

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

S. No	Name of Document/Record	Location of record	The person with designation responsible for maintaining the record	Life span of the record	Whether published on Web-site	Web-Link
1.	<i>The particulars of organisation, functions & 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	http://dopt.gov.in/sites/default/files/Induction-material-30Dec-2014_2.pdf
2.	<i>Citizen Charter of DoPT</i>	-do-	-do-	-do-	Yes	http://dopt.gov.in/citizen-corner/citizens-charter
3.	<i>Organizations under DoPT</i>	-do-	-do-	-do-	Yes	http://dopt.gov.in/about-us/functions/organisation-under-mop-list
4.	<i>Directory of DoPT</i>	-do-	-do-	-do-	Yes	http://inframop.nic.in/personnel/contactus.asp
5.	<i>Delhi Official Directory</i>	Digital	Decentralized ministry Wise	Regularly updated	Yes	http://persmin.gov.in/dod/DOPT_DOD_Directory_Form_01.asp
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	http://dopt.gov.in/download/acts
7.	<i>Gazette Notification as available on the Web-site</i>	-do-	-do-	-do-	Yes	http://dopt.gov.in/notifications/gazette-notifications

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

22.	<i>Civil List of IAS Officers</i>	-do-	-do-	-do-	Yes	http://civillist.ias.nic.in/IndexCL.htm
23.	<i>ER Sheets of IAS Officers</i>	-do-	-do-	-do-	Yes	http://persmin.gov.in/supremohelp/KnowYourOfficerIas.htm
24.	<i>IPR of IAS officers</i>	-do-	-do-	-do-	Yes	http://ipr.ias.nic.in/StartIPR.htm
25.	<i>Civil List of CSS Officers</i>	-do-	-do-	-do-	Yes	http://persmin.gov.in/DOPT_CSDi_vision_Index.asp
26.	<i>Rules/Regulation/Promotion/Seniority Lists CSSS/CSSS/CSCS</i>	-do-	-do-	-do-	Yes	http://persmin.gov.in/DOPT_CSDi_vision_Index.asp
27.	<i>Tender Notices</i>	-do-	-do-	-do-	Yes	http://dopt.gov.in/imp-links/tenders
28.	<i>Filing of Public Grievance and disposal</i>	-do-	-do-	-do-	Yes	http://pgportal.gov.in/
29.	<i>Filing of RTI applications and disposal</i>	-do-	-do-	-do-	Yes	http://rtionline.gov.in/ https://rtionline.gov.in/webservice/DateSelectWebservice.php
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 & 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	