

**RTI Matter**  
**Most Immediate**

No. A-49012/8/2018/RTI/विविध

Government of India  
Central Water Commission

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Room No. 309(S), CWC  
Sewa Bhawan, R.K. Puram  
New Delhi-110066  
Date: 23.03.2018

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 – reg.

Please refer to MoWR, RD & GR's OM dated 21.02.2018 forwarding therewith Department of Administrative Reforms & Public Grievances O.M. Q-15011/2/2017-O&M dated 01.02.2018 (copy enclosed) on the above mentioned subject for information and necessary action.


Encl. As above



(Rajesh Sharma)  
Under Secretary & Nodal Officer  
Tel: 011-2958 3317

**To,**

1. All CPIOs, Central Water Commission
2. All FAAs, Central Water Commission
3. Deputy Director (SMD), CWC, New Delhi-for uploading on CWC website.

  
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SMD अतु./Sec./RTI/Date.  
अ. सं./Dy. No. 479  
दिनांक/Date 27/3/18

Government of India  
Ministry of Water Resources  
River Development and Ganga Rejuvenation  
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22/2/18  
Chauhan  
CE (HRM)  
CP10

Room No.2, Gr. Floor  
B-Wing, Shastri Bhawan  
New Delhi, dated 21<sup>st</sup> February, 2018

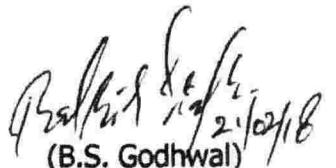


**OFFICE MEMORANDUM**

**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 – reg.


The undersigned is directed to forward herewith the copy of a correspondence.F.No. Q-15011/2/2017-O&M dated 01.02.2018 received from M/o Personnel, Public Grievances and Pensions, New Delhi on the above mentioned subject for information and necessary action.

**Encls:- As above**

  
(B.S. Godhwal)  
Section Officer (Coord.)  
Tel. 23381895

**To:**

1. Heads of Organizations under the Ministry.
2. All Wing Heads.
3. All SMDs under the Ministry.
4. All Sections/Desks/Units under the Ministry.
5. PS to Minister (MoWR, RD & GR),
6. PS to Ministers of State (MoWR, RD & GR),
7. PS to Secretary (MoWR, RD & GR),
8. PS to Chief Adviser to Minister (MoWR, RD & GR).

  
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F. No: Q-15011/2/2017-O&M  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Administrative Reforms & Public Grievances

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5<sup>th</sup> Floor, Sardar Patel Bhawan, Sansad Marg,  
New Delhi, dated 1st February, 2018

**OFFICE MEMORADUM**

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.


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The 12<sup>th</sup> Annual Convention of the Central Information Commission was held in New Delhi on 6<sup>th</sup> 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](http://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.

  
(Smita Kumar)

Joint Secretary to the Government of India  
Ph.23360208

The Secretary,  
Ministry of Water Resources  
Shram Shakti Bhavan,  
New Delhi.

ment of India.