

F. No.15(1)/2024-RM,
Government of India
Ministry of Culture
National Archives of India
Jangpith, New Delhi – 110 001
E-mail: dg-na@gov.in, na@naarchives.nic.in
Website: www.nationalarchives.nic.in

Dated 08 MAY 2024

To

As per list

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

Subject: Annual Inspection of Records Rooms for the year 2024-2025

Sir/Madam,

In pursuance of provision of Section 3(XX) of the Public Records Act, 1993 and Para 16.3(i) of the Central Secretariat Manual of Office Procedure (CSMOP), (16th Ed.2022) it is required that the Departmental Records Rooms in each Ministry/ Department/ Office may be inspected once in a year in association with this Department so as to monitor the state of preservation and management of records lying therein. Considering the importance of this aspect, it is desirable that adequate attention may be paid to proper running of the Departmental Records Rooms also.

It is, therefore, requested that a suitable date and time may please be fixed for inspection of your Departmental Records Room in consultation with this Department at your earliest convenience. You are also requested to send to this Department an Annual Inspection programme of the Departmental Records Rooms of all attached/ subordinate offices and public sector undertakings under your administrative control, so as to enable us to include their inspection in our Annual Action Plan.

Further, prior to undertaking the inspection of Records Rooms, you are requested to complete the Inspection Questionnaire (Appendix 16.3 of CSMOP 2022), a copy of which is enclosed for your ready reference.

Kindly acknowledge the receipt of this letter.

Yours faithfully,



(Syed Farid Ahmad)
Deputy Director of Archives
Government of India
Tel. 011-23388557/22381467
Fax: 011-23384127

Encl: Appendix 16.3 (Table 16.3) of CSMOP 2022 (16th Edition)

क्र.सं. 15/19/2024-आ.सं.

भारत सरकार

संस्कृति विभाग

राष्ट्रीय अभिलेखागार

नया, दिल्ली 110001

ई-मेल: rajnashil@gov.in, rajnashil@vision@gmail.com

वेब साइट: www.nationalarchives.gov.in

08 MAY 2024

दिनांक

सेवा में,

शुद्धी समुदाय

राष्ट्रपति का सचिवालय, जवाहरलाल नेहरू स्मृति भवन, इलाहाबादी कांफ्लेक्स, संविकाय भवन, भारत सरकार के सभी संसाधन विभाग।

विषय: अभिलेख सत्रों का वार्षिक निरीक्षण वर्ष 2024-2025 के संबंध में।

संदर्भ/संदर्भ:

सी.अभिलेख अभिलेख:

1997 की धारा 3(2)(ब) एवं केन्द्रीय सचिवालय प्राचीन पद्धति विधायक पुस्तिका (सी-एच-एच-सी-पी-1) के अन्तर्गत धारा 16.3(a) 2023 के अनुसार यह आवश्यक है कि एच.एच.सी. विभाग काफ्लेक्स के अभिलेख सत्रों का निरीक्षण वर्ष में एक बार राष्ट्रीय अभिलेखागार के साथ मिलकर किया जाने चाहिए। अभिलेख सत्र सत्रों में उनके परिष्कार, पूर्ण प्रबंधन की स्थिति को ध्यान में रखा जाना चाहिए। इस अर्थ में मद्रास पर विचार करने वाले यह प्राचीन है कि विभागीय अभिलेख सत्रों में वी.एच.एच. पर परिष्कार/अभिलेख सत्रों की निष्पत्ति पर सी.अभिलेख सत्रों को ध्यान में रखा जाना चाहिए।

अतः इस संबंध में आगे अनुदेश है कि अपने विभागीय अभिलेख सत्रों के निरीक्षण की उपयुक्त स्थिति तथा समय अपनी सुविधा अनुसार इस विभाग के साथ परामर्श कर लेना चाहिए। आगे यह भी अनुदेश है कि अपने प्रशासनिक विभाग के संबंध में भी आवश्यक कार्यवाही कार्यादेश के अनुसार आदि के विभागीय अभिलेख सत्रों के वार्षिक निरीक्षण का कार्यक्रम बना कर एक विचार-सी.में भेजा जाए। इसके निरीक्षण का कार्य एक अलग वार्षिक या द्वैध में सम्पन्नित कर लें।

