

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
**Office of the CGDA, Ulan Batar Road, Palam,
Delhi Cantt-110010**

No. AN/III/3012/Circular/Vol.VII dated 20/02/2018.

To,

All PCsDA/ PCsA (Fys.)/ PIFAs,
CsDA/ CsFA (Fys.)/ IFAs/ RTCs.
(through CGDA website).


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

A copy of Ministry of Personnel, Public Grievances and Pension, DAR&PG Office Memorandum F. No.Q-15011/2/2017-O&M dated 1st February 2018 on the subject is forwarded herewith for information & necessary action please.


(Kavita Garg)
Sr. Dy. CGDA

Copy to:

IT&S Wing : With a request to upload on CGDA's website.
(Local)


(Kavita Garg)
Sr. Dy. CGDA

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

Government of India

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

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 DAR&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, DAR&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.

To,

Secr

The Secretary,
Department of Defence FINANCE
South Block, New Delhi.,

t of India.


(Smita Kumar)
Joint Secretary to the Government of India
Ph.23360208



NSR (DAR) - (ms)

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Office of Addl. Secy. & JS
Dy. No. 788
Date: 7/2/18