramsharma@gmail.com)  
Cell: 919460605417, 919001025852  
Dated: 5<sup>th</sup> Dec, 2013

My Dear Manmohan,

**BETTERMENT OF SECRETARIATS**

I have to advise with great pain that the Secretariats of Various Departments/ Ministries/Organisations are functioning in a miserable state of affairs and it is a hard nut to be broken to trace a grievance/petition received from public. Though the OM No.1/6/2011-IR Dated the 15th April, 2013 issued by DOPT says, "ALL GOVERNMENT OFFICERS HAVE TO FOLLOW LAID DOWN OFFICE PROCEDURE MANUAL OR THE OTHER RULES which gives details of how representations, petitions and applications from citizens must be dealt with." But hardly any Secretariat might have been functioning within the discipline fixed by the manuals and rules etc. The prescribed rules are moulded to suit the convenience to staff. I have further observed that Government has lost total control over staff, and no periodical returns to check the system are being prepared and furnished. I think the following Appendices might have been discontinued for pretty enough periods in different Secretariats:

1. APPENDIX 56 - Inspection Questionnaire on Organisation & Methods(O&M) - prepared Vide para 135(1) of Central Secretariat Manual of Procedure
2. APPENDIX 57 - Inspection Questionnaire for Departmental Record Room- prepared Vide para 135(2) of Central Secretariat Manual of Procedure
3. APPENDIX 58 - Management Information System(MIS)- prepared Vide para 135(3) of Central Secretariat Manual of Procedure

Therefore please ensure that the above Appendices are prepared regularly by all Secretariats and put in public domain u/s 4 of RTI Act so that the citizens may know the efficiency of the Public Authority under watch.

Hoping for an action befitting to a Singh,

Sincerely yours

Mani Ram Sharma

To,

Sardar Manmohan SINGH,  
The Hon'ble Prime Minister,  
Government of India,  
New Delhi