

# निर्यात निरीक्षण परिषद्

(आई एस ओ 9001 : 2015 प्रमाणित संस्थान)

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

## EXPORT INSPECTION COUNCIL

(An ISO 9001:2015 Certified Organisation)

(Ministry of Commerce & Industry, Govt. of India)

/निनिप/डी(क्यू/सी)/आर.टी.आई.सी./24-25/039/2025/२२२२

दिनांक: 28.01.2025

सेवा में,

श्री शिव प्रकाश सक्सेना  
एंटी क्राइम ब्यूरो,  
पार्श्वनाथ ग्रीन विले,  
टी-5, फ्लोर 703, सेक्टर-48,  
सोहना रोड, गुरुग्राम,  
हरियाणा - 122001

विषय: आर.टी.आई. अधिनियम, 2005 की धारा 19(1) के तहत श्री शिव प्रकाश सक्सेना, हरियाणा द्वारा की गई  
अपील - के संबंध में।

महोदय,

कृपया निम्नलिखित दस्तावेज सूचना / आवश्यक कार्रवाई हेतु संलग्न किये जा रहे हैं।

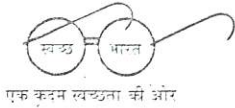
कुलदीप सिंह  
(कुलदीप सिंह)

उप निदेशक(त.) एवं प्रथम अपीलीय अधिकारी

संलग्न: उपरोक्तानुसार

प्रतिलिपि:

1. सी.पी.आई.ओ., आर.टी.आई. सैल, निनिप, नई दिल्ली - आवश्यक कार्रवाई हेतु।
2. आई. टी. अनुभाग, निनिप, नई दिल्ली - वेबसाइट पर अपलोड करने के लिए।



निर्यात निरीक्षण परिषद्

(आई एस ओ 9001 : 2015 प्रमाणित संस्थान)

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

EXPORT INSPECTION COUNCIL

(An ISO 9001:2015 Certified Organisation)

(Ministry of Commerce & Industry, Govt. of India)

No. EIC/D (Q/C)/ RTIC/24-25/039/2025/2222

Dated: 28.01.2025

**ORDER**

**Subject: Appeal made by Shri Shiv Prakash Saxena, Haryana under Section 19(1) of the Right to Information Act, 2005 – reg.**

**Facts of the Case:**

Shri Shiv Prakash Saxena, Ex- Assistant Director of EIA-Delhi, vide application dated 01.01.2025, has made an appeal under Section 19(1) of the Right to Information Act, 2005 against the reply submitted by CPIO, EIC vide letter No. EIC/D (Q/C)/RTIC/24-25/039/2024/1993 dated 20.12.2024 in response to RTI application dated 22.11.2024. Shri Shiv Prakash Saxena, vide RTI application dated 22.11.2024, had sought the certified copy of his service book. CPIO, EIC vide reply dated 20.12.2024 had informed the applicant that the information sought is not traceable.

In response to the reply of CPIO, EIC, the appellant has raised an appeal under Section 19(1) of the Right to Information Act, 2005 vide application dated 01.01.2025. The appellant in his appeal has stated that the reply of CPIO, EIC is totally illegal/arbitrary. As such failed to act under the provisions of the RTI 2005 and is liable to be imposed penalty on him under the RTI Act, 2005.

**Orders:**

The Appellate authority has gone through all the relevant documents such as RTI Application dated 22.11.2024 submitted by Shri Shiv Prakash Saxena, the reply furnished by the CPIO, EIC vide his letter No. EIC/D (Q/C)/RTIC/24-25/039/2024/1993 dated 20.12.2024 and the instant appeal dated 01.01.2025.

In terms of the instructions of the Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, who is entrusted with the responsibility of preparing Record Retention Schedule common to all Ministries and Departments - so that there is uniformity in the retention schedule of records of common nature in the area of policy, establishment and housekeeping created by the different Ministries/Departments of Central Government – the retention period of the Service Books of the employees would be upto 3 years after issue of final pension/gratuity payment order or 3 years after they have ceased to be in service, as the case may be. Further, it is evident that the appellant has ceased to be in office w.e.f. 20.07.1994.

However, CPIO, EIC is directed to revisit the appellant's RTI Application dated 22.11.2024 to ascertain the factual position related to the information sought and reply to the appellant within 15 working days of receipt of this order free of cost. With the above, the appeal of Shri Shiv Prakash Saxena hereby stands disposed of.

In case you intend to prefer an appeal, as per Section 19 of the Right to Information Act, 2005, you may do so to Chief Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110067, within 90 days of the receipt of this letter.

  
(Kuldeep Singh)

Deputy Director (T) & First Appellate Authority

Shri Shiv Prakash Saxena  
Anti Crime Bureau,  
Parsvanath Green Ville,  
T-5, Floor 703, Sector-48,  
Sohna Road, Gurugram,  
Haryana – 122001

**Copy to:**

1. CPIO, RTI Cell, EIC, New Delhi - for necessary action.
2. IT Section, EIC, New Delhi - for uploading on website.