To,
The Secretaries, All Ministries/Departments of Central and State Governments.
The Chief Executives, All CPSUs, PSBs, and Financial Institutions
The Chief General Manager (DAPM), Reserve Bank of India
The Chairmen, LIC, GIC and Insurance Companies
The Directors, All National Institutes of Technology/IITs/IIMs
The Chairmen, All Ports
The Directors, All Institutes
The Chairmen, All Boards & Autonomous Bodies
The Vice-Chancellors, All Universities/Autonomous Institutions
The Directors, All Research Institutes
The Directors, DRDOs
The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies
The Chief Executives Officers, Private Companies/Establishments


Madam/Sir,

1. IRMRA (established in 1958) is an Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi. In the last 60 years, it has rendered remarkable service to Industries, enhance skill and knowledge among the employees of Central / State government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector through training, Workshops, Seminars, and Conferences. IRMRA also provide opportunities to Administrator, Educationist, Scientists & Technologists to conduct Academic and Sponsored Research Activities.


3. Presently, more than 90% of all ministries have adopted e-office and 14,56,739 files are running in about 84 Ministries and Departments through e-office. In total, 57 ministries and departments have achieved the desired target of 80% and above in e-office.

4. A new chapter on e-office digitization framework that provides guidelines for scanning, entry and storage of data, provision of Virtual Private Network (VPN) for officers of the rank of DS and above following scrutiny safeguards, provision for DSC to dealing officers and above rank officers, knowledge management provides the details regarding maintenance of Standing Guard Files, Standing Note, Induction Material etc, which helps in smooth disposal of work and decision making chapter provides list of various website and their links.

5. The efficiency of Government to a large extent depends on evolution of adequate processes & procedure and ability of its functionaries to follow them. Accordingly, the efficiency of persons handling information in a Department is judged by their ability to dispose of issues with speed following the procedure prescribed for the purpose. To achieve the twin objectives of efficiency and
speed for public good, various Departments of the Government of India over the last decade or so have taken number of initiatives by introducing e-office system.

6. In this regard, to create awareness about the process and practices at the cutting-edge level and to sensitize the new entrants as well as senior officers. To assist new entrants as well as senior officers about various procedures for performance of paper/file work by the functionaries in various Ministries/Departments/Divisions/Offices, State government, Central public sector enterprises, Universities/Autonomous Institutions, IRMRA is conducting **2 Days Workshop on “Central Secretariat Manual of Office Procedure (CSMOP) 2019” on 13-14 April 2020 at IRMRA, Thane West, Maharashtra**

7. An approach paper consisting of the context, the purpose, the approach and methodology and the limitations involved in this exercise is enclosed for ready reference. A copy of the format of audit exercise is also enclosed. The exercise will start with a preliminary assessment by IRMRA faculty members of the information displayed by public authorities on their respective website.

8. The training programme is meant for all new entrants as well as senior officers in various Ministries/Departments/Divisions/Offices, State government, Central public sector enterprises, Universities/Autonomous Institutions. Course coverage is as follows:
   - Management of Dak and Receipts
   - File Management System
   - Guidelines for noting
   - Record Management
   - Knowledge Management
   - E-Office Digitization Framework

9. The Workshop fee per participant (Non-residential) will be Rs. 12,390/- (Programme fee of Rs. 10,500/- + GST @ 18% = 1890/-). The crossed Demand Draft (DD) towards this non-refundable fee should be drawn in favour of "IRMRA", payable at Mumbai and should be sent along with the nomination letter. Participant wishes to stay at IRMRA Guest house may refer to **IRMRA Guest house Tariff for the year 2019-2020. (PDF file attached for your ready reference)**. Said tariff is per day of stay.

10. An early nomination in the prescribed Pro-forma of shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IRMRA.

11. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IRMRA website. [www.irmra.org](http://www.irmra.org).

12. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply.

Yours faithfully,
(Dr. Rupesh Rohan)
Assistant Director
Mobile: 8291404906

Encl: Annexure -1
Details of proposed training programme is as follows:

1. **IRMRA** encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

2. **Nomination:** Each Nomination, Residential / Non-Residential, should be accompanied by RTGS / Bank draft and should be sent in advance along with the nomination. Payment for Defence Personnel will be received after completion of the course and submission of our pre-receipted Bills.

3. **Payment:** In advance or before commencement of training program through RTGS / Bank draft in favour of "IRMRA" payable at Mumbai.

