

Pl Issued
RAT
02 April 2014

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RTI Matter/Time Bound

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

North Block, New Delhi
Dated the 1st April, 2014

To,
Shri Anumam Goswami.
F.No: 639, 2nd 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.

Stamp: RECEIVED
Date: 02 APR 2014
Signature: [Handwritten]

Signature: [Handwritten]
(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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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

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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

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