



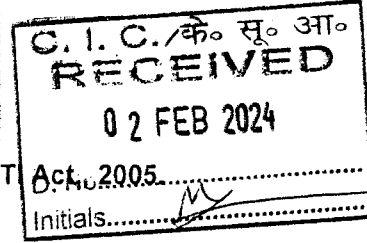
केंद्रीय सूचना आयोग
Central Information Commission
Baba Gangnath Marg /बाबा गंग नाथ मार्ग,
Munirka/मुनिरका, नई दिल्ली/New Delhi -110067
Website-cic.gov.in

CICOM/R/E/24/00003

Dated: 02.02.2024

To

Shri Sandeep



Sub: Seeking information under RTI

Sir,

I am to refer to RTI application of Shri Sandeep, which has been registered vide no. CICOM/R/E/24/00003. It has been received through online RTI-MIS from RTI-Cell on 03.01.2024 with a request to provide information sought for by the appellant. Reply on point no. wise as concerned to Dak/CR-II section is as under:-

Point 1:- The Policy of weeding out of old records and files is attached for your information.

Point 2, 7, 9, 10:- The information sought is a third party personal information which cannot be disclosed under Section 8(1)(j) moreover no larger public interest would be served with disclosure of such information.

Point 3:- The shredding of papers is part of weeding out process and is not a regular nature of work as such it can be entrusted to any staff as per direction of Admin Section.

Point 4:- The DEOs deployed in Central Information Commission are outsourced employee under a contract with the vendor. Information regarding all terms and conditions and work duties should be obtained from vendor who is custodian of such records.

Point 5:- The last weeding out was now carried out in 2023 under a committee constituted for the purpose by Admin.

Point 6:- The order of the weeding out of old records and files are issued by Administration Section and Central Registry follow such orders.

ED 594200015IN

Point 8:- The Rules and Regulations issued by Government of India from time to time are issued by DOPT governing various categories of Govt. employees. Such information is not available in Central Registry.

It is also informed that if you are not satisfied with the above reply, you may file a first appeal under the RTI Act 2005 against the above reply within 30 days of receipt of this letter before Ms. Roop Avtar Kaur, Additional Secretary & First Appellate Authority (FAA), CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi-110067. The contact No. is 011-26162290.



(Babu Lal)

CPIO & I/c Dak Section
011-26161137

Copy to:-

CPIO, RTI CELL- For information.

Central Information Commission
2nd Floor, "B" Wing
August Kranti Bhavan
Bhikaji Cama Place
New Delhi - 110066

Dated 20th July, 2016

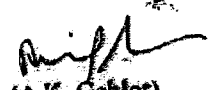
No. 26/1/2011-CIC - M&R

OFFICE ORDER

Subject: Weeding out / retention policy/guidelines for quasi judicial old records / files of the Commission.

The scanning and digitisation work of quasi judicial old records/ files of the Commission is in progress. In order to weed out these files for scanning/digitisation, it has been decided by the Commission that the quasi-judicial records of the Commission may be weeded out six months after passing of the final order in the case and uploading thereof subject to the following instructions/guidelines being ensured strictly:

- (i) The disposed cases old files should be scanned/ digitized. These digitised file and record of no. of pages in each file should be kept separately in a Read Only format;
- (ii) All orders/decisions passed by the Commission should be uploaded on the Commission's website and also sent to the parties concerned;
- (iii) No proceeding should be pending either in this Commission or in any court of law;
- (iv) All digitized records should be uploaded on the cloud server.;
- (v) Internal processes of the Commission, with reference to monitoring of compliance of Commission's decisions, recovery of penalty, if any, imposed on CPIO, recovery of compensation, if any, will be carried out - based on the digitized file/ record.
- (vi) The weeding out will be carried out under a committee headed by an officer not below the rank of Under Secretary and that proper record will be maintained of the list of files so weeded out;
- (vii) The administrative / financial records of the Commission shall be retained in accordance with the "Record Retention Schedule for Records Common to all Department" read along with 'Central Secretariat Manual of Office Procedure'.


(A.K. Gehlot)
Joint Secretary (M&R)

To

1. Sh. Subhash Sharma, DR to CIC
2. Sh. R.L. Gupta, DR to IC (BS)
3. Sh. Ram Prakash Grover, DR to IC(YA)
4. Sh. Vijay Bhatta, DR to IC(SH)
5. Sh. T.K. Mohapatra, DR to IC(MP)
6. Sh. K.A. Talwar, DR to IC(KY)
7. Sh. Babu Lal, DR to IC(SA)
8. Sh. V.K. Sharma, DR to IC(SB)
9. Sh. K.L. Das, DR to IC(BJ)
10. Sh. Raghubir Singh, DR to IC(DP)
11. Sh. U.C. Joshi DR to IC(AB)
12. Sh. Dinesh Kumar, DR to (CR)

Copy for information to:

1. PPS to Chief IC
2. PS to Secretary/Addl. Secretary

No. 26/01/2011/Admn/CIC

Dated the 18.09.2017


Office Order

The Commission is dealing with various miscellaneous papers. The Commission has decided in its meeting held on 5.09.2017 that weeding out of miscellaneous papers may be done with the following retention schedule:-

Sl. No	Type of papers	Proposed retention period	Authority competent to weed out after retention period is over
1.	Link papers relating to appeal/complaints/compliance/non-compliance/ show cause	After disposal of the matter	Incharge, Record Room
2.	Papers addressed to other departments, copy marked to the Commission for information	2 months after dak received	Incharge, Record Room
3.	Facilitation memos (FM), dak receipt	6 months after issuing of FM and dak received	Incharge, Central Registry
4.	e-book print outs, copy of hearing notice and link papers received during hearing	After disposal of case and scanning/ uploading of link papers received during hearing	Deputy Registrar of respective Registry
5.	Original ink signed decision	6 months after final disposal of case	Deputy Registrar of respective Registry
6.	Miscellaneous Dak not related to the Commission	2 months after disposal	Respective Section Incharge

2. The competent officer weeding out the above types of papers shall prepare a list of documents being weeded out and keep it for permanent record.

3. This issues with approval of the Competent Authority.


(S.P. Beck)
Joint Secretary (Admn) 18.09.17