

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

No. 26/1//2011-CIC – M&R

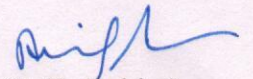
Dated 20th July, 2016

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 Bhalla, 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