

F.No.16 (1)/2/2023-R.M.  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi-110001  
Web Site: www.nationalarchives.nic.in  
E-mail: dgoffice-nai@gov.in, nairmdivision@gmail.com

Dated: 12 MAY 2023

**CIRCULAR**

**Subject: Public Records Act, 1993 – Compilation of Twenty Fifth Report of the Director General of Archives for the year 2022 on the Implementation of – request for information.**

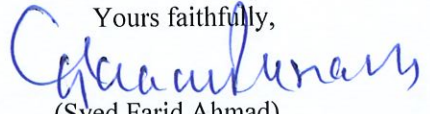
As you are aware that Section 6(1)(k) of Public Records Act, 1993 to be read with Rule 8 (1) of Public Records Rules, 1997 stipulates that Records Officer(s) nominated under Rule 3 shall furnish to the Director General, National Archives of India an Annual Report in Form 5 as prescribed in the Public Records Rules, 1997, in the month of March of the following year. Similarly, Rule 8(2) also provides that the Director General of Archives shall, thereafter, submit a report to the Government of India every year on the action taken by the Records Officer in pursuance of provisions of Section 6 (1) (a) to (l) of the said Act.

Accordingly, the Twenty Fifth Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2022 and for submission to the Ministry of Culture, Government of India.

You are, therefore, requested to kindly furnish the desired information on the action taken by you during the period under report as per Performa enclosed (Form-5) at the earliest.

Further, you are also requested to issue necessary directives along with Performa (Form-5) in this regard to all the Attached and Subordinate Offices including Public Sector Undertakings functioning under your administrative control to furnish the information on the action taken by them during the period under report as per Performa (Form-5) at the earliest.

Encl.: Form 5 of Public Records Rules, 1997.

Yours faithfully,  
  
(Syed Farid Ahmad)  
Deputy Director of Archives  
Government of India  
Tel: 011-23388557

To

1. President's Secretariat
2. Vice President's Secretariat
3. Prime Minister's Office
4. Cabinet Secretariat
5. All Ministries/Departments of the Government of India (as per list).

मि.स. 16(1)/2/2023-आर.एम.

भारत सरकार  
संस्कृति मंत्रालय  
राष्ट्रीय अभिलेखागार  
जनपथ, नई दिल्ली 110001

ई मेल: dgoffice-nai@gov.in, nairmdivision@gmail.com  
वेब साइट: www.nationalarchives.nic.in

दिनांक 12 MAY 2023

परिपत्र

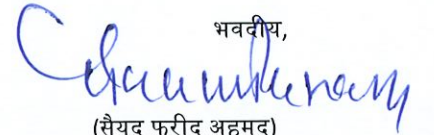
**विषय:** लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2022 के लिए अभिलेख महानिदेशक के 25 वीं रिपोर्ट के संकलन हेतु सूचना के लिए अनुरोध।

जैसा आपको विदित होगा कि लोक अभिलेख अधिनियम 1993 कि धारा 6 (1) (ट) के साथ लोक अभिलेख नियम, नियम 8 (1) द्वारा निदेशित है कि नियम 3 में नामित अभिलेखाधिकारी प्रत्येक वर्ष लोक अभिलेख नियम, 1997 में निर्धारित फार्म में वार्षिक रिपोर्ट भरकर आगामी वर्ष के मार्च महीने तक अभिलेख महानिदेशक, राष्ट्रीय अभिलेखगार को भेजेगें।

इसी प्रकार नियम 8 (2) में यह भी प्रावधान है उसके पश्चात राष्ट्रीय अभिलेखगार के अभिलेख महानिदेशक उक्त अधिनियम की धारा 6 (1) (क) से (ठ) तक के प्रावधानों के अनुसरण में अभिलेख अधिकारियों द्वारा की गई कार्रवाई की रिपोर्ट प्रत्येक वर्ष भारत सरकार को प्रस्तुत करेंगें।

तदनुसार अभिलेख महानिदेशक द्वारा लोक अभिलेख अधिनियम, 1993 के कार्यान्वयन पर वर्ष 2022 के लिए 25वें प्रतिवेदन का संकलन किया जायेगा तत्पश्चात उसे अनुमोदनार्थ संस्कृति मंत्रालय को प्रेषित किया जायेगा।

