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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)
(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3(24/1)2017/ 35412-14

5/9/17
Dated, Chandigarh the,

A copy of letter No. GOI/NAI/Record/RA-I/2017/8486 dated 23.08.17 received from the Home Secretary, Chandigarh Administration is forwarded to the followings with the request to supply the requisite information **within 07 days positively**, so that the compiled information may be supplied to the quarter concerned accordingly. **In case of non-submission of information, the same will be treated as NIL information in respect of said branch.**

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

Rem
4/9/17
Superintendent (Estt-IV)
GMCH, Chandigarh.

1971/29/8/17

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

Chandigarh, dated the 23-8-17

To,

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

25 AUG 2017

- Subject:
- (i) Records Management – Action to be taken for microfilming of 'A' Category records lying in the custody of Records Creating Agencies- regarding.
 - (ii) Public Records Act, 1993- Compilation of Nineteenth Report of the Director General of Archives for the year 2014 on the implementation of request for information. - regarding.
 - (iii) Downgrading of classified records – supply of Half Yearly Returns as required under Public Records Act, 1993 and Public Records rules, 1997 – regarding.
 - (iv) Recording Reviewing Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records rules, 1997-regarding.

Please find enclosed herewith a copy of letters F No.15039/168/2016-UT (Coord.) dated 18.07.2017 alongwith a copy of its enclosures received from Sh. M. N. Khan, Under Secretary to the Govt. of India, 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 and send the information directly to the National Archives of India under intimation to the Ministry as well as this office.

Superintendent (R&J / Record),
for Home Secretary,
Chandigarh Administration

Endst No. GOI/ NAI/Record/RA-I/2017/ 2487 Dated 23-8-17

A copy is forwarded to Sh. M. N. Khan, Under Secretary to the Govt. of India [UT (Coord.)] Government of India, Ministry of Home Affairs / Grih Mantralya, U.T. Division for information.

Superintendent (R&J/ Record),
for Home Secretary,
Chandigarh Administration

F.No.15039/168/2016-UT(Coord.)
 Government of India/Bharat Sarkar
 Ministry of Home Affairs/Grih Mantralaya

Adviser to the Administrator,

No. 2535 PS/AA

Dated 24/07/17

North Block, New Delhi

Dated the 18th July, 2017

To

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

Subject:

Records Management – Action to be taken for microfilming of 'A' Category records lying in the custody of Records Creating Agencies - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 117/2017-ORR dated 24/05/2017 and communication No. F.16-6/2017-R.M. dated 04/05/2016 of Ministry of Culture, National Archives of India along-with its enclosures on the above mentioned subject.

You are requested to kindly furnish the requisite information in respect of 'A' Category records lying in your custody in the prescribed attached proforma directly to National Archives of India under intimation to this Ministry.

Yours faithfully,

Encl : As above

(M. N. Khan)

Under Secretary to the Government of India
 Ph.: 23093147

DCA/279
 26/07/17

MOST IMMEDIATE

No.1/17/2017-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

Office of J.S. (UT)
No. 101/629
Dm. 26/5

North Block, New Delhi
dated the 26th May, 2017

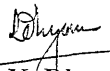
OFFICE MEMORANDUM

Sub: Record Management-Action to be taken for microfilming of 'A' Category records lying in the custody of Record Creating Agencies.

The undersigned is directed to forward herewith a copy of National Archives of India (NAI) letter No.F.16-6/2017-R.M. dated 4th May, 2017 (copy enclosed) on the subject mentioned above.

2. It is requested that the requisite information in respect of 'A' Category records lying in your custody in prescribed attached proforma in respect of your Division including the attached / subordinate/PSUs offices under your administrative control be furnished to National Archives of India directly latest by 15th June, 2017 under intimation to Coordination Division.

Encl. As above


(A.K. Dhyani)
Under Secretary (Coord. II)
Tel. No. 23094956

To

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(C&PG)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/
JS(IS-I)/ JS(IS-II)/ JS(IS-III)/ JS(Judl.)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/
JS(P-II)/ JS(PM)/ JS(SR)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI/ SO(Coord.I).

