

From,
Venkatesh Nayak
B-117, 2nd Floor
Sarvodaya Enclave
New Delhi- 110 017

To,
The Central Public Information Officer
Ministry of Home Affairs
Government of India
North Block
New Delhi- 110 001

Dear sir,

Sub: Request for information under the *Right to Information Act, 2005*

Apropos of the statement made by the Hon'ble Minister for Home Affairs on the floor of the Rajya Sabha on 11/07/2014 which was telecast across the country I would like to obtain the following information:

- 1) A clear photocopy of the list containing the subject matter of each of the 11,100 files and records that were weeded out/destroyed by your Ministry along with a clear indication of their categorization- such as Category A', 'B' and C" accorded to them prior to such destruction;
- 2) The number of the Officer(s) of your Ministry along with their designations who authorised the clearing of the said files and papers (names are not required);
- 3) The designation(s) of the representative(s) of the National Archives that were present at the time of weeding out of the said files as required under para #113 of the Central Secretariat Manual of Office Procedure (names are not required);
- 4) A clear photocopy of the half-yearly report of the records weeded out during the latest clearing exercise, prepared by your Ministry for submission to the Director General Archives, as per Rule 9(4) of the *Public Records Rules, 1997*;
- 5) The exact number and subject matter of files originally classified: "top secret", "secret" and "confidential" that were declassified and deposited with the Director General, National Archives of India under Rule 7(3) of the *Public Records Rules, 1997*, if any;

- 6) The exact number and subject matter of files accorded with the security classification: "top secret", "secret" and "confidential" that were weeded out, if any;
- 7) A clear description of the manner of disposal of the records that were cleared, namely the number of files incinerated (burned) and/or shredded.

I am a citizen of India. I have enclosed an IPO (bearing #21F 991019) for Rs. 10/- towards payment of the prescribed application fee. I would like to receive the information described above at my postal address mentioned above. Kindly inform me of the additional fee payable for obtaining the information requested above.

Thanking you,
Yours sincerely,

A handwritten signature in black ink, reading "S.S. Venkatesh Nayak", with a horizontal line drawn underneath it.

Venkatesh Nayak

SPEED POST

RTI Matter/Urgent

F.No.1/29/2014-ORR
Government of India
Ministry of Home Affairs
(Coordination Division)

North Block, New Delhi - 110 001
Dated the 22nd August, 2014

To

✓ Shri Venkatesh Nayak
B-117, 2nd Floor
Sarvodaya Enclave
New Delhi-110 017

Subject: Application for seeking information under RTI Act, 2005.

Sir,

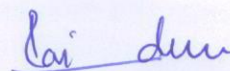
Kindly refer to your RTI application dated 18.07.2014 transferred by RTI Section of this Ministry vide their O.M. No.A-43020/01/2014-RTI dated 25.07.2014 seeking information regarding destruction of files in the Ministry of Home Affairs. In this regard, point-wise reply is as under:

S No.	Information sought for	Reply
1.	A clear photocopy of the list containing the subject matter of each of the 11,100 files and records that were weeded out/destroyed by your Ministry along with a clear indication of their categorization-such as Category A', 'B' and C" accorded to them prior to such destruction;	List of files which were destroyed is being compiled. This can be made available in due course on payment of requisite fee. You may write to us if so desired.
2.	The number of the Officer(s) of your Ministry along with their designations who authorized the clearing of the said files and papers (names are not required);	A copy of letter No. nil dated 05.06.2014 from Cabinet Secretary is attached. Para (f) thereof refers.
3.	The designation(s) of the representative(s) of the National Archives that were present at the time of weeding out of the said files as required under Para # 113 of the Central Secretariat Manual of Office Procedure (names are not required);	-do-
4.	A clear photocopy of the half-yearly report of the records weeded out during the latest clearing exercise, prepared by your Ministry for submission to the Director General Archives, as per Rule 9(4) of the Public Records Rules, 1997;	No such report has been sent to National Archives of India.
5.	The exact number and subject matter of files originally classified : 'top secret', 'secret' and 'confidential' that were declassified and deposited with the Director General, National Archives of	Nil

	Director General, National Archives of India under Rule 7(3) of the Public Records Rules, 1997, if any;	
6.	The exact number and subject matter of files accorded with the security classification: "top secret", "secret" and confidential" that were weeded out, if any;	Nil
7.	A clear description of the manner of disposal of the records that were cleared, namely the number of files incinerated (burned) and /or shredded.	Record Retention Schedule of MHA is available on the Website of MHA (Website: mha.gov.in). This list can be made available on payment of requisite fee.

2. As per the Section 19 of RTI Act, 2005, an appeal against the above decision would lie before the Appellate Authority, Shri Kumar Alok, Joint Secretary (C&PG), MHA, Room No. 188, North Block, New Delhi.

Yours faithfully,



(T. Rajendran Nair)

Under Secretary to the Government of India & CPIO



June 5, 2014

Dear Secretary,

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4th June, 2014 at 6.00 PM onwards.

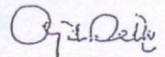
2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis:-

- JS (Co-ord.)*
- 06/06/14*
- In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
 - Every Department should identify and repeal at least 10 rules or processes, ~~and even archaic Acts, that are redundant and would not~~ lead to any loss of efficiency.
 - Every Department should identify forms that are in vogue and shorten them, where possible, to one page only. (Seeking of unnecessary or irrelevant information should be discouraged).
 - Every Department should encourage use of ICT in submission of information and eventually universalize it.
 - Decision making layers should be reduced, to a maximum of four layers.
 - Files and papers should be weeded out in accordance with the rules of record keeping including digitization, wherever necessary: This exercise should be completed within 3 – 4 weeks.
 - Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
 - Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned.
 - Each Department should workout modalities of fulfilling promises made to the people. *we are already doing it*
 - Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise. *Already done*
 - Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister].

3. I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9th June 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9th June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6th June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included in your monthly d.o. letter for the month of June 2014.

With regards,

Yours sincerely,



(Ajit Seth)

Mrs. Sneha Lata Kumar
Secretary,
Deptt. of Border Management
New Delhi