

MOST URGENT
CIC MATTER

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
LAND & BUILDING DEPARTMENT
(ADMINISTRATION BRANCH)
B-BLOCK, VIKAS BHAWAN, NEW DELHI-02

File No. F38 (1)/Misc/ 2011/TO/RTI/L&B/.

Dated:

ORDER

Shri Vinay Madan, AAO is hereby declared as Record Officer of Finance Branch(Land & Building) to maintain the records of Finance Branch and will catalogue & Indexed records of General Branch **as per public Record Act-1993.**

(i) Responsibilities of the Record Officer are to:

- (xiii) Properly arrange, maintain and preserve public records,
- (xiv) Make periodical review of all public records and weed out records,
- (xv) Make appraisal of more than 25 years old record.
- (xvi) Destroy public records in such conditions as may be prescribed
- (xvii) Compile a schedule of retention for public records
- (xviii) Periodically review for downgrading of classified public records.

All the records should be completed **by 15th May 2011** positively.


This issues with prior approval of Addl Secretary(L&B).

(GOVIND SINGH)
Dy. Secretary(Admn)

F. 38(1)/Misc./2011/T.O./RTI/L&B/ **494-99**
Copy forwarded for information and necessary action to:

Dated: **31/03/11**

1. Officer Concerned
2. DS(General)
- 3. Programmer**
4. PIO (RTI)
5. PS to Addl. Secy.(L&B)
6. PA to Pr. Secy.(L&B)


(GOVIND SINGH) **31/03/11**
DY. SECY.(ADMN.)

**GOVT. OF NCT OF DELHI
LAND & BUILDING DEPARTMENT
CENTRALISED LAND RECORD CELL
'C' BLOCK, VIKAS BHAWAN : NEW DELHI**

No. F.RTI(Misc.)/CLR/L&B/2011/ 32-35

Dated : 30.03.2011

To

The Dy. Director (Admn.),
Land & Building Department,
B-Block, Vikas Bhawan,
New Delhi.

Subject: Declaration of Record Officer.

Ref. No. F.5(44)/2003/L&B/Admn./323-333 dt. 04.03.11 and
Reminder dt. 22.03.11

Sir,

In partial modification in this branch letter No. F.RTI(Misc.)/CLR/L&B/2011/23-26 dated 24.03.2011 regarding declaration of Record Officer Sh. Madan Lal, Steno, Grade-III from CLR may be read as under:-

Sh. Anil Gulati, HC/GR-II(DASS) is declared as Record Officer from CLR Branch in place of Sh. Madan Lal, Steno-Gr.-III.

Yours faithfully,

(RAJEEV KUMAR)
DY. SECRETARY (CLR)

No. F.RTI(Misc.)/CLR/L&B/2011/ 32-35

Dated : 30.03.2011

Copy to :-

1. Dy. Secretary (RTI), L&B.
- ✓ 2. Programmer (L&B)
3. Official concerned.

(RAJEEV KUMAR)
DY. SECRETARY (CLR)

OFFICE OF THE LEGAL ADVISOR
LAND & BUILDING DEPARTMENT (LEGAL CELL)
OLD CIVIL SUPPLIES BUILDING, TIS HAZARI, DELHI

F.2(12)/LC/Misc./L&B/09 / 724-30, Dated : 28-03-11

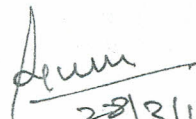
ORDER

Shri Vakil Shah, L.D.C. presently working as Record Clerk in Legal Cell is hereby declared as record officer to maintain the record of Legal Cell and will catalogue & Indexed all records as per Public Record Act-1993. Shri P.K. Gupta, Steno Grade-II will help Shri Vakil Shah in this regard.

Responsibilities of the Record Officer are to :

- (i) Properly arrange, maintain and preserve public records.
- (ii) Make periodical review of all public records and weed out record
- (iii) Make appraisal of more than 25 years old record.
- (iv) Destroy public records in such conditions as may be prescribed.
- (v) Compile a schedule of retention for public records.
- (vi) Periodically review for downgrading of classified public records.

