

MEETING
IMMEDIATE

From

The Financial Commissioner & Principal Secretary
to Govt. Haryana, Administrative Reforms Department.

To

All the Deputy Secretaries/Under Secretaries of
Haryana Civil Secretariat and F.C.R.'s office,

No. 1/1/89-2AR

Dated Chandigarh, the 6th June, 2002

**Subject: Weeding out of old record and recording of decided files lying
in the branches.**

Reference this department letter No. 1/1/89-AR dated 31st May,
2002 on the subject mentioned above.

2- As per decision in the meeting held on 27.5.2002 under the
Chairmanship of Commissioner & Secretary to Govt. Haryana, Co-ordination and
Personnel Department a meeting of Deputy Secretaries/Under Secretaries of
Haryana Civil Secretariat and F.C.R.'s office has been convened on 10.6.2002 at
3.30 p.m. in the Committee Room, 4th floor, Haryana Civil Secretariat to discuss
the matter as to why the recorded files sent by Record Section for review are
pending in the branches. It will also be discussed in the meeting as to how many
files are lying in the branches for recording. The other issues can also be discussed
in the meeting.

3- You are therefore requested kindly to make it convenient to attend
the above said meeting.

[Signature]
Under Secretary Admn. Reforms
for Financial Commissioner & Principal Secretary
to Govt. Haryana, Admn. Reforms Department.

No. 1/1/89-22AR

Dated: 6th June, 2002.

A copy is forwarded to the following with the request to make it
convenient to attend the above said meeting:-

1. R.S.Doon, IAS, Chief Settlement Commissioner,
Rehabilitation Deptt.
2. Sh. Rajbir Singh, IAS, DSSE.
3. Sh. R.S. Sehrawat,
Director, Prosecution, Haryana.
4. Sh. Inderjit Kapil, Deputy Director, Achieves, Haryana. *(along with*
5. Sh. C.P. Malhotra, Principal, *and others)*
Divisional Training Centre, (HIPA) Panchkula.

[Signature]
Under Secretary Admn. Reforms
for Financial Commissioner & Principal Secretary
to Govt. Haryana, Admn. Reforms Department.

c.c:

1. P.S./C.S. for information of C.S.
2. P.S./C.P.C. for information of CPC.

Immediate -

3/6/02

Ar

From

Under Secretary to Govt., Haryana,
Secretariat Establishment.

To

Superintendent/Incharge of the
Branch, Haryana Civil Secretariat,
Chandigarh.

Memo No. 2188-2SR-97
Dated, Chandigarh, the 28th Oct., 1997.

Subject:- Review of policy regarding retention of
'C' and 'B' files.

...

As per policy guidelines issued by the Govt.
in 1977, the following provisions exist in regard to the
retention of 'C' & 'B' Class files:-

"Class 'C' files will be reviewed on the
expiry of the specified retention period and
depending on the merits of the case, will:

- a) Weeded out OR
- b) retained for a further period not
exceeding 10 years from the year of
its closing at the end of which it
will be weeded out without any further
review: OR
- c) Upgraded to class 'B' with the approval
of the Branch Officer.

Class 'A' and Class 'B' files will be reviewed
on attaining the 25th year of their life in consultation
with the State Archives. In these reviews, the need for
revising the original classification of class 'B' files
may also be considered.

The year of review of Class 'C' files will
be reckoned with reference to the year of their
closing and that for class 'A' and class 'B' files
with reference to the year of their opening.

2. Prior to the issue of above instructions of 1977,

contd....2

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-2-

the following practice was being followed in view of retention of 'A', 'B' & 'C' files:-

1. class 'A' files not to be destroyed
2. class 'B' files to be reviewed after 5 years
3. class 'C' files- to be reviewed after 3 years.

3. It has been felt that because of these new instructions, lot of files are to be maintained for longer periods resulting in lot of storage requirements. Besides the retrieval is very slow.

4. The matter has been considered in the meeting of Administrative Secretaries held on 17.6.1997 and it has been decided that the old instructions regarding retention of files may be retained. You are, therefore, requested to follow the instructions regarding retention of files as mentioned in para-2 of this letter.

Bimla Malik
Incharge Record & Weeding Section,
for Under Secretary to Government Haryana
Secretariat Establishment.

