

Urgent
Time Bound

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002

F.No.3/RTI Cell/(MISC)/11/280/2009/03

Dated: 09/04/2018

Subject:- Regarding strict compliance to the provisions of CSMOP and RRS relating to "Record Keeping" by Ministries/Department to facilitate providing information to RTI applicants

The Administrative Reform Department, GNCTD vide letter dated 08-02-2018, has forwarded directions to all the Departments of GNCT of Delhi to adhere strict compliance to the provisions of CSMOP and RRS relating to "Record Keeping" by Ministries/Department to facilitate providing information to RTI applicants under section 4(1) (a) of the RTI Act 2005.

Therefore, all PIOs of the concerned branch/District Office are requested to check and update all records of their offices that are appropriate and further computerized (uploaded on the departmental website) within a period of time of 1 week.

This may be given **Top Priority** as an action taken report has to be sent by 15th of this month.

(Savita)

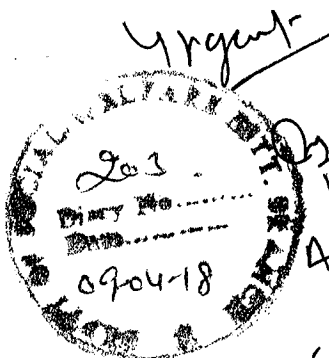
- DD(RTI CELL)

Copy to:-

1. All PIOs, HQ, Department of Social Welfare, GNCTD, Delhi Gate, New Delhi.
2. All PIOs, District Offices, Department of Social Welfare, GNCTD, Delhi Gate, New Delhi.
3. Sr. System Analyst, Computer Cell, Department of Social Welfare, GNCTD, Delhi Gate, New Delhi (with the request to upload the same on deptt's website).

Copy for information to:-

P.A to Director, Department of Social Welfare, GNCTD, Delhi Gate, New Delhi.



411 Gnan DA's.

Sh Sandeep

(Savita)

DD(RTI CELL)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110002.

<http://ar.delhigovt.nic.in> email: arupdates@nicline.govt.nctofdelhi

No.F.13/1/2013-AR/4904-73

Office of the Secretary (SW/WCD)
Govt. of NCT of Delhi
28 MAR 2018
Dy. No. 1332

Dated: 22/03/18

To

All Principal Secretaries /Secretaries /H.Os of GNCTD
All Heads of Local Bodies/Autonomous Bodies/Undertakings/Institutions under GNCTD

Sub: Strict compliance to the provisions of CSMOP and RRS relating to "Record Keeping" by Ministries/Departments to facilitate providing information to RTI applicants.

Sir / Madam,

I am directed to enclose a copy of Office Memorandum F. No. Q-15011/2/2017-O&M, dated 01.02.2018 received from Ministry of Personnel, Public Grievances and Pension (DAR&PG) through Ministry of Home Affairs, Govt. of India on the above subject.

2. The 12th Annual Convention of the Central Information Commission was held in New Delhi on 6th December, 2017. One of the important issues which cropped up during the deliberations of the convention was the problems being faced by citizens in accessing information and reliefs sought under the RTI Act-2005 due to lack of proper "Record Keeping" by the "Public Authorities".

3. The last editions of both the Central Secretariat Manual Office Procedure (CSMOP) and Record Retention Schedule (RRS) have been forwarded to all Departments and have also uploaded on the website of DARP&PG (www.darpg.nic.in). The provisions of CSMOP and RRS relating to "Record Keeping" have to be properly followed in Ministries/Departments to facilitate providing information to the RTI applicants.

4. Separately, in the endeavour of the drive for implementation of the e-office all across the Central Ministries /Departments, DARP&PG has also been impressing upon the Central Ministries /Departments to undertake:

- i. Vigorous exercise for recording, reviewing & weeding out of paper based files as per the exiting Record Retention Schedule (RRS).
- ii. Digitization of live & legacy files.

5. It has been noticed that some of the Ministries/Departments are yet to adopt a proactive approach in this regard. This is defeating the purpose of Section 4(1) (a) of the RTI Act-2005 which had envisaged that all records that are appropriate have to be computerized within a reasonable period of time.

6. All the Heads of Ministries /Departments/Autonomous Bodies are requested to look into the matter of proper "Record Keeping" at the earliest with a view to streamline the processes.

7. This may be given TOP PRIORITY and an Action Taken Report may please be sent to this Department latest by 15th April, 2018.

Encl: As above.

Yours faithfully,

(K.C.Surender)

Additional Director (AR)

Tel: 23392726

D. D. / R.T. I.)
Sundt (RTI) / Shriwan
for compliance
31/1/18

20 MAR 2018
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S. No. 1 (CR)

O/o JS (C&PG)

F. No: Q-15011/2/2017-O&M

By. No. 1182056

Government of India

Date 6/2/2018

Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 1st February, 2018

F. No. 01/02/2018-ORR

st ORR/2018
6/2/2018

OFFICE MEMORANDUM

Subject: Strict compliance to the provisions of CSMOP and RRS relating to 'Record Keeping' by Ministries/Departments to facilitate providing information to the RTI applicants.

The 12th Annual Convention of the Central Information Commission was held in New Delhi on 6th December, 2017. One of the important issues which cropped up during the deliberations of the convention was the problems being faced by citizens in accessing information and reliefs sought under the RTI Act-2005 due to lack of proper 'Record Keeping' by the 'Public Authorities'. This was highlighted by almost all the speakers/ participants and in all the sessions.

2. The Department of Administrative Reforms & Public Grievances (DAR&PG) administers the Central Secretariat Manual of Office Procedure (CSMOP) and the Record Retention Schedule (RRS) common to all Ministries/Departments of the Government of India. The last editions of both the CSMOP & RRS have been forwarded to all Departments and have also been uploaded on the website of DARP&PG (www.darpg.nic.in). The provisions of CSMOP and RRS relating to 'Record Keeping' have to be properly followed in Ministries/Departments, to facilitate providing information to the RTI applicants.

3. Separately, in the endeavour of the drive for implementation of the e-Office all across the Central Ministries/Departments, DARP&PG has also been impressing upon the Central Ministries/Departments to undertake (i) vigorous exercise for recording, reviewing & weeding out of paper based files as per the existing RRS, and (ii) digitization of live & legacy files. In the monitoring meetings being conducted by DAR&PG for implementation of e-office in all Central Ministries/Departments, it has been noticed that some of the Ministries/Departments are yet to adopt a proactive approach in this regard. This is defeating the purpose of Section 4(1) (a) of the RTI Act-2005 which had envisaged that all records that are appropriate have to be computerized within a reasonable period of time.

4. It is requested that the Ministry/Department may look into the matter of proper 'Record Keeping' at the earliest with a view to streamline the processes.

(Smita Kumar)

Joint Secretary to the Government of India

Ph.23360208

To: The Secretary,
Department of Border Management,
Ministry of Home Affairs, North Block, Government of India,
New Delhi.

6/2/2018
SOP DRR
sh. Bhim

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