इसके अतिरिक्त, अभिलेख सत्रों के निरीक्षण के कार्य को करने से पूर्व आगे अनुदेश है कि आप एक अन्य आगे सी.में भेज लें एवं अतीत-वर्ष काफ्लेक्स एवं सचिवालय क्षेत्र 2023, सी-एच-एच-सी-पी-1 के निर्दिष्ट अनुसंधान/परिष्कार 16.3, जिस की प्रति आपके सुसभ्य कार्यालय में संलग्न है, को पुरा कर लें।

सचिव


(सचिव परीक्षक अकाउंट्स)

अभिलेख सत्र निदेशक

दस्तावेज सं. 01/1/2338148/22/181467

दिनांक 08/05/2024

संलग्न: सी-एच-एच-सी-पी-1 निर्दिष्ट अनुसंधान/परिष्कार 16.3

Appendix-16.3 (Table 16.1) of CSMOP 16th Edition 2022

Inspection questionnaire for Departmental Records Room

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of Departmental Records Room conducive for maintenance of physically processed records?		
2.	Does the Departmental Records Room have: <ul style="list-style-type: none"> a. Compactors? b. Almirahs? c. Other Storage facilities (specify)? d. Efficient PC systems? e. Latent e-office applications? f. Efficient Scanner? g. Efficient Printers? h. Any others(Specify) 		
3.	Is the Departmental Record Room properly maintained to preserve the records?		
4.	Any other issues?		
5.	Other observations of the inspecting officer/team to improve the efficiency of Departmental Records Room?		

F.No.16(1)/2024-R.M.
Government of India
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National Archives of India
Jangpiti, New Delhi - 110001
E-mail: naoffice-na@igov.in, na.india@na.gov.in
Website: www.nationalarchives.gov.in

Date: 08 MAY 2024

Subject: Orientation Courses in Records Management - 2024-25 reg.

Under the provisions of Section 5 (1) of the Public Records Act, 1993 and with Rule 3 of the Public Records Rules, 1997 every record creating agency of the Central Government is required to nominate one of its officers, not below the rank or grade of a Section Officer, as Records Officer.

The National Archives of India, being the nodal agency for the implementation of the Public Records Act, 1993, has been conducting Orientation Courses in Records Management for the effective implementation of the provisions of the said Act through Govt. policy guidelines on the Records Management. In this connection, the Calendar of the Orientation Courses to be held during 2024-25 is appended herewith along with the Nomination Form. The records creating agencies are requested to nominate its officers for the courses.

You are also requested to issue necessary directives to all the attached and subordinate offices, statutory bodies and corporations, Commissions & Committees, PSUs etc. under your administrative control for nomination of records officers for the said courses.

The training programme and the course material supplied during the course to the participants is free of charge. This Department does not have any Guest Home facilities, so the participants are required to make their own arrangements for boarding and lodging during the course.

Kindly acknowledge the receipt of this letter.


(Anil Kumar Singh)
Deputy Director of Archives
Phone No. 011-23381467

To:

1. (i) President's Secretariat
(ii) Vice-President's Secretariat
(iii) Prime Minister's Office
(iv) Cabinet Secretariat
(v) All Ministries/Departments of Central Government (as per list)
2. All CMOs of PSUs. (as per list)
3. NAI Regional Office, Bhopal & Records Centres- Jaipur, Patancheru, Dhule/War

Enclosure:

1. Calendar of the Orientation Courses, 2024-2025
2. Nomination Form

National Archives of India

Calendar of the Orientation Courses in Records Management (2024 – 2025)

Target Group: Section Officers or equivalent and above, of central government agencies, preferably functioning as Record Officers or involved with Record Management tasks.

