

**Section 4(1)(b)(v)**

The rules/manuals & records, held by Central Information Commission or under its control or used by its employees for discharging its functions are as follows:

| Sl. No. | Documents                                                                                                                                                                                               | Custodian                                |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1.      | The Right to Information Act (RTI), 2005 read with Right to Information Rules, 2012                                                                                                                     | DoPT                                     |
| 2.      | Office Memorandum regarding Record Retention Schedule. File No. 26/1/2011-CIC/Admn Dated 22th February, 2011                                                                                            | DARPG                                    |
| 3.      | Office Memorandum regarding Record Retention Schedule. File No. 26/1/2011-CIC/Admn Dated 9th February, 2016                                                                                             | DARPG                                    |
| 4.      | Office Memorandum regarding Weeding out/ Retention Policy/Guidelines for quasi-judicial old records/files of the Commission Record Retention Schedule. File No. 26/1/2011-CIC/M&R Dated 20th July, 2016 | Legal Cell/CR Section/CIC                |
| 5.      | Administrative rules & regulations as followed by Central Govt are used in the Commission mutatis mutandis                                                                                              | Guidelines/Rules issued by DoPT and DOLA |
| 6.      | The Annual report issued by CIC in terms of Section 25(1) of RTI Act, 2005                                                                                                                              | MR-Section/CIC                           |
| 7.      | Transparency Audit data as per DoPT OM No. 1/6/2011-IR dated 15.04.2013                                                                                                                                 | Legal Cell/CIC                           |
| 8.      | Department of Legal Affairs' OM No. 26(1)/99-Judl. dated 24.09.1999, OM No. 2(1)/2014/Judl. dated 01.10.2015, OM No. J-11013/4/2017-Judl. dated 20.11.2017                                              | DoLA                                     |
| 9.      | Central Information Commission's Internship Scheme No. 21/JS(Law)/CIC/Intern/2019 dated 31.07.2019 for the Law students.                                                                                | Legal Cell/CIC                           |
| 10.     | Records related to International Coordination.                                                                                                                                                          | Legal Cell/CIC                           |

2. Among the aforesaid documents, the documents at Sl. No.7, 9 & 10 are under custody of legal Section. Documents mentioned at serial no. 7 & 10 are available in Annual Report of CIC which is available on website of CIC. Also, Document mentioned at serial no. 9 is available on the website of the CIC at home page at link <https://cic.gov.in/all-internship>.