

No.C-30013/8/2016-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
(Central Board of Excise and Customs)

5<sup>th</sup> Floor, HUDCO Vishala Building,  
Bhikaji Cama Place, New Delhi  
Dated : 6<sup>th</sup> July 2016  
June

**OFFICE MEMORANDUM**

Subject: Records Management –Action to be taken for microfilming of 'A' Category records lying in the custody of Records Creating Agencies, (ii) Annual Inspection of Record Room for the year 2016-17, (iii) Downgrading of classified records-supply of half years returns as required under Public Records Act, 1993 and Public Records Rules, 1997, (iv) 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.

The undersigned is directed to forward herewith a copy of F.No.296/27/2016-CX.9 dated 30.5.2016, received from CX.9 Section, Deptt. of Revenue, alongwith other enclosures, on the subject mentioned above for information and necessary action.

  
(B. Ginkhan Mang)

Under Secretary to the Govt. of India

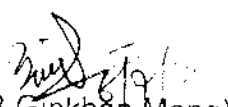
To

1. US(Ad.II)
2. US(Ad.II-A)/US(Ad.IIB)
3. US(Ad.IIIA) & (Ad.IIIB)

Encl: As above.

Copy, with a copies of the references, to : 1. DGHRD, CBEC, 409/8, Deep Shikha, Rajendra Place, New Delhi-110018, with request to circulate it to the all field formations for necessary actions.

- ✓ 2. Webmaster, CBEC, for uploading the instructions on CBEC's website

  
(B. Ginkhan Mang)

Under Secretary to the Government of India

F.No. 296/27/2016-CX-9

File No. 296/27/2016-CX-9

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
\*\*\*\*\*

JS (A) [initials]  
DSCA [initials]

As-185283

Dy. No. Joint Secretary (Admn.) CBEC

Date 30/05/2016

New Delhi, dated 30<sup>th</sup> May, 2016

OFFICE MEMORANDUM

Subject:-Records Management-Action to be taken for microfilming of 'A' Category records lying in the custody of Records Creating Agencies. (ii) Annual Inspection of Record Room for the year 2016-17. (iii) Downgrading of classified records-supply of half yearly returns as required under Public Records Act, 1993 and Public Record Rules, 1997. (iv) 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.

The undersigned is directed to forward herewith copies of four OMs No. O-21030/05/2016-Coord. dated 18.05.2016 received from Coordination Section on the above mentioned subject for information and necessary action.

Encl: As above

[Signature]

(Surendra Singh)

Under Secretary to the Govt. of India

Tel: 23092413

JS (Admn.) CBEC

[Handwritten initials]

DS(A) [initials] / PA upload website/circulate to all in admin way

1/6 US Adm. [initials] 26/6/16 SO [initials]

2.6.16 [initials] SKC

Dy. No. 157A/Com/Coord/16

FTS-177872/16

F.No.O-21030/05/2016-Coord  
Government of India  
Ministry of Finance  
Department of Revenue

15

New Delhi, dated 18<sup>th</sup> May, 2016

OFFICE MEMORANDUM

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

The undersigned is directed to enclose a copy of National Archives of India's Circular No.F.16-6/2016-R.M. dated 12<sup>th</sup> April, 2016 on the above mentioned subject for information and necessary action.

Encl: As above

Narendra Kumar  
18/05/2016

(Narendra Kumar)  
Under Secretary(Coord)  
Telefax No. : 23095539

Ch(EE) in reply  
Comm (Coord)

is

1. Chairman(CBDT)
2. Chairman(CBEC)
3. Director, Enforcement Directorate
4. Director, Narcotics Control
5. Director, FIU-IND
6. D.G., CEIB
7. Dir.(HQ)
8. Dir.(Admn.)

