

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

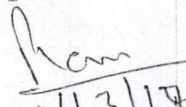
(ESTABLISHMENT BRANCH-IV)

20 MAR 2017

Endst. No.: GMCH/EIV/EA3(24/1)2017/ 11316-20 Dated, Chandigarh the,

A copy of letters No. DRO/GOI/NAI/Record/RA-I/2017/4220 dated 27.02.2017 alongwith enclosures received from the R&J Branch, Chandigarh Administration, is forwarded to the followings with the request to supply the requisite information **today positively**, so that the compiled information may be supplied to the quarter concerned accordingly.

1. The Office Superintendent (Estt. I, II, III HA-I & HA-II), GMCH, Chandigarh.
2. The HOD/MRD, GMCH, Chandigarh.
3. The HOD/Pharmacy, GMCH, Chandigarh.
4. The Store Officer, GMCH, Chandigarh.
- ✓ 5. The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

  
16/3/17  
Superintendent (Estt-IV)  
GMCH, Chandigarh.

Reminder

416/ 7/3/17  
04306  
DRO/ GOI/ NAI/Record/RA-I/2017/ 4220  
R&J Branch  
Chandigarh Administration.

the Chandigarh dated 27/2/2017

To

7  
Dir Pwntep GMCH-32  
All HODs/ Boards / Corporation  
U.T., Chandigarh

Subject:

1. i) Nomination of Departmental Record Officer.  
ii) Furnishing of Information of records series of defunct Committees / commissions.  
iii) Compilation of Organizational History of Ministries / Departments / Offices as required under clause (i) of sub-Section 6 of the Public Records Act, 1993.
2. Orientation Courses in Records Management for Record Officers during 2016-2017, proforma enclosed for Orientation Course.
3. Records Management – Action to be taken for microfilming of 'A' Category records lying in the custody of Records Creating Agencies.
4. Public Records Act, 1993- Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the implementation of –request for information, Proforma Enclosed.
5. Public Records Act, 1993- Compilation of Eighteen Report of the Director General of Archives for the year 2015 on the implementation of –request for information. Proforma Enclosed.

Reference this Administration letter No. DRO/GOI/NAI/Record/RA-1/25289 dated 29.08.2016, Subject Sr. No.4.

You are again requested to take the necessary action in all the above said matters / subject (Subject Sr. No. 4) and send the reports directly to the Ministry of Culture, National Archives of India (NAI) on the prescribed format at earliest under intimation to this department.

A copy of reminder-II regarding Subject Sr. No. 4 received from M. N. Khan, Under Secretary to the Government of India, is enclosed herewith for information and taking necessary action on the subjected noted above.

A. V. Pawar  
Superintendent Record  
For Home Secretary  
Chandigarh Administration

Endst No. DRO/ GOI/ NAI/Record/RA-I/2017/4221

Dated 27/2/2017

A copy is forwarded to the M. N. Khan, Under Secretary, Government of India, Ministry of Home Affairs / Grih Mantralya, for information.

A. V. Pawar  
Superintendent Record  
For Home Secretary  
Chandigarh Administration



Adviser to the Administrator,

No. 577 PS/AA

Dated 16/02/2017

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PA-SSH/

577

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Dated:

20/2/17

SPEED POST

REMINDER-II

17-2-17

F.No.15039/168/2016-UT(Coord.)

Government of India/Bharat Sarkar

Ministry of Home Affairs/Grih Mantralaya

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North Block, New Delhi

Dated the 2<sup>th</sup> February, 2017

APC  
15-2-17

To

HS (Buss)

1. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. The Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.
7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

Encl  
N.D. Home  
17/2

**Subject:** Public Records Act, 1993 – Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the implementation of – request for information - regarding.

Sir,

I am directed to refer to this Ministry's letter of even number dated 08/06/2016 (copy enclosed) and copy of OM No. 1/12/2015-ORR dated 02/01/2017 along-with Circular No. F.16-12(A)/2015-R.M. dated 27/04/2016 of Ministry of Culture, National Archives of India on the above mentioned subject and to say that requisite information has not been received till date. Coordination Division of MHA and Ministry of Rural Development are pressing hard for the required information.

