

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

25 APR 2018

Endst. No. GMCH/EIV/EA3/2018/ 17985

Dated, Chandigarh, the

The letter No.9/8/1/IH(I)-2018/5220 dated 13.04.2018 titled "Strict compliance to the provisions of CSMOP and RRS relating to 'Record Keeping' by Ministries/ Departments to facilitate providing information to the RTI applicants" received from the Secretary Health, Chandigarh Administration, alongwith copy of letter No. F.No. 15039/108/2016-UT(Coord) Part-II, dated 01.03.2018 from Sh. M.N. Khan, Under Secretary, Ministry of Home Affairs, GOI, New Delhi, to the System Analyst, IT Centre, with the request to e-circulate/email to all the HOD's and Branch Incharges of this Institute for information and strict compliance.

Encls: As above.


Office Superintendent (Estt.-IV)

1097/19/4/18

From

The Secretary Health,
Chandigarh Administration.

To

1. ✓ The Director Principal,
Govt. Medical College and Hospital,
Sector-32, Chandigarh.
2. The Director Health & Family Welfare,
U.T. Chandigarh

No.925/F-II(GMSH)/2018/ 5220
Dated, Chandigarh the 13/4/18

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.

Enclosed please find herewith a copy of. letter. No.9/8/1/IH(I)-

2018/6519 dated 27-3-2018 received from Superintendent Home-I, Home
Department, Chandigarh Administration on the subject cited above for taking
necessary action in the matter.

DA: As above

For

Superintendent Health,
Secretary Health,
Chandigarh Administration.

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16 APR 2018
OSE

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19/4/18
R.K.

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25th

No.9/8/1/ IH(I)-2018/6519
Chandigarh Administration
Home Department

Chandigarh, dated 27-03-18

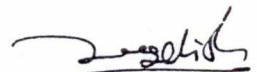
To


- i) All the Administrative Secretaries,
Chandigarh Administration.
- ii) All the Head of Departments/Offices/
Boards/Corporations/Institutions,
Chandigarh Administration.
- iii) All the Administrative Branches,
Chandigarh Administration.

Health Branch
Diary No. 925
Dated 06/11/18


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.

Enclosed please find herewith a copy of letter No. F.No.15039/108/2016-UT (Coord)(Part-II), dated 1.3.2018 alongwith its enclosures received from Sh. M.N. Khan, Under Secretary, Ministry of Home Affairs, Government of India, North Block, New Delhi, which is self-explanatory for strict compliance and necessary action please.


Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.


9/4/18
in copy to 8/4/18

~~RU IV~~
Rec Above G


09/11/18

Rec Bear Deing no.
Health- 925, DTG-06/11/18
(Pages 1 to 4) has been
placed below. RU (GMSM)
to endorse!

RU (GMSM)

SPEED POST

F.No.15039/108/2016-UT (Coord.)(Part-II)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
UT Division

Adviser to the Administrator,
No. 798 PS/AA
Dated 12/03/18

Pers. / Estt Branch

Diary No. 248

Date: 14/3/18

Secy. (Pers) 798
Dated 13/3/18

North Block, New Delhi

Home Department, March, 2018

Diary No. 54

Dated 16-03-18

PS/SSP/798
13-2-18

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Advisor to the Administrator, UT of Lakshadweep, Karvaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Advisor to the Administrator, UT of Chandigarh, Chandigarh.
6. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
7. The Chief Secretary, Government of Puducherry, Puducherry.

subject: Strict compliance to the provisions of CSMOP and RRS relating to 'Record Keeping' by Ministries/ Departments to facilitate providing information to the RTI applications- regarding.

Sir,

I am directed to forward herewith a copy of OM No. 01/02/2018-ORR dated 15/02/2018 along-with a copy of OM No. Q-15011/2/2017-O&M dated 01/02/2018 and its enclosures received from Ministry of Personnel, Public Grievance and Pensions, DAR&PG on the above mentioned subject for information and compliance.

Encl: As above

Yours faithfully

(M.N. Khan)

Under Secretary to the Government of India
Tele: 23093147

It relates to 14(81) pt.

Kiran Rao
14/3/18

Supdt. Misc
15/3/18

SP
Diary
Supdt. Haryana

Diary
P. S. K.

20/2/18
MOST IMMEDIATE

No.01/02/2018-ORR
Government of India
Ministry of Home Affairs
Coordination & International Cooperation Division
(Departmental Record Room)

North Block, New Delhi
dated 15th February, 2018

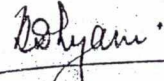
OFFICE MEMORANDUM

Sub: 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 undersigned is directed to forward herewith a copy of O.M. No.Q-15011/2/2017-O&M dated 01.02.2018 received from Ministry of Personnel, Public Grievances and Pensions, DAR&PG on the subject noted above for information and compliance.

Encl. As above


(A.K. Dhyani)
Under Secretary to the Govt. of India
Tel. 23094916

To

✓ All Divisions in the Ministry of Home Affairs.

Copy to:- RTI Section/IT Cell for uploading on e-office.

12/2/18
An. Ray

All UTs

S. No. 1 (R)

O/o JS (C&PG)

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

By No. 1182056

Government of India

Date 1/2/2018

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

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 5th 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 right 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.

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 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.

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.

(Smita Kumar)

Joint Secretary to the Government of India
Ph.23360208

The Secretary,

Department of Border Management,

Ministry of Home Affairs, North Block, Government of India,
New Delhi.

6/2/2018
SOL DRR

6-2-18
Sh. Bhim