Copy to:

1. Commissioner(Coord.), CBDT
2. Commissioner(Coord.), CBEC
3. Under Secretary (4AR), Revenue Hqs.

J3 (Admn)

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8/5/16

18/05/2016

No.F.16-6/2016-R.M.  
Government of India  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi - 110 001  
e-mail: [archives@nic.in](mailto:archives@nic.in)  
Website: [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)

Dated the 2 APR 2016

To,

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

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

Sir/Madam,

The National Archives of India have been assisting various Ministries/  
Departments/ Offices of the Government of India in microfilming of their 'A'  
Category records, as they do not have requisite expertise in attending to the Job.  
The National Archives of India has already taken up the microfilming of 'A'  
Category records under its custody. However, it has been observed that a good  
number of Ministries/ Departments/ Offices etc. do not furnish the desired  
information.

You are therefore, requested to kindly furnish the requisite information in  
respect of 'A' Category records lying in your custody in the prescribed attached  
proforma.

It may also be mentioned here that the National Archives of India is  
offering its service free of cost for preparing microfilm copies of 'A' Category  
records and roll (s) thus prepared would be given, if desired, to the concerned  
Department for their reference and use.

Further, you are also requested to issue necessary directives in this regard  
to all the Attached and Subordinate Offices including Public Sector Undertakings  
functioning under your control.

Yours faithfully,

*P. K. Roy*

(P.K.Roy)

Assistant Director of Archives  
Government of India  
Tel No. 011-23381467  
Fax No. 011-2338 4127

Encl.: Proforma

*Pl forward to all  
subordinate/attached office in  
for take up necessary action.*

*Narendra Kumar  
28/4/2016*

*SO (Genl)*

*M.D.  
28/4/16*

*SH. A. G.*

*159743/2016 (com)*

*28-04-2016*

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

दिनांक 2 APR 2016

सेवा में,

सूची अनुसार

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

विषय: अभिलेख प्रबन्ध - अभिलेख सृजक अधिकारियों के पास रखे हुये 'क' श्रेणी के रिकार्ड्स की माइक्रोफिल्मिंग के विषय में की गयी कार्यवाही के बारे में।

महोदय/ महोदया,

राष्ट्रीय अभिलेखागार, भारत सरकार के विभिन्न मंत्रालयों/विभागों/कार्यालयों 'क' श्रेणी के अभिलेखों को माइक्रोफिल्मिंग में सहायता करता है क्योंकि उनके पास इस कार्य को करने के लिये अपेक्षित विशेषज्ञ उपलब्ध नहीं है। यद्यपि राष्ट्रीय अभिलेखागार ने पहले ही विभिन्न संघटनों के 'क' श्रेणी रिकार्ड्स की माइक्रोफिल्मिंग को पूरा कर लिया है। फिर भी जब इस सम्बन्ध में प्राप्त उत्तरों की जांच की गयी तो यह पाया गया है कि बहुत अधिक संख्या में मंत्रालयों/ विभागों/ कार्यालयों आदि द्वारा अभी भी वांछित सूचना भेजी जानी बाकी है। अतः आपसे अनुरोध है कि कृपया 'क' श्रेणी के अभिलेख जो आपके अधीन रखे हुये हैं के सम्बन्ध में वांछित सूचना संलग्न निर्धारित प्रोफार्मों से भेजे ताकि यह विभाग माइक्रोफिल्मिंग के कार्य को करने हेतु एक योजना तैयार कर सके।

यहां यह भी कहना उपयुक्त होगा कि राष्ट्रीय अभिलेखागार 'क' श्रेणी के अभिलेखों की माइक्रोफिल्मिंग हेतु अपनी सेवार्य निशुल्क प्रदान करता है एवं तैयार किये गये रोल्स की एक प्रति सम्बन्धित विभाग को उनके संदर्भ एव रिकार्ड हेतु दे दिया जाता है। इसके अतिरिक्त, आपसे यह भी अनुरोध किया जाता है कि इस सम्बन्ध में आप अपने सभी संलग्न एवं अधीनस्थ कार्यालयों, सार्वजनिक क्षेत्र उपक्रमों आदि जो आपके अधीन कार्यरत हैं को भी आवश्यक निर्देश जारी करें।

भवदीय,

प्रा. सं-244

(पी.के. रॉय)