   NEFT/IFSC: ICIC0001887
   ICICI Bank Ltd (Current Account) A/C no: 188701000046
   GST No. 27AAAAT7089F1Z6
   PAN No. AAAAT7089F

4. Substitution of nominees is permitted. Participants opting for residential accommodation are requested to go directly and check-in into the Hotel. Participants are free to stay at any other place of their choice and convenience.

5. **Admission Procedure:** Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

6. **Programme Duration & Schedule:** It will be a two-day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

7. **Reporting Time:** The participants are to report for registration at 9:00 AM at Venue

8. **Tea/Coffee Break** 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

9. **Lunch** 01:00 PM to 02:00PM

10. **Course Faculty:** We have our own regular Faculty. Eminent professionals in the field (Retired / Serving) from Central / State Govt/ PSU / expert from Private sector. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers.

11. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

12. **Methodology:** Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are held.
13. **Arrangements by IRMRA**: Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate, Photography.

14. **Transport**: The candidates have to make their own arrangements.

15. **Certification**: The participants will be awarded certificates on completion of the course without any absenteeism on last day of training programme.

16. **Change of Schedule**: The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

17. **Further Information**: It is hereby reaffirmed that the aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control. You can call the Central Line 022-67873222 for any queries regarding the Workshop. Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed:

   Dr. Rupesh Rohan  
   (Assistant Director- Training)  
   +91-22-67873222  
   +91-8291404906  
   rr@irmra.org; rupeshrohan21@gmail.com

   Mr. P R Sundar,  
   (Training Co-ordinator)  
   8657545808  
   rscdc.trg@irmra.org

**IRMRA (Accreditation and Recognition)**

- ISO: 9001:2015 Certified
- BIS for various Tyre & Non-Tyre Testing
- NBQP Regd. for LMS training
- BMO Accreditation by QCI
- DGMS Accredited
- DSIR Recognized SIRO
- CEMILAC Approved
- RSDC approved training centre
TRAINING NOMINATION FORM

Name of the Programme

Duration

PARTICULARS OF NOMINEE

Name of the Participant (s)

Designation

Mailing Address

Contact Number (with STD Code) ; Office: 

Fax

E-Mail

Nomination Status Residential Non-Residential

SPONSOR

Sponsoring Organization

GST Code

Fax No,

Tel. No. (with STD Code)

E-Mail

REMITTANCE

Draft/Cheque No.: Dated

For Rs. Drawn on

Signature: 

Sponsor :

Nomination fee may please be sent, along with nomination form by RTGS / Demand Draft / Cheque drawn in favour of "IRMRA" payable at Mumbai.

Mail this to:
Assistant Director (Training)
254/1 B, Road Number 16V,
Nehru Nagar, Wagle Industrial Estate,
Thane West, Maharashtra 400604
trg@irmra.org; rr@irmra.org; rupeshrohan21@gmail.com
F. No: Q-15011/2/2017-O&M  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Administrative Reforms & Public Grievances  
******  
5th Floor, Sardar Patel Bhawan, Sansad Marg,  
New Delhi, dated 1st February, 2018  

OFFICE MEMORANDUM  

Subject: Strict compliance to the provisions of CSMOP and RRS relating to 'Record Keeping' by Ministries/Departments to facilitate providing information to the RTI applicants.  
******  
The 12th Annual Convention of the Central Information Commission was held in New Delhi on 6th December, 2017. One of the important issues which cropped up during the deliberations of the convention was the problems being faced by citizens in accessing information and reliefs sought under the RTI Act-2005 due to lack of proper 'Record Keeping' by the 'Public Authorities'. This was highlighted by almost all the speakers/ participants and in all the sessions.  
2. The Department of Administrative Reforms & Public Grievances (DAR&PG) administers the Central Secretariat Manual of Office Procedure (CSMOP) and the Record Retention Schedule (RRS) common to all Ministries/Departments of the Government of India. The last editions of both the CSMOP & RRS have been forwarded to all Departments and have also been uploaded on the website of DARP&PG (www.darpq.nic.in). The provisions of CSMOP and RRS relating to 'Record Keeping' have to be properly followed in Ministries/Departments, to facilitate providing information to the RTI applicants.  
3. Separately, in the endeavour of the drive for implementation of the e-Office all across the Central Ministries/Departments, DARP&PG has also been impressing upon the Central Ministries/Departments to undertake (i) vigorous exercise for recording, reviewing & weeding out of paper based files as per the existing RRS; and (ii) digitization of live & legacy files. In the monitoring meetings being conducted by DAR&PG for implementation of e-office in all Central Ministries/Departments, it has been noticed that some of the Ministries/Departments are yet to adopt a proactive approach in this regard. This is defeating the purpose of Section 4(1) (a) of the RTI Act-2005 which had envisaged that all records that are appropriate have to be computerized within a reasonable period of time.  
4. It is requested that the Ministry/Department may to look into the matter of proper 'Record Keeping' at the earliest with a view to streamline the processes.  