25-10-97

Prinl of Office Secy, Punjab

Prinl - 3
apbma 26

Prinl of Office Secy, Punjab

Haryana State Archives
Diary No. 1036
Dated 20/5/02

Meeting
27.5.2002
10.00 a.m.

No. 31/Record/2002

From

The Chief Secretary to Government, Haryana,
Chandigarh.

To

- 1) The Director, Archives Department,
Haryana, SCO No. 9-10, Sector-5,
Panchkula.
- 2) Special Secretary to Govt. Haryana,
Revenue Department.
- 3) Chief Settlement Commissioner,
Rehabilitation Department, Haryana,
SCO No. 4-5, Sector-7, Chandigarh.
- 4) The Director,
Prosecution Department, Haryana,
Chandigarh.
- 5) Deputy Secretary to Govt. Haryana,
Secretariat Establishment.
- 6) Under Secretary to Govt. Haryana,
Administrative Reforms Department.
- 7) Sh. K.L. Guleria,
Registrar, Court of Financial Commissioners,
Haryana, Chandigarh.
- 8) Sh. C.P. Malhotra,
Principal, Divisional Training Centre,
HIPA, SCO No. 11, Sector-16,
Panchkula.

Dated Chandigarh, the 16th May, 2002.

Subject:- Weeding out of old record.

Sir,

A meeting under the Chairmanship of Sh. Sanjay Kothari,
IAS, Commissioner and Secretary to Government, Haryana, Personnel
and Co-ordination Department has been convened on 27th May, 2002 at
10.00 a.m. in his office room No. 39, 7th Floor, Haryana Civil Secretariat (Main),
Chandigarh to discuss the following points:-

- i) To speed up weeding out of old record in the offices.
- ii) To fix norms for retention and weeding out of files concerning
Court cases.
- iii) Any other item with the permission of the Chair.

You are requested to kindly make it convenient to attend the above said
meeting.

Yours faithfully,

J.S. Lal
Under Secretary Sectt. Estt.
for Chief Secretary to Govt. Haryana.
Dated:- 16-5-2002

Endst. No. 31/Record/2002

A copy is forwarded to the PS/Commissioner & Secretary to Govt.
Haryana, Personnel & Co-ordination Department for information of CPC.

sl/-
Under Secretary Sectt. Estt.
for Chief Secretary to Govt. Haryana

- 5 -

No. P/5-2002-Adm/ 936-959

The Director,
Archives Department Haryana,
S.C.O. No.9, Sector-5, Panchkula.

To

Dated Panchkula, the 29.5.2002

Sub:- Transfer of records to the State Archives.

Sir/Madam

Kindly refer to the subject cited above.

You are requested to please inform this department the cut-off date/year upto which records of Civil Secretariat and other departments has been transferred to your State Archives.

An early reply is solicited.

Yours faithfully

[Signature]
(I.J. Kapil)

