

**GOVERNMENT OF INDIA.
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
&. PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN. SANSAD MARG,
NEW DELHI-110001**

No.33012/1/2007-O&M (Part)

Dated, the 29th May,2008

TO,

1. All Ministries/Departments of Govt. Of India,
2. Chief Secretaries of all States/UTs.

Subject : **Organising Information and Record Keeping.**

Sir/Madam,

It would be recalled that the Government of India appointed the 2nd Administrative Reforms Commission on 31st August, 2005. This Commission has already submitted its first report on Right to Information Act. In this report the commission has inter alia made the following recommendation:

"All organisations, which have jurisdiction over an area equal to or exceeding a district, should be funded and required to complete the process of digitization by the end of 2009. All sub district level organisations should complete this task by the end of 2011. The controlling Ministries/Departments at Union and State level should lay down a detailed road map for this purpose with well-defined milestones within six months, so that this could be implemented as a priority item in the Eleventh Five Year Plan".

2. All Ministries/Departments of Govt. of India and the State Governments are requested to kindly take suitable action in the matter under intimation to this Department.

Sd/-
S.K.Gupta
Deputy Secretary to the Government of India
Tele:23362325