Contact Officers:

Shri Uday Shankar, Assistant Director of Archives
(uday.shankar@nic.in)

And Dr. Thangam Sanjeev, Archivist
(thangam.sanjeev@gov.in)

Address:

National Archives of India, Janpath, New Delhi-110001
Telephone No. 011- 23381467

E-mail: dg-naic@gov.in, nairmaildivision@gmail.com

Website: www.nationalarchives.nic.in

Course No.	Date	Venue
176 th	24-26 July 2024	National Archives of India, Janpath, New Delhi -110001 E-mail: dg-naic@gov.in, nairmaildivision@gmail.com
177 th	25-27 September 2024	National Archives of India, Regional Office, Civil Lines, Near M.L.B.College, Bhopal-462001 Ph.No-0755-2660117 E-mail: ada.bhopal-archives@gov.in
178 th	23-25 October 2024	National Archives of India, Records Centre, 10-A, Jhalim Dsoogri, Institutional Area, Jaipur-302004 Ph.No-0141-2707499 E-mail: nai-j@nic.in
179 th	27-29 Nov 2024	National Archives of India, Records Centre, Southern Zone, Jeevanandapuram, Lawspet, Puducherry-605008, Tele. No.0413-2256104 E-mail: rc.pdy-archives@gov.in
180 th	15-17 January 2025	National Archives of India, Janpath, New Delhi -110001 E-mail: dg-naic@gov.in, nairmaildivision@gmail.com
181 st	19-21 February 2025	National Archives of India, Records Centre, Eastern Zone, M-79, Madhansadan Nagar, Unit-4, Bhubaneswar-751001, Tele No: 6674-2391043, 2391042 E-mail: nai-or@nic.in

Note:

- The nominations may either be submitted in advance or should reach at least one week before the commencement of the selected course.
- The maximum number of participants in each course is limited to 30 only.
- The sponsoring authorities should preferably nominate the persons involved with Departmental Record Room or the Records Management responsibilities.
- The confirmations will be issued on the first come first serve basis.

NATIONAL ARCHIVES OF INDIA
Orientation Course in Records Management

Nomination Form

I.	Details of the Records Creating Agency		
	a. Name of Organisation:		
	b. Parent Ministry/ Department:		
	c. Head of Organisation: i) Name: ii) Designation:		
	d. Address: City: _____ State: _____ Pin: _____ Phone: _____ Fax: _____ Email: _____		
II.	Details of Officer nominated for the course		
	a. Name:		
	b. Designation:		
	c. Whether nominated as Records Officer:	Yes / No (if yes, then provide following details) i) Vide Office Order Ref.: ii) Dated:	
III.	Details of the Orientation Course opted for		
	a. Course Number:		
	b. Date/s:		
	c. Venue:		
<p>I, hereby, certify that the officer mentioned in column II has been nominated to attend the Orientation Course as per the details given in column III.</p> <p align="right">Authorized Signatory</p> <p align="right">(Signature)</p> <p align="right">Name: Designation: Phone: Official Seal</p>			
<p>Note: Use copies, if required.</p>			

F. No.14(F)/2024-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi – 110001
E-mail: dg-na@gov.in, nairedivision@gmail.com
Website: www.nationalarchives.gov.in

Date: 08 MAY 2024

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: Report from Records Creating Agencies in Form-1 of Public Records Rules, 1997 w.r.t. Rule 5(2) (a) Records due for Appraisal

Sir/Madam,

As per rule 5 sub rule (2) of Public Records Rules, 1997, the Records officer have to intimate the Director General or the Head of Archives, in Form-1, the particulars of all public records of Permanent Nature which are due for appraisal during the year. The appraisal will be conducted by National Archives of India in consultation with the RCA. It will result in achieving economy in maintenance and preservation of the records along with efficiency in retrieving them if required for official use.

