



सत्यमेव जयते

**OFFICE OF THE DIVISIONAL COMMISSIONER-cum-SECRETARY (REV.)
GOVT. OF NCT OF DELHI: REVENUE DEPARTMENT
5, SHAM NATH MARG, DELHI - 110054.**

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CIRCULAR

New additional administrative units namely, Districts, Sub-Divisions, Tehsils, Sub-Registrar offices etc., have been created over a period of time. But certain records have continued to be at old centralized places as they were not decentralized and handover to / taken over by the respective new administrative units for the sake of better record management. For example, old revenue records and registration records are still kept at Record Room, Tis Hazari and Sub- Registrar office Kashmere Gate, respectively.

2. Instances have come to the notice that when courts or other authorities seek production of such records, the respective administrative units either give a vague reply or disown the records which essentially pertain to their jurisdiction. This creates a sense of lack of accountability with respect to the records.

3. It is now, therefore, made clear that administrative units/ officers, who are to maintain such old records now, given jurisdiction, are the actual custodian of the record even if the records may be kept at a centralized place. Whenever such old records are called for by any court or authority, the concerned officer namely, Deputy Commissioners and their subordinates, as the case may be, will depute the officer concerned to locate the records and produce it before that court or authority. In case, however, the records are not available / traceable, the same may be apprised to the concerned court/authority. The staff posted at such centralize record rooms shall extend all their help to the administrative units / officers concerned in searching the records.

4. These instructions are for strict compliance.


30/7/15
(Ashwani Kumar)

Secretary (Revenue) - cum-
Divisional Commissioner

To,

1. All Deputy Commissioners/ District Magistrates.
2. All Addl. District Magistrates.
3. All Sub-Divisional Magistrates/ Revenue Assistants.
4. All Sub-Registrars.
5. All Tehsildars.

Copy to:

1. Deputy Commissioner (HQ)
2. All Sub-Divisional Magistrates at Headquarters.
3. SA (HQ) (to upload this circular on department's website)
4. Guard File.