

Legal-15011/26/2021-Legal-CIC
Central Information Commission
Baba Gangnath Marg, Munirka
New Delhi 110067

Dated 22.04.2025

Sub:- Implementation of Suo-motu disclosure under section 4 of the RTI Act-2005.

With reference to Office Order no. Admn-21022/4/2020-JS(Admn)-CIC dated 10.04.2025 on the subject cited above, it is intimated that following documents are used by Legal Section to perform the duties assigned to the Legal Section vide Office Order No. Admn-21012/6/2018-JS(Admn)-CIC dated 31.05.2024:

| 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/CIC is not custodian |
| 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>.