Copy to:

Sh. Syed Farid Ahmad, Assistant Director of Archives (RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.

USC Coord

AMUT

29.5.1012

ASO/w-m

22

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to the Administrator,

2578... PS/AA

dated 25/07/17

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

Government of India/Bharat Sarkar

Ministry of Home Affairs/Grih Mantralaya

DCA/283
SPEED POST
27/7/17

North Block, New Delhi
Dated the 18th July, 2017

15 (Burey)
24.7.17

2578

26-7-17

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

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

Sir,

I am directed to forward herewith a copy of OM No. 1/16/2017-ORR dated 06/06/2017 and Circular No. F-16-12(A)/2017-R.M. dated 04/05/2017 received from Ministry of Culture, National Archives of India, Janpath, New Delhi and its enclosures on the above mentioned subject.

2. You are requested to furnish the requisite information in the prescribed format directly to National Archives of India under intimation to this Ministry immediately.

Yours faithfully,

Encl: As above

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

971/UT(Coord.)-17

09/06/2017

Office of J.S.

No. 1020

7/6

MOST IMMEDIATE

No.1/16/2017-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

North Block, New Delhi
dated 6th June, 2017

OFFICE MEMORANDUM

Sub: Public Records Act, 1993-Compilation of Nineteenth 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 National Archives of India (NAI) letter No.F.16-12(A)/2017-R.M. dated 4th May, 2017 on the subject mentioned above.

2. The National Archives of India(NAI) has sought the information in the prescribed proforma i e. Form-5 for submission of Annual Report (copy enclosed) by **31.07.2017.**

3. It is requested that the requisite information in **prescribed proforma** for the year 2016 in respect of attached and subordinate offices working under your administrative control **be furnished to the National Archives of India (NAI) directly latest by 31.07.2017** under intimation to Coordination Division (Departmental Record Room) of this Ministry.

Encl. As above

(A.K. Nigam)

Deputy Secretary (Coord.)

Tel. No. 23093508

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/ JS(IS-I)/
JS(IS-II)/ JS(IS-III)/ JS(Judl.)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/
/JS(PM)/ JS(SH)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI/ SO(Coord.)/ DS(C-I).

Copy to:

Sh. Syed Farid Ahmad, Assistant Director of Archives(RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.

Dated 01 MAY 2017

CIRCULAR

Subject: Public Records Act, 1993 – Compilation of Nineteenth Report of the Director General of Archives for the year 2016 on the Implementation of – request for information.

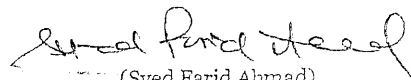
As you are aware that Section 6(1)(k) of Public Records Act, 1993 to be read with Rule 8 (1) of Public Records Rules, 1997 stipulates that Records Officer(s) nominated under Rule 3 shall furnish to the Director General, National Archives of India an Annual Report in Form 5 as prescribed in the Public 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 Nineteenth Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2016 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 July, 2017.

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 July, 2017.

Yours faithfully,



(Syed Farid Ahmad)
Assistant Director of Archives
Government of India
Tel No. 011-23381467
Fax No. 011-23384127

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).

भारत सरकार

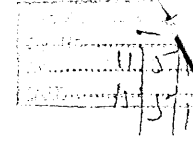
संस्कृति मंत्रालय

राष्ट्रीय अभिलेखागार

जनपथ, नई दिल्ली 110001

ई मेल: archives@nic.in

वेब साइट: www.nationalarchives.nic.in



दिनांक 04 MAY

परिपत्र

विषय: लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2016 के लिए अभिलेख महानिदेशक के 19वीं रिपोर्ट के संकलन हेतु सूचना के लिए अनुरोध।

जैसा आपको विदित होगा कि लोक अभिलेख अधिनियम 1993 कि धारा 6 (1) (ट) के साथ लोक अभिलेख नियम, नियम 8 (1) द्वारा निदेशित है कि नियम 3 में नामित अभिलेखाधिकारी प्रत्येक वर्ष लोक अभिलेख नियम, 1997 में निर्धारित फार्म में वार्षिक रिपोर्ट भरकर आगामी वर्ष के मार्च महीने तक अभिलेख महानिदेशक, राष्ट्रीय अभिलेखागार को भेजेगा।