अभिलेख सहायक निदेशक

दूरभाष नं: 011- 23381467

फैक्स नं: 011- 23384127

संलग्न: प्रारूप

Proforma for 'A' Category Records to be taken up for Microfilming

Name of the Organisation : \_\_\_\_\_

Total number of 'A' Category records	Inclusive years	Name of the Section/ Unit/ Cell	Have these records been transferred to Departmental Records Room?	Present physical condition of records	Remarks, if any
1	2	3	4	4	6



Dy. No. 1581/Coord/1/16

FTJ-177932/16

F.No.O-21030/05/2016-Coord  
Government of India  
Ministry of Finance  
Department of Revenue

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New Delhi, dated 18<sup>th</sup> May, 2016

OFFICE MEMORANDUM

Subject :- Annual Inspection of Record Rooms for the year 2016-2017.

The undersigned is directed to enclose a copy of National Archives of India's Circular No.F.14-1/2016-R.M. dated 12<sup>th</sup> April, 2016 on the above mentioned subject for information and necessary action.

Encl: As above

Narendra Kumar  
18/05/2016  
(Narendra Kumar)  
Under Secretary(Coord)  
Telefax No. : 23095539

Ch(EC) in netry

Comm (Coord)

DR -  
US (vsn)

1. Chairman(CBDT)
2. Chairman(CBEC)
3. Director, Enforcement Directorate
4. Director, Narcotics Control
5. Director, FIU-IND
6. D.G., CEIB
7. Dir.(HQ)
8. Dir.(Admn.)

10/5/16  
25-5-2016

Copy to:

S (Action)

1. Commissioner(Coord.), CBDT
2. Commissioner(Coord.), CBEC

(B)  
22/5  
Jh B  
2-3/15

No.F.14-1/2016 R.M.  
Government of India  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi - 110 001  
e-mail: [archives@nic.in](mailto:archives@nic.in)  
Website: [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)

Dated the 12 APR 2016

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: Annual Inspection of Records Rooms for the year 2016-2017.**

\*\*\*\*\*

Sir/Madam,

In pursuance of provision of Section 3(2)(j) of the Public Records Act, 1993 and Para 136(2) of the Central Secretariat Manual of Office Procedure (CSMOP), (1957 Ed.2010) 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 manning 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.

*AS on leave*  
*ABTR* Further, ~~prior to undertaking the inspection of Records Rooms, you are~~ requested to complete the Inspection Questionnaire (Appendix 57 of CSMOP), a copy of which is enclosed for your ready reference.

Kindly acknowledge the receipts of this letter. *eg*

Yours faithfully,

*P.K. Roy*

(P.K. Roy)  
Assistant Director of Archives  
Government of India  
Tel No. 011-23381457  
Fax No. 011-23384127

Encl.: Appendix 57 of CSMOP

*159709/2016/COO*

*28/4/16*  
*Ch. A. G.*

*28/4/16*

*CBEC, COO*  
*a all*  
*of*

*2012*

*US 8/1*

*AS on leave*

*ABTR*



दि.स. 14-1/2016 आर.एम.  
भारत सरकार  
संस्कृति मंत्रालय,  
राष्ट्रीय अभिलेखागार,  
जनपथ, नई दिल्ली 110001,  
ई मेल: [archives@nic.in](mailto:archives@nic.in)  
वेब साइट: [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)

14 APR 2016  
दिनांक

सेवा में,

सूची अनुसार

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

विषय: अभिलेख कक्षों का वार्षिक निरीक्षण वर्ष 2016-2017 के सम्बन्ध में ।

महोदय/ महोदया,

लोक अभिलेख अधिनियम, 1993 की धारा 3(2)(j) एवं केन्द्रीय सचिवालय कार्यालय पद्धति नियम पुस्तिका के 120 संस्करण पैरा 136(2) 2010 के अनुसार यह आवश्यक है कि प्रत्येक मंत्रालय/ विभाग/ कार्यालय के अभिलेख कक्षों का निरीक्षण वर्ष में एक बार राष्ट्रीय अभिलेखागार के साथ मिलकर किया जाये ताकि जो अभिलेख वहां रखे हुये हैं उनके परिवर्तन एवं प्रदूषण की स्थिति को मानीटर किया जा सके । इस मुद्दे के महत्व पर विचार करते हुये यह वांछनीय है कि विभागीय अभिलेख कक्षों में योग्य कर्मचारियों/ अधिकारियों की नियुक्ति पर भी समुचित ध्यान दिया जाये ।

