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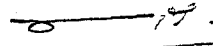
MOST IMPORTANT

Government of Tripura
Office of the Principal Chief Conservator of Forests (T)
Aranya Bhavan, Pt. Nehru Complex.
Gurkhabasti, Agartala, Tripura (W)

OFFICE ORDER

Sub: - Maintenance of records under sub section (1) (a) of Section-4 of the RTI Act. 2005.

- i) The respective sections of Forest Head Quarter would be treated as Record rooms for the purpose of supply of information under RTI Act.
- ii) In each section, the records would be properly catalogued and indexed subject-wise for furnishing of information promptly.
- iii) The available information pertaining to Forest Head Quarter, would be compiled by the Section In-charge and put up before the Addl. PCCF O/o the PCCF (T) concerned for approval of competent authority and subsequently to be supplied by the SPIO of the Forest Head Quarter.


[S. Talukdar] 20/8/12
Principal Chief Conservator of Forests
Tripura

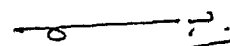
No.F.19 (632)/Vig/For-08/& 2008/P-II/

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Dated 01/09/2012
~~August~~

Copy to:-

1. The Managing Director, TFDPC Ltd. / TRPC Ltd. alongwith copy of Memo. dated 26.06.2012 of GA(AR)Department, Govt. of Tripura for information and necessary action.
2. Sri Balbir Singh, IFS, APCCF (APR) may please oversee the action taken by the concerned and report by next 10(ten) days.
3. The District Forest Officer, North Dist., Kumarghat /South Dist., Udaipur/Dhalai Dist./West Dist., Hatipara alongwith copy of Memo. dated 26.06.2012 of GA(AR)Department, Govt. of Tripura for information and necessary action.
4. The Divisional Forest Officer, Kanchanpur / Kailashahar / Manu / Ambassa / Teliamura / Sadar / Udaipur / Bagafa / Gumti / Research / Working Plan Divn No-I / Working Plan Divn No-II / Director, Sepahijala Zoological Park / Direction Division alongwith copy of Memo. dated 26.06.2012 of GA(AR)Department, Govt. of Tripura for information and necessary action.
5. The Wildlife Warden, Sepahijala/Trishna Wildlife Sanctuary alongwith copy of Memo. dated 26.06.2012 of GA(AR)Department, Govt. of Tripura for information and necessary action.
6. The Section In-charge, Establishment / Vigilance / Planning & Development / Confidential / General / Store / Statistical / Timber / Vehicle / Accounts (H/Q) / Accounts (D/D) / Audit / Budget / Land / Wildlife alongwith copy of Memo. dated 26.06.2012 of GA(AR) Department, Govt. of Tripura for information and necessary action.


Principal Chief Conservator of Forests
Tripura

No.F.3(19)-GA(AR)/2012

General Administration(AR) Department
Government of Tripura

Dated, Agartala, the 26th June, 2012

MEMORANDUM

Subject: - Reviewing of Record Retention Schedule.

It has been observed that under Section-8(3) of the RTI Act, 2005 do not cover the Public Authorities to retain records for definite period. The Act, enumerated that furnishing of information would cease to be exempted after 20(twenty) years from the date of occurrence of the related event. The records should be retained as per the Retention Schedule which applicable to the concerned department to destroy the particular category of records to the specific period. Existing Record Retention Schedule (RRS) published by GA(AR) Department enumerate in respect of Retention Schedule of particular category of a file or an OM or a letter or any other form of document of the file beyond mentioning department specific Retention Schedule. Consequently, more departments are facing hardship to destroy the particular category of records of the specific period or to be supplied such information by the Public Authority under the Act.

2. In the above circumstances, it has been considered and decided to review the existing Record Retention Schedule which facilitates to all departments.

3. All Departments/Head of Departments are therefore, requested to ensure your advise/suggestion in respect of department specific Retention Schedule so that immediate action in the matter is taken as stated above.

2012
26/6/12
(B.P. Das)

Under Secretary to the
Govt. of Tripura

To
All Departments/Head of Departments.

Copy to:-

- 1) Private Secretary to Chief Secretary, Govt. of Tripura, Agartala.
- 2) The Secretary, Tripura Information Commission, Gurkhabasti, P.N. Complex, Agartala.

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