

**Item (xiv) – Details in respect of the information, available to or held by it, reduced in an electronic form**

Information not held in Digital form

Files not yet digitized in various Divisions comprising Noting portion, Receipts and routine correspondence are being held in physical form.

Information held in Digital form

<b>S. No</b>	<b>Name of Document/Record</b>	<b>Location of record</b>	<b>The person with designation responsible for maintaining the record</b>	<b>Life span of the record</b>	<b>Whether published on Web-site</b>	<b>Web-Link</b>
1.	<i>The particulars of organisation, functions &amp; duties</i>	Held in concerned Sections of DoPT	Section Officer/Assistant of concerned Section	As per applicable record retention schedule of (i) DARPG; (ii) GFR 2005	Yes	<a href="http://dopt.gov.in/sites/default/files/Induction-material-30Dec-2014_2.pdf">http://dopt.gov.in/sites/default/files/Induction-material-30Dec-2014_2.pdf</a>
2.	<i>Citizen Charter of DoPT</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/citizen-corner/citizens-charter">http://dopt.gov.in/citizen-corner/citizens-charter</a>
3.	<i>Organizations under DoPT</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/about-us/functions/organisation-under-mop-list">http://dopt.gov.in/about-us/functions/organisation-under-mop-list</a>
4.	<i>Directory of DoPT</i>	-do-	-do-	-do-	Yes	<a href="http://inframop.nic.in/personnel/contactus.asp">http://inframop.nic.in/personnel/contactus.asp</a>
5.	<i>Delhi Official Directory</i>	Digital	Decentralized ministry Wise	Regularly updated	Yes	<a href="http://persmin.gov.in/dod/DOPT_DOD_Directory_Form_01.asp">http://persmin.gov.in/dod/DOPT_DOD_Directory_Form_01.asp</a>
6.	<i>Acts and Rules</i>	Held in concerned Sections of DoPT	Section Officer/Assistant of concerned Section	As per applicable record retention schedule of (i) DARPG; (ii) GFR 2005	Yes	<a href="http://dopt.gov.in/download/acts">http://dopt.gov.in/download/acts</a>
7.	<i>Gazette Notification as available on the Web-site</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/notifications/gazette-notifications">http://dopt.gov.in/notifications/gazette-notifications</a>

8.	<i>Circulars and OMs on various Service matters</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/notifications/oms-and-orders">http://dopt.gov.in/notifications/oms-and-orders</a>
9.	<i>Policies</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/employees-corner/policy">http://dopt.gov.in/employees-corner/policy</a>
10.	<i>Annual Report of DoPT</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/reports/annual-report">http://dopt.gov.in/reports/annual-report</a>
11.	<i>Annual Demand for Grants, Budget and Accounts</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/about-us/functions/budget-and-accounts-list">http://dopt.gov.in/about-us/functions/budget-and-accounts-list</a>
12.	<i>FAQs on various topics</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/employees-corner/faq">http://dopt.gov.in/employees-corner/faq</a>
13.	<i>Schemes</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/employees-corner/schemes">http://dopt.gov.in/employees-corner/schemes</a>
14.	<i>Guide on RTI Act</i>	-do-	-do-	-do-	Yes	<a href="http://rti.gov.in/RTICorner/GuideForRTI.htm">http://rti.gov.in/RTICorner/GuideForRTI.htm</a>
15.	<i>Handbook on Recruitment Rules</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/reports/hand-book/hand-book-recruitment-rules">http://dopt.gov.in/reports/hand-book/hand-book-recruitment-rules</a>
16.	<i>Handbook for Personnel Officers, 2013</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/reports/hand-book/hand-book-personnel-officers-2013">http://dopt.gov.in/reports/hand-book/hand-book-personnel-officers-2013</a>
17.	<i>Handbook for Inquiry Officers &amp; Disciplinary Authorities, 2013</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/reports/hand-book/hand-book-personnel-officers-2013">http://dopt.gov.in/reports/hand-book/hand-book-personnel-officers-2013</a>
18.	<i>Transfer/ posting orders</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/transfer-policy-and-transfer-orders">http://dopt.gov.in/transfer-policy-and-transfer-orders</a>
19.	<i>Foreign Training (DFFT)</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/dfft/">http://persmin.gov.in/dfft/</a>
20.	<i>Civil Service Exam Rules / results/ Allocation</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/AIS1/WelcomCSE.asp">http://persmin.gov.in/AIS1/WelcomCSE.asp</a>
21.	<i>Cadre Allocation of IAS</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/AIS1/OryCA.asp">http://persmin.gov.in/AIS1/OryCA.asp</a>

22.	<i>Civil List of IAS Officers</i>	-do-	-do-	-do-	Yes	<a href="http://civillist.ias.nic.in/IndexCL.htm">http://civillist.ias.nic.in/IndexCL.htm</a>
23.	<i>ER Sheets of IAS Officers</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/supremohelp/KnowYourOfficerIas.htm">http://persmin.gov.in/supremohelp/KnowYourOfficerIas.htm</a>
24.	<i>IPR of IAS officers</i>	-do-	-do-	-do-	Yes	<a href="http://ipr.ias.nic.in/StartIPR.htm">http://ipr.ias.nic.in/StartIPR.htm</a>
25.	<i>Civil List of CSS Officers</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/DOPT_CSDi_vision_Index.asp">http://persmin.gov.in/DOPT_CSDi_vision_Index.asp</a>
26.	<i>Rules/Regulation/Promotion/Seniority Lists CSSS/CSSS/CSCS</i>	-do-	-do-	-do-	Yes	<a href="http://persmin.gov.in/DOPT_CSDi_vision_Index.asp">http://persmin.gov.in/DOPT_CSDi_vision_Index.asp</a>
27.	<i>Tender Notices</i>	-do-	-do-	-do-	Yes	<a href="http://dopt.gov.in/imp-links/tenders">http://dopt.gov.in/imp-links/tenders</a>
28.	<i>Filing of Public Grievance and disposal</i>	-do-	-do-	-do-	Yes	<a href="http://pgportal.gov.in/">http://pgportal.gov.in/</a>
29.	<i>Filing of RTI applications and disposal</i>	-do-	-do-	-do-	Yes	<a href="http://rtionline.gov.in/">http://rtionline.gov.in/</a>  <a href="https://rtionline.gov.in/webservice/DateSelectWebservice.php">https://rtionline.gov.in/webservice/DateSelectWebservice.php</a>
30.	<i>Service Books</i>	-do-	-do-	-do-	No	
31.	<i>Leave Record</i>	-do-	-do-	-do-	No	
32.	<i>Payroll/Salary Slips</i>	-do-	-do-	-do-	No	
33.	<i>APARs of IAS officers</i>	-do-	-do-	-do-	No	
34.	<i>APARs of CSS officers (US &amp; Above)</i>	-do-	-do-	-do-	No	
35.	<i>Files on various subjects (Partially digitized)</i>	-do-	-do-	-do-	No	
36.	<i>Web based cadre management of CSS/CSSS</i>	-do-	-do-	-do-	No	