



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली. 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

Most Immediate

No. 22-2(2)/2005-RMU

Dated 20-05-2015

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

All Directors / Heads of the National Laboratories /
Institutes of CSIR
(As per the list enclosed)

**Sub : Public Records Act, 1993 – Compilation of Seventeenth Report of the
Director General of Archives for the year 2014 – request for information.**

Sir,

A letter No. F.16-12(A)/2015-RM dated 27-04-2015 has been received from the National Archives of India with the directions that Section 6(1) 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 Seventeenth Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2013 and for submission to the Ministry of Culture, Government of India.

In pursuance of the above instructions, all Laboratories/Institutes of CSIR are requested to furnish the information on the action taken by them during the period under report as per proforma enclosed (Form – 5) by 26-05-2015, so as to enable CSIR Hqrs. to compile the information and forward the same to the National Archives of India.

This issues with the approval of the Joint Secretary (Admn.), CSIR.

Yours faithfully,


(Anjum Sharma)
Under Secretary &
Departmental Record Officer

Encl : As above. (3 Nos)

✓ CC : Head, IT for uploading on CSIR Web Site.



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राष्ट्रीय अभिलेखागार
NATIONAL ARCHIVES
OF INDIA

No.F.16-12(A)/2015-R.M.
Ministry of Culture
National Archives of India
Janpath, New Delhi-110001
Web Site: www.nationalarchives.nic.in
e-mail: archives@.nic.in
Website: www.nationalarchives.nic.in

Dated: 27 APR 2015

CIRCULAR

Subject: Public Records Act, 1993 – Compilation of Seventeenth Report of the Director General of Archives for the year 2014 on the Implementation of – request for information.

As you are aware that Section 6(1) 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 Seventeenth Report of Director General of Archives would now be compiled on the implementation of Public Records Act, 1993 for the year 2013 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 proforma enclosed (Form-5) at the earliest, but in no case later than **31 May, 2015**.

Further, you are also requested to issue necessary directives alongwith proforma (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 proforma (Form-5) at the earliest, but in no case later than 31 May, 2015.

Yours faithfully,

(Jayaprabha Ravindran)
Assistant Director of Archives
Government of India
Tel No. 011-23073007
Fax No. 011-2338 4127

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

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).

Sr. DS (fo)

MDL

14/5/15
URGENT

We may seek the

कार्यालय संयुक्त सचिव सी. एस. आई. आर.
डी. एस. आई. आर.
पत्र डायरी सं. 1546
फाइल डायरी सं. 14/5
दिनांक

information from all desks as directed at 'A' above p.

SV DS (fo)

15/5/15

Angin
US RMC
So(RMU)
15/5/15

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}

- 1 A. Setting up organised Departmental Records Room-Whether your organisation has set up an organised Records Room, and if so, is the space sufficient?
- B. Nomination of Records Officers.- 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 staff 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 organisation is willing to share space at National Archives, New Delhi and its Records Centres at Jaipur, Pondicherry and Bhubaneswar and Regional Office at Bhopal ?
 - (ii) If Yes, please state the bulk of records proposed to be transferred.
- II
 - (i) Whether your organisation is willing to share space at the Archives of the Union Territory ?
 - (ii) If yes, please state the bulk of records proposed to be transferred.

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

Has your organisation compiled organisational history reflecting various functions along with the date of their creation and if so furnish a copy to National Archives.
 8. Records of Defunct Bodies
 - (i) Whether your organisation has got records of defunct bodies, give details?
 - (ii) If yes, what action have you initiated for their transfer to National Archives?