अतः इस सम्बन्ध में आपसे अनुरोध है कि अपने विभागीय अभिलेख कक्ष के निरीक्षण की उपयुक्त तैयारी तथा स्वयं अपनी सुविधानुसार इस विभाग के साथ परामर्श कर शीघ्र नियत करें । आपसे यह भी अनुरोध है कि अपने प्रशासनिक नियंत्रण के अंतर्गत सभी अधीनस्थ कार्यालयों/ सार्वजनिक क्षेत्र उपक्रमों आदि के विभागीय अभिलेख कक्षों के वार्षिक निरीक्षण कार्यक्रम बना कर इस विभाग को भेजें ताकि उनके निरीक्षण का कार्य हम अपने वार्षिक कार्यक्रम में सम्मिलित कर सकें ।

इसके अतिरिक्त, अभिलेख कक्ष के निरीक्षण के कार्य को करने से पूर्व आपसे अनुरोध है कि आप स्वयं आपके अधीन सभी संलग्न एवं अधीनस्थ कार्यालय एवं सार्वजनिक क्षेत्र उपक्रम निरीक्षण प्रश्नावली (परिशिष्ट 57), जिसकी प्रति आपके तालिका हवाले हेतु संलग्न है, को पूरा कर लें ।

संलग्न : परिशिष्ट 57

स.प.दी.प.  
पि.के. सिंह

(पि.के. सिंह)

अभिलेख सहायक निदेशक

दूरभाष नं : 011- 23381467

फैक्स नं : 011- 2339412

APPENDIX 57

Inspection Questionnaire for Departmental Record Room

[Vide para 136 (2)]

Ministry/Department.....

Date of present Inspection.....

Date of last Inspection.....

PART I—GENERAL

PERSONAL DATA

Factual data to be furnished by S.O./Asstt. JDC In-charge of Record Room

S.O. or equivalent grade like Archivist	Asstt.	UDC/LDC	Multi skilled Staff/Record Attendant/ Record sorter	Multi Skilled Staff
---	--------	---------	---	---------------------

Sanctioned strength  
Actual Deployment at the time of inspection :

2. Physical condition of the Record Room,

- (i) Location such as e.g. Basement/Ground Floor/Other floors.
- (ii) Area occupied by records
- (iii) Area occupied by staff
- (iv) Total Area  
Is there sufficient space in the Record Room for further accrual and storage of records?
- (v) Number of shelves
  - (a) Steel
  - (b) Wooden
- (vi) Mode of keeping the record:
  - (a) Are the files kept in bundles with plywood/cardboard support or in carton boxes?
  - (b) If in bundles, how they are kept? (horizontal/vertical)
  - (c) Are the bundles properly labelled indicating their contents?
- (vii) Are there proper ventilation and fighting arrangement?
- (viii) Are there security arrangement against fire hazards, theft and pilferage?
- (ix) Is there enough space for reception and consultation of record?
- (x) Does the Record Room have gangways?

APPENDIX 57—Contd.

- (x) Whether naphthalene bricks/balls are being used? If not, what are the other arrangements for satisfactory preservation of record (e.g. spray of insecticides like DDT, Pic and Fir etc).
- (xi) Is vacuum cleaner being used for Record Room? If not, state the arrangements for proper dusting and cleaning?
- (xii) Whether records are being fumigated periodically?
- (xiv) What arrangement exists for mending and repair of records? What materials are used for mending and repair work? [Para (104 (3))]
- (xv) General condition of cleanliness and proper stacking of files etc.