अंतः आपसे संलग्न प्रारूप 5 में रिपोर्टाधीन अवधि के दौरान की गई वांछित कार्रवाई की सूचना यथाशीघ्र भेजने का अनुरोध किया जाता है। आपसे यह भी अनुरोध किया जाता है कि आप अपने प्रशासनिक नियंत्रण के अर्न्तगत सभी संलग्न एवं अधीनस्थ कार्यालयों एवं सावर्जनिक क्षेत्र उपक्रमों आदि को भी उपरोक्त सूचना संलग्न प्रारूप 5 में इस विभाग को भेजने का निर्देश जारी करें।

भवदीय,  


(सैयद फरीद अहमद)

अभिलेख उप निदेशक

दूरभाष नं : 011- 23381467

संलग्न: प्रारूप 5, लोक अभिलेख नियम, 1997

सेवा में,

1. राष्ट्रपति का सचिवालय
2. उपराष्ट्रपति का सचिवालय
3. प्रधानमंत्री कार्यालय
4. मंत्रिमंडल सचिवालय
5. भारत सरकार के सभी मंत्रालय विभाग। सूची अनुसार

Name of Ministry/Department/Office: .....

Public Sector Undertakings: .....

**Form-5**

**Form for the submission of Annual Report to Director  
General of Archives/head of the Archives {See sub-rule (1)  
of rule8}**

I A. Setting up organized Departmental Records Room-Whether your organization has set up an organized Records Room, and if so, is the space sufficient?		
B. Nomination of Records Officer- Whether your organization has nominated an officer as Departmental Records Officer, and if not, give reasons?		
C. Training of Records Officer and Staff: (i) Whether Departmental Records Officer has received training in Records Management?  (ii) Whether the junior staffs working in the Departmental Records Room are trained in various aspects of Records Management?  (iii) If not, are you willing to avail training facilities existing at National Archives of India.		
D. I. Sharing of space for housing semi-current records at National Archives/Archives of the Union Territory:-  (i) Whether your organization is willing to share space at National Archives, New Delhi and its Records Centers at Jaipur, Pondicherry and Bhubaneswar and Regional Office at Bhopal?  (ii) If Yes, please state the bulk of records proposed to be transferred.		

	<p>II (i) Whether your organization is willing to share space at the Archives of the Union Territory?</p> <p>ii. If yes, please state the bulk of records</p> <p>Proposed to be transferred.</p>		
2	<p>Periodical Recording, reviewing and weeding out of semi-current records:</p> <p>(i) Whether your organization has taken steps for recording, reviewing and weeding out of ephemeral records?</p> <p>(ii) Indicate the total number of records recorded, reviewed and weeded out during the period under report.</p>		
3.	<p>Appraisal of Non-Current Records:</p> <p>(i) Whether your organization has initiated action to get non-current records appraised in consultation with National Archives?</p> <p>(ii) State the total bulk of records awaiting appraisal.</p>		
4	<p>Compilation/Revision of Retention Schedule of Records:</p> <p>(i) Whether your organization has compiled Record Retention Schedule of substantive functions in consultation with National Archives and if not what action do you propose to take?</p> <p>(ii) Has your organization taken steps to revise the above schedule after five years?</p>		
5.	<p>Periodical review of classified records:</p> <p>(i) Whether your organization has de-classified the classified records during the period under report?</p> <p>(ii) If not, state reasons?</p>		
6.	<p>Compilation of Annual Indices to Records:</p> <p>(i) Whether your organization has compiled annual indices?</p> <p>(ii) State inclusive years with the name of the</p>		

series?		
<p>7. Compilation of Organizational history:</p> <p>Has your organization compiled organizational history reflecting various functions along with the date of their creation and if so furnish a copy to National Archives?</p>		
<p>8. Records of Defunct Bodies</p> <p>(i) Whether your organization has got records of defunct bodies, give details?</p> <p>(ii) If yes, what action have you initiated for their transfer to National Archives?</p>		

**Date :**

**(Signature & Seal of Record Officer)**

**Name of the Records Officer:**

**Designation:**

**Phone no.:**

**Email:**

**Address of the Ministry/Dept/PSU:**