

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

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

**(ESTABLISHMENT BRANCH-IV)**

5 APR 2017

Endst. No.: GMCH/EIV/EA3(24/1)2017/13109-13 Dated, Chandigarh the,

A copy of letters No. GOI/NAI/Record/RA-I/2017/6201 dated 23.03.2017 alongwith enclosures received from the Home Department, Chandigarh Administration, is forwarded to the followings with the request to supply the requisite information within a week, 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.

*Raw*  
31/4/17

Superintendent (Estt-IV)  
GMCH, Chandigarh.



594/30/3/17

No. GOI/NAI/Record/RA-I/2017/ 6201  
Chandigarh Administration  
Home Department

Chandigarh, dated the 23/3/2017

To,

All the Administrative Secretaries/  
Head of Departments / Boards/ Corporation  
Chandigarh Administration

Subject: Appraisal / Transfer of Non – Current Public Records of more than 25 years old of Ministries / Departments / Offices / Public sector undertakings-regarding.

Please find enclosed herewith a copy of letter F.No.15039/168/2016-

UT (Coord.) dated 08.03.2017 alongwith a copy of its enclosures received from Sh. Brij Paul, Section Officer [UT(Coord.)] Ministry of Home Affairs, Govt of India New Delhi on the subject noted above.

You are therefore requested to take necessary action in the matter immediately and directly send the information to the National Archives of India under intimation to the Ministry as well as this office.

Endst No. GOI/NAI/Record/RA-I/2017/ 6202

A copy is forwarded to Sh. Brij Paul, Section Officer [ UT (Coord.)] Government of India, Ministry of Home Affairs / Grih Mantralya, U.T. Division for information.

A. V. Paul  
Superintendent (Record),  
for Home Secretary,  
Chandigarh Administration  
Dated 23/3/2017

A. V. Paul  
Superintendent (Record),  
for Home Secretary,  
Chandigarh Administration

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Diary No 238  
Dated 20/3/17

PA/SSH 916  
Dated 20/3/17

SPEED POST

Adviser to the Administrator,  
No. 916 PS/AA  
Dated 16/03/2017

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 8<sup>th</sup> March, 2017

PS/HS 916  
Dated 20.3.17

To

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.

Subject: Appraisal/Transfer of Non-Current Public Records of more than 25 years old of Ministries/Departments/Offices/Public sector undertakings - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 1/02/2017-ORR dated 23/02/2017 and copy of letter No. F.18-9/2016-R.A. dated 30/01/2017 received from National Archives of India (NAI) on the subject mentioned above.

2. It is requested that information in respect of the quantum of 25 years old record, if any lying in your UT (offices under your administration control) may be provided directly to National Archives of India under intimation to this Ministry.

Yours faithfully,

Encl : As above

(Brij Paul)  
Section Officer[UT(Coord.)]  
Ph.: 23093265





भारत सरकार  
राष्ट्रीय अभिलेखागार  
जनपथ, नई दिल्ली-110001

GOVERNMENT OF INDIA  
NATIONAL ARCHIVES OF INDIA  
JANPATH, NEW DELHI-110001



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राष्ट्रीय अभिलेखागार  
NATIONAL ARCHIVES  
OF INDIA



No 18-09/2016-RA  
Government of India  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi-110001.  
E-mail: [archives@nic.in](mailto:archives@nic.in)

30 JAN 2017

Dated the \_\_\_\_\_

The Secretary  
M/o Home Affairs  
Home Secretary  
North Block,  
New Delhi-110001.

9/08/2017  
9/21/2017

**Subject: Appraisal/Transfer of Non-Current Public Records of more than 25 years old of Ministries/Departments/Offices/Public sector undertakings-reg.**

Sir,

This is to draw your kind attention to the clause (c) of the Sub-section (1) of Section 6 of Public Records Act, 1993, to be read with Rule 5 of Public Records Rules, 1997 which envisages appraisal of public records which are more than twenty five years old in consultation with the National Archives of India or,...with a view to retaining public records of permanent value and transfer of these records to National Archives of India. Further, Sub Rule (2) of Rule 9 of the said Rules, also states that no public record which is more than twenty five years old shall be destroyed by any records creating agency unless it is appraised.

It is therefore, requested that the quantum of 25 years old record laying in your Ministry/Department may kindly be intimated to this Department. Necessary instructions may also be issued to all attached and subordinate offices, autonomous bodies, public sector undertaking etc., functioning under your administrative control to provide the necessary information to this Department in this regard on priority basis. Accordingly, the Department will depute the team of officials for appraisal of records with a view to transfer the records of permanent nature to National Archives of India for scientific preservation and permanent custody.

Yours faithfully,

*(Signature)*  
(T. Hussain)

Deputy Director of Archives  
Government of India.  
Phone: 011-23385967  
Fax: 011-23384127

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[Handwritten signatures and initials]



Sh. T. Hussain, Deputy Director of Archives(RA), National Archives of India,  
Ministry of Culture, Janpath, New Delhi for information w.r.t. their letter referred  
to above.-----