

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

1
12

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

10 MAR 2014

To

Shri Anupam Goswami,
F.No. 639, 2nd 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 your 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

/

(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

No.A-43020/ 01 /2014-RTI
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

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 Post. 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.

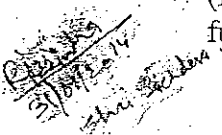
To

Under Secretary (Coord-11)
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).



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 08/11/2014

प्राप्त From Shri/Smt./Km. Anupam Goyal
लिखित/संदर्भ संख्या के साथ के दिनांक 20
Letter No./Reference No. Dated 20

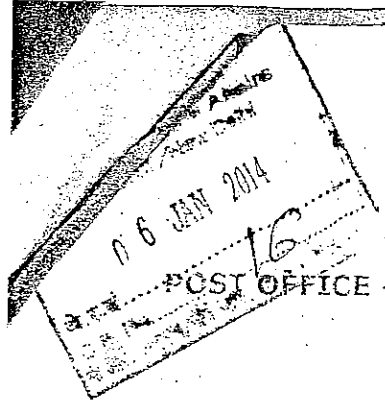
चैक/ड्राफ्ट/भारतीय पोस्टल ऑर्डर संख्या
Cheque/Draft/Indian Postal Order No. 158881777
में रुपये की नकद धनराशि
Amount of Rupees by Cash

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

आधिकार / Initials

₹ / Rs. 10/-

पदनाम / Designation



283/RTI/2014
15/11/14

6

Government of India
Department of Posts

POST OFFICE - Ashok Vihar NO Central Market Delhi, DISTRICT:-
North West
PIN - 110052

Acknowledgement of Information Request under RTI Act, 2005

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

[Signature]
 (Central Assistant Public Information Officer)
 Ashok Vihar NO Central Market Delhi

[Handwritten signature]

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



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.



Anupam

Continued on Next Page

8

		<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

9

LIST OF CENTRAL PUBLIC INFORMATION OFFICERS (CPIOs) OF MHA

Sl No.	Name & Designation of the officer (S/Shri/Smt.)	Address
1	Shyamala Mohan Director (A&V)	North Block, New Delhi-110001
2	V.K. Rajan Deputy Secretary (E)	North Block New Delhi -110 001
3	Srinibas Pradhan Deputy Secretary (A)	North Block New Delhi - 110001
4	Dushyant Singh, C.S.O. and HOD	North Block, New Delhi-11001
5	Avadhesh Kumar Mishra, Director (OL)	North Block New Delhi-110001
6	V. Candavelou Director (BM-II)	NDCC-II Building, Jai Singh Road, New Delhi
7	Rais Ahmed, Director (BM-I)	NDCC-II Building New Delhi
8	Amit Nirmal, Deputy Secretary (BM-III)	NDCC-II Building New Delhi
9	S.M. Kandwal Deputy Secretary (BM-IV)	NDCC-II Building New Delhi
10	Dr. Praveen Kumari Singh Director (SR)	NDCC-II Building New Delhi-110001
11	Ashutosh Jain Director (CS-II)	NDCC-II Building New Delhi
12	K. Muralidharan Director (CS-I)	NDCC-II Building New Delhi
13	Dy. Secretary (Coord)	North Block, New Delhi-110 001
14	Joginder Prasad Under Secreratary (Coord-II)	North Block New Delhi - 110001
15	Gautam Ghosh, Deputy Secretary (DM-I)	NDCC-II Building New Delhi
16	Sanjay Agarwal, Director (DM-III)	NDCC-II Building New Delhi.
17	Ashok Shukla, Deputy Secretary (DM-II-A)	NDCC-II Building New Delhi.
18	Sandeep Sarkar	North Block,

Pl. See if any information is to be given in the items 8-13

Pl. Forward it to SO Ad II
SO Ad III

18/13

18/13

18/13

S.O. (Ad. II)

RS.

