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GOVERNMENT OF INDIA
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GOVERNMENT OF TF1E*NATI©NAL' CAPITAL TERRITORY OF DELHI
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New Delhi, the 13th January, 1999

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COMPANY AFFAIRS
(Legislative Department)

New Delhi, the 22nd December, 1993

The following Act of Parliament received the assent of the President on the 21st December, 1993, and is hereby published for general information :—• THE PUBLIC RECORDS ACT,-1993
No. 69 of 1993
[22nd December, 1993.]

Aft Act to regulate the management, administration and preservation of public records of the Central

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gqaRT		(2)	% s r akr	Tf a §"	f a f l T srfar		
public sector undertakings, statutory bodies and corporations, commissions and committees constituted by the Central Government or a Union Territory Administration and matters connected therewith or incidental thereto.							

qft q|^ |t% %*tt ;
(n) aRT 13 %vr 3qaRT (3) % ?rakr sTri % s s ^f ^T ;

Be it enacted by Parliament in the Forty-fourth Year of the Republic of India as follows :— * »

1. Short title and commencement.—(1) This Act may be called the Public Recr.rds Act, 1993.

(.«!)	a	f asR	far^i t	STRcT	e f t s	a RT	14	(2) It shall come inio force on such date as the
	o o	°n	5rafa '	^>T		TTW^r	^R	Central Government may, by notification in the
(z)	?r%T!t							Official Gazette, appoint.
	3T;j T f a ^ i T 3 U f af ^T fa?T T 3 T R T H T ffa c T							2. Definitions.— In this Act, unless the context
	m faffcT fa^TT ^TTTT							otherwise requires,—•

(a) “Board” means the Archival Advisory

18.	% ^ T ^ f a^t spT ^3T 3TRT —			Board constituted under sub-section (1) of section 13; (b) “Director General” means the Director General of Archives appointed by the							
^rfafinm % ^rakr ^fnrr n?TT a^qr fanr^, w tq str											
%	^faT5i		% a^ h^^t % ?nra, ^ r ^								
m % ff, I^T afa f^r		mfz % fan, w								^^11	
irf srqfa trqr m		m qr ?> ?tt 5Tfa^ ^n^.faqr waif Jf			Central Government		and	includes any			
z r f ?		.Ha % ITT n		w	? T R5 f .f a q r		officer authorised by that Government to				
Ha'f % ft p cfT? % 5T5THFT % ^ #f f				3<T faqH		perform	the	duties	of	the	Director

		General;
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^ ^ trftgfHcT m n \$ a 'flm tfTm i irfe. ^ c r

?r^TPT % ^ # f f h??t Hfptra | t ^rrq ‘ fa fa^nr

(c) “head of the Archives” means a person holding the charge of the Archives of the Union Territory Administration;

io	DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUARY 21, 1998/MAGAHA 16, 1920	[PartIV
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(d) “prescribed” means prescribed by rules made under this Act;

(e) “public records” includes—

may be specified in the order, to carry out all or, any of the following functions, namely:—

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(a) supervision, management and control of

(i)	any document, manuscript and file;	the Archives;
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(ii) any microfilm, microfiche and facsimile

copy of a document;

(iii) any reproduction of image or images

embodied in such microfilm (whether

(b) acceptance for deposit of public records of permanent nature after such period as may be prescribed;

(c) custody, use and withdrawal of public

(iv)	enlarged or not); and	records;	
	any other material produced by a com	(d) arrangement, preservation and exhibition	
	puter or by any other device,	of public records;	
		0	•

of any records creating agency;

(e) preparation of inventories, indices, cata

*•	\	^	(f)	logues and	other reference	media	of
(f) records creating agency includes,—				public records;			

(i)	in relation to the Central Government,		analysing, developing, promoting and co
any ministry, department or office of		ordinating the standards, procedures and	
that Government;			
(ii)	in relation to any statutory	body or	
			records management system;

corporation	wholly or	substantially
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controlled or financed by the Central

Government or	commission	or any
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committee constituted by that Government, the offices of the said body, corporation, commission or committee;

(iii) in relation to a Union Territory Admini stration, any departm ent' or office of

(g) ensuring the maintenance, arrangement

and security of public records in the

Archives and in the offices of the records

creating agency;

(h) promoting utilisation of available space

and maintenance of equipments for pre

serving public records;

3.	that Administration;				&				
	(iv)	in relation to any statutory body or			(i)	tendering	advice to	records	creating
	corporation	wholly	or	substantially	agencies on the compilation, classification				
	controlled or financed by Union terri				and disposal of records and application				
	tory Administration or commission or				of standards, procedures and techniques				
	any committee		constituted by		that		of records management;		
•									
	Administration, the offices of the said				(j)	survey and inspection of public records;			
	body,	corporation,	commission	or					
	committee;				(k) organising training programmes in various				

(g) “records officer” means the officer nominated by the records creating agency			disciplines	of Archives	administration
under sub-section (1) of section 5.—			and records management;		
Power of the Central Government to coordinate			(1)	accepting records from any private source;	
			(m)	regulating access to public records;	

nate, regulate and supervise operations connected with administration, management, etc., of public records.—(1) The Central Government shall have the power to coordinate, regulate and supervise the

operations	connected	with	the	administration,
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management, preservation, selection, disposal and retirement of public records under this Act.

(2) The Central Government in relation to the

(n) receiving records from defunct bodies and making arrangement for securing public records in the event of national emergency;

(o) receiving reports on records management and disposal practices from the records officer;

public records	of the	records creating	agencies	(p) providing	authenticated	copies of,	or
specified in sub-clauses (i) and (ii) of clause (f) of section 2 and the Union Territory Administration				extracts from, public records;			
in relation to	the public	records of the records		(q) destroying or disposal of public records;			

creating agencies specified in sub-clauses (iii) and (iv) of the said clause, may, by order, authorise the Director General or the head of the Archives,

as the case may be, subject to such conditions as

(r) obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

[PartIV	DELHI GAZETTE	the Union	11
4. Prohibition against .taking of public records			territory for public records

out of India.— No person shall take or cause to be	management;	-
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taken out of India any public records without the prior approval of the Central Government :

Provided that no such prior approval shall be required if any public records are taken or sent out

(k) submission	of	annual	report	to	the
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Director General or, as the case may be,

head of the Archives in such manner as
may be prescribed;

of India for any official purpose.	(1) transferring of records of	any defunct
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5. Records officer.—(1) Every records creating agency shall nominate one of its officers as records officer to discharge the functions under this Act.

body to the National Archives of India or the Archives of the Union territory, as the case may be. for preservation.

(2)	Every records creating agency may set up	(2) The records officer shall act under the direc
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such number of record rooms in such places as it deems fit and shall place each record room under
the charge of a records officer.