O/C Deputy Director Archives,
for Director, Archives Department Haryana
Assam

- 6 - 14. 2
1. Sh. Lal Rosem, IAS,
Commissioner,
Andhra Pradesh State Archives
and Research Institute,
(Government of Andhra Pradesh),
Hyderabad-500007
(Andhra Pradesh).
 2. Director,
Assam State Archives,
(Government of Assam),
Dispur-781006
(Assam)
 3. Sh. Ravindranath Baitha,
Director Incharge,
Bihar State Archives,
(Government of Bihar),
'Abhilekh Bhavan',
Jawaharlal Nehru Marg,
Patna-800015.
(Bihar)
 4. Dr. S.H.K. Mhamai,
Director,
Directorate of Archives & Archaeology,
(Government of Goa)
Panaji-403001.
(Goa).
 5. Sh. A.C. Desai,
Director of Archives,
Gujarat State Archives
(Government of Gujarat),
Sector-17, Opp. Rose Garden,
Gandhinagar-382017
(Gujarat).
 6. Shri P. Mohammad Ashraf,
Assistant Director,
Archaeology, Museum and
Archives Department,
(Government of Jammu & Kashmir),
Mubarak Mandi
Jammu(J &K).
 7. Smt. Annamma George
Director of Archives,
Kerala State Archives,
(Government of Kerala),
Nalanda,
Thiruvananthapuram - 695003.
(Kerala)
 8. Director of Archives,
(Government of Maharashtra),
Elphinstone College Building, --
Fort,
Mumbai-400032.
(Maharashtra).
 9. Superintendent,
Orissa State Archives,
(Government of Orissa),
Post Box No 35,
AT-Sachibaiya Marg,
Bhubaneswar-751001.
(Orissa)
 10. Director,
Karnataka State Archives,
Room No.11(Ground Floor),
General Record Room,
(Government of Karnataka),
Vidhana Soudha,
Bangalore-560001.
(Karnataka).
 11. Shri Hariram Solanki,
Director Incharge
Rajasthan State Archives,
(Government of Rajasthan),
Bikaner-334001.
(Rajasthan).
 12. Commissioner of Archives &
Historical Research,
(Government of Tamil Nadu),
51, Gandhi Irwin Road,
Egmore,
Chennai-600008
(Tamil Nadu).
 14. Shri V.K.Sharma,
Deputy Director of Archives,
Department of Delhi Archives,
(Govt.of NCT of Delhi),
18-A, Satsang Vihar Marg,
Near Jawaharlal Nehru University,
New Delhi-110067.
 15. Shri Indrajit Kapil,
Deputy Director,
Haryana State Archives,
(Government of Haryana),
SCO 9, Sector-5,
Panchkula-134109.
 16. Dr.(Smt.)Geeta Sabharwal
Deputy Director,
Directorate of Archaeology
Archives and Museum,
(Government of Madhya Pradesh),
D-Block, Old Secretariat,
Bhopal,
(Madhya Pradesh).
 17. Shri B Pertin,
Deputy Director of Research(H),
Directorate of Research,
(Government of Arunachal Pradesh),
Itanagar-791111,
(Arunachal Pradesh).
 18. Smt.Boichhingpuii,
Director
Art and Culture
(Government of Mizoram),
Aizawl-796001.
(Mizoram).
 19. Smt Kevinint P.Meru,
Director,
Art and Culture,
(Government of Nagaland),
Kohima-797001.
(Nagaland).
 20. Dr (Smt.)Kh.Sarojini Devi
JointDirector,
Art and Culture
(Govt of Manipur),
Imphal-795001
(Manipur).
 21. Shri K.R.Bharti
Director,
Language, Art and Culture,
(Government of Himachal Pradesh),
Shimla-171003.
(Himachal Pradesh)
 22. Secretary(AR&JRG)
Andaman & Nicobar Administration,
Secretariat,
Port Blair.
(A&N).
 23. Sh Thiru K. Rajaram,
Officer In-charge & Curator,
Pondicherry State Archives & Museum
Department of Art and Culture,
(Govt of Pondicherry),
1, Rue Romaji-Rolland,
Pondicherry-605001.
 24. Shri Anil Prakash Rai,
Archives Officer,
Department of Cultural Affairs,
(Government of Sikkim),
Gangtok-737103
Sikkim.
 25. Officer-in-charge
Tripura State Archives
Directorate of Higher Education
(Government of Tripura.)
Agartala
(Tripura)

TOP PRIORITY
DATE BOUND
From

HARYANA GOVERNMENT

No. Peshi-2002/ 3831

Haryana State Archives
Date No. 15/5/2002

The Registrar,
Court of Financial Commissioners,
Haryana, Chandigarh.

To

1. The Financial Commissioner Revenue,
Delhi State, New Delhi.
2. The Registrar,
Punjab & Haryana High Court,
Chandigarh.
3. The Registrar,
Financial Commissioners' Court,
Punjab, Chandigarh.

Chandigarh, dated the 21-5-2002

Subject:- Regarding maintenance of Record Room-Weeding out
of old record.

Sir,

....

I am directed to refer you on the subject cited above and to state that the matter regarding exploring the possibility of weeding out the old record pertaining to the decided Revenue/Rehabilitation and Sales Tax judicial cases has been under consideration of the Haryana State Government. The record pertaining to such cases being perpetual in nature is reported to have never been weeded out and if it is never to be weeded out, it would require more and more space which would not be possible. For the purpose of exploring possibilities of weeding out the old record, a Committee comprising the following officers has been constituted:-

- | | |
|---|------------------|
| 1. Deputy Director Archives,
Haryana. | Chairman |
| 2. A representative from
office of the Chief
Settlement Commissioner,
Haryana. | Member |
| 3. Registrar, Court of
Financial Commissioners,
Haryana. | Member-Secretary |

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AAR

The said Committee is likely to visit your office very soon to study the system prevailing in your office regarding maintenance and weeding out the record, so that the Committee could submit the requisite report to the State Government in the matter. You are requested to make available copies of Rules & Regulations regarding weeding out of the old case files, to the said Committee as and when it visits your office.

