

Please Issue
R & I Section
18/3/14

No.21020/1/2012-Hindi
Government of India
Ministry of Home Affairs
Co-ordination Division
(Official Language Branch)

North Block, New Delhi-110001
Dated: 14th March, 2014

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

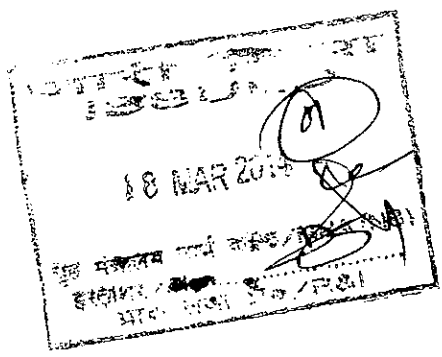
Subject: Information sought under the R.T.I Act, 2005.

Sir,

Kindly refer to your online R.T.I application dated 05-12-2013 received in this Ministry under the registration No.MHOME/R/2014/60175 dated 13-01-2014 and the letter No. 1/4/2014-ORR of the Co-ordination Division of this Ministry, dated 04-03-2014 received in this Branch on 10-03-2014, transferring thereby the point No.1 and point No.3 of your aforesaid RTI application to all the Central Public Information Officers of this Ministry.

The point-wise reply on the aforesaid two points is as follows:

1. A copy of the latest Appendix 56-Inspection Questionnaire on organization and Methods (O and M)- prepared vide para 135(1) of the Central Secretariat Manual of Office Procedure is not available, as the Official Language Branch has not been inspected for a long period.
2. Since the Official Language Branch does not deal with the items of work to which the latest Appendix 58- Management Information System (MIS) prepared vide para 135(3) of Central Secretariat Office Procedure relates, kindly treat the requisite information as 'Nil'.



19/3 o/c

Yours faithfully,

(Avadhesh Kumar Mishra)
Director (Official Language)
and Central Public Information Officer
Telephone: 011-2309 2998

A copy is forwarded for information to Shri T.Rajendran Nair, Under Secretary to the Government of India and Central Public Information Officer, Co-ordination Division, Ministry of Home Affairs, North Block, New Delhi.

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 3rd 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.

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

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

Sl. No. 11(R)
http://rtionline.gov.in/RTMIS/CPIO/RTIDetails.php?reg=kQ+JJe11. 3

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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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

PIO

14.01.14

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

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)

- Record
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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
Cell: 919460605417, 919001025832
Dated: 5th 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

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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 Radhan Deputy Secretary (A)	North Block New Delhi - 110001
4	Dushyant Singh, C.S.O. and HOD	North Block, New Delhi-11001
5	Ayadhesh 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,

	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

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.

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