6. Responsibilities of records officer.— (1) The records officer shall be responsible for—

(a) proper	arrangement, maintenance	and
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preservation of public records under his charge;

(b) periodical rview of all public records

and	weeding	out	public	records	of
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tion of the Director General or, as the case may be, head of the Archives while discharging the responsibilities specified in sub-section (1).

7. Records officer to take appropriate action in the event of unauthorised removal, destruction, etc.. of public records in his custody.—(1) The records officer shall, in the event of any unauthorised removal, destruction, defacement or alteration of any public records under his charge, forthwith take appropriate action lor the recovery or restoration of such public records.

eupliemeral value; 0	(2) The records officer shall submit a report in 0
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(c) appraisal of	public, records	which are
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more than twenty-five years old in con
sultation with the National Archives of
India or, as the case may be, the Archives
of the Union territory, with a view to
retaining public records of permanent
value;

writing to the Director General or, as the case may be, the head of the Archives without any delay on any information about any unauthorised removal, destruction, defacement or alteration of any public

records under his	charge and	about the	action
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initiated by him and shall take action as he may deem necessary subject to the directions, if any given by the Director General or, as the case may

(d) destruction	of public	records in	such	be, head of the Archives.
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manner and subject to such conditions as may be prescribed under sub-section (1)

of section 8;

(e) compilation of a schedule of retention for public records in consultation with the National Archives of India or, as the case may be, the Archives of the Union

territory;

(f) periodical	review for	downgrading of
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classified public records in such manner as may be prescribed;

(g) adoption of such standards, procedures and techniques as may be recommended from time to time by the National Archives of India for improvement of record management system and maintenance of security of public records;

»	;	*
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(h) compilation of annual indices of public

records;

(i) compilation of organisational history and annual supplement thereto;

(j) assisting the National Archives of India or, as the case may be, the Archives of

(3) The records officer may seek assistance from any government officer or any other person for the purpose of recovery or restoration of public records and such officer or person shall render all assistance to the records officer.

8. Destruction or disposal of public records.— (1) Save as otherwise provided in any law for the time being in force, no public record shall be des

stroyed or otherwise	disposed of except	in such
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manner and subject to such conditions as may be prescribed.

(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.

9. Penalty for contraventions.— Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.

10. Public	records	bearing	security	classifi
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cation.— No public records bearing security classification shall be transferred to the National Archives of India or the Archives of the Union territory.

11. Receipt of- records from private sources.— (d) three persons to be nominated M em bers;

(1) The National Archives of India or the Archives of the Union territory may accept any record of historical or national importance from any private source by way of gift, purchase or otherwise.

(2) The National Archives of India or, as the case may be, the Archives of any Union territory

by the Central Go/eminent

for a period not exceeding

three years, one behi'i an

Archivist and two being Professors in the Post-graduate Department of History in

any recognised University.

may, in such manner and subject to such conditions					(e) Director General	Members
as may be prescribed, make any record referred to						Secretary,
in sub-section (1) available	to	any	bona fide	ex-officio;		
research scholar.						

12. Access	to	public	records.— (1) All un
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classified public records as are more than thirty years

old and are transferred to the National Archives of

India or the Archives of the Union territory may

be, subject to such exceptions and restrictions as

} may be prescribed made available to any bona fide

(3) The members nominated i nder clause (d)

of sub-section (2) shall be paid such allowances

as may be prescribed.

14. Functions of the Boaid.— The Board shall

perform the following functions, namely :—

(a) advise the Central Government and Union

research scholar.	territory	Adnnnistratk ns	on	matters
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Ex p l a n at ion. — F o r	thepurposes	of this	sub	concerning the administration, management, conservation and use of public records;		
section, the period of	thirty years shall be reckoned					
from the year of the	opening of the public record.			(b) lay down guidelines	for training	of
(2)	Any records creating agency may grant to			Archivists;		

any person access to any public record in its custody in such manner and subject to such conditions as if may be prescribed.

13. Archival Advisory Board.—(1)The Central Government may, by notification in the Official Gazette, constitute an Archival Advisory Board for' the purposes of this Act.

(2) The Board shall consist of the following

members, namely :—

(c) give directions for acquisition of records

from private custody;

(d) deal with such other matters as may be

prescribed.

15. Power of the Directoi General to lay down

norms and standards for courses in archival

science.— The Director General shall have the

power to lay down norms and standards for courses

curricula, assessment and examinations relating to

the training in archival science and other ancillary

subjects.

(a)	Secretary to the Government	Cl airman,	16. Protection of action taken in good faith.—
			No suit, prosecution or other legal proceedings shall
	of India in the Ministry of	ex-officio ;	lie against any person in respect of anything which
	Central Government dealing		is in good faith done or intended to be done in
	with culture.		pursuance of this Act or the rules made thereunder.

(b) one officer not below, th	Members,	17.	Power to make rules.— (1)	The	Central
ra n i of Joint Secretary to	ex- officio ;	Government may,	by	notification	in the
the Government of India,		Official			
each from the Cabinet		Gazette, make rules to carry out the provisions of			
Secretariat, Ministry of		this Act.			

Home Affairs, Ministry of Defence, Ministry of
External Affairs, Ministry of Finance and Ministry of Personnel, Public
Grievances and Pension.

(2) In particular and without prejudice to the
generality of the foregoing power, such rules may
provide for all or any of the following matters,
nam ely:—

m

(a) the period after which public records of

ic)	two representatives not below	Members ;	permanent nature may be accepted under	
	the rank of Joint Secretary in		clause (b) of sub-section (2) of section 3;	
			»	•

the Union territory Adminis-t /

trations to be nominated

(b) the manner in which and the conditions subject to which public records can be

by the Central destroyed under clause (d) of sub-section

Government. \ 1) of section 6;

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(c) the manner in which periodical review of	s ijtt	9'(2 5)/9 7 -H rft.	—	
classified public records for downgrading	fTia-T^ ¥ r	% fac, s mf w	^Tcrr :—	
shall be undertaken under clause (f) of				

sub-section (1) of section 6;	< far	frm	1 9 9 7
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(d) the manner in which the records officer	(■WfcT f ^R)	
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will report to the Director General or

the head of the Archives under clause	f e w f r ,	9	199 7
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(k) of sub-section (1) of section 6;

(e) the manner in which and the conditions subject to which public records may be destroyed or disposed of under sub-section	HT.qvT.f^r. 43:— %? srT		?far	srfssfrm
	1993 (1993	69)	«TTT 17^y^TSiRT (1) §TTT	
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(l) of section 8;

(f) the manner in Which and the conditions subject to which records of historical or