2. It is once again requested to furnish the respective requisite information in the prescribed format directly to National Archives of India under intimation to this Ministry immediately.

Encl : As above

Yours faithfully,

(M.N. Khan)

Under Secretary to the Government of India

Ph.: 23093147

SHIT  
SHIT  
20/2/17

SRKJ

191/UT Coord.-17

06/09/2017

URGENT  
REMINDER-IX

F. No.1/12/2015-ORR  
Government of India  
Ministry of Home Affairs  
Coordination Division  
(Departmental Record Room)

Office of J.S. (UT)  
No. 939732  
IN 3/2

North Block, New Delhi  
Dated the 2<sup>nd</sup> Jan., 2017

OFFICE MEMORANDUM

**Subject: Public Records Act, 1993-Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the implementation of request for information**

Kind attention is drawn to this Division (Departmental Record Room) OM of even no. dated 04<sup>th</sup> June, 2015 on the subject mentioned above (copy enclosed) whereby a compliance report is required to be sent to the National Archives of India (NAI).

2. While reports from all the Divisions of MHA have since been received, reply/report from DM Div., Foreigners Div., Judl. Div., J&K Div., UT Div. and CCA (Home) is still awaited, despite reminders of even number dated 16.07.2015, 10.08.2015, 31.10.2015, 19.01.2016, 12.05.2016, 07.10.2016 and 31.10.2016.

3. It is therefore, once again requested to please provide the requisite information immediately and latest by 13.02.2017 positively enabling this Division to send a consolidated report to NAI on behalf of MHA.

(A.K. Nigam)  
Deputy Secretary to the Govt. of India (Coord.II)  
Tel. 23093508

To

JS DM/ JS (F)/ JS (Judl)/ JS (J&K)/ JS (UT) and CCA (Home)

DS (C)

US/Coord

3.2.2017

SO/Co-ord.

MAHARAJA  
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2/2

MOST IMMEDIATE

No.1/12/2015-ORR  
 Government of India  
 Ministry of Home Affairs  
 Coordination Division  
 (Departmental Record Room)

North Block, New Delhi  
 dated 4th June, 2015

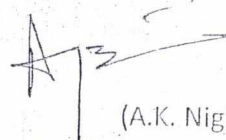
OFFICE-MEMORANDUM

**Sub: Public Records Act, 1993-Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the Implementation of-request for information.**

The undersigned is directed to forward herewith a copy of letter No.F.16-12(A)/2015-R.M. dated 27<sup>th</sup> April, 2015 received from National Archives of India (NAI) on the subject noted above and to request that the requisite information may please be sent in the prescribed Form-5 (enclosed herewith) to Coord.II Section upto 10<sup>th</sup> June, 2015 so that the same can be compiled and consolidated report in respect of Ministry of Home Affairs be sent to the National Archives of India.

2. It is also requested that all attached/ subordinate offices and Public Sector undertakings etc. Working under their administrative control may also be asked to furnish the requisite information in the prescribed Form-5 directly to National Archives of India.

Encl. As above

  
 (A.K. Nigam)  
 Deputy Secretary (Coord.)  
 Tel. No.23093508

To

JS(A)/ JS(BM)/ JS(CS)/ JS(C&PG)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(HR)/ JS(IS-I)/  
 JS(IS-II)/ JS(Judl)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/ JS(PM)/  
 JS(PP/IC)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI/ JS(Security) JS(NI)

Copy to:

Ms. Jayaprabha Ravindran, Assistant Director of Archives(RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.



S.No. 1 (CR)

No.F.16-12(A)/2015-R.M.  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi-110001  
Web Site: www.nationalarchives.nic.in  
e-mail: archives@nic.in  
Website: www.nationalarchives.nic.in

Dated: 27 APR 2015

CIRCULAR

Subject: Public Records Act, 1993 - Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the Implementation of - request for information.

As you are aware that Section 6(1) of Public Records Act, 1993 to be read with Rule 8 (1) of Public Records Rules, 1997 stipulates that Records Officer(s) nominated under Rule 3 shall furnish to the Director General, National Archives of India an Annual Report in Form 5 as prescribed in the Public Records Rules, 1997, in the month of March of the following year. Similarly, Rule 8(2) also provides that the Director General of Archives shall, thereafter, submit a report to the Government of India every year on the action taken by the Records Officer in pursuance of provisions of Section 6 (1) (a) to (l) of the said Act.

