

**OFFICE OF THE DEPUTY COMMISSIONER (WEST)**  
**OLD MIDDLE SCHOOL BUILDING, RAMPURA, DELHI -35**

No. F. 3/DC(W)/CC/RTI/12752-12753

Dated: 28/11/11

Sub : Decision CIC/SG/A/2011/001152/13095- Mr. Harjeet Singh Vs PIO. RTI & Sub/Registrar – II, Janakpuri. Revenue Department, GNCTD, O/o Deputy Commissioner, West. Distt. Centre, Janakpuri, Delhi.

With reference to letter No. F. 1(166)/Regn. Br./Div. Com/HQ/11/633 dated 26/09/2011 received from Special Inspector General (Registration), O/o Divisional Commissioner, Delhi it is directed to ensure that the records are properly indexed, Cataloged and digitized and if possible Computerized so that access to such records is facilitated (copy enclosed).

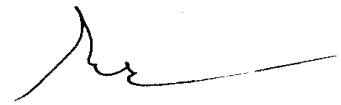
In the above letter it is mentioned that the registration of all types of documents are being done on DORIS Software since 2005 and registration records since 2005 is available in the computer.

In view of above SR – II (Janakpuri ), SR – II(Punjabi Bagh) is hereby directed to ensure that all latest records (Data Backup) from the year 2005 to till date (year wise) must reach the office of the Deputy Commissioner (West) and the copy of same to the System Analyst, Revenue Department.

Moreover, SR – II (Janakpuri) and SR – II (Punjabi Bagh) are also directed to send their data (record) backup on monthly basis for all the years mentioned above to O/o Deputy Commissioner (West) and System Analyst Revenue Department without any lapse by the first week of every month. Moreover, the proper and efficient maintenance of records/data storage is the foremost duty of Sub Registrar office.

**This is for strict compliance.**

Encl As above.



**(G. S. Meena)**  
**REGISTRAR/DEPUTY COMMISSIONER (WEST)** *D/C*

**SR-II Janakpuri &  
SR-II Punjabi Bagh**