It is hereby, 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 inform about the status of the records due for appraisal through submission of Form-1 to this Department. It may further be added that in case you find any difficulty in implementing aforesaid or any other provision of the Public Records Act, 1997 and the Public Records Rules, 1997 you may please contact us for advice/ guidance.

Kindly acknowledge receipt of this letter.

Yours faithfully,



(Syed Farid Ahmed)
Deputy Director of Archives
Government of India
Tel: 011-23188557/22101467

Encl: Form-1 of Public Records Rules, 1997

PUBLIC RECORDS RULES 1997

Rule 5 Acceptance of public records of permanent nature

Sub-Rule (2) Records officer shall intimate to the Director General or head of the Archives, as the case may be, each year before 31st day of January, in Form-1, the particulars of all public records of permanent nature which is due for appraisal during the year.

Form-1

[See sub-rule (2) of rule 5]

Particulars of records of permanent nature due for appraisal during the year

Total numbers of files of 'A' and 'B' categories lying in the records rooms of the records creating agencies	Total numbers of files of 'A' and 'B' categories transferred to records rooms by the Sections during the period under report	Total numbers of files referred to under column 1 and 2	Total numbers of files due for any appraisal	Remarks, if any
1	2	3	4	5

Date:
Seal & Signature of the officer
Phone No.
Email

दि. 10/5/2024 अरुण

भारत सरकार

संस्कृति मंत्रालय,

राष्ट्रीय अभिलेखागार

बनारस नई दिल्ली 110001

ई मेल: info-nal.gov.in, nal@nal.gov.in

वेब साइट: www.nationalarchives.gov.in

दिनांक: 08 MAY 2024

सेवा में,

शुभी अनुसार

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

विषय – लोक अभिलेख नियम, 1997 के नियम 5 के उप नियम (2) के अनुसार प्रथम 1 से स्थायी स्वत्व के तहत सभी लोक अभिलेखों को मूल्यांकन के लिए भेज दिए जाने संबंधित सार्वजनिक क्षेत्र में।

महोदय/महोदया,

केस कि आपसे विदित होगा कि लोक अभिलेख नियम, 1997 के नियम 5 के उप नियम (2) के अनुसार अभिलेख अधिकारी परामर्शित महासंस्थान या अभिलेखागार प्रदान को प्रत्येक वर्ष 31 दिसंबर के पहले प्रथम 1 से स्थायी स्वत्व के तहत सभी लोक अभिलेखों की कुल संख्या के बारे में सूचित किया जाता है उस वर्ष के दौरान अंतिम किताब जारी है। यह नियम राष्ट्रिय अभिलेखागार प्रयोग अभिलेख पुस्तक संग्रह की सहसति से परिपोषित, करेगा इसके फलस्वरूप कार्यों के स्वरूपों एवं उनके परिवर्धन पर न सिके वर्ष में सभी जारी है बल्कि स्वरूपों अभिलेखों की कुलसंति में भी सहसित होती है।

इस संदर्भ में आपसे यह भी अनुरोध है कि अपने सभी स्वरूप/अधीकरण कार्यालयों/सांकेतिक विभाग/सांकेतिक क्षेत्र उपक्रमों आदि, को अपने जमीन अधीन है, जो निर्दिष्ट जारी करें कि अपने निरन्तरित निरन्तर (बिना कि नीचे दिया है) को इस विभाग को भेजें।

इसके साथ यह भी अनुरोध किया जाता है कि लोक अभिलेखों के अभिलेखीकरण पुनरीक्षा अनुक्रमण, करवाई यदि वे तथा लोक अभिलेख अधिनियम 1993 एवं लोक अभिलेख नियम 1997 के उपनिर्दिष्ट प्रावधानों के कार्यान्वयन में यदि कोई कठिनाई आ रही हो तो इस सम्बन्ध में सा। सहाय/विदित के लिए हमें लिखें।