It is also requested that necessary directions may kindly be issued to the officials concerned for providing every possible assistance to the said Committee.

Kindly acknowledge its receipt immediately.

Yours faithfully,

Sd

(K.L.Guleria)

Registrar,

Court of Financial Commissioners,
Haryana.

Endst.No. Peshi-2002/ 3832 Chandigarh, dated the 21-5-2002

TOP PRIORITY
DATE BOUND

A copy is forwarded to the Chief Settlement Commissioner, Haryana for information & immediate necessary action with reference to Endst.No.1126-N-CT-2002/4706, dated 3.5.2002 issued by the Special Secretary, Revenue Haryana.

He is requested to please immediately nominate an officer of his office to be a Member of the aforesaid Committee under intimation to the undersigned.

Sd

(K.L.Guleria)

Registrar,

Court of Financial Commissioners,
Haryana.

Endst.No. Peshi-2002/ 3833 Chandigarh, dated the 21-5-2002

TOP PRIORITY
DATE BOUND

A copy is forwarded to the Deputy Director Archives, Haryana, Panchkula for information and necessary action with reference to Ends .No.1126-N-CT-2002/4706, dated 3.5.2002 issued
SCO No.9-10, Haryana, Panchkula
Sec.-5,
Panchkula.

.....P-3.....

by the Special Secretary Revenue Haryana.

He is requested to intimate immediately ^{the} respective dates and time for visiting the offices of the Financial Commissioner Revenue, Delhi; the Registrar, Punjab & Haryana High Court at Chandigarh and the Registrar, Financial Commissioners' Court Punjab in this respect.


(K.L. Guleria)

Registrar,
Court of Financial Commissioners
Haryana.

A copy is forwarded to the Special Secretary to Government Haryana Revenue Department (in Nazarat Branch) with reference to his Endst.No.1126-N-CT-2002/4706, dated 3.5.2002.


(K.L. Guleria)
Registrar,

Court of Financial Commissioners
Haryana.

To

The Special Secretary to Government
Haryana, Revenue Department.
(in Nazarat Branch).

U.O.No.

Peshi-2002/ 3834

Chandigarh, dated the 21.5.200

9

OFFICE OF THE FINANCIAL COMMISSIONER REVENUE
HARYANA
ORDER

The matter regarding shifting of old record of Peshi Branch, Rehabilitation and MSTTs etc. was under consideration since past and in the meeting held on 11.12.2001 under the Chairmanship of Shri Sanjay Kothari, IAS, Commissioner Personnel & Coordination and Secretary Rehabilitation the issue was discussed and it was observed that the present space for the record room of Peshi Branch is far below the minimum requirement, hence space for the purpose should be provided in the New Sectt. Building with future capacity of accommodating the decided cases at least for coming 20 years. Further, it was also observed that the record has never been weeded out, hence possibility of weeding out the decided Revenue/Rehabilitation/Sales Tax judicial cases be explored by constituting a Committee having one representative each from office of Chief Settlement Commissioner, Director Archives and that of the office of the Registrar (Peshi Branch of F.C's Office) who will submit a report as to whether any of the above mentioned record could be weeded out. The Committee should study the system in vogue in office of the Registrar of Financial Commissioner's Court Punjab, in the High Court of Punjab & Haryana and also in the office of FCR Delhi and submit report whether there is regulation for weeding out the court case files. If so, copies of such regulations be obtained for scrutiny before submitting the report. Hence, a committee comprising following is hereby constituted:-

- | | | |
|----|---|----------------------|
| 1. | Deputy Director Archives | Chairman |
| 2. | Representative from Chief Settlement Commissioner | Member |
| 3. | Registrar (F.C's Court) | Member
Secretary. |

The Committee would study the system in vogue in above offices and submit the report within two months.

