

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F. 10(333)/Admn-I/2016/DSW/Estt/Pt-I/ 19697-19768 Dated: 31 AUG 2018

Sub: Annual Inspection of Departmental Record Room of Ministry of Home Affairs for the year 2018-19 - regarding

Please find enclosed herewith a copy of letter No. 15039/168/2016-UT(Coord) dated 16th July 2018 alongwith enclosures received from the Under Secretary, Ministry of Home Affairs, Govt. of India regarding Annual Inspection of Departmental Records Room in association with National Archives of India, Ministry of Culture, Govt. of India.

It is requested that the requisite information in the prescribed format may kindly be forwarded to General Administration Department, GNCTD, Delhi Sectt., New Delhi-110002 under intimation to this office.

Encl: As above.


Section Officer (Admn-I)

F. 10(333)/Admn-I/2016/DSW/Estt/Pt-I/ 19697-19768 Dated: 31 AUG 2018

To:


1. All DDs/DSWOs/DDOs/HOOs/Institution In-charges/Principals/Vice-Principals, Department of Social Welfare, GNCTD, Delhi.
- ✓ 2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
3. Guard file.

Copy for information to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.


Section Officer (Admn-I)

1397/CC
04/09/2018


4/9/18
Mr. Abhishek

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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)]

- (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 compiled. 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.

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./UDC 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
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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 lighting 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?

Whether naphthalene bricks/balls are being used? If not, what are the other arrangement for satisfactory preservation of record (e.g. spray of Insecticides like DDT, Fip and Flit etc).

- (xii) Is vacuum cleaner being used for Record Room? If not, state the arrangements for proper dusting and cleaning?
- (xiii) 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)]

CR No - 129/110 / JS(UT) / 18

F. No.1/12/2018-ORR

10/7

95/UT (Coord.)
11/7/18

Government of India
Ministry of Home Affairs

Coordination and International Cooperation Division
(Departmental Record Room)

North Block, New Delhi
Dated 10th July, 2018

OFFICE MEMORANDUM

Subject: Annual Inspection of Departmental Record Room of Ministry of Home Affairs for the year 2018-19.

The undersigned is directed to forward herewith a copy of National Archives of India's letter No. F 14-1/2018-RM dated 15.5.2018 on the subject noted above.

2. It is requested that the requisite information may kindly be obtained from all the attached/ subordinate offices under your administrative control in the prescribed proforma and furnished to National Archives of India directly under intimation to Departmental Record Room of this Ministry.

Dhyani

(A.K. Dhyani)

Under Secretary (Coord.-II)
Tele:011-23094916

10.07.2018

EA (UT)

To,
10705
Admin (R-1)

All Divisional heads in MHA including Deptt. Of Official language and RG & CCI.

Copy for Information to:

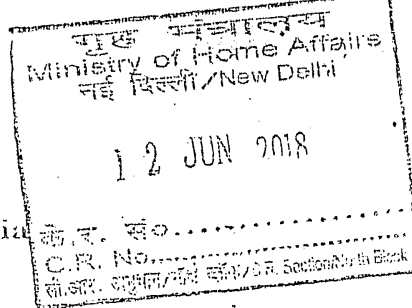
Sh Syed Farid Ahmad, Assistant Director of Archives (RM), National Archives of India, Janpath, New Delhi for information w.r.t. their letter referred to above.

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No.F.14-1/2018-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi - 110 001
e-mail: archives@nic.in
Website: www.nationalarchives.nic.in



Dated the 15 MAY 2018

To,

12/18

27/022/2018
18/618

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 2018-2019.

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), (13th 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.

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.

Yours faithfully,

(Syed Farid Ahmad)
Assistant Director of Archives
Government of India
Tel No. 011-23381467
Fax No. 011-23384127

Encl.: Appendix 57 of CSMOP

Office of the Secretary (S.W.W.C.)
Deptt. of Social Welfare
n. of NCT of Delhi
20 AUG 2018
Dy. No. 3835

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2nd LEVEL, 'A' WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002**

F.No.17/52/Weeding Out/2007/GAD/2756-57

Dated :- 13/08/18

To

All Heads of Departments
Govt. of NCT of Delhi

D Sw

Sub: Annual Inspection of Departmental Record Room of Ministry of Home Affairs for the year 2018-19 - regarding

Sir/Madam,

I am to forward herewith a copy of letter No.15039/168/2016-JT (Coord), dated 16th July, 2018 alongwith enclosures, received from the Under Secretary, Ministry of Home Affairs, Govt. of India, on the subject cited above.

It is requested that the requisite information in the prescribed format may kindly be furnished to this department at the earliest, for its onward transmission to the National Archives of India.

This issues with the approval of the competent authority.

Yours faithfully,

D.D. (Admn.)

DIRECTOR SOCIAL WELFARE
23 AUG 2018
DY. NO. 2413

[Signature]

(PROMILA MITRA)
DY. SECRETARY (ADMN.)

Encl.: as above.

F.No.17/52/Weeding Out/2007/GAD/2756-57

Dated :- 13/08/18

Copy for information to P.P.S. to Spl. Secretary (GAD).

*2006/DD(A)
23.08.18*

[Signature]
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(PROMILA MITRA)
DY. SECRETARY (ADMN.)

*Copy
24/8*

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OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
19 JUL 2018
DY. No.

No. 15039/168/2016-UT (Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

19 JUL 2018
DY. No. CAD/2018/33527

North Block, New Delhi
Dated the 16th July, 2018

To

1. The Advisor to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Advisor to the Administrator, UT Chandigarh, Chandigarh.
5. The Advisor to the Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.
7. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

Subject: Annual Inspection of Departmental Record Room of Ministry of Home Affairs for the year 2018-19 - regarding.

Sir,

I am directed to forward herewith a copy of CIC Division's (Departmental Record Room) OM No. 1/12/2018-ORR dated 10/07/2018 along-with letter No. F.14-1/2018-R.M. dated 15/05/2018 received from National Archives of India, Ministry of Culture on the above mentioned subject.

2. It is, therefore, requested that the requisite information may be furnished in the prescribed format (copy enclosed) directly to National Archives of India under intimation to this Ministry.

Encl: As above

Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India

Ph.: 23093147

DAIRY No 295. DATE 24/7/18

19.7.18

ACS (CAD)

Handwritten signature

SS (SAD)

23-7-2018

DS/...

Pi. discm

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Sudip