कृपया इस तथ की जानकारी भेजें।

शुभदीन,


(सहाय सचीव महाराष्ट्र)

अभिलेख एवं विभाग

दूरभाष नं. 011-23381467/23381467

संलग्न: प्रकरण 3, लोक अभिलेख विधम 1997

लोक अभिलेख विधम 1997

नियम 5: स्वामी स्वल्प के लोक अभिलेखी का अधिष्ठान

अधिनियम (2): अभिलेख अधिकारी कर्मान्विति महासिक्किन का अभिलेखानगर प्रयात को प्रत्येक वर्ष 31 अक्टूरी में पहले प्रकरण 3 में स्वामी स्वल्प के ऐसे सभी लोक अभिलेखी की सभूर्ण संख्या के बारे में सूचित करेगा बितका उन वर्ष के दौरान अंकन किया जाता है।

फार्म -1
(नियम 5 का अधिनियम (2) देखें)
वर्ष के दौरान सुल्वांकन के लिए स्वामी प्रकृति के लोक अभिलेखी का बिकरण : _____

अभिलेख सुल्वांकन प्रबन्धकों के अभिलेख कक्षा में रखी हुई 'अ' और 'ब' केसी की कुल फाइलों की की संख्या	रिपोर्ट अर्थात् के दौरान अमुकाली द्वारा अभिलेख कक्षा में स्थापित की गई 'अ' और 'ब' देखियों की फाइलों की कुल संख्या	नियम 1 अंतर् 2 के अंतर्: संदर्भित/निर्दिष्ट फाइलों की कुल संख्या	सुल्वांकन के लिए दिये फाइलों की कुल संख्या	टिप्पणियाँ, यदि कोई हो
1	2	3	4	5

विभाग :

अधिकारी के हस्ताक्षर और मुहर :

पद/ सीबाइन :

(दिनांक) :

F. No. 14(4)/2024-J.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi – 110 001
E-mail: dg-archives@gov.in, naiindia@icloud.com
Website: www.nationalarchives.gov.in

Dated: 08 MAY 2024

To,

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)

**Subject: Downgrading of classified records – supply of half yearly Returns as required
under Public Records Act, 1993 and Public Record Rules, 1997 etc.**

Sir/Madam,

I am 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, 2023 and July to December, 2023 to this Department in the form enclosed (Form 4). It is also requested that you may kindly ask your Attached/ Subordinate Offices/Commission and Public Sector Undertakings etc. to also send their said half yearly progress reports for the period ending January - June, 2023 and July to December, 2023 to this Department in the enclosed prescribed form.

Kindly acknowledge the receipt of this letter.

Yours faithfully,



(Syed Farid Ahmad)
Deputy Director of Archives
Government of India
Tel: 011-23188537/23181467

Encl: Form 4, Public Records Rules, 1997

Public Records Act 1997

Clause (f) of Sub Section (1) of Section 6 of PRA, 1997: 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 Downgrading of classified records:

(1) The records creating agency shall by an office order authorize 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 authorized under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of downgrading.

(3) After downgrading 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 8.

(5) Every year in the last week of June and December, a half-yearly statement in Form 4 shall be furnished by the officer authorized 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 that for reviewing	No. of files reviewed and downgrades during the period under report.	Remarks

मि.नं. 11447/2024-आर.एम.

भारत सरकार

संस्कृति विभाग

राष्ट्रीय अभिलेखागार

नयापूर, नई दिल्ली 110001

ईमेल: info@ncmh.gov.in, nationalarchives@nic.gov.in

वेब साइट: www.ncmh.gov.in/ncmh/ncmh.nic.in

दिनांक: 08 MAY 2024

सेवाएं

सूची अनुसार

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

विषय: संस्कृतित अभिलेखों के दिवसीकरण पर लोक अभिलेख अधिनियम, 1993 तथा लोक अभिलेख विधम 1997 के अन्तर्गत जारी जाने वाली अर्धवार्षिक रिपोर्ट का प्रेषण।