Chandigarh, dated
the 16/4 April, 2002

SARBAN SINGH
Special Secretary to Govt.
Haryana, Revenue Department

Indst.No.: 1126- N-CT-2002/476

Chandigarh, dated the 27/5/02

A copy is forwarded to the following for information & necessary action:-

1. Commissioner Personnel & Coordination & Secretary Rehabilitation
2. Deputy Secretary, Sectt. Establishment
3. Deputy Secretary to Govt. Haryana, Revenue Department
4. Director Archives, Haryana;
5. Chief Settlement Commissioner, Haryana; &
6. Registrar, F.C's Court, Haryana.

(3)

Sundar Das
Deputy Secretary Revenue (Admn)
for Special Secretary to Govt. Haryana
Revenue Department. J

10

Archives Department Haryana-Agenda notes
for the meeting to be held on 27.2.2002
at 9.30 A.M. for weeding out of old records
in various departments & court cases under
the Chairmanship of Sh. Sanjay Kothari, IAS,
Commissioner & Secretary to Govt., Haryana,
Personnel & Co-ordination Departments in his
Office room no. 39, 7th floor, Haryana Civil
Secretariat main building.

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1) To speed up weeding out of old record in the offices
.....

In this connection it is submitted that the Archives
Department has framed & issued the Record Retention
Schedule common to all departments record. Besides
the Department has also issued the Archival policy
resolution and published in the Haryana Govt. Gazette
to regulate the archival activities in the State. But
so far no encouraging result came out from any
Department because no one heeded to the instructions
issued by this Department. Hence it is desirable that
a official letter may be issued from Hon'ble
Chief Secretary to Govt. Haryana to all the Administrative
Secretaries & copy of it may also be sent to all
head of Departments to speed up the weeding out of
old records and to frame their Record Retention
Schedule for their functional files in consultation
with Archives Department.

ii) To fix norms for retention and weeding out of files
concerning court cases
.....

As regards to fix norms for retention and weeding out
of files concerning court cases it is submitted that
a committee has been formed in the office of Financial
Commissioner, Haryana, Revenue Department to explore

Committee on the Judiciary, Department of Justice

A committee has been formed in the office of the Director

of the Census Bureau to consider the various matters that

are referred to the Bureau for registration and recording and

concerning other matters

11) To the Director for registration and recording one of the

most valuable records

records of the Bureau of the Census in connection with

the records of the Bureau of the Census in connection with

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12) To the Director for registration and recording one of the

most valuable records

records of the Bureau of the Census in connection with

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the possibilities of weeding out of the records -
concerning to court cases and the said committee
is required to submit its report within two
months. Hence it is proposed that to initiate
any action, report of ^{the} committee to be awaited.

the possibilities of working out of the records--

concerning to court cases and this said committee

is required to submit its report within two

months. Hence it is now too late to initiate

any action, report of committee to be waived.

Number of register	Name of register	Branch	Period for which to be kept
92	Deposit Receipt Books	Translating Department	Three years
93	Deposit Account Books	Ditto	For ever
94	Cash Book (Daily)	Ditto	One year
95	Payment Order Book	Ditto	For ever
96	Press Requisition Forms Book	Criminal Branch	One year
97	Printed Records	Civil	Five years
98	Supreme Court cases	Do	Ditto
99	Daily outturn of work done by Copyists	Translating Department	One year
100	Daily outturn of work done by Proof Examiners	Civil and Criminal	Ditto
101	Index Register of bastas containing cases dealt with in the Judicial Destruction Branch	Judicial Record	Six years
102	Receipt Diary of letters	Gazette	For ever
103	Casual leave for Punjab Civil Service	Do	Three years
104	Index to Punjab Government, Gazette, Part I, relating to history of Judicial Officers and Magistrates, powers, posting, etc.	Do	For ever
105	Candidates accepted for Sub-judgeship	Do	Ditto
106	Charge report of Judicial Branch I.C.S. and P.C.S.	Do	Three years
107	Consumption of service postcards	All Branches	Five years
108	Form Stock Book	General Branch	Ten years
109	Stationery Stock Book	Ditto	Ditto
110	Type-writer Stock Book	Ditto	For ever
111	Advocates' Register	Ditto	Ditto
112	Pleaders' Register	Ditto	Ditto
113	Vakils' Register	Ditto	Ditto
114	Mukhtars' Register	Ditto	Ditto
115	Petition-writer Register	Ditto	Ditto
116	Despatch Register	Ditto	Ditto
117	Register of Legal Practitioners' Clerks	Ditto	Ditto

