

No 1/11/2006-IR (Vol.IV)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel Training

North Block, New Delhi
Dated July 1, 2011.

To,
✓ Sh. Venkatesh Nayak
D-117, 2nd Floor,
Sarvodaya Enclave,
New Delhi-110 017

Sub: Application under Right to Information Act, 2005.

Sir,

I am directed to refer to Department of AR & PG's OM NO. K-11022/51/2011-IR dated 21st June, 2011 received in this Department on 27th June, 2011 enclosing therewith a copy of your application dated 15th January, 2008 with the request to provide the details of action taken for giving effect to the recommendations contained of Para 4.8.1 in the report entitled Right to Information: Master Key to Good Governance submitted by the Second Administrative Reforms Commission.

2. In so far 1st report of the 2nd Administrative Reform Commission on the above subject is concerned, the Para no. 4.8.1 in the report does not exist. However, status report on implementation of Para no. 4.1.8 relating to amendment of Manual of Departmental Security instructions is annexed.

Encl: As above.

Yours faithfully,



(R.K. Girdhar)

Under Secretary to the Govt. of India
Tele: 23092759

Copy to:

1. Sh. S.A. Rahim, Dy. Secretary (ARC), D/o AR & PG, Sardar Patel Bhavan, New Delhi w.r.t. your above mentioned OM.
2. Ms. Bina Prasad, CPIO & Director (IS-II), Ministry of Home Affairs, 9th Floor, 'C' Wing, Lok Nayak Bhavan, Khan Market, New Delhi.

Sl. No.	Recommendation made by ARC	Action Taken by the Ministry
1.	<p>Clarification of Information [Para 4.1.8]</p> <p>(a) The GOI should amend the Manual of Departmental Security Instructions in the following manner:</p> <p>(i) <i>Information Deserving Classification</i> (Para 3) It would be advisable for each Ministry/Department to identify the information, which deserves to be given a security classification. Ordinarily, only such information should be given a security classification which would qualify for exemption from disclosure under the Right to Information Act, 2005. The Classification of documents should be done as per the following guidelines.</p> <p>Section of the RTI Act to which Classification information pertains</p> <ol style="list-style-type: none"> 1. 8(1)(a) Top Secret 2. 8(1)(b) Confidential 3. 8(1)(c) Confidential 4. 8(1)(d) Secret 5. 8(1)(e) Confidential 6. 8(1)(f) Secret 7. 8(1)(g) Top Secret/Secret 8. 8(1)(h) Secret/Confidential 9. 8(1)(i) Confidential 10. 8(1)(j) Confidential/restricted 11. 9 Confidential/restricted <p>Explanation: The above-mentioned classification should be generally followed. It is quite possible that information may be covered by more than one exemption; in that case the information should be given the classification of the higher category. Also if it is felt by the competent authority that circumstances of a case demand a higher classification than what is indicated above, then the same may be done by an authority, which is</p>	<p>The Ministry of Home Affairs vide their No. 1/11014/08-CDN dated 13.06.2008 have made following amendment/changes in the Manual of Departmental Security Instructions, 1994:</p> <p>Clause 2.2 "Guidelines to ensure proper classification of documents". To ensure proper classification of documents, only an officer not below the rank of Joint Secretary in the Govt. of India would have the authority to classify information originally as "Top Secret", an officer not below the rank of Deputy Secretary would have the authority to classify information originally as 'Secret' and not below the rank of Under Secretary will have the authority to classify information originally as 'Confidential'.</p> <p style="text-align: center;">[No Action pending]</p>

empowered to give such a classification

Provision should be made to include annual confidential reports of officers and examination question papers and related matters in the exemptions under the RTI Act. This may be done by way of removal of difficulties under Section 30.

(ii) Upgrading and Downgrading (Para 2.3)

Documents once classified as "Top Secret" or "Secret", should remain so classified as long as required but not exceeding 30 years. Documents classified as confidential and restricted should remain so for a period not exceeding 10 years. However, the competent classifying officer may, for reasons to be recorded in writing, authorise continued classification beyond the period prescribed above if information, the disclosure of which would cause damage to national security or national interest. A recipient officer of appropriate rank in a Ministry or Department may upgrade the security classification of a document received from outside, but this raised classification will be limited only to the Ministry or Department. (S)He will, however, have no authority to downgrade the security classification of a document received, without the concurrence of the originator. Within the same Department, an officer superior to the originator would have the authority to downgrade or upgrade the classification.

(iii) Officer Authorised to Accord the Grading:

Top Secret Not below Joint Secretary

Secret Not below Deputy Secretary

Confidential Not below Under Secretary

The State Governments may authorise officers of equivalent rank to accord the grading.