All the records should be completed by 15th May 2011 positively.


(Subhash Gupta) 28/3/11
Deputy Legal Advisor (L&B)

Copy forwarded for information and necessary action to:

1. Deputy Secretary (Admn.), L&B Deptt., Vikas Bhawan, N.Delhi.
2. PA to Pr. Secy. (L&B),
3. PS to Addl. Secy. (L&B)
4. PIO (L&B)
5. Programmer
6. Officials concerned.

LAND & BUILDING DEPARTMENT
GOVT. OF NCT OF DELHI
'C' Block: Vikas Bhawan: New Delhi – 110 002

No.F-RTI(Misc.)/CLR//L&B/2011/23-26

Dated:- 24.3.2011

To

The Deputy Secretary, (Admn.)
Land & Building Department,
Govt. of NCT of Delhi,
B-Block, Vikas Bhawan,
New Delhi.

Subject:- **Declaration of Record Officer.**

Sir,

Please refer to your order No.F-5(44)/2003/L&B/Admn.323-333 dated 04.03.11 and reminder dated 22.03.11 regarding declaration of Record Officer.

In this connection, it is to inform that Shri **Madal Lal** Steno Gr.III has been declare as Record Officer of CLR Branch, Land & Building Department.

Yours faithfully,

(RAJEEV KUMAR)
DEPUTY SECRETARY (CLR).

No.F-RTI(Misc.)/CLR/L&B/2011/23-26

Dated:- 24.3.2011

Copy to:-

1. Programmer (L&B).
2. The official concerned.

3 P10 (L+B)

(RAJEEV KUMAR)
DEPUTY SECRETARY (CLR).

LAND & BUILDING DEPARTMENT
GOVT. OF NCT OF DELHI
'C' Block: Vikas Bhawan: New Delhi – 110 002

No.F-38(Misc.)/RTI/L&B/2011/

Dated:-

To

The Deputy Secretary,(Admn.)
Land & Building Department,
Govt. of NCT of Delhi,
B-Block, Vikas Bhawan,
New Delhi.

Subject:- Declaration of Record Officer.

Sir,

Please refer to your order No.F-5(44)/2003/L&B/Admn.323-333 dated 04.03.11 regarding declaration of Record Officer.

In this connection, it is to inform that Shri Anil Gulati Head Clerk has been declare as Record Officer of RTI Branch, Land & Building Department.

Yours faithfully,

(R.R.SINGH)
DEPUTY SECRETARY (RTI).

No.F-38(Misc.)/RTI/L&B/2011/ 1491

Dated:- 23/3/11

Copy to:-

1. PA to Principal Secretary (L&B) for information please.
2. The Addl. Secretary (L&B)/ First Appellate Authority for information please.
3. The official concerned.
4. Programmer (L&B).
5. P.I.O.(RTI)

(R.R.SINGH)
DEPUTY SECRETARY (RTI)

**MOST URGENT
OUT TODAY**

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
LAND & BUILDING DEPARTMENT
(ADMINISTRATION BRANCH)
B-BLOCK, VIKAS BHAWAN, NEW DELHI-02**

File No. 38(1)/Misc/ 2011/TO/RTI/L&B/

Dated:

ORDER

Following officials of Land & Building department are hereby declared as Record Officer to maintain the records of their branches and will catalogue & Indexed all records as per Public Record Act-1993.

SL.No.	Name of Official	Designation	Branch
1.	Shri R.N. Sharma	LDC	R&I
2.	Shri B.N. Jha	LDC	Record
3.	Shri Umed Singh	Asstt Manager	Canteen

All the records should be completed by 15th May-2011.