Number of register	Name of register	Branch	Period for which to be kept
118	Issue Book Register of Record-keeper	General Branch	For ever
119	Register of allotment for Judicial buildings, Lock-ups and Mortuaries	Ditto	Ditto
120	Accession Book	Library	Ditto
121	Issue Register	Do	Three years
122	Journals Receipt Register	Do	One year
123	Correction Slips Number Book	Do	Ten years
124	Correction Slips Receipt Register	Do	One year
125	Distribution of Books	Do	Ditto
126	Register of Books in Courts and Chambers	Readers	For ever
127	Check Books	All Branches	Two years
128	Diary Receipt Registers	Ditto	For ever
129	Service Appeal Register	Establishment Branch	Ditto

C—STATISTICAL

20. The statistical registers are for purposes of preparing the monthly and annual returns of the Court and the following shall be maintained and shall be preserved for the period specified against each—

Number of Register	Name of register	By whom kept	Period for which to be kept
1	Average duration of Civil Appeals	Statistical Clerk	Twelve years
2	Average duration of Criminal Appeals and Revisions	Ditto	Ditto
3	Average duration of Murder References	Ditto	Ditto
4	Valuation and cost of Delhi Appeals	Ditto	Ditto
5	Disposal by a Bench	Ditto	Ditto
6	Register of pending Civil Appeals	Ditto	Ditto
7	Work done by Judges sitting in chambers	Ditto	Ditto
8	Court fee realised	Institution Clerk	Ditto

PART IV—OTHER PAPERS.

A.—Periodical returns

Periodical
returns :
Period
of
preservation

21. (a) The following returns shall be preserved for one year and then destroyed :—

Monthly	..	Index of judicial correspondence.
		List of unanswered references.
Quarterly	..	Coinage statements submitted by District Magistrates.
		Probate statements submitted by District Judges.

(b) The following returns shall be preserved for two years and then destroyed :—

Monthly	..	Statement of Civil and Criminal work of District and Sessions Courts.
		District Civil and Criminal Courts.
Annual	..	Probate statements submitted by District Judges.

(c) The following returns shall be preserved for three years and then destroyed :—

Annual	..	Budget estimates.
		District Civil and Criminal statements.
		Manuscript copies of all annual reports received from District Courts.

- Notes.—(1) Correspondence connected with the above returns will be destroyed at the same time, except such as may be of importance, which will be preserved for another year.
- (2) The general statements compiled in the High Court office for the preparation of the Civil and Criminal reports, as well as the general statement of Civil and Criminal work will be preserved for ten years and then destroyed. The general monthly statements of the work of District Courts will be preserved for the same period.

B.—Correspondence

Correspon-
dence period
of preserva-
tion

22. The following will be preserved for one year and then destroyed :—

- (i) Reminders.

- (ii) Charge certificates.

- (iii) Letters asking for circulars, almanacs, copies of rules, petitions for employment, private letters and petitions asking for information regarding rules or the practice of the Court and such like.

- (iv) Arrear statements.

Personal files of all officers and ministerial and menial servants of Government—

Personal
files of
Officers—
period of
preservation

- (a) who die while in service, shall be preserved for three years after their death and then destroyed; provided there are no outstanding claims on the part of their heirs, and

- (b) who have retired, shall be preserved until their death and then destroyed; provided that no file shall be destroyed before three years from date of retirement when death occurs within three years of retirement.

C—Accounts

23. Bills and vouchers will be preserved for three years and then destroyed ; in the case of sub-vouchers for Rs 25 or under, which are not submitted to audit, this period will, however, be reduced to one year only. Care should be taken to ensure that no bill or voucher is destroyed even after the expiry of the above periods until all audit objections, if any, relating to it, have first been settled. Counterfoils and miscellaneous account papers will be preserved for three years and then destroyed. Cash books, journals and ledger accounts shall be preserved indefinitely in the absence of special orders to the contrary.

Accounts—
Period of
preservation

23-A. The main principles which should guide the destruction of accounts records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation prescribed in the rules may have expired.

D.—Press Declarations

Press Decla-
rations—
Period of
preservation

24. Press declaration made under sections 4, 5 and 8 and submitted for record in the High Court under section 6 of the Press and Registration of Books Act, XXV. of 1867, shall be destroyed after a period of one year from the date on which the press or the periodical concerned ceased to exist.