इसी प्रकार नियम 8 (2) में यह भी प्रावधान है उसके पश्चात राष्ट्रीय अभिलेखागार के अभिलेख महानिदेशक उक्त अधिनियम की धारा 6 (1) (क) से (ठ) तक के प्रावधानों के अनुसरण में अभिलेख अधिकारियों द्वारा की गई कार्रवाई की रिपोर्ट प्रत्येक वर्ष भारत सरकार को प्रस्तुत करेंगे।

तदनुसार अभिलेख महानिदेशक द्वारा लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2016 के लिए 19वें प्रतिवेदन का संकलन किया जायेगा तत्पश्चात उसे अनुमोदनार्थ संस्कृति मंत्रालय को प्रेषित किया जायेगा।

अंतः आपसे संलग्न प्रारूप 5 में रिपोर्टाधीन अवधि के दौरान की गई वांछित कार्रवाई की सूचना यथाशोध, किन्तु किसी भी परिस्थिति में 31 जुलाई, 2017 तक भेजने का अनुरोध किया जाता है। आपसे यह भी अनुरोध किया जाता है कि आप अपने प्रशासनिक नियंत्रण के अर्न्तगत सभी संलग्न एवं अधीनस्थ कार्यालयों एवं सावर्जनिक क्षेत्र उपक्रमों आदि को भी उपरोक्त सूचना संलग्न प्रारूप 5 में इस विभाग को किसी भी परिस्थिति में 31 जुलाई, 2017 तक भेजने का निर्देश जारी करें।

"Secy (DoBM) busy/on leave/on tour"

E/A.

संलग्न: प्रारूप 5, लोक अभिलेख नियम, 1997

सेवा में,

1. राष्ट्रपति का सचिवालय
2. उपराष्ट्रपति का सचिवालय
3. प्रधानमंत्री कार्यालय
4. वित्त मंत्रालय सचिवालय
5. भारत सरकार के सभी मंत्रालय विभाग। सूची अनुसार

भवदीय,
Sayed Farid Ahmad
(सैयद फरीद अहमद)

अभिलेख सहायक निदेशक

दूरभाष नं : 011- 23381467

फैक्स नं : 011- 23384127

11/5

JS (left)

10/5

Dr (left)

11/5

12/5/2017

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 rule8}

- 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.

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 declassified 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?

(Signature of DRO)

Name of the records officer:

Designation:

Address of the Ministry/Deptt/PSU:

DCA/280
27/7/17

SPEED POST

F.No.15039/168/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

PA/H/2580
26-7-17

Adviser to the Administrator

North Block, New Delhi
Dated the 18th July, 2017

No. 2580 PS/AA

Dated 25/07/17

To

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

Subject: Downgrading of classified records-supply of Half Yearly Returns as required under Public Records Act, 1993 and Public Records rules, 1997 - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 1/12/2017-ORR dated 07/07/2017, 22/05/2017 and letter No. F-16-3 2017-R.M. dated 04/05/2017 received from Ministry of Culture, National Archives of India, Janpath, New Delhi and its enclosures on the above mentioned subject.

2. You are requested to furnish the requisite information in the prescribed format directly to National Archives of India under intimation to this Ministry immediately.

Yours faithfully,

Encl : As above

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

1153/UT Coord. J-17
12/07/2017

No.1/12/2017-ORR
Ministry of Home Affairs
Departmental Record Room

Office of J.B.
No. 1044
10/7

North Block, New Delhi
Dated 7th July, 2017

OFFICE MEMORANDUM

Sub: Downgrading of classified records-supply of half yearly Returns as required under Public Records Act, 1993 and Public Record Rules, 1997.

The undersigned is directed to refer to this Division's O.M. of even number dated 22.05.2017 (copy enclosed) on the subject cited above. The requisite information for the period of January-2016 to June 2016 and July-2016 to December, 2016 have not been received so far from the Divisions.

