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MOST IMMEDIATE
RTI MATTER

F.No IV-11016/1/2009-Prov.II *Sec*
Government of India/Bharat Sarkar
Ministry of Home Affairs/Griha Mantralaya
PM Division/Prov.II

26, Jasialmer House, Man Singh Road,
New Delhi. Dated: 31 March 2014.

To

Sh. Anupam Goswami
R/o F.No. 639, 2nd floor,
DDA Flats, Pocket - I sector A-5,
Opp. NDP Colony,
Narela, Delhi-40.

Subject :- Application seeking information under RTI Act 2005.

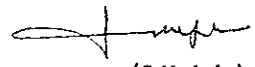
Sir

In reference Coordination Division, MHA point wise reply sent to you vide their letter no. F.No.1/3/2014-ORR dated 10.03.2014 with copy endorsed to undersigned to supply information on point no. 8 to 13 of your RTI application dated 01.01.2014 in respect of Provisioning Wing of PM Division of MHA, point wise reply in respect of Provisioning Wing is submitted as under:-

- i) Point no. 08 : 333 files were destroyed in this wing from 01.01.2003 to 31.12.2013.
- ii) Point no. 09-13 : Not applicable.

2. The appellate authority in respect of this matter under the RTI Act is Ms. Veena Kumari Meena, Joint Secretary, PM Division, Ministry of Home Affairs, 26, Man Singh Road, Jaisalmer House, New Delhi-110011, and the appeal, if any may be made within 30 days of the issue of this reply.

Yours Faithfully,



(S.K. Jain)

Director (Provisioning) & CPIO
Tel No 011 2338 6191

O/C

Copy for information to :-
I. RTI Cell, MHA.

*u/s signed
11/4/2014*

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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 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	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