सूची अनुसार

सूची अनुसार सभी लोक अभिनियम, 1993 के विधम 2 के साथ संशुद्ध लोक अभिलेख अधिनियम 1993 की धारा 6 की उपधारा (ए) के प्रावधानों को ध्यान में रखते हुए निर्दिष्ट किया है कि लोक अभिलेखों के दिवसीकरण एवं उत्तम निरमित श्रद्धा में सम्मेलित करने के संस्कारों से सभी संस्कृतित फाइलों की प्रतियाँ नए एक बार संस्कृतित की जाएँ ताकि इन फाइलों को वैधानिक प्रमाण के रूप में उपयोग में लाया जा सके। अतः की आवश्यकता नहीं है कि फाइलों का अतिरिक्त किर्तिकांकन संस्कृतित फाइलों के अर्धवार्षिक रिपोर्ट इस प्रकार की फाइलों की संख्या में प्रती के साथ साथ उनकी उपयुक्त संख्याओं में भी समाहित करना है।

यह अपने संस्कृतित फाइलों (फोटोकॉपी, मुद्रित प्रतियाँ, प्रतियाँ) के अर्धवार्षिक रिपोर्ट के बारे में उचित कदम उठाने का अनुरोध किया जाता है जिससे कि नया प्रतियाँ - मूल 2023 से प्रतियाँ - दिसम्बर 2023 की अर्धवार्षिक रिपोर्ट के अर्धवार्षिक रिपोर्ट के साथ प्रतियाँ में प्रतियाँ इस विभाग को प्रेषित किए जा सकें। आभार के साथ ही अनुरोध किया जाता है कि नया अपने सभी कदम एवं प्रतियाँ सार्वजनिक/व्यक्तिगत निवास, प्रतियाँ एवं आशय/सांस्कृतिक क्षेत्र/उपक्रम आदि को भी उपयुक्त रूप से प्रतियाँ प्रतियाँ में इस विभाग को उपयुक्त प्रतियाँ प्रतियाँ में प्रेषित कर निर्दिष्ट जारी करें।

ध्यान दें कि यह सूची अनुरोध है।

भारतीय

श्री. अनिल कुमार
अधिसूचना एवं निदेशक

संख्या नं. 011-23311467/2024/आर.एम.

संलग्न - कॉपी 2, लोक अभिलेख विधम, 1997

सोच अधिदेश विभाग, 1997

फॉर्म - 4
नियम 7 का उपनियम 7(2) के
(संश्लिष्ट अधिदेशों की अवधि समाप्ति संबंधी अर्द्ध-वार्षिक विवरण)

1	2	3	4
सर्वोच्च न्यायालय में संश्लिष्ट अधिदेशों की संख्या	संश्लिष्ट अधिदेशों की संख्या	संश्लिष्ट अधिदेशों की संख्या	संश्लिष्ट अधिदेशों की संख्या

तारीख :
 अधिलेख अधिसूचना के द्वारा और द्वारा
 को/से अधिसूचना :
 ई-मेल :

F.No.16 (1)/2024-R.M.
Ministry of Culture
National Archives of India
Janpath, New Delhi-110001
Web Site: www.nationalarchives.gov.in
E-mail: dg-na@gov.in, naarcdivision@gmail.com

08 MAY 2024

Dated: _____

CIRCULAR

Subject: Public Records Act, 1993 – Compilation of Twenty Sixth Report of the Director General of Archives for the year 2023 on the Implementation of – request for information.

As you are aware that Section 6(1)(c) 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, hereafter, 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 (c) of the said Act.

Accordingly, the Twenty Sixth Report of Director General of Archives would now be compiled on the Implementation of Public Records Act, 1993 for the year 2023 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 Performa enclosed (Form-5) at the earliest.

Further, you are also requested to issue necessary directives along with Performa (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 Performa (Form-5) at the earliest.

Encl: Form 5 of Public Records Rules, 1997.