2. It is requested that the same may be furnished as per prescribed proforma to Departmental Record Room latest by 14th July, 2017 so that the same can be compiled and consolidated report in respect of Ministry of Home Affairs can be sent to National Archives of India(NAI).

(A.K. Nigam)
Deputy Secretary to the Govt. of India
Tel. No.23093508

To

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/ JS(IS-I)/
JS(IS-II)/ JS(IS-III)/ JS(Judl)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/
JS(PM)/ JS(SR)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI /

Copy to:

- i. Deputy Secretary(Coord.I), MHA, North Block for providing information respect of Coord. Division.

DS (Coord) 12/7
US (Coord) 12/7
SO (Coord) 12/7
12/7
12/7

MOST IMMEDIATE

No.1/12/2017-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

North Block, New Delhi
dated 22nd May, 2017

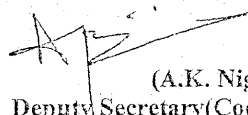
OFFICE MEMORANDUM

Sub: Downgrading of classified records-supply of half yearly Returns as required under Public Records Act, 1993 and Public Record Rules, 1997.

The undersigned is directed to forward herewith a copy of National Archives of India (NAI)'s letter No.F.16-3/2017-R.M. dated 4th May, 2017 on the subject noted above and to request that the requisite information may please be sent in the prescribed Form-4 (enclosed herewith) to Departmental Record Room, MHA ^{by} ~~upto~~ 15th June, 2017 so that the same can be compiled and a consolidated report in respect of Ministry of Home Affairs 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-4 directly to National Archives of India.

Encl. As above


(A.K. Nigam)
Deputy Secretary (Coord.)
Tel. No.23093598

To

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(C&PG)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/ JS(IS-I)/ JS(IS-II)/ JS(IS-III)/ JS(JudI)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/ JS(PM)/ JS(SR)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI / SO(Coord.I).

Copy to:

Sh. Syed Farid Ahmad, Assistant Director of Archives(RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.

8451/2419-2017
16-05-2017
No.F.16-3/2017-R.M.

Government of India

Ministry of Culture

National Archives of India

Janpath, New Delhi - 110 001

e-mail: archives@nic.in

Website: www.nationalarchives.nic.in

Dated: 04 MAY 2017

As per list

(President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Cabinet Secretariat/All Ministries/All Departments of the Government of India/PSUs)

Sub: Downgrading of classified records - supply of half yearly Returns as required under Public Records Act, 1993 and Public Record Rules, 1997.

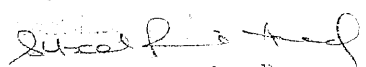
Sir/Madam,

I am directed to draw your kind attention to clause (f) of Sub Section (1) of Section 6 of the Public Records Act, 1993 read with Rule 7 of Public Records Rules, 1997 wherein it has been stipulated that all classified files should be reviewed once in five years with a view to down-grading classified files and amalgamating them in regular series. Subsequently, after their appraisal, those files which are found fit for permanent retention will be transferred to National Archives of India for permanent custody and scientific preservation.

You are, therefore, requested to kindly initiate adequate steps for downgrading the classified files (Top Secret, Secret, Confidential, and Restricted) and submit relevant information in respect of half yearly progress reports for the period ending January - June, 2016 and July to December, 2016 to this Department latest by 31 July, 2017 in the form enclosed (Form 4). It is also requested that you may kindly ask your Attached/ Subordinate Offices/Commissions and Public Sector Undertakings etc. to also send their said half yearly progress reports for the period ending January - June, 2016 and July to December, 2016 to this Department by 31 July, 2017 in the enclosed prescribed form.

Kindly acknowledge the receipt of this letter.

