

No. ADR-A003/4/2023-Admin Reforms  
Government of Himachal Pradesh  
Department of Personnel  
Administrative Reforms

From

The Secretary (AR) to the  
Government of Himachal Pradesh.

To

F.S. Cell DHE.....	125935
	12 JUL 2024
Branch	RTI

26 JUL 2024

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner, HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/ Registrars of all the Boards/Commissions/Corporations/ Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the

9<sup>th</sup> July, 2024

Subject:-

**Weeding out of Records pertaining to RTI Applications- Prescription of Retention Period.**

Madam/Sir,

I am directed to refer to the subject cited above and to inform you that the State Government has decided to adopt the revised edition of the Record Retention Schedule/ policy-2012 issued by Department of Administrative Reforms & Public Grievances, Government of India for weeding out of records pertaining to RTI applications and cases relate under RTI, which is as under:-

Sr. No.	Description of Record	Retention Period	Remarks
1	RTI Cases disposed without attracting any first appeal	3 Years	
2	RTI Cases attracting first appeal	3 Years	Since they attract second appeal so require a fair retention period.
3	RTI cases attracting second appeal (without any remarkable decision)	3 Years or till the compliance of Commission's orders whichever is later	
4	RTI cases attracting Second appeal involving a remarkable decision.	5 Years	Judgement/Commission ruling 'B'
5.	First appeal cases file	3 Years	As they may attract second appeal.
6.	Second appeal cases file	3 Years or till the compliance of Commission's orders	
7.	File relating to the administrative aspects or RTI Act, 2005 i.e. implementation, suggestion, guidelines etc.	3 Years	
8.	File register of RTI application i.e. other than file.	'B' keep	

Note: 'B' keep- This category will cover file required for permanent preservation for administrative purpose.

It is therefore, requested to adhere to these instructions and ensure proper implementation and also conveyed to the departments/offices under your control.

Yours faithfully,

(Shiv Mohan Singh Saini)  
Joint Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2622498/2880400

Endst. No.: EDN-HE(16)B(15)RTI-01/2022-AR, dated, Shimla-01, the 26<sup>th</sup> July, 2024  
Copy to:

1. The Secretary (Education) to the Govt. of HP for information, please.
2. The Secretary (AR) to the Govt. of HP w.r.t. letter No. as referred above for information, please.
3. The Nodal Officer (RTI)/F.A.A.-cum- Addl. Director Higher Education (Admn.), Directorate of Higher Education, HP, Shimla-1 for information.
4. All Branch Officers, Directorate of Higher Education, HP for necessary action.
5. All the PIO-cum-Principals Govt. Colleges/Sanskrit Colleges/ SCERT Solan/GCTE Dharamshala in H.P for compliance.
6. All the PIOs-cum-Deputy Directors of Higher Education in H.P. for compliance.
7. All Branch Supdts. (Internal), Directorate of Higher Education, HP for compliance.
8. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the direction to upload the said letter on the official website.

Director of Higher Education  
Himachal Pradesh, Shimla-1.