Yours faithfully,



(Syed Farid Ahmad)
Deputy Director of Archives
Government of India
Tel: 011-23188557/23181167

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)

क्र.म. 16(1)/1/2024-आर.ए.ए.
भारत सरकार
संस्कृति विभाग
राष्ट्रीय अभिलेखागार
नया दिल्ली-110001

E-मेल: dg-naa@gov.in, naa.rtdivision@gmail.com

वेब साइट: www.naamuseum.museum.gov.in

दिनांक: 08 MAY 2024

प्रतिपत्र

विषय: लोक अभिलेख अधिनियम, 1998 के कार्यान्वयन पर वर्ष 2023 के लिए वार्षिक प्रारंभिक प्रारूपित के 28 वीं रिपोर्ट के संकलन हेतु सूचना के लिए अनुदेश।

केन्द्र आपकी दिनांक 11/05/24 को प्राप्त लोक अभिलेख अधिनियम, 1998 क्लिप 5(1) (2) के अंतर्गत लोक अभिलेख अधिनियम, 1998 धारा 2(1) द्वारा परिभाषित है कि नियम 3 में नामित अधिकारवाहक को अपने सभी लोक अभिलेख विभाग, 1997 में निर्धारित कार्य में वार्षिक रिपोर्ट संकलन आदेशों को केन्द्र को सूचित लोक अभिलेख प्रारंभिक प्रारूपित, राष्ट्रीय अभिलेखागार को भेजना।

इसी प्रकार विभाग 2(2) में सूची की आवश्यक है उनके अंतर्गत राष्ट्रीय अभिलेखागार के अधिकृत अधिकृत के अंतर्गत अधिनियम की धारा 5(1) (ग) में (ग) एक के आदेशों के अनुपालन में अभिलेख अधिकारियों द्वारा की गई रिपोर्ट की रिपोर्ट को संकलन की भारत सरकार को प्रस्तुत करें।

अनुसार अधिनियम अधिनियम द्वारा लोक अभिलेख अधिनियम, 1998 के कार्यान्वयन पर वर्ष 2023 के लिए 28 वीं रिपोर्ट का संकलन किया जाएगा अनुपालन में अनुदेशों के अनुसार संकलन को प्रेषित किया जाएगा।

अंत में संकलन प्रारूप 5 में रिपोर्टों की प्रकृति के अंतर्गत की गई रिपोर्ट रिपोर्ट की सूचना आदेशों के अंतर्गत अनुदेश किया जाता है। अपने अनुदेश में अनुदेश किया जाता है कि आप अपने आदेशों के अंतर्गत सभी संकलन एवं अधिलेख आदेशों एवं आदेशों को आपकी अधि को भी उपरोक्त सूचना संकलन प्रारूप 5 में इस विभाग को भेजना या रिपोर्ट भेजनी है।


श्री. अनिल कुमार
(मुख्य कनिष्ठ अधिकारी)

अभिनेता विभाग

दस्तावेज नं. G11-23581467/22381467

संस्कृत प्रारूप 5, लोक अभिलेख विभाग, 1997

- 1. उपरोक्त सूचना के लिए अभिलेखागार
- 2. उपरोक्त सूचना के लिए अभिलेखागार
- 3. आदेशों की कार्यालय
- 4. अभिलेख अधिनियम
- 5. भारत सरकार के सभी संकलन विभाग। सभी अनुदेश

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)

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

B. Nomination of Records Officer-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 staffs 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 organization 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 organization is willing to share space at the Archives of the Union Territory?

iii. If yes, please state the bulk of records

Proposed to be transferred.

Periodical Recording, reviewing and weeding out of semi-current records:

2. (i) Whether your organization 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 organization 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 organization 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 organization taken steps to revise the above schedule after five years?

5. Periodical review of classified records:

- (i) Whether your organization 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 organization has compiled annual indices?
- (ii) State inclusive years with the name of the

series?

