

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 10

No. AN/III/3012/Circular Vol-VII

Dated 13.06.2017

To,

All PCsDA/PCA (Fys)/CsDA/CsFA (Fys)  
(Through CGDA Website)

Subject: Appraisal/Transfer on Non-Current Public Records of more than  
25 years old of Ministries/Department/Offices/Public Sector  
Undertakings –reg.

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Please find enclosed herewith a copy of Min of Culture, National Archives of India letter No. 18-09/2016-RA dated 30.01.2017 received through MoD D(O&M/PG) ID No. 25(9)/2014-D(O&M/PG) dated 28.04.2017 for information and necessary action.

Sub Rule 2 of Rule 9 of Public Records Act, 1997 states that no public record which is more than 25 years old shall be destroyed by any records creating agency unless it is appraised.

National Archives of India has requested that quantum of 25 years old records laying with your office and with your subordinate offices be initimated.

It is, therefore, requested to furnish the information regarding quantum of 25 years old records of permanent nature lying in your office refer Annexure 'A' to Para 61 of OM Part II for onward transmission to the Ministry for further necessary action at their end.

Please accord priority.

  
(Kavita Garg)  
Sr.Dy CGDA(AN)


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Ministry of Defence  
D(O&M/PG)

Subject: Appraisal/Transfer of Non-Current Public Records of more than 25 years old of Ministry/Departments/Offices/PSUs - reg.

Please find enclosed a copy of letter No. 18-09/2016-RA dated 30<sup>th</sup> Jan 2017 of Deputy Director of Archives, Ministry of Culture addressed to Secretary, Department of Defence on the above mentioned subject.

2. All JSs/Addl FAs are requested to furnish necessary information pertaining to their Wings including all attached and subordinate offices, autonomous bodies, public sector undertaking etc. functioning under their administrative control in compliance with the above communication dated 30<sup>th</sup> January, 2017.

  
(S.K. Mohanty)  
Deputy Secretary(MIS)

All JSs/Addl. FAs in the Ministry of Defence

MoD ID No. 25(9)/2014-D(O&M/PG) dated 28<sup>th</sup> April, 2017

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1255/ADP.FA(RK) & JS  
2/5/17

Urgent- Act pl.

Receipt

29/5/17

Dir (Fin / WWS)

DPA (N) / CA

DPA (AG)

APA (DAD - COM)

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940/e/17  
4/5/17



भारत सरकार  
 राष्ट्रीय अभिलेखागार  
 जनपथ, नई दिल्ली-110001  
 GOVERNMENT OF INDIA  
 NATIONAL ARCHIVES OF INDIA  
 JANPATH, NEW DELHI - 110001

S.No. 99 (R)



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राष्ट्रीय अभिलेखागार  
 NATIONAL ARCHIVES OF INDIA

No 18-09/2016-RA  
 Government of India  
 Ministry of Culture  
**National Archives of India**  
 Janpath, New Delhi-110001.  
 E-mail: [archives@nic.in](mailto:archives@nic.in)

रक्षा सचिव का कार्यालय  
 डायरी नं० 2102 7/2  
 दिनांक 7/2/17

30 JAN 2017

Dated the \_\_\_\_\_

JS(E)

To  
 The Secretary  
 D/o Defence  
 Minister of Defence,  
 101-A, South Block,  
 New Delhi-110001.

Office of JS (E/CAO)  
 Dy. No. 829  
 Date 8/2

**Subject: Appraisal/Transfer of Non-Current Public Records of more than 25 years old of Ministries/Departments/Offices/Public sector undertakings -reg.**

Amli 8/2/17  
 JS (E/Coord)  
 13/2  
 USCO&M  
 JS (E)

Sir,

This is to draw your kind attention to the clause (c) of the Sub-section (1) of Section 6 of Public Records Act, 1993, to be read with Rule 5 of Public Records Rules, 1997 which envisages appraisal of public records which are more than twenty five years old in consultation with the National Archives of India or, ...with a view to retaining public records of permanent value and transfer of these records to National Archives of India. Further, Sub Rule (2) of Rule 9 of the said Rules, also states that no public record which is more than twenty five years old shall be destroyed by any records creating agency unless it is appraised.

It is therefore, requested that the quantum of 25 years old record laying in your Ministry/Department may kindly be intimated to this Department. Necessary instructions may also be issued to all attached and subordinate offices, autonomous bodies, public sector undertaking etc., functioning under your administrative control to provide the necessary information to this Department in this regard on priority basis. Accordingly, the Department will depute the team of officials for appraisal of records with a view to transfer the records of permanent nature to National Archives of India for scientific preservation and permanent custody.

So (can)  
 ps party

Yours faithfully,

T. Hussain

Deputy Director of Archives  
 Government of India.  
 Phone: 011-23385967  
 Fax: 011-23384127

13-2-17  
 T.K.

Office of JS (E/Coord)  
 Dy. No. 761  
 Date 9/2/17

558  
 13/2/17

145/D/O&M/2017  
 14/2/17

U.S. (O/Coord)  
 Diary No. 522  
 Date 13/2/17