PART II—RECORD-KEEPING AND THEIR PERIODICAL REVIEW/APPRaisal

Number of records: Wherever possible please furnish the information for inclusive years (i.e. oldest and the latest year)

- (i) Total number of record (indicating the oldest and the latest on the date of inspection)
  - (a) Files
  - (b) Registers
  - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (ii) Total number of records which are more than 25 years old at the time of inspection
  - (a) Files
  - (b) Registers
  - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (iii) If the Record Room is also accepting classified records the arrangement for their safe custody.
- (iv) Security arrangement for inspection of Secret Record Room where they exist.
- (v) Whether all the files due for review have been sent to respective sections.
- (vi) Number of 'C' category records sent for review to respective sections during the last year. [Para 113 (4)]
- (vii) Number of record reviewed during the last year. [Para 113(5)].
- (viii) Number of records lying unreviewed in different sections.
- (ix) Number of records marked for further retention by concerned sections and sent to Departmental Record Room [Para 113 (1) & (5)]

APPENDIX 57--Contd.

- (x) Percentage of files marked "keep" to total files reviewed and whether it is excessive?
- (xi) In case further review is called for (if excessive percentage has been marked for retention) number of files checked and advice or measure suggested for improvement.

*Weeding out:*

- (xii) Number of files/records marked for weeding out during the year. [Para 113 (1)]
- (xiii) Whether the records marked for weeding out have been destroyed? If not, when it is proposed to destroy them. [Para 113 (7) (b) (i) & (ii)].

*Transfer:*

- (xiv) Number of more than 25 years old files appraised by the National Archives of India during the last year. [Para 113 (2)]
- (xv) Whether the files recommended for retention by National Archive of India have been transferred to that organisation. If not, give reasons.

*Retention Schedule:*

- (xvi) State if the Retention Schedule for substantive records has been complied. If not, when it is proposed to be compiled. [Para 111 (1)(d)]

PART III—MAINTENANCE

1. Files:

Please take a sample of 20 files at random and examine

- (i) Whether the files have been properly recorded and classified into 'B' and 'C' categories. Has the retention period of 'C' category files has been distinctly indicated? [Para 105]
- (ii) Whether they have been stitched properly? [Para 104 (3)]
- (iii) Number of files not found at appropriate places in bundles of recorded files.
- (iv) Are the requisition slips kept in proper places in bundles? If not, state reasons. [Para 115 (3)]
- (v) Number of files lying on the ground. If so, indicate number and reasons therefor.
- (vi) Whether files opened under functional and conventional filing system are kept separately and arranged section-wise, chronologically in a serial order.

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APPENDIX 57—Contd.

2. Register

Whether the following registers are being maintained properly and entries are up-to-date.

- (i) Record Issue Register.
- (ii) Record Review Register. [Para 112 (4); Appendix 30]
- ~~(iii) Accession Register.~~
- (iv) Record Transfer Register [Para 112 (2); Appendix 29].

PART IV—INDEXING

- (i) Has the departmental index been compiled in the consolidated form? [Para 109]
- (ii) What types of finding aid (Reference Aids/ Information Retrieval) sets are available in the Record Room?

PART V—INSPECTING OFFICERS' REPORT

- (i) Additional functions, if any, being performed by the Departmental Record Room.
- (ii) General Remarks of the Inspecting Officers about the state of Record Room.
- (iii) Recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officers may have to make.
- (iv) General Remarks, if any:

*Signature of the Inspecting Officers with date.*

One copy of the inspection report may be forwarded to the National Archives of India for their information and record. [Para 138 (1)]

Dy No. 1587/Com/and/16

F.T.S-177929/16

16

F.No.O-21030/05/2016-Coord  
Government of India  
Ministry of Finance  
Department of Revenue

New Delhi, dated 18<sup>th</sup> May, 2016

OFFICE MEMORANDUM

**Subject :- 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 enclose a copy of National Archives of India's Circular No.F.16-3/2016-R.M. dated 12<sup>th</sup> April, 2016 on the above mentioned subject for information and necessary action.

Encl: As above

Narendra Kumar  
18/05/2016

(Narendra Kumar)  
Under Secretary(Coord)  
Telefax No. : 23095539

Ch(EL) in entry  
Comm Clo & dt  
All 7  
vs/ven

1. Chairman(CBDT)
2. Chairman(CBEC)
3. Director, Enforcement Directorate
4. Director, Narcotics Control
5. Director, FIU-IND
6. D.G., CEIB
7. Dir.(HQ)
8. Dir.(Admn.)