E.—General

Letter 'D' to
be put in
register
against paper
destroyed

25. When any paper is destroyed, the letter 'D' shall be entered in red ink against the entry in the register against paper in which such paper is registered.

Mode of
calculating
period of
preservation

26. The period for which a paper is to be preserved shall be reckoned from the 1st of January following the date which it bears, e.g., papers of 1885, which under these rules have to be retained for one year, will become liable to destruction after the 31st December, 1886.

PART D.—RULES REGARDING INSPECTION, SUPPLY OF COPIES, PROTECTION AND PRIVILEGE OF DOCUMENTS RELATING TO THE SPECIAL OFFICIAL RECEIVER, PUNJAB AND DELHI STATES.

1. The records of the Special Receiver have been classified under the following four heads :—

- I. Insolvency Court Judicial Records.
- II. High Court Executive Records.
- III. Official Records of the Special Official Receiver.
- IV. Other papers, not falling in any of the above categories.

The details of first three Heads are given in the Appendix to this Chapter.

2. The rules for inspection and copies given in Chapters 5-A and 5-B of this volume shall apply to the records falling under Head I.

3. No hard and fast rules have been framed for inspection and copies of records falling under Head II. Each case shall be decided on its own merits under the order of the Judge for the time being in charge of liquidation work in the High Court and, in his absence, the Administration Judge.

4. Copies of final orders of the Special Official Receiver which form part of his official records, other than judicial records, falling under Head III, may be granted by him :

Provided that no copies of document shall be supplied to any person, not entitled to them by law, between whom and Government there is any likelihood of litigation, except with the previous sanction of the Judge in charge of liquidation work in the High Court and, in his absence, the Administration Judge.

Notes.—(i) Official letters are privileged documents to copies of which no person has any claim whatever. Should it be desirable to grant a copy of a letter, or an extract of a letter, received by the Special Official Receiver from a superior officer, reference shall in every case be made to the superior officer for permission.

(ii) The refusal of the Special Official Receiver to supply copies shall be subject to revision by the Judge in charge of liquidation work and, in his absence, the Administration Judge.

Secretariat Instructions 89

The Record DEPT P. 37-39

DEPT of Personnel & Admin. Reform

प्रेषक

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार/आयुक्त एवं सचिव
प्रशासकीय सुधार विभाग ।

सेवा में

1. वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार/आयुक्त एवं सचिव
हरियाणा सरकार ।

2. सभी विशेष सचिव/उप सचिव, हरियाणा सरकार

दिनांक, चण्डीगढ़ 31 मई, 2002

विषय:- रिकार्ड के रख-रखाव व नष्टता बारे रिकार्ड रिटैन्शन शूड्यूल, 1984
की दृढ़ता से पालन करना ।

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महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि प्रायः यह देखने में आया है कि सम्बन्धित विभाग के रिकार्ड के रख-रखाव व उसे निश्चित अवधि उपरांत नष्ट करने के लिए निर्देशक, पुरातत्व विभाग हरियाणा द्वारा जारी रिकार्ड रिटैन्शन शूड्यूल, 1984 की दृढ़ता से पालना नहीं करते हैं जिसके कारण हरियाणा सिविल सचिवालय/वित्तायुक्त एवं प्रधान सचिव, राजस्व विभाग की विभिन्न शाखाओं में पिछले कई वर्षों की फाइलें जिनपर कोई कार्यवाही अपेक्षित नहीं है ^{Current} फाइलों के साथ रिकार्ड में पड़ो हैं । यदि किसी एक फाइल को तलाश को जातो है तो सम्बन्धित फाइल ढूँढ़ने में कठिनाई जातो है । इसी प्रकार सम्बन्धित शाखाओं द्वारा जो बी. व सी. फाइलें रिकार्ड में रखने हेतु भिजवाई गई थी वह फाइलें जिनको निश्चित अवधि पूर्ण होने के पश्चात् रिकार्ड सैक्शन द्वारा सम्बन्धित शाखाओं को रिटैन करने/नष्ट करने के आदेश देने के लिए भिजवाई गई हैं । परन्तु ऐसी फाइलें भी सम्बन्धित शाखाओं द्वारा रिटैन करने/नष्ट करने के आदेश देकर रिकार्ड सैक्शन में वापिस नहीं भिजवाई गई हैं जिