



सं / REGN NO: INSTM/R/2016/80008

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.जे.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 30<sup>th</sup> September, 2016

To

Shri N Mathialagan  
General Secretary  
Tamil Nadu People Rights Party  
44, Thiruvalluvar Salai,  
Pothanur village,  
Paramthi velue taluk,  
Namakkal District  
Tamil Nadu - 638181

**Subject : Information sought under RTI Act, 2005**

Sir,

Please refer to your RTI application received on 5<sup>th</sup> September 2016.

2. The response to your request is enclosed.
3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Sanjay Kumar Sharma, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [sanjaysharma.148p@gov.in](mailto:sanjaysharma.148p@gov.in) within 30 days of the receipt of this information.

Yours faithfully

एच. गोविंद

(H. Govind)

Deputy Director & CPIO

E-Mail: [govind.h13@nic.in](mailto:govind.h13@nic.in)

## Institute of Secretariat Training &amp; Management

Subject: RTI application of Shri N. Mathialagan, applicant, General Secretary, Tamilnadu People Rights Party, Namakkal District under RTI Act, 2005- matter regarding.

Reference: INSTM/R/2016/80008

Shri N. Mathialagan, applicant has made an RTI requesting information regarding maintenance of records duly catalogued and indexed and permission to inspect the documents, records and inspection of work thereof and extract the information in need etc.. Detail of the RTI request and reply thereon is under:

S. No	Question	Reply
1.	Copy of the Catalogue and index thus maintained in Department of Personnel and Training Lok Nayak Bhawan, Khan Market, New Delhi-110003 and the offices functioning under its administrative control elsewhere in the country.	Copy of the same is placed at Annexure-I and Annexure-II.
2.	Accord with Permission to inspect the documents, records and inspection of work thereof and extract the information intended.	The applicant may inspect the record in original & photocopies as requested would be provided. Inspection may be done on any working day between 11: 00 am to 1:00 pm with the prior approval of dates.
3.	In consonance with section 5(3) of the Act, please render reasonable assistance at times of need to seek the information intended.	
4.	I may also be permitted to avail the assistance of a person to accompany me while inspecting the documents and seek the information, as per the order of Honorable High Court Delhi in WP@ 8228/2007 dtd: 16.11.2007	



(R. Gayathri)

Deputy Director (Admn)

Tele: 26102597

To

Shri H Govind

Deputy Director and CPIO of ISTM

Recd. at 630 P.M.

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