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national importance may be made avail			a	(2) q wr a i f g q r m			gt?i i				
able to research scholar under sub-section				*■	i	*	h/L. S	y	?		
(2) of section 11;				(2) Tf^T5 ni :— FT			t	?r			
(g) exceptions and restrictions subject to				gt :—							
which public records may be made avail				(*)		% afar		?Tf^fT^nr 1993			
able to a research scholar under sub				(1 99 3 5pT 6 9) i f f a S<T							
section (1) of section 12;											
(h) the manner in which and the conditions				(m) “s f ^ r ” ?		r	t	t	r	w	5rft%gT»rn:
subject to which	any records	creating		ht ^		tpkt		% srf^^raw rc % *rp>sr?r *r			
aigency may grant to any person access				?far ?Tfa%gf				SffaScT			
to public records in its custody under				(it.) ‘		” ?r ^		s r a . ^ t p r - wr			
sub-section (2) of section 12;				it qfWfaw fasmfto				M ftnpr *f			
(i)	the allowances payable to members of the		5Tfbj T T T Sif^T % 3MWIT 5TFcT					’I t f l R W			

Board under sub section (3) of section			TftqRk 'ijlT f^TfecT gTT % FT		^fffrT "far	
13;			r % fR'fticr		s r f s m. f !	
»	■	•	(3) "sjfqTsu” *r <*far qf*i^ra			
the matters	with respect to which the					
Board may perform its functions under			(-3)ferw ” Srt>*rrf^rrr^T^rrfa-im T			
clause (d) of section 14;			srfVtw fsi%		wwf	^sn%

(k) any other matter which is required to be,

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or may be, prescribed.		<i>i</i>	'	►		
		(tt) “s r # ^	^rr			
18.	Laying of rules before Parliament. — Every	q^farq- % ■mra gw ^11% ^ 3tt sresrifr-				
rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid both		1	spT«r	srf^g-		
		(©) “t.tw ” &		afar		
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		(3t) "51^'T” & 35		% «wr .s im ^5? I ;		

Houses agree in making any modification in the rule or both Houses agree that the rule should not be made the rule shall thereafter have effect only in such modified form oi be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that K. L. MOHANPURIA, Secy.	(fi) " s u p ?			% n?t										?rN3cr I																
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jrPfrSpg- ^tst ^				% ^Tcr w		t w		11		?rPfl%^ qft ?«n?fr '^ q- qr				eft IR ? ? T %	
•	0	-	.	*											
(2) ?rfa%'a' ^rfa^R't wi Mr						JTffir^Rr jtt				?fqR % tot irssnF^rfir rrfifew srr ?tPt% tor % qT*r ^ rrr w'r q p ^ fg ra - fqrqr snw 1					
srfvr^rTTTTT ^raR				sr^ 31 ^r^rd ir qi^r jrfq-											

-

\ (4)	Pr r		(2) \ /	*©	■s	% mm~<t			mm % o		
WRr^t«r jrtsr % f%q # rr		^ trt srcc: Prr 6	tpr ?rrt??r ?r«nf?ar%, JT^rf^i^								
if sqsffsR Tjf?f % w rP«rf		<5	i n	sr i V^- pr pr	5 ra r? r	^	s f ^er	^; *it	i	ir« rrf% « rf% ,	
TOR T'T ^fr2T3TT ITT H*fRT		^r r >		Trsrf?K5r^		^tt		TOR		frfegr	if ?fk
%				3JRWt ir ^fT			^raw, tpfer			? irt^	
(5) ^rf?PTflr (1) % srsrta snfafci srftrenfr sttt				% #TO if		?f^5rr if \$SPIT ^ ^%JTT I o					
RRfT		% W?T R ? fRTRt % wfccw R R fif, SJT^q-4		%					•		
if, R friR srpf^nrf %		rrtsir srk ^ frftq rR r qfr	(3) 3R W			^TTtT					
R3R	Tft ^ T wf efr crsp TORftRT PWq"Rl ?r«rTfr*rfr,r,		c	\		JTTOWRRST		sfTT	JTSTJR		
*rffp;T^?rcr r 5 tP rp 3 7 rt t or		#^r 1	%	JT5TT nff fw sjRTf l			^frf sqf^ff ppfr				
8. q 'lfe fT'TR 5T?gcf *KR— (1) pRJT		3 %	? rP * ,~? n ?	tt s pr f m		s r f c r . w. Tp^f c f			m		

			TOR <i>tft</i> T5 STHSTI % f^?TT #JTTT	
TOfa RRpfRpw srpR-ra' srPfm t srTRffr sr % jttm			^•nT 1	
r h	if, jtcp ^r, Rftpp Pr >? s rm-s if, ^	tP^r Pt	1 1. 5TW	T p r :— (1) P^^r 5 %
JTfTf?r^?r^ r ^P^strt? t o r «Ft 'ir^R i				

; 'TpJxSTW % P?R SfrRfR

(2) aR?Ra; RTTf?«rf?r, *rfiffi%?ra' r vrfv w a i-				9	arn		Nd ^ a r f ?ffT							
rt t or stfsrfRPT qPr h ttt 6 \$7 s t or t (i) % 'aw					P^PrfecT ? r7		n	^	mwjrf?fr< ?rfmciR					
(*\$) *t (?) % gqscreff % sr^t if stR tw ^F sm ft					TOtsRf % P7'7		sfTTtq' ^rr^, ^srfr:							
jr t €r *r# sprr# % ?RftR fc'frs' sr#F ^r *n«pn					#		9	•						
%	r r t		krir P=r r t		t r h r qft spr^t ^F^nT i		(i)		^ft 5f>^		%			
9. 5TW		r ¥T			Pp rrr:—• (i) qfri		^ t ?ir?r'T -^cfT		I *r«nff«rPrr if^Tpfiti'W					
m		5rP>i-#3TRT ;n m			5PT ,3TR?5T 5Tf^8		t		I	q'^TpF^fcr,	^TfrPntw R 5ffV-			
tft		srf*r%*r, srPerfsrPsR mr q^rm P?R P?r fsRr rt %+J			Rff f e n sn rw i		^^RTT		wWP cT #' 5TTT		^ r w			
srfa^Psr		s.-ffcprw *rfa%*s			9% srm		w>i		?T, 3ft		P^T#	^fcf WR^R		
fe rrr if%% % t ^r r rt sr*fr 'B iw t ^'r P sr <i t m^ni					%^TTO		ij^rT SR5TI		^T%R I					
T d ft i ^ r			q^TR I		*r? «pw		11) *rm f^r^^rr		Tr^r^r a		^'r 5ft^>		?rP^R<a't %	
SfpRTRt % qTPTST ir 5Tt fsp?TT jTRR I				i mt tf		^rw-T T€R			I.		5RR			
(2) PqRt 5ff* r¥f		tfSR* 7a c		SRT		JtTsftf-Jfer #f«rr tftR TT^Rpjf^ P?reR ir qfr^r								
m %		jtt^tt		*%) sffa		^ ^								