Yours faithfully,


(Syed Farid Ahmad)
Assistant Director of Archives
Government of India
Tel No. 011-23381467
Fax No. 011-2338 4127

Encl.: Form 4, Public Records Rules, 1997

भारत सरकार
संस्कृति मंत्रालय,
राष्ट्रीय अभिलेखागार
जनपथ, नई दिल्ली 110001
ई मेल: archives@nic.in
वेब साइट: www.nationalarchives.nic.in

दिनांक 04 MAY 2017

सेवा में,

सूची अनुसार

राष्ट्रपति का सचिवालय, उपराष्ट्रपति का सचिवालय, प्रधानमंत्री कार्यालय, मंत्रिमंडल सचिवालय, भारत सरकार के सभी मंत्रालय/विभाग, सार्वजनिक क्षेत्र के उपक्रम।

विवरण: वर्गीकृत अभिलेखों के विवर्गीकरण पर लोक अभिलेख अधिनियम, 1993 तथा लोक अभिलेख नियम 1997 के अन्तर्गत भागी ज्ञात वाली अर्धवार्षिक रिपोर्ट का प्रेषण।

सहोदय/ सहोदया,

मुझे आपका ध्यान लोक अधिनियम, 1997 के नियम 7 के साथ पठित जो अभिलेख अधिनियम 1993 की धारा 6 की उपधारा (1) के खण्ड (च) की ओर दिलाने का निर्देश हुआ है, जिसमें यह अनुबन्धित है कि गोपनीय फाइलों के अवश्रेणीकरण एवं उनका नियमित श्रृंखला में समामेलित करने के दृष्टिकोण से सभी वर्गीकृत फाइलों की पाँच वर्षों में एक बार समीक्षा की जानी चाहिए एवं तत्पश्चात् उन्हें वैज्ञानिक धरि रक्षण हेतु राष्ट्रीय अभिलेखागार में स्थानान्तरित कर दिया जाएगा। कहने की आवश्यकता नहीं है कि फाइलों का आवधिक विवर्गीकरण गोपनीय फाइलों के अवश्रेणीकरण इस प्रकार की फाइलों की संख्या में कमी के साथ साथ उनकी उपयुक्त देखभाल में भी सहायता करना है।

अतः आपसे वर्गीकृत फाइलों (अतिगुप्त, गुप्त, गोपनीय, प्रतिबन्धित) के अवश्रेणीकरण के बारे में उचित कठम उठाने का अनुरोध किया जाता है जिससे कि आप जनवरी - जून 2016 एवं जुलाई - दिसम्बर 2016 की अवधि के अर्धवार्षिक प्रतिवेदन संलग्न प्रारूप-4 में भरकर इस विभाग को 31 जुलाई, 2017 तक प्रेषित किए जा सकें। आपसे यह भी अनुरोध किया जाता है कि आप अपने सभी संलग्न एवं अधीनस्थ कार्यालयों/सांविधानिक निकाय/समिति एवं आयोग/सार्वजनिक क्षेत्र उपक्रमों आदि को भी उपरोक्त सूचना संलग्न प्रारूप 4 में इस विभाग को ऊपर वर्णित समय सीमा में भेजने का निर्देश जारी करें।

कृपया इस पत्र की पावती भेजें।

भवदीय,

"Secy (DOBH) busy/on leave/on tour"

(सैयद फरीद अहमद)

अभिलेख सहायक निदेशक

दूरभाष नं : 011- 23381467

फैक्स नं : 011-23384127

संलग्न : प्रारूप 4, लोक अभिलेख नियम, 1997

⑦

8.6. (1) The records officer shall be responsible for:
(f) periodical review for downgrading of classified public records in such manner as may be prescribed;

PUBLIC RECORDS RULES 1997

Rule 7 Down-grading of classified records:-

- (1) The records creating agency shall by an office order authorise an officer not below the rank of the Under Secretary to the Government of India to evaluate and downgrade the classified records being maintained by it. A copy of such office order shall be forwarded to the Director General or head of the Archives, as the case may be.
- (2) The officer so authorised under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of downgrading.
- (3) After down-grading if the officer declares any record as of permanent nature, the same shall be deposited, and preserved with the Director General or head of the Archives, as the case may be, after its appraisal.
- (4) The records deposited under this rule can be requisitioned for any official purpose and returned to the Director General or head of the Archives, as the case may be, in the manner provided under rule 6.
- (5) Every year in the last week of June and December, a half-yearly statement in Form-4 shall be furnished by the officer authorised under sub-rule (1) to the Director General or head of the Archives, as the case may be, on the action taken for evaluation and downgrading the classified records.