(Smita Kumar)  
Joint Secretary to the Government of India  
Ph.23360208  

To,  
The Secretary,  
Department of Defence, Finance  
South Block, New Delhi.  

(t of India)
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of Guests</th>
<th>VIP rooms (IN RS.)</th>
<th>VIP Room Small (IN RS.)</th>
<th>Single Occupancy (IN RS.)</th>
<th>Twin Sharing (IN RS.)</th>
<th>Group Sharing (IN RS.) PER MONTH FOR 4 PERSONS</th>
<th>PER DAY BASIS UPTO 30 DAYS (GROUP SHARING FOR 4 PERSONS) (IN RS.)</th>
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<td>Students from academic institutes</td>
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<td>NA</td>
<td>NA</td>
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<td>2000.00 + GST</td>
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<td>Government officials at IRMRA</td>
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<td>Guests from private organisations (for official purpose)</td>
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<td>1800.00 + GST</td>
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<td>2500.00 + GST</td>
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<td>1800.00 + GST</td>
<td>900.00 PER PERSON</td>
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<tr>
<td>7</td>
<td>IRMRA employees from different branches</td>
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<td>AS PER IRMRA POLICY</td>
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<tr>
<td>8</td>
<td>IRMRA employees for personal use (includes family &amp; relatives)</td>
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<td>500.00 PER PERSON</td>
<td>500.00 PER PERSON</td>
<td>500.00 PER PERSON</td>
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<td>NA</td>
</tr>
</tbody>
</table>

**The above rooms will be made available on first come first basis and subject to availability. IRMRA reserves its rights of providing facility to any member / guests / students / employees etc.**

**In case of IRMRA's scheduled residential training programme students / project trainees will be accommodated as per availability**

**Documents Required For Guest House Accommodation:**
1) Sanctioned / approval letter of competent authority of IRMRA.
2) Govt. approved ID card such as Aadhar Card, Driving Licence, Voters ID.
3) For students letter from institute / colleges mentioning names of students / project trainees who will be staying at guest house.
4) For govt. officials govt. identity card is must.
5) Smoking & drinking in the premises of IRMRA is strictly prohibited.
6) Tea, Breakfast & Lunch will be available from Monday to Friday on chargeable basis, for dinner guest have to make their own arrangement.
7) For extra bed charges of Rs.150/- will be applicable per person.
8) Payment for the stay will be made through RTGS / DD
9) Bank Details: ICICI Bank Ltd., A/C No.1887101000046, NEFT/IFSC : ICIC0001887

Dr. K. Rajkumar  
Director
<table>
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<tr>
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<th>S.No.</th>
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<td>5 BASE REPAIR DEPOT</td>
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<td>164</td>
<td>Mumbai Port Trust</td>
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<td>35</td>
<td>Bhabha Atomic Research Centre Chemical Technology D</td>
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<td>Municipal Corp., Of Greater Mumbai</td>
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<td>Bhabha Atomic Research Centre Mysore</td>
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<td>37</td>
<td>Bharat Bijlee Ltd.</td>
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<td>National Accredn Board for Education and Training</td>
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<td>Bharat Petroleum Corporation Ltd</td>
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<td>National Horticultare Board</td>
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<td>National Organic Chemical Industries Ltd (NOCIL)</td>
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<td>National Skill Development Council</td>
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<td>46</td>
<td>Bureau of Indian Standards, Ahmedabad</td>
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<td>Naval Aircraft Yard Goa MHN022</td>
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<td>Bureau of Indian Standards- Banglore</td>
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<td>Bureau of Indian Standards, Chandigarh</td>
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<td>NIFTEM, Deemed University Under MOFPI</td>
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<td>Bureau of Indian Standards-Faridabad</td>
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