

अवर सचिव
UNDER SECRETARY



उप-राष्ट्रपति सचिवालय
VICE-PRESIDENT'S SECRETARIAT
नई दिल्ली/NEW DELHI - 110011
TEL.: 23016344/23016422 FAX : 23018124

29th April, 2016

Shri Akash Kumar Upadhyay
A-9, Second Floor
7-Raj Narain Road, civil Lines
Delhi - 110054

Subject: Information under Right to Information Act, 2005

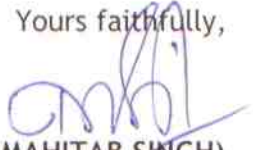
Sir,

Please refer to your E-RTI application dated 4th April, 2016 requesting to provide information under RTI Act, 2005. The point wise requisite information is as under:

Sr. No.	Information requested	Information provided
1.	Name and designation of each person working as record officer under section 2(g) of the Public Record Act, 1993 (hereafter referred to as PRA93), along with the period for which he/she held that position.	Shri Arvind Kapoor, Under Secretary, w.e.f. 27/07/2010 to 18/04/2016 Smt. Sarita Chauhan, Assistant, w.e.f. 19/04/2016 to till date.
2.	Dated on which periodic inspection of the records were carried out by the records officer during the period 01 April, 2015 to the date of reply to this application.	July, 2015 January, 2016
3.	Number of files missing/ non-traceable/ removed without authorization at each such inspection.	Nil
4.	Copies of document showing appropriate action taken by record officer about missing/ non traceable files from time to time under section 7(1) of the PRA93.	Nil
5.	Copies of correspondence between record officer and the Director General or head of the archives under section 7(2) of the PRA93.	Nil

Thanking you,

Yours faithfully,


(MAHITAB SINGH)
CPIO

mahitab.singh@nic.in