	Director (Fin-Home)	New Delhi 110 001
19	Sumant Narain Deputy Secretary (Fin-Pers)	North Block, New Delhi 110 001
20	R.C. Nayak Director (FF-N)	N.D.C.C.-II Building New Delhi-110001
21.	Shyam Sunder, Deputy Secretary (Rehab)	N.D.C.C.-II Building New Delhi-110001
22.	D.K. Goel Deputy Secretary (FF-G)	N.D.C.C.-II Building New Delhi-110001
23.	Deputy Secretary (FF-B)	N.D.C.C.-II Building New Delhi-110001
24.	Ms. Pravin Horo Singh Director (Foreigners-B)	N.D.C.C.-II Building New Delhi
25	Vikas Srivastava Under Secretary (F)	N.D.C.C.-II Building New Delhi
26	A. K. Sinha Director (MU/I)	N.D.C.C.-II Building New Delhi
27	Mahender Kumar Deputy Secretary (Citizenship)	N.D.C.C.-II Building New Delhi
28.	N.I. Chowdhary Dy. Secretary (FCRA)	N.D.C.C.-II Building New Delhi
29.	Dr. R.K. Mitra Joint Secretary (NI)	N.D.C.C.-II Building, New Delhi
30	Director (HR.II)	N.D.C.C.-II Building, New Delhi
31.	Deputy Secretary (HR)	N.D.C.C.-II Building New Delhi.
32.	Rakesh Mittal Director (IS-I)	North Block, New Delhi-110001
33.	U.S.P. Kushwaha Director (CFT)	North Block, New Delhi-110001
34.	Rajesh Kumar Gupta Director (IS-III)	North Block, New Delhi-110001
35	Ramesh Kumar Suman Director (IS-II)	North Block, New Delhi-110001
37	Joint Secretary (Security)	N.D.C.C.-II Building New Delhi.
38	N.K. Job Deputy Secretary (Legal)	N.D.C.C.-II Building New Delhi.
39	Director (K-II)	North Block New Delhi

40.	Vijay Kumar Deputy Secretary (K -III)	North Block, New Delhi-110001.
41.	Smt. Sulekha Deputy Secretary (K -I)	North Block, New Delhi-110001
42.	J.P. Agrawal, Joint Secretary (Judicial)	N.D.C.C.-II Building New Delhi.
43.	R.S. Berwal, Director (NM)	North Block, New Delhi-110001
44.	K.S. Kusala Kumar, Deputy Secretary (NM-II)	North Block, New Delhi-110001
45.	Daljit Singh Chawdhary Director (ANO-I)	North Block, New Delhi
46.	Deepak Kumar Kedia, Deputy Secretary (ANO)	North Block, New Delhi
47.	Dr. M.C. Mehanathan Joint Secretary (NE-I)	North Block, New Delhi-110001
48.	J.P.N. Singh Director (NE-II)	North Block, New Delhi-110001
49.	G. Sridharan, Deputy Secretary (NE-II)	North Block, New Delhi
50.	Ajay Kanojia Deputy Secretary (NE)	North Block, New Delhi-110001
51.	Prashant Nikam Director (Police)	North Block, New Delhi-110001
52.	Shantanu Director (Pers)	North Block, New Delhi
53.	Harish Chander Deputy Secretary (Pers)	North Block, New Delhi
54.	S.D. Sharma Director (PMR)	Jaisalmer House, New Delhi-110011
55.	S.K. Jain Director (Provisioning)	Jaisalmer House, New Delhi-110011
56.	C.P.S. Nonghulo Director (PP)	NDCC-II Building New Delhi.
57.	B.K. Pant Deputy Secretary (PP)	N.D.C.C.-II Building New Delhi.
58.	Girish Kumar Director (VS)	N.D.C.C.-II Building New Delhi.
59.	Under Secretary(DP-II)	North Block New Delhi
60.	A.K. Das Under Secretary (Delhi)	North Block, New Delhi-110001

12

9

5

61	Anuj Sharma Director (Services)	North Block, New Delhi-110001
62	Neeta Gupta Deputy Secretary (ANL)	North Block, New Delhi-110001
63	Pulluru Janakiram Library Information Officer.	North block, New Delhi.
64.	Rajesh Kumar Controller of Accounts (H)	North Block, New Delhi.