7. Compilation of Organizational history:

Has your organization compiled organizational 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 organization has got records of defunct bodies, give details?

(ii) If yes, what action have you initiated for their transfer to National Archives?

Date :

(Signature & Seal of Record Officer)

Name of the Records Officer:

Designation:

Phone no.:

Email:

Address of the Ministry/Dept/PSU:

F.No.14(591/2024-E.M.)
Government of India
Ministry of Culture
National Archives of India
Jama Masjid, New Delhi - 110001
Website: www.nationalarchives.gov.in
E-mail: dg-naid@gov.in, naidnaid@naidnaid.com

Date: 08 MAY 2024

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 para 10.9 of Central Secretariat Manual of Office Procedure (16th edition 2022). 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 list should be recorded in accordance with the Records Retention Schedule after action considered through has been completed. Proper recording, reviewing/appraisal of records are essential exercises as they help in weeding out periodically those records that are no longer required for preservation. It will result in achieving economy in maintenance and preservation and efficiency in retrieving required records 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, 2023 and July to December, 2023) in Form 7 (Performa enclosed) to this department.

Further, in case you had 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)

Deputy Director of Archives
Government of India
Tel: 011-2338253/22483467

Encl: Form 7 of Public Records Rules, 1997.

PUBLIC RECORDS RULES 1997

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

S. No.	Total number of files recorded	Total number of files indexed	Total number of files reviewed	Total number of files weeded out, if any	Remarks
1	2	3	4	5	6

Date:

Seal and Signature of the Officer

Telephone No./ Mobile No.:

Email ID:

लोक अभिलेख निबन्ध, 1997

भाग २ (नियम ३ या आदेश (4) देखें)

बर्ड-बैट की सहायि के दौरान अभिलेखों की विक्री/देन, सुचीकरण, समीक्षा और संयोजन संबंधी बर्ड-बार्डि रिपोर्टें

क्र.सं.	रिपोर्टों की बर्ड-बार्डि की संख्या	समीक्षा की गई बार्डि की कुल संख्या	बार्डि की बर्ड-बार्डि की कुल संख्या, बर्डि बोर्डि	रिपोर्टों, बर्डि बोर्डि की
1	2	3	4	5

संकेत :

अभिनेता अधिकारी के हस्ताक्षर और मुद्रा :

पद/सौभाग्य :

ई-मेल :

F.No.14(2)/2024-B.M.
Government of India
Ministry of Culture
National Archives of India
Jangpoh, New Delhi - 110 001
E-mail: dg-na@gov.in, na.rodhna@gmail.com
Website: www.nationalarchives.gov.in

Date: 08 MAY 2024

To,

As per list

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

Subject: Nomination of Records Officers.

Sir/Madam,

As you might be aware, Section 5(1) of the Public Records Act, 1997 read with Rule 3 of Public Records Rules, 1997 (attached enclosed) stipulates that each Records Creating Agency shall nominate one of its officers as Records Officer to discharge functions outlined under the various sections of the said Act. In pursuance of the above statutory requirements, this Department has been requesting all the Ministries/ Departments/ Offices/ Organizations etc. to nominate one of their officers as Records Officer.

You are therefore requested to nominate Records Officer of your Ministry/ Department and provide details in the following format on priority basis.

1. Name of Records Officer.
2. Designation.
3. Date of Nominacion.
4. Contact Details:
 - a. Postal Address.
 - b. Phone No.
 - c. Fax No.
 - d. E-mail ID.

You are also requested to have directions to all the attached/ subordinate offices/statutory bodies, PSUs etc. functioning under your administrative control to nominate one of their officers as Records Officer and send their details (in non-journal above) to this Department at the earliest.

A copy of OM nominating the Records Officer should also be endorsed to this Department as required under the provision of Rule 3 of Public Records Rules, 1997.

Yours faithfully,

(Sridhar Akhundi)
Deputy Director of Archives
Government of India
Tel: 011-23388357/22381417