^fr far*t srnnrr		^	^^ fvfqr	
f t		i		
(3) stP sw ^^rsp ?iP#rqn:or grTi ^			P^t ^rr^r %	
%tr nR lfsR trif		^ft^ ?fP«T%tfT # rRT Wfi S^q--6		
if, #r t # ^njtTpr jttd		srFg-or. if p^fw % fe'P,		r
?« trt ^q- ?r srPcTcrrPTor ^ t m^rfr 1				
(4) srPvr^	^ mr ^j		^ P h ^ t ^fr ?rpflrf%pa-fr	
sr^pirPn^r				

cR ST^cR	^	77 ?rt		?r?rsTR	P^rr ^rr	
'O						
?t%r 1						
(i i i)		?1WR ^'R-'flRa'				
?rtR	:-ft q^f Q*\	VTR),		P?ffif^R, '<TCR, %R^r,		
P ?T R cf,		5 T R		TRR- ? :		P# 5 T
?ik	rsn wt s r		n		^T5ff%ra"	
^ST ff^TT		^TT^T JTT				
T t3 < T # 3 '			% P f RT H T		« T R €r gT S T T	
?fTT t§Tf		SMTIR H 735?f p ?T£!TIR %				

©2^fr qR'^r n; if t r Pr r 5R:CT- 7

q^fTP^Pcr, jrtPh^fk.r TrPffSnarmT t o rtt ^ ri

f-R Rq-RSST 5pRj) R fl'^r I I 5|TR-^5TftT C\

(pJ R% 3 T RRT P r tP T c T VK P ^ f n TW I),

(5) srP^Rrf spt ^fftT^ni ?rffr^P'T s(?r ^qrfwPrr if					sfi	?Tcicr	f ^r	*P AQ.	^T		
R^rr^rr r		^	5fRR I		?fn	^rr^		f^T ^		mu m	
1 0	.	s r f ^^nf t	qg^ :— (1)	? r f w%w	sft ^TTTcT m			^			
					% fefr r4TT^T		^iTSTT U K <^TT				
5ft	gR 'f % ?r r m r W 'tfvi fTPcr ir 5rf5rcT				H 77gTfr flj, Wo^X^% Tm						
Pf R W	ft , R^-RI f TTT 5l f i Rp«R Rr f f % JT 'cT R J T^ Rf T				X						
?R?fa'R % frfT		R R f I			^TTR						

~	16	DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUAP.Y 21, 1999/MAGHA 1, 1920					[Pari IV
		"	~	"	“	"	“^

	qr^R q-«nf?si% R ^rfa^FF *rr RfR^WFrn; O ^					(Tf) q^Tf^RTR ^i f ^T				3TT	?rf?f%WFnT TOR
	rsttr ?r 5rs5Tsr?r % ^ptc qR #n i					?t	RnSTT o	fRR	f^RT	Irr T	"i'TR
	(iv) R^t	^	Rr^Rtfq^R	RqR«sr	qR R	qfT S3TRI .;					

rtr, sr|t w^ sthtr? qrt srsim % faR

RR 5rf¥f5HsT qTT R^HT q ff f^TUT ^TW^T;

C\

(?) wtqr rF rr^t qn q^R rr^t fa*fr

w m to t qft r i r rt \$ r r r t r t r t qfr

S3

(V)	?1R- 9 R	RRRR	f%R	R T %	<1T	S WI T CH	rtrwr qR^ % fR§ r^trr fsRTRRrr; v\							
r Ir	srf^rf^rRr		qfr Rfwsmt			ttrsst	qu	(t) f^ff	r t r	r ^t ^f	q?r	srfer	sRRT q^T	
?T rt Rqf^ft		srk	^fft	§rt	rafft	q?T								
^Rrq- qRRr ?tttt			r> JT«rrft«rfcr RfirfHtRqr				? fe *r r t r Rfti%^				vr qrrf Rl'R *tt			
RT	?Tr^%^i'Trp: m			£PT RRJT-RRJr Rt			tot	wr t ;						
f^q- ^r	f%\$	3tw i					(r) 4nq?	RfR'W f	qrr	r s r jr		^	rrit	
(vi) ^RT sqf^er R> R^RSTR- % STRfRR % fRJT							T%jft Rfir		sq- fqR	qn	RT^I	qSRTRT	m	
R>q?	RfR^sff		qrr Rs?m		qRRr	rr								
							fcpSTT	sTTRfT						

Rq?r ?rf*r#srf rrT.r I mw q t R mf R r

fqr^ft	f f a	qrr	sRTTfwrar	q R R rf,	3Rq?r	(E>) ITRT frfa R 5H^T TT q^rn, gft		
Rf^Rtfrfa		3RRT I				RSI P^iiH '	RT	rTRiT m\H qrr tut

(2) ^RT 5^ c T				rt	r> p	Rfa^rai		% rsrjir		
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qR RiRflr w an |, f ^ f Rf ^ r qrrR ?i# qrw,

R«rfa :

#, Rtqr srfR ^f% 3ttottt v)t qPrwii

•	% fR\$	?rrf^T.T
	•	

12. RfRROTPTR	'''	RRI^qRT	Rft %	?T??RT	q:T
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(qr) ww RfeWT qr				Rfc	srr qrTi	a ^ q	RrTT RHR RTTiTT STO RlfRcf Rf RR^ I ^ RRT^qTTX									
fqJR	RT	R%cT	rrtrt;	qn?Rr, qrrsRr,			stto 13		^qsn%		2 qr	(?) %				
(m) r >f ^fRR%T		qr>	Rt?Rr,				arfci Rpff%«TRR		rrt^ ptt		wIr qfr	« S^>		R	R1R	
R?? R			STR^T				RT	R5R*? T	% % % f?IR %??W RRRTT % RRf			% RfsTqJTfT^f				
ITT	f%f?d	qR^TT		WR	qfRTRT		qfr	tq- 5ff % RqRq		ht^ t		r'rt tra		^*tir		
^TRcf		% ^ T T f R I														
i																

[f RTR	5 q^T ^qf qRR	(2)
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m..... % tittr sj'qrR % fRP,

m'q % Rffl%qi qft M?rfeRt

^riRR-g RR? RfflR^IT		f^fti RT^l STcffa %		1 sfK ?cr^	2	sfq ^ %	qiT^m	frorfatif,
% Rfq%s qr^r rr#		^ 'jrt ^^rq 'f gRiRf«i- ^ Ra\~r fM%e qiH^r				q?V ? r - w		
a^n V ?fiR ''a'		qrsff q?> R ^fei		q?V ?.r				
qfr	qTr ?R^r	sirh V 3i'k 'g ` q i ^ f						

qft fR ^`sHT

P a r iIV)		DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUARY 21, 1999/MAGHA 1, 1920		17
^	-	•	sr^q- 2	

[fasnr -5 «t»T srafowr^«) ' f c .]