Accordingly, the Seventeenth Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2013 and for submission to the Ministry of Culture, Government of India.

You are, therefore, requested to kindly furnish the desired information on the action taken by you during the period under report as per proforma enclosed (Form-5) at the earliest, but in no case later than 31 May, 2015.

Further, you are also requested to issue necessary directives alongwith proforma (Form-5) in this regard to all the Attached and Subordinate Offices including Public Sector Undertakings functioning under your administrative control to furnish the information on the action taken by them during the period under report as per proforma (Form-5) at the earliest, but in no case later than 31 May, 2015.

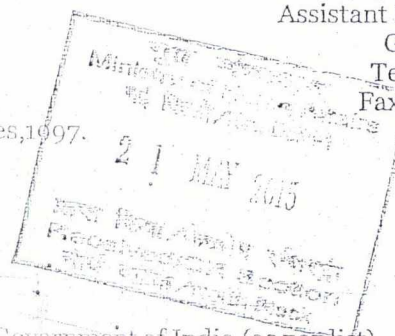
Yours faithfully,

(Jayaprabha Ravindran)  
Assistant Director of Archives  
Government of India  
Tel No. 011-23073007  
Fax No. 011-2338 4127

Encl.: Form - 5 of Public Records Rules, 1997.

To

1. President's Secretariat
2. Vice President's Secretariat
3. Prime Minister's Office
4. Cabinet Secretariat
5. All Ministries/Departments of the Government of India, (as per list).



Record Room  
PPM  
27/4/2015  
Shri Shrivastava  
Shri Bhatnagar

Name of Ministry/Department/Office/

Public Sector undertakings :

Form-5

Form for the submission of Annual Report to Director General of Archives/head of the Archives {See sub-rule (1) of rule 8}

- 1 A. Setting up organised Departmental Records Room-Whether your organisation has set up an organised Records Room, and if so, is the space sufficient?

B. Nomination of Records Officers.- Whether your organization has nominated an officer as Departmental Records Officer, and if not, give reasons ?

C. Training of Records Officer and Staff:

(i) Whether Departmental Records Officer has received training in Records Management?

(ii) Whether the junior staff working in the Departmental Records Room are trained in various aspects of Records Management?

(iii) If not, are you willing to avail training facilities existing at National Archives of India.

D. I. Sharing of space for housing semi-current records at National Archives/Archives of the Union Territory:-

(i) Whether your organisation is willing to share space at National Archives, New Delhi and its Records Centres at Jaipur, Pondicherry and Bhubaneswar and Regional Office at Bhopal ?

(ii) If Yes, please state the bulk of records proposed to be transferred.

II (i) Whether your organisation is willing to share space at the Archives of the Union Territory ?

(ii) If yes, please state the bulk of records proposed to be transferred.

2. Periodical Recording, reviewing and weeding out of semi-current records:
- (i) Whether your organisation has taken steps for recording, reviewing and weeding out of ephemeral records?
  - (ii) Indicate the total number of records recorded, reviewed and weeded out during the period under report.
3. Appraisal of Non-Current records:
- (i) Whether your organisation has initiated action to get non-current records appraised in consultation with National Archives?
  - (ii) State the total bulk of records awaiting appraisal.
4. Compilation/Revision of Retention Schedule of Records:
- (i) Whether your organisation has compiled Record Retention Schedule of substantive functions in consultation with National Archives and if not what action do you propose to take?
  - (ii) Has your organisation taken steps to revise the above schedule after five years?
5. Periodical review of classified records:
- (i) Whether your organisation has de-classified the classified records during the period under report?
  - (ii) If not, state reasons?
6. Compilation of Annual Indices to Records:
- (i) Whether your organisation has compiled annual indices?
  - (ii) State inclusive years with the name of the series?
7. Compilation of Organisational history:
- Has your organisation compiled organisational history reflecting various functions along with the date of their creation and if so furnish a copy to National Archives.
8. Records of Defunct Bodies
- (i) Whether your organisation has got records of defunct bodies, give details?
  - (ii) If yes, what action have you initiated for their transfer to National Archives?