Copy to:

1. Commissioner(Coord.), CBDT
2. Commissioner(Coord.), CBEC

(Admn)

23-5  
gh B  
w/m

Dated: 12 APR 2016

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)

**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, 2015 and July to December, 2015 to this Department latest by 31 July, 2016 in the form enclosed. 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, 2015 and July to December, 2015 to this Department by 31 July, 2016 in the enclosed prescribed form.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

*P. K. Roy*

(P.K. Roy)  
Assistant Director of Archives  
Government of India  
Tel No. 011-23381467  
Fax No. 011-2338 4127

*S*  
28/4

45/CO

*M*  
28/4/2016

*S*  
28/4/16

Encl.: As above

*M*  
28/4/16

*S*  
28-4-16

159720/2016/COON  
28-04-2016

दिनांक: 2 APR 2016

सेवा में,

सूची अनुसार

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

विषय:- वर्गीकृत अभिलेखों के विवर्गीकरण पर लोक अभिलेख अधिनियम, 1993 तथा लोक अभिलेख नियम 1997 के अर्न्तगत मांगी जाने वाली अर्द्धवार्षिक रिपोर्ट का प्रेषण।

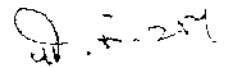
महोदय/ महोदया,

मुझे आपका ध्यान लोक अधिनियम, 1997 के नियम 7 के साथ पठित जो अभिलेख अधिनियम 1993 की धारा 6 की उपधारा (ठ) के उपलब्ध के (च) की और दिलाने का निर्देश हुआ है, जिसमें यह अनुबन्धित है कि गोपनीय फाइलों के अवश्रेणीकरण एवं उनका नियमित श्रृंखला में समाहित करने के दृष्टिकोण से सभी वर्गीकृत फाइलों की बीच वर्षों में एक बार समीक्षा की जानी चाहिए। उनके वैज्ञानिक परिरक्षण हेतु राष्ट्रीय अभिलेखागार में स्थानान्तरित कर दिया जाएगा। कहने की आवश्यकता नहीं है कि फाइलों का आधिकारिक विवर्गीकरण गोपनीय फाइलों के अवश्रेणीकरण इस प्रकार की फाइलों की संख्या में कमी के साथ साथ उनके उपयुक्त देखभाल में भी सहायता करना है।

आपसे वर्गीकृत फाइलों (अतिगुप्त, गुप्त, गोपनीय, प्रतिबन्धित) के अवश्रेणीकरण के बारे में उचित कदम उठाने का अनुरोध किया जाता है। जिससे कि आपके द्वारा संलग्न प्रोफार्मा में भरकर जनवरी - जून, 2015 एवं जुलाई-दिसम्बर, 2015 के अर्द्धवार्षिक प्रगति प्रतिवेदन इस विभाग को 31 जुलाई, 2016 तक प्रेषित की जा सके। आपसे भी अनुरोध किया जाता है कि आप अपने सभी संलग्न एवं अधीनस्थ कार्यालयों/सांविधिक बिज्याय/समिति एवं अयोग/सार्वजनिक क्षेत्र उपक्रमों आदि को भी उपरोक्त सूचना संलग्न प्रारूप 4 में इस विभाग को ऊपर वर्णित संलग्न सीमा में भेजने का निर्देश जारी करें।

कृपया इस पत्र की पावती भेजें।

भवदीय,



(पी.के. रॉय)

अभिलेख सहायक निदेशक

दूरभाष नं : 011-23381467

फैक्स नं : 011-23384127

संलग्न: फार्म 4 लोक अभिलेख नियम, 1997



- S.6 (1) The records officer shall be responsible for:  
(i) 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

Old Comm. No. \_\_\_\_\_  
Dy. Comm. No. 1579/201  
Date 19/5  
FTS No. \_\_\_\_\_

URGENT  
TIME BOUND

F.No.O-21030/05/2016-Coord  
Government of India  
Ministry of Finance  
Department of Revenue

New Delhi, dated 18<sup>th</sup> May, 2016

OFFICE MEMORANDUM

**Subject :- 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.**

The undersigned is directed to enclose a copy of National Archives of India's Circular No.F.16-12(A)/2016-R.M. dated 12<sup>th</sup> April, 2016 on the above mentioned subject.