-	aspfl	W<«1 'H i	•
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		<i>mfa ndim/ftwTtifowiwy :</i>	
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riW. '3WT STTfe ^T ?TW :

■ <i>u</i> f«	srfa^Pkr <i>m</i> ?rnr ®k ftrfwfeirt	*	**
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wrsT/sn^ro

0

0	*	^
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« .	t.tw *i .	•	•	*	%	fd'-'lMt,	?'T
		'ST^yf Sf?f frq ^ c f^				<i>r</i> ; sik	

[fW	6	3T fMw (l)	^3 P.]
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*rr*r qNT

? r f a ? r ? g	gs np	<i>t, t</i> j t pt :
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◆
◆

?rf^\$ra srfawit ^rr ?tht oik fafwfessr :

j?Fi ttq	M srfest jit 7.r-;^r
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.

cff sukin f^r% fat* ?rafa<i

tirfrs	srfa^ra 5ifa^Rt 5Ri			i s : t---- ;..... *Tf.3>faa ^ ^ fi jj			Jim	/,w\$*r	e %						
	(2)	^9T%^mxir^Tfr5i9m-/ \$rh\$ramT!i£rFi			'tpt jtitrt sr			q^% ~ikT fco ^nrjyzt ^nrj^fY i							
								3	f	%	S	p	r	f	t
	^							3jk *TfT							
	◆		*												

a?T 4

[faw 7 TTfwr (5) srfen}

3#=#FT srfvfaf % v b ?tPsi^ fm'n # r» «

% %\$	«mr T<a	'FrFwwq % far? <i>tpifwr</i>	k fri srrar snrfti % sk H		fecq-foiqi
q ^ffrT sffa ?raf		f^r ^ <i>ymrr</i>	T r f ^ f ^ r	ift?^	

7,rg?i!f¥V gw r

sr^q- 5

f^5T^/SffVT^

^fsrr 5nT% srt	[f^pnr 8 *pt	(i) %f%^r]
	it %tf ^r^rfe^r \$rfa%^r	

^tPtct f%om | sfk *vċ* ft ?ft **m s m* qiTTO

I

w. s r f a ^ ^rfg^kTT ^r ^TnrfMreR :

wt srre% wnsfr ?t f%*ft srfiranft %t fsnrpffcr

srfa-iw ssrfsmft f yrmf^fsi?r f w | stffc

qf? ?ref rft ^ttw srant ?

'T. 5rfvr% w irfsrerfr sfk ^ 4 ^ 'h j ^ ^t stirsT^ •:

(i) ^nr fawwtJT ?rfa%sr ?rfijr*Pkt % ^fa%*=r

snrer ir stfwn- ht^t*ċ* m | ?

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•	•	•	•	•	(ii) w r fa*rnfrir 5rfa%??		it w ^ tft spfaxes
					«	%	

Jr^tj ^ fofrra qprsff

?

STPT

Spsmrre ir f^nrr^ sTfw'T qfasrm ^r 37-

tfitr 3n;ir % *v^&* z f ?

*r. I. Tfçftq- ^fa% ^nrrc/*pr			-\\	iT^ % sT fw ^ n n ^
it ?T«f-^T?T	^f-FTTt'sr	W*t		

ff#5T R t :

(i) nqr^PT *t*T5?r Trcfw w fw anrR , ?rf fg^ft

^ rk qtfe% ft s fk sm s= n; fr-TFT

$m;m^*z\%{}^t\text{ct}\ll\text{tt wtTr}^{\wedge}r\text{ f}^{\wedge}\text{ra akfrn}^{\wedge}\text{Tm}\cdots$

$\wedge\text{nr}\%{}^{\text{?}}\ll\text{th ir ff}\#5\text{n-ft}\%{}^{\text{fwq, w}}\wedge p\text{ f}^{\text{?}}$

$(i\text{ i})^*r\text{ f e ft}<\text{rt f q r a r w?}^{\text{? r F}}\wedge r\text{ 3 n}\%{}^{\text{=tr}}$

$\text{srertfor}^{\wedge}\text{fasrat t j jtt}^{\wedge}\text{t}^{\wedge}\text{ctw}$

$)\text{ 5WT JTfTO WTrsfli }t\%{}^{\text{TT3!T m}}\%{}^{\text{srfa}}\wedge\text{Tnrc}$

$\%{}^*\text{STR it ff}^{\wedge}5\text{l}<\text{t}\%{}^{\text{?}}\%{}^{\text{tr}}$

$^{\text{?}}$

$(ii)^*\text{rfc ft fTt frwr }n^{\wedge}\text{rfer fan; }^{\wedge}\text{rr}^{\wedge}\text{r 3T}\%$

$\text{staffer }vpjf\text{-mr}\in t\text{ jtctet sremf}$

2. $^{\text{?r}}\ll\text{t}$	$\text{srfa}^{\text{?r}}\ll\text{T}$	$^{\text{?ptf}}^{\text{?raf t o}}\ll\text{pt 5srf?5fR}^{\text{?r}}\text{ srfa}$
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$(i)^{\wedge}\text{tt}^{\text{?rri}}\%{}^*\text{pt2}^{\text{?t}}\%{}^{\text{mwxfepi}}\&m,\%{}^{\text{?rfa-}}$

$5\text{frf}\%{}^{\wedge}\text{ftsF}^{\text{?r}}\text{ cm}$	$\%{}^{\text{ftpr}}^{\wedge}\text{rfgrf spfr}$	$^{\text{?}}$
$(ii)\text{ ft}^{\text{Tts}}\wedge\text{r}^{\text{?ft 5r}}\ll\text{rf}\ll\%$	jjt-	

$\text{fw}^{\wedge}\text{ftTH cf}\ll\text{rr }^{\text{'5Z}}\%{}^{\text{?}}\%{}^{\text{tr Tfir}}\bullet\text{v}$ $\text{n}^{\wedge}\text{TT}\wedge\text{q}^{\wedge}\text{f}^{\wedge}\text{Ta}$	$^{\wedge}\text{t Wi}$
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3. $\text{it}^{\wedge}\text{ft}$

$(i)^*n^{\text{rr}}^{\text{?m}}\%{}^{\text{tfirsq-}}\%{}^{\text{n}}$

$\text{q}^{\text{'Tnr}}\wedge\text{r qT-}^{\wedge}\text{T}^{\text{?r}}^*\text{rf}^{\text{?r}}\text{\$Fr f}\%{}^{\text{sfer 3}}^{\text{?t}}$

$^{\wedge}\text{TTigrf}^{\text{?r}}\text{rwt t}^{\text{?}}$

$(ii)\text{ sfer}\%{}^{\text{faq; srfsrfer srfaw r 3}}^{\text{?t}}\wedge$

$\text{mm sr}^{\wedge}\text{nr}^{\text{?}}$

4. $\ll\text{Pt srf}^{\text{?nsrrc}}^{\text{?r wx}}^*\text{fer}^*\text{r/ytfter}\ll\text{r:}$

$(i)\text{ w r srT}^{\text{'fe}}\wedge\wedge\%{}^{\text{w r}}^*\text{V}^*\text{r}$

$\text{TTR3T TT5T fcSf}^*\text{Pt SrfasJm}$

$^{\text{?wf}}^*\text{ft}^*\text{Nfer f e n}^{\text{| sfti zrfe}}\wedge\text{fr eft srra}$

s.	f^rcr ^rr ifrm rf ^		sr^ensr ^	?
	(ii) rnr \ F	?PT5?r rrt^ :	t sw s w N	3?r
	snrg^ft tt i :T?tsr'JT		% faq;	
	?ffflsr*'ff ept	isrfesffer :		

(i) ?tt 3tpt% 7t?i5?r h U m i ^r?fr %
?trr?r yf m ?r«r-w#!?TW ferr I ?
(ii) jrf? Hft rft ^TT«r srcTTtr

6.	¥t snfe? ^ ^ q fe p ra t	*fepT :
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(i) 397 3rPT% #>T5^ % qrfer^ ST^JTfJTSFmt 5fT

SferR' fe n	•	<	? •
(ii) sn^rfFpfi %			% m«r yrfefer m ??nrf
			•

7. ^5T5?TrriT^ ffafW =FT tf3F?FT :

w r	*nr5^r ^r tr^r	*ppt ^ t *	ffo^rr
^ t ^frfer f e n t sft ^			%

g w f t f e frsft ttw t3t ^T?rcn I ?ffc
Iff? ft, eft S*fe 5rfiT TT^tJT STRt?PIRTC
3?T '*T? I
s. frfesr fe rn f % ^rfir^nar :
(i) m r JTrq-% *r<rs?r % qw fafesr f e wt %
m f, ?mv: frp^n; ?
(ii) *rf% ft,?ft?rr<T%Tr^tiT?rf^7%^nnT^t

?Tferfer ^	% f^fr f m sptt^nf	?
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[F tw 9 m ^f?nrrr (3) %fgrr]

?r.	^r^fr	m	%	tKrpft %	fe Tfir	^t M srfe^r	
		»rwr				fewrfqqt	

20	S D E U ffliq A 2 E It£ E M O T O N A L 'C A H I-U . a	C Q K I	J* •	® .Y .2 JS 1	:	*	*	*	*	r 1,51920 . v .[F aiu -9 i
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(fain? 9 5pT (4) %fe<7)
#

^'tkttt^	^rwf ^Rrfairtr % ?m?r ?rPfl% m	'FT^trfa^T ^frfrr,
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5Tt @st# ^ prefer s^ ftt fr^Vd :

*r.	?rfsrfafa<r 'btwt	«RTf	y rf^ frf^ 'fiiwr	eht! €r	fasrfazrt
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Trf	^ f:3T ^ f 5T w rr	# f5T W IT,' Jffe
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W'tC ft

1	2	3	4	5	(S
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S im-8

[faw 1 0 =PT TTfr-TlT (2) T4I fr-tPT 1 1 % ^ fa lR (1) ^FT 'T3 ^ (1) (5rP*f%#f ^T STSCPW

^•TSTT % farr Srrt^T ^T 5 im)]

im ir,

R frfatw , ?rfiT#^T>TR,

¥TTCT q-^TTT,

*rf f^"Tr 1

TT?T55T,

#, 'fl'Ra' % Tvc rc srfa%sr*rR % sm nrR srt % srfa%sr ^tt stkpt*	% faq; f^wr? % ^ r	*r,
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% facr			?n#rr ^ a r \$ i f			sra^r fipmf	sfrc w<f?		<rr^ *p v(% fa<r		f w k srerm
%	q-s^Trf		VTTTrT % TTSjfa-				*/Z *TT<T?ft		TT ^TrSTTfTrT ST'T^ft 5Tc%? ffa		ηj,
Srf? T,	*PTT	^ T T %	3iT	ScTT	?. I		«ft srVflRft/frrr6r/?T.				
1. ^mr,			gfp- :								

2. feT5TT/«Tf?f ^T TTTTT :

s \

3. ^TT # cTTT^I :

4. ?Tfmrr :

5. TT^TrfT :

6. *r fa : c»	:	%	•	9
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7.	vD				
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s. f wf Mr m/wn '3Tfr T fa^fW

•	> ^	•
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9. srsfsr, fair% faq; srew ^t% t ;

10. fsrrsn: ?rk mffar :

11. TrTT (i) :

(ii) fsm :

rn rn m m m

fsrsmr	sr^rfsr	fjctrforiri-
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2.

3.

*	O	^ sre W N o	f far ^	*S	s m f^ fe x T ^ T / ^ T /fw m	*t ^ %'^Tfer	qg	i	cr«rrPr,
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firesft ?Fr?remTf^f O	?t ^ V.	srt'tst o	fr t ? m	%5T %■ WTCT if TT^TfW 5rfM?rfspff %	^ 5T^?T
Wt	I				

5T¥7 9

•snT?r	Trectir	(fenr i i % ^q-Prqrr (1)	(5) tra q)
		sr^T^ n^ ?rk srfa'fafT	gfesrmf % f<rc srtr?^

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No. F. 9 (25) 197-Archives.—The following is published for general information :—

PUBLIC RECORDS RULES, 1997

(Department of Culture)

New Delhi, the 9th January, 1997

- (d) “custody” means the possession of public records;
- (e) “defunct body” means a corporate or non corporate body which has been wound up with no successor to carry on its functions;
- (f) “Declassification” means downgrade the

G.S.R. 43.— In exercise of the powers conferred	security	classifications	after	their
by sub-section (1) of section 17 of the Public	evaluation;			

Records Act, 1993 (69 of 1993), the Central

Government hereby makes the following rules,
namely:—

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(g) “file” means a collection of papers relating to the public records on a specific subject-matter consisting of correspondence, notes and appendix thereto and

1.	Short title and commencement.—(1) These	dence, notes and appendix thereto and
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rules may be called the Public Records rules, 1997. (2) They shall come into force on the date of their publication in the Official Gazette.

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2o Definitions.— In these rules, unless the context otherwise requires,—
assigned with a file number.

- (h) “form” means the form appended to these rules;
(i) “private records” means records lying in the possession of a private individual or

(a) “Act” means the	Public Records	Act,	with any non-governmental organisation;
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1993 (69 of 1993);

- (b) “appraisal” means the evaluation of public

records in association with the National

Archives of India or Archives of the

Union Territory as the case may be;

- (c) “classified records” means the files relating

to the public records classified as

top-secret, secret, confidential and

restricted in accordance with the procedure

laid down in the Manual of Departmental

Security Instructions circulated by

the Ministry of Home Affairs from time

- (j) “recording” means the process of closing a file after action on all issues considered thereon has been completed;

- (k) “records of permanent nature” means the public records being maintained after recording for a period specified, under sub rule (1) of rule 5 by the records creating agency in accordance with the procedure laid in its Manual of Office Procedure or Instructions on the subject;

- (l) “retention Schedule of records” means a Schedule which provides the period of
to time; retention;

	PartIV]	GAZETTE NATIONAL CAPITAL	list! to							U	—	r	r-	
St		“review”means periodical; evaluation of	the	i?.	officer as a	J	L	H	of the n					23
(m)		recorded files on the expiry of the period	records.											

of retention for determining their further retention or destruction, as the case may be;

(n) “Section” means the section of the Act;

(4) If the records offices after appraisal deems it necessary to retain any record or file of permanent nature beyond the period of twenty five years,

he may do so for reasons to be recorded in writing and under intimation to the Director General or

(o)	“Standing guard file” means a compila				head of the Archives, as the case may be.	
	tion of papers on a particular subject-				6. Withdrawal of public records.—(1) If public	
	matter	consisting of	copies of	policy	records deposited and preserved with the Director	
	decision order, instructions or any another				General or head of the Archives, as the case mav	
(P)	matter incidental thereto arranged in a					be : is required by the records creating agency for
	chronological order;					
	Words and expressions used herein and					send a duly signed and stamped requisition slip in
	not defined but defined in the Act, shall					Form-3 to the Director General or head of the

have the meanings respectively assigned

to them in the Act.

3. Nomination of records officer.— The records creating agency shall by an office order issued in pursuance of the provision of sub-section (1) of section 5 of the Act nominate one of its officers, not below the rank of grade of a Section Officer, as the Records Officer. A copy of such office order shall forwarded to the Director General or head of the Archives, as the case mav be.

4. Maintenance of	standing guard	file.— The
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records officer shall be responsible for maintaining and keeping a standing guard file and proper record of the directions issued by the Director General or head of the Archives, as the case may be, in pur

suance of	the provisions	of sub-section	(2) of
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section 6 and shall produce the same for inspection as and when, required by the Director General or head of the Archives, as the case may be.

5. Acceptance of public records of permanent

Archives as the case may be.

(2) The public records requisitioned under sub-

rule (1) may be returned as soon as the purpose

is achieved	but shall not be	retained beyond the
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f period of six months by the records officer or the record creating agency..

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 a nd 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.

02) The officer so authorised under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of down-grading.

(3) After down-grading if the officer declares any record as of permanent nature, the same shall

nature,—(1) The Director General or head of the	be deposited	and preserved	with the	Director
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Archives, as the case may be, shall accept for deposit and preservation public records of permanent nature which have been retained after recording by the records creating agency in its records room for the last twenty five years or more.

(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-I, the particulars of all public records of permanent nature which are due for appraisal during the year.

(3) On receipt of an intimation under sub-rule (2), the Director General or head of the Archives, as the case may be, through his officers shall assist the records officer in conducting the appraisal of

General or head of the Archives, as the case may be, after its appraisal.

(4) The records deposited t rider 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
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records.

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public records. When 'he appraisal is over, the	8. Submission	of	Annual	Report.—(1) The
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records officer shall prepare in triplicate, a transfer list in Form-2 of all public records and deposit the same for preservation with the Director General or head of the Archives, as the case may be who shall after his satisfaction, return one copy of the transfer

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records officer nominated under rule 3 shall furnish to the Director General or head of the Archives, as the case may be, an Annual Report in Form-5 every year in the month of March of the following year.

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	mm	• «»% •	

(2)	The Director	Gcuaeia or	head of	the
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Archives, as the case may be, shall, thereafter, sub

mit a report to the Government in the Ministry of

Human Resource'Development every year on the

head of the Archives, as the cate may be, may refuse such permission in public interest and for reasons to be recorded on the said application;

action taken by the Records Officer in pursuance					(ii)	foreign national intending to consult the			
to the provisions of clauses (a) to (1) of sub-section						public records may be permitted only on			
1 of section 6 of the A ct					(hi)	the production of letters of introduction			
9.	Destruction	of	Public	Records.— (1) No		from their	sponsoring institution		and
public record shall be destroyed without being re						diplomatic Mission;			
corded and reviewed in the month of January every						record, maps and cartographic records			
year, each records creating agency shall record after						relating	to the	Ministry of	External
consulting the records retention Schedule all those						Affairs and Ministry of Defence, in res-			
files on which action has been completed. This work						pect of Arunachal Pradesh (including			
shall be		accomplished		in consultation		Eastern Section ot the Sino-Indian bolder)			
records officer.						Sikkim, Bhutan, Nepal, Tibet, China and			

(2) No public records which is more than twenty five years old shall be destroyed by any records creating agency unless *h* is appraised.

(3) A list of all such public records which are proposed to be destroyed shall be prepared by the

record	creating agency	in Form-6 and retained
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permanently for further reference.

(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.

(5) Records shall be destroyed either by burning or shredding in the presence of records officer.

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Myanmar and areas comprising Pakistan
and Balgladesh may be made available

for	consultation keeping	in view	the
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security and the defence of India or of
any part of the territory thereof. Records
relating to the Ministry of External
Affairs, Home Affairs and Human
Resource Develooment in respect of
Jammu and Kashmir (including Gilgit
and Chitral) may also be nude available
for consultation keeping in view the se
curity and defence of Irdia or of any part
of the territory thereof;

Provided hat the Director General or head of the

10. Access to private records.— (1) Records archives, as the case may be, refuse such consulta
acquired from private sources by way of gift or tion;
purchase or otherwise shall be made available for
bona fide research subject to the conditions laid
down by the donor.

(2) Research scholar shall submit an application
in Form-8 to the Director General or head of the
Archives, as the case may be, for permission to

consult records. The Director General or head of the Archives, as the case may be, may refuse such permission in public interest and for reasons to be recorded on the said application

(iv) wherever microfilm rolls may be made available, the original records shall not be supplied for consultation to research scholar;

(v) reprographic and transcription facilities may be made available on submission of an application in Form-9 and for such services the applicant shall have to make the payment of such service charges may be fixed by the Director General or head of the Archives, as the case may be, from time to time;

(3)	Wherever microfilm rolls may be available,	(vi) a person consulting public records for the	K
	the original records shall not be supplied for con	purpose of research and publishes the work which	
	sultation to research scholars. No copy of any re	is based upon the material taken from the said	
	cords shall be made by any one without the prior	records may acknowledge the same.	
	permission of the Director General or head of the		

Archives, as the case may be.

(2) A person intending to consult the public re

11.	Access to public records.—(t) The ublic	cords shall not,—
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records accepted for deposit and preservation under sub-rule (1) of rule 5 shall be made available for bonafide consultation and reseatch purposes subject to the provision of sub-section (1) of section 12 and the following conditions namelv :—

(a) write and put any marks or indicati ens cn public records;

(b) fold, tear, cut, crease, or otherwise damage or mutilate public records;

(i)	a person who intends to co.isult the public	(c) remove any public records without obtaining
	records shall anply to the Director General	the permission from the Director General or head of
	or head of the Archives, as the case may	the Archives, as the case may be;
	be, in Form-8. The Director General or	

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(d) be allowed to take any eatable or drinking

products or smoking while consulting public records;

(e) place any thing or object on any public reco

ords with a view to make out any copy of the said

the case may be, is detrimental to the maintenance and preservation of public records.

12. Allowances to the members of the Archival

records;	Advisory Board—The	members of the Archival
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Advisory Board nominated by the Central Govern-

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(f) disturb or interrupt any other person while consulting the public records; and

ment under clause (d) of sub-section 2 of Section 13 shall draw travelling allowance and daily allowance for attending the .meetings of the Archival

(g) behave in a manner which, in the opinion of	Advisory Board at the rates admissible to	Group
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of the Director General or head of the Archives, as

‘A’ officers of the Central Government.

Form—1

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

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

V	Total number of files of	Total number of files	Total No. of files	Total No. of files	Remarks if any
	‘A’ & ‘B’ categories lying	of ‘A’ & 4B’ categories	referred to under	due for appraisal	
	in the records rooms of the	transferred to records	columns 1 and 2		
	records creating agencies	rooms by the Sections			

during the period under

report

1	2	3	4	5
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Form—2

[See sub-ru!e(3) of rule 5]

Transfer List

Name of the records creating agency i.e. Ministry/

Department/Office/Public Undertakings etc. :

Name and particulars of the records officer :

Name of the Branch/Section

Year.

S. No.	File No.	Subject matter of the file	Remarks, if any	
1	2	3	4	
			\	c

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Signature and seal of the records officer																

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	Form—3	?■	

[See sub-rule (1) of rule 6/

Requisition slip

Name of the records creating agency (i.e. Ministry/

Department/Office)

Name and particulars of the records officer.

Particulars of records or File No. requisitioned.

Purpose for which required.

Undertaking by the records officer.—I hereby declare that the records/ file requisitioned shall be returned to the Director General/the head of the Archives before the expiry of six months as required under sub-rule (2) of rule 6.

Date Signature and seal of the records officer.

Form—4

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

(Half Yearly Statement on periodical review of classified records)

Total No. of classified records lying	No. of classified records	No. of files reviewed and down	Remarks
at present in the organisation	due for reviewing	grades during the period under	

report

1	2	3	4
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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]

I. 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 Officer.—Whether your organisation 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?	4T
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(ii) If yes, please state 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.

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P artIV]	DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUARY 21, 1999/MAGHA 1, 1920	27
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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 consul tation 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 :

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(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 ?

Form—6

[See sub-rule (3) of rule 9]

Particulars of records destroyed during the year

Sl. No.	File Nos.	Subject of the files -	Remarks
1'	2	3	4

•

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.

Sl. Total number of		Total number of	Total number of	Total number of	Remarks	•
No. files recorded		files indexed	files reviewed	files weeded out,	6	
		3	4	if any		
1	2			5		
<i>m</i>	%					

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28	DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUARY 21, 1999/MAGHA 1, 1920	[PartIV
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Form—8

[See rule (2) of rule 10 and clause (i) of sub-rule (1) of rule 11]

(Application form for permission to consult records)

To

The Director General of Archives,
Government of India,
New Delhi-110001.

Sir,

I hereby apply for enrolment as a research scholar for consulting records in the Research Room of the National Archives of India. I agree to comply with the rules and conditions in force and promise to deposit a copy of each of my work based on the materials consulted at the National Archives of India immediately after the publication.

1. Name, including Surname : Sh./Smt./Km./Dr.-----
2. Father's/Husband's Name : -----
3. Date of Birth : ----- ■ -----
4. Qualifications : -----
5. Nationality :-----6.
- Profession :-----
7. Subject of Research :-----
8. University/Institutions* registered with :
9. Period for which admission is sought : -
10. Signature and date : -----
11. Address (i) Local : -----
- (ii) Permanent :

Particulars of records to be consulted :

Department	Period	Remarks
1	2	3

- 1.
- 2.
- 3.
- 4.

"Scholars are requested to attach a letter of recommendation from their University/Institution/Department. However, the foreign scholars are requested to bring a letter of accreditation from the diplomatic representatives of their country in India as well.

Form—9

[See clause (v) of sub-rule (1) of the II]

Application for Reprographic/Transcription facilities

To

The Director General of Archives,
National Archives of India,
New Delhi. Dated :

Sir,

Kindly supply me Microfilm (NFG/POS) PHOTO COPIES/XEROX TRANSCRIPTS of the materials) indicated in the enclosed list for my research/publication/University. The material it from the Ministry(s) Departments) of-----
----- it consists of----- -----items and covers the period from
----- to-----

P artIVl	DELHI GAZETTE NATIONAL CAPITAL TERRITORY GOVT. : JANUARY 21, 1999/MAGHA 1, 1920	29
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1. I'declare that the above material is for my research/publication/university.
2. I undertake to pay the charges as per schedule of rates prevailing at the time of completion of work. I under stand and accept that the estimated cost, when supplied is only tentative and the rates are also liable to revision without notice.
3. The photocopies/transcripts supplied will not be sold/transferred to any other person without prior permission of the Director General of Archives.
4. The material, if published will be suitably acknowledged and provisions of copyright, where applicable, will be complied with.
5. I hereby deposit a sum of Rs.----- as advance.

Yours faithfully,

Permanent Address Signature : (In block leitters) Name (in block letters) Local Address.

FOR OFFICE USE

Advance received vide receipt No.----- dated----- for Rs.-----

Service charges have come to Rs.-----

Balance receipt vide Receipt No.----- dated-----Rs.-----

Cleared for photo copying transcription subject to following.

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Signature of Archivist

Date

[No. F. 16-2/94-RM]

Sd/- KASTURT GUPTA MENON, Jt. Secy.

By Order,

NATHU SINGH, Director of Archives

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