Form - 4

[See sub-rule (5) of rule 7]

(Half Yearly Statement on periodical review of classified records)

Total No. of classified records lying at present in the organization	No. of classified records due for reviewing	No. of Files reviewed and downgrades during the period under report	Remarks

SPEED POST

MA DCA/281 F.No.15039/168/2016-UT(Coord.)
29/7/17
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

to the Administrator,

North Block, New Delhi
Dated the 18th July, 2017

2579... PS/AA

Dated 25/07/17

2579

26-7-17

To

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

Subject: Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records rules, 1997 - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 1/11/2017-ORR dated 07/07/2017, 22/05/2017 and 1/08/2016-ORR dated 08/06/2017 along-with letter No. F-16-4/2017-R.M. dated 04/05/2017 received from Ministry of Culture, National Archives of India, Janpath, New Delhi and its enclosures on the above mentioned subject.

You are requested to furnish the requisite information in the prescribed format directly to National Archives of India under intimation to this Ministry immediately.

Yours faithfully,

Encl : As above

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

No.1/11/2017-ORR
Ministry of Home Affairs
Departmental Record Room

Office of J.S. Nayak
No. 104426/
10/7

North Block, New Delhi
Dated 7th July, 2017

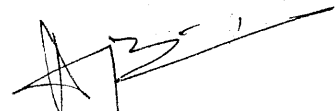
OFFICE MEMORANDUM

Sub: Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records Rules, 1997.

....

The undersigned is directed to refer to this Division's O.M. of even number dated 22.05.2017 (copy enclosed) on the subject cited above. The requisite information for the period of January-2016 to June 2016 and July-2016 to December, 2016 have not been received so far from the Divisions.

2. It is requested that the same may be furnished as per prescribed proforma to Departmental Record Room latest by **14th July, 2017** so that the same can be compiled and consolidated report in respect of Ministry of Home Affairs can be sent to National Archives of India (NAI).



(A.K. Nigam)
Deputy Secretary to the Govt. of India
Tel. No.23093508

To

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/ JS(IS-I)/ JS(IS-II)/ JS(IS-III)/ JS(JudL)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/ JS(PM)/ JS(SR)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI /

Copy to:

- i. Deputy Secretary(Coord.I), MHA, North Block for providing information respect of Coord. Division.

25/June/17
11/7
US(Coord)
10/7
12-7-2017
SD/10-7-17
10/7
10/7

MOST IMMEDIATE

No.1/11/2017-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

North Block, New Delhi
dated 22nd May, 2017

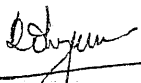
OFFICE MEMORANDUM

Sub: Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records Rules, 1997.

The undersigned is directed to forward herewith a copy of letter No.F.16-4/2017-R.M. dated 4th May, 2017 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-7 (enclosed herewith) to Departmental Record Room of MHA upto 15th June, 2017** 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-7 directly to National Archives of India.

Encl. As above

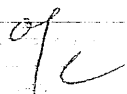

(A.K. Dhyani)
Under Secretary(Coord.II)
Tel. No.23094916

To

JS(A)/ JS(BM-I)/ JS(BM-II)/ JS(CS)/ JS(C&PG)/ JS(DM)/ JS(F)/ JS(FFR)/ JS(IC)/ JS(IS-I)/ JS(IS-II)/ JS(IS-III)/ JS(Judl.)/ JS(J&K)/ JS(LWE)/ JS(NE)/ JS(P-I)/ JS(P-II)/ JS(PM)/ JS(SR)/ JS(UT)/ JS(OL)/ CCA(Home)/ RG&CCI / SO(Coord.I)

Copy to:

Sh. Syed Farid Ahmad, Assistant Director of Archives(RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.



973/UT Coord-17

09/06/2017

U
REMIN

F. No.1/08/2016-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

Order of the Secy
No. 102/031
S/6

North Block, New Delhi
Dated 9th June., 2017

OFFICE MEMORANDUM

Subject: Recording, Reviewing, Indexing and Weeding out of Public records and Supply of Half Yearly Returns thereof under Public records Act, 1993 and Public records rules, 1997.