The addresses are requested to furnish the information sought by National Archives of India in the enclosed proforma (Form-5) directly to them but in no case later than 31 May, 2016.

Encl: As above

*Narendra Kumar*  
10/05/2016  
(Narendra Kumar)  
Under Secretary(Coord)  
Telefax No. : 23095539

1. Chairman(CBDT)
2. Chairman(CBEC)
3. Director, Enforcement Directorate
4. Director, Narcotics Control
5. Director, FIU-IND
6. D.G., CEIB
7. Dir.(HQ)
8. Dir.(Admn.)

Copy to:

1. Commissioner(Coord.), CBDT
2. Commissioner(Coord.), CBEC

BY NO. 10/05/2016  
10/05/2016

*#RD*  
*CEO*  
*10/05/2016*  
*SOCRA*  
*R B*

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.

- 165
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?

(Signature of DRO)

Name of the records officer:

Designation:

Address of the Ministry/Deptt/PSU:

Dated: 18 2 APR 2016

CIRCULAR

Subject: 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.

As you are aware that Section 6(1) of Public Records Act, 1993 to be read with Rule 6 (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 (f) of the said Act.

Accordingly, the Eighteen Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2015 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, 2016.

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, 2016.

Yours faithfully,

*P.K. Roy*

(P.K. Roy)  
Assistant Director of Archives  
Government of India  
Tel No. 011-23381407  
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).

159725/2016 (1000)  
28-04-2016

मि.सं. 16-12(ए)/2016 आर.एम.

भारत सरकार

संस्कृति मंत्रालय

राष्ट्रीय अभिलेखागार

जलपथ, नई दिल्ली 110001

ई मेल: [archives@nic.in](mailto:archives@nic.in)

वेब साइट: [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)

दिनांक 17 मई 2016

### परिपत्र

**विषय:** लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2015 के लिए अभिलेख महानिदेशक के 18वीं रिपोर्ट के संकलन हेतु सूचना के लिए अनुरोध।

जैसा आपको विदित होगा कि धारा 6 (1) (ट) के साथ लोक अभिलेख नियम, नियम 8 (1) द्वारा निर्देशित है कि नियम 3 में नामित अभिलेखाधिकारी प्रत्येक वर्ष लोक अभिलेख नियम, 1997 में निर्धारित कार्य में वार्षिक रिपोर्ट करके 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 वार्षिक रिपोर्ट प्रत्येक वर्ष भारत सरकार को प्रस्तुत करेंगे।

तदनुसार अभिलेख महानिदेशक द्वारा लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2015 के लिए 18वें प्रतिवेदन का संकलन किया जायेगा तत्पश्चात उसे अनुसूचक संस्कृति मंत्रालय को प्रेषित किया जायेगा।

अंतः आपसे संलग्न प्रारूप 5 में रिपोर्टधीन अवधि के दौरान की गई वार्षिक कार्यवाही की सूचना यथाशीघ्र विहित किसी भी परिस्थिति में 31 मई, 2016 तक भेजने का अनुरोध किया जाता है। आपसे यह ही अनुरोध किया जाता है कि आप अपने प्रशासनिक नियंत्रण के अन्तर्गत सभी संलग्न एवं अर्थात्स्य कार्यालयों एवं सावजनिक क्षेत्र उपकरणों आदि को भी उपरोक्त सूचना संलग्न प्रारूप 5 में इस विभाग को किसी भी परिस्थिति में 31 मई, 2016 तक भेजने का निर्देश जारी करें।

सहायक,

(सहायक निदेशक)

अभिलेख सहायक निदेशक

दूरभाष नं: 011- 23384167

फैक्स नं: 011- 23384127

संलग्न: फार्म 5 लोक अभिलेख नियम, 1997

सेवा में,

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