

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II 6543-6613


Dated:

05 JUN 2017

CIRCULAR

I am directed to enclose the copy of letters vide No. DA-E011(18)/1/2017-Records-O/o Secretary (DA)/27057 date 16/05/2017 received from the Head of Office (Archives), Department of Delhi Archives, Govt of NCT of Delhi regarding appraisal/transfer of Non-Current Public Records of more than 25 years old of Ministries/Department/Offices/Public Sector undertaking for information and further necessary action.

Encls: As above.


Supdt. (Admn.)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II 6543-6613

Dated:

05 JUN 2017

Copy to:

1. All DDs/DSWOs, DSW, GNCTD, Delhi Gate, Delhi
2. All Supdts/DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi
3. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Supdt. (Admn.II)

Office of the Secretary (SW) File No. DA-E011(18)/1/2017-Records-O/o Secretary (DA) 4057
 Deptt. of Social Welfare
 Govt. of NCT of Delhi
 22 MAR 2017
 2283
 Dy. No.

Department of Delhi Archives
 Government of National Capital Territory of Delhi
 18-A, Satsant Vihar Marg, Spl. Institute Area
 New Delhi-110067.

40/c

Dated:- 16/05/2017

To

All principal Secretaries/ Secretaries/ HOD's
 Department/ Autonomous Bodies/ Undertaking's,
 Govt. of NCT of Delhi
 New Delhi

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

Mulshree
 BSW
 DWCD

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

Spe Dis (SW)

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

Yours faithfully,

(SANJAY KUMAR GARG)
 Head of Office (Archives)
 PHONE-26962800, 26512594

838
 Diary No.
 Date 25-05-17
 DEPT. OF SOCIAL WELFARE
 GOVT. OF NCT OF DELHI

25/5/17

To

All Departments

25/5
 02/05
 DIRECTOR SOCIAL WELFARE
 Dy. No. 814
 Date 22/05/17

817/SK/DG
 24/05/17
 75/5

MS. Nameer

DD (Admin)
 DD CD