

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

No.F.9(3)/DWCD/Admn./Misc. Cor./Pt. file/2008/ 1985-44

Dated: 15 SEP 2016

To

All Branch Incharges
All DDOs/HOOs
WCD, Delhi

Sub: "Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records Rules, 1997".


Sir/Madam,

Please find enclosed herewith a letter No. FARD-P011/1/2016-Misc-O/o Secy. AR/5232-5311 dated 30/08/2016, enclosing herewith O.M. No. F.1/08/2016-ORR dated 12/05/2016 from Government of India, Ministry of Home Affairs, Coordination Division, (Departmental Record Room), North Block, New Delhi, received from Dy. Director (AR), GNCTD, Administrative Reforms Department, Delhi on the subject cited above.

In this regard, you are requested to furnish the requisite information in the prescribed format (Form - 7) immediately so that consolidated reply can be sent to AR Department, GNCT of Delhi.

Yours faithfully,

Encl: as above.


(G.E. Lohani)
Dy. Director (Admn)

Asset Programmer WCD pl. upload the letter with enclosure on web portal of Deptt.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT

7th FLOOR, WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI 110002

Email - arupdate@nic.in : Fax: 23392621

Office of the Secretary
Deptt. of Social Welfare
Govt. of NCT of Delhi
No. F.ARD-P011/1/2016-Misc-O/o Secy. AR/5232-5311
To 7395

Dated: 30/08/2016

All Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi

Sub: **Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records rules, 1997**

2286/DDIA)
7/19/16

Please find enclosed herewith a letter No.F.1/08/2016-ORR dated 12/05/2016 received from Government of India, Ministry of Home Affairs, Coordination Division, (Departmental Record Room), North Block New Delhi on the subject cited above.

In this regard, you are requested to furnish the requisite information in the prescribed format (Form -7) latest by 15/09/2016 so that consolidated reply can be provided to National Archives of India under intimation to Ministry of Home Affairs, Government of India.

Handwritten signature/initials

This issues with the prior approval of Secretary (AR).

Yours faithfully,

DWCD

Encl. As Above

e-SCANNED

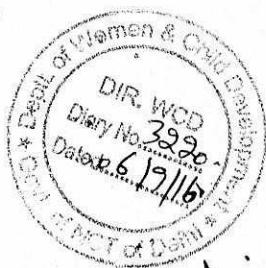
Amitabh Joshi
(AMITABH JOSHI)
DY. DIRECTOR (AR)
Tel.No.23392422

No.F.ARD-P011/1/2016-Misc-O/o Secy. AR/5232-5311 Dated: 30/08/2016

Copy to The Section Officer UT (Coord.), Government of India, Ministry of Home Affairs, Coordination Division, (Departmental Record Room), North Block New Delhi.

Amitabh Joshi
(AMITABH JOSHI)
DY. DIRECTOR (AR)
Tel.No.23392422

6/9
D.D (Admin)
06/09/16
Circulate
AOC (Admin)



Handwritten signature/initials

Auth. - 8/9
Sd/- Rajesh Kapoor

Circulated through website of AWCA.

16/05/16

Target Date 25.5.2016

F. No.1/08/2016-ORR
Government of India
Ministry of Home Affairs
Coordination Division
(Departmental Record Room)

Office of J.S. (UT)
No. ~~704380~~
Dt. 13/5/16

North Block, New Delhi
Dated 12th May, 2016

OFFICE MEMORANDUM

Subject: Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records rules, 1997.

The undersigned is directed to forward herewith a copy of letter No. F.16-4/2016-RM dated 12.4.2016 received from National Archives of India (NAI) on the subject noted above. The requisite information is required to be furnished to NAI in the enclosed Form-7.

2. It is requested that the information for the period 01.01.2015 to 30.06.2015 (First half yearly report for the year 2015) and 01.07.2015 to 31.12.2015 (Second half yearly report for the year 2015) may kindly be obtained from all the attached/subordinate offices under your administrative control and consolidated report in respect of your Division including attached offices in the prescribed proforma be furnished to this Division by 25.05.2015 positively so that the consolidated report in respect of this Ministry including attached/subordinate offices be sent to NAI within stipulated time i.e. by 31.07.2016.

US(UTL)

3. It may also be noted that piecemeal information from attached/subordinated offices not to be submitted directly to Coordination division. Information must come through the division concerned and should be duly authenticated.

Encl. As above

Handwritten initials/signature

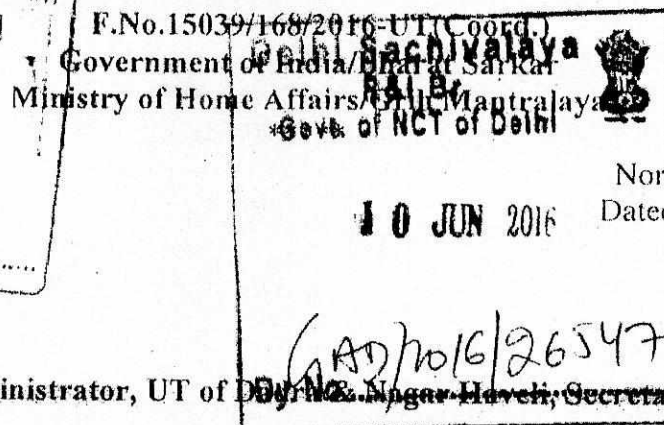
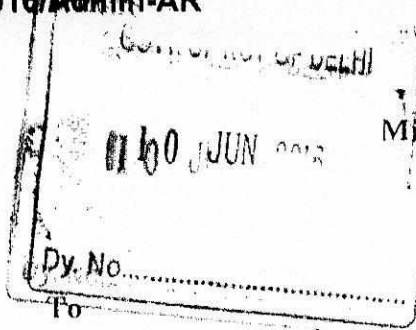
(A.K. Nigam)
Deputy Secretary (Coord.-II)
Tel No. 2309 3508

To

JS (A)/JS (BM)/ JS(CS)/ JS (C & PG)/JS (DM)/ JS (F)/ JS (FFR)/JS (HR)/ JS (IS-I)/ JS (IS-II)/ JS (Judl.)/JS (J&K)/ JS (LWE)/JS (NE)/ JS (P-I)/ JS (P-II)/ JS (PM)/ JS (IC)/JS (UT)/ JS (OL) and CCA (Home)/RG & CCI.

Handwritten notes/signatures

Handwritten notes/signatures: JS (ANL) - 02, US (UTL)



North Block, New Delhi
Dated the 9th June, 2016

1. The Administrator, UT of ~~Daman & Diu~~ ~~Secretariat, Silvassa.~~
2. The Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. 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.

*SO TO CS
10/6/16
ecy (AR)*

Subject: Recording, Reviewing, Indexing and Weeding of Public Records and Supply of Half Yearly Returns thereof under Public Records Act, 1993 and Public Records rules, 1997 - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 1/08/2016-ORR dated 12/05/2016 along-with its enclosures on the above mentioned subject.

2. You are requested to furnish the requisite information in the prescribed format directly to National Archives of India under intimation to this Ministry immediately.

Yours faithfully,

Encl : As above

Brij Paul
(Brij Paul)
Section Officer[UT(Coord.)]
Ph.: 23093265