Responsibilities of the Record Officer are to:

1. Properly arrange, maintain and preserve public records,
2. Make periodical review of all public records and weed out records,
3. Make appraisal of more than 25 years old records
4. Destroy public records in such conditions as may be prescribed,
5. Compile a schedule of retention for public records,
6. Periodically review for downgrading of classified public records

(GOVIND SINGH)
Dy.Secretary(Adfmn)

File No. 38(1)/Misc/ 2011/TO/RTI/L&B/ 447-53

Dated: 23/3/11

1. PA to Pr.Secy(L&B)
2. PS to Addl Secy(L&B)
3. PIO (L&B)
4. Programmer

(GOVIND SINGH)
Dy.Secretary(Admn)

**MOST URGENT
OUT TODAY**

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
LAND & BUILDING DEPARTMENT
(ADMINISTRATION BRANCH)
B-BLOCK, VIKAS BHAWAN, NEW DELHI-02**

File No. 38(1)/Misc/ 2011/TO/RTI/L&B/

Dated:

ORDER

The branch incharges of Land & Building department were requested to declare one senior official from their staff to work as Record Officer to maintain the records of their branches and will catalogued & Indexed all records **as per Public Record Act-1993** vide office order No-F.38(1)/Misc/T.O./RTI/L&B/323-333 dated-04-3-2011 under intimation to PIO(L&B) and Administration Branch, but till date they have not forwarded the names declared by them to work as Record Officer of branch concerned so far.

Earlier in the said order it was requested to complete the said work **by 15th May-2011**. It is therefore, again requested to do the needful under intimation to PIO as well as Admn branch **by 25-3-2011 positively**.

Further, branch incharges concerned are hereby directed to submit the compliance report regarding maintaining the records as per Public Record Act-1993 to PIO/SPIO concerned, and also submit the same to Programmer.

Responsibilities of the Record Officer are to:

1. Properly arrange, maintain and preserve public records,
2. Make periodical review of all public records and weed out records,
3. Make appraisal of more than 25 years old records
4. Destroy public records in such conditions as may be prescribed,
5. Compile a schedule of retention for public records,
6. Periodically review for downgrading of classified public records

To Concerned branches:

1. Writ Cell
2. LM branch
3. Legal Cell
4. CLR
5. EP cell
6. Planning
7. Finance
8. Canteen
9. R&I
10. RTI
11. Record Room,

(GOVIND SINGH)
Dy. Secretary(Admn)

Copy forwarded to;

File No. 38(1)/Misc/ 2011/TO/RTI/L&B/421-435

Dated: 22/03/11

1. PA to Pr. Secy(L&B)
2. PS to Addl Secy(L&B)
3. PIO(L&B)
4. Programmer

MOST URGENT
CIC MATTER

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
LAND & BUILDING DEPARTMENT
(ADMINISTRATION BRANCH)
B-BLOCK, VIKAS BHAWAN, NEW DELHI-02

File No. F38 (1)/Misc/ 2011/TO/RTI/L&B/.

Dated

ORDER

Shri S.S Yadav, Supdt is hereby declared as Record Officer of General Branch(L&B) to maintain the records of General Branch and will catalogue & Indexed records of General Branch as per public Record Act-1993.

(i) Responsibilities of the Record Officer are to:

- (vii) Properly arrange, maintain and preserve public records,
- (viii) Make periodical review of all public records and weed out records,
- (ix) Make appraisal of more than 25 years old record.
- (x) Destroy public records in such conditions as may be prescribed
- (xi) Compile a schedule of retention for public records
- (xii) Periodically review for downgrading of classified public records.

All the records should be completed by 15th May 2011 positively.

This issues with prior approval of Addl Secretary(L&B).


(GOVIND SINGH)
Dy. Secretary(Admn)

Dated: 07/03/11

F. 38(1)/Misc./2011/T.O./RTI/L&B/ 339-344

Copy forwarded for information and necessary action to:

1. Officer Concerned
2. DS(General)
3. Programmer
4. PIO (RTI)
5. PS to Addl. Secy.(L&B)
6. PA to Pr. Secy.(L&B)


(GOVIND SINGH)
DY. SECY.(ADMN.)