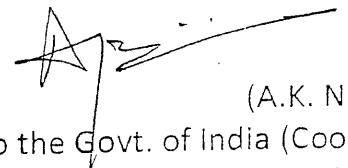
The undersigned is directed to refer to Coordination Division (Departmental Record Room) OM of even no. dated 12.05.2016 and subsequent reminder dated 27.05.2016, 16.06.2016, 06.07.2016, 31.08.2016, 29.09.2016, 02.11.2016 and 06.4.2017 on the subject cited above seeking consolidated report in prescribed Proforma.

2. Despite repeated reminders, requisite information for the **period from January to June, 2016 and July to December, 2015**, in prescribed proforma have not been received from your Division till date. National Archives of India (NAI) is pressing hard to furnish the information immediately.

3. It is once again requested that consolidated information in respect of your Division in prescribed proforma may please be furnished to Coordination Division latest by 15.06.2017 failing which Report of this Ministry would be sent to NAI without representing information of your Division.

US (Coord)
9.6.2017
VD/W-n2

To


(A.K. Nigar
Deputy Secretary to the Govt. of India (Coord.-
Tel No. 2309 350)

JS (B) / JS (E)
(PM) / JS (UT) &

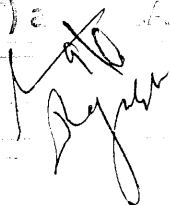
JS (DIM) / JS (F) / JS (Judl.) /
A. (Incl.)

Dr (S)

Dr (Ann)

3 Sep.

Copied



No.F.16-4/2017-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi - 110 001
e-mail: archives@nic.in
Website: www.nationalarchives.nic.in

Dated: 04 MAY 2017

To.

As per list
(President's Secretariat/Vice President's Secretariat/Prime Minister's
Office/Cabinet Secretariat/All Ministries of the Government of India)

Subject: Recording, Reviewing, Indexing and Weeding of Public Records and
Supply of Half Yearly Returns thereof under Public Records Act, 1993
and Public Records Rules, 1997.

Sir/Madam,

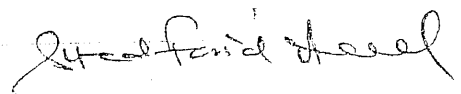
I am to draw your kind attention to sub-section (1) of section 6 of Public Records Act, 1993 and Rule 9 of Public Records Rules, 1997 to be read with paras 103 to 109 of Central Secretariat Manual of Office Procedure (13th edition 2010). As per rule 9 of Public Records Rules, 1997 no public records shall be destroyed without being recorded and reviewed by the records creating agency. The file should be recorded in accordance with the Records Retention Schedule after action considered thereon has been completed. Proper recording, reviewing/appraisal of records are essential exercises as they help in weeding out periodically those records which are no longer required for preservation. It will result in achieving economy in maintenance and preservation and efficiency in retrieving required for official use.

It is, therefore requested that instructions may please be issued to all concerned officers and Departmental Records Officer in your organization including all the Attached and Subordinate Offices, Public Sector Undertakings functioning under your control to initiate regular programme in respect of recording, indexing, reviewing and weeding of semi-current records and to furnish half-yearly returns (half year ending January to June, 2016 and July to December, 2016) in Form 7 (proforma enclosed) to this Department by 31st July, 2017.

It may further be added that in case you find any difficulty in implementing aforesaid or any other provision of the Public Records Act, 1993 and the Public Records Rules, 1997 you may please contact us for advice/ guidance.

Kindly acknowledge receipt of this letter.

Yours faithfully,


(Syed Farid Ahmad)
Assistant Director of Archives
Government of India
Tel No. 011-23381467
Fax No. 011-23384127

Encl.: Form 7 of Public Records Rules, 1997.

19

Rule 9 Destruction of Public Records

Sub-rule 4 The records officer shall furnish a half yearly report in Form-7 on recording, indexing, reviewing and weeding of records to the Director General or head of the Archives, as the case may be.

Form - 7

[See sub-rule (4) of rule 9]

Half-yearly report on recording, indexing, reviewing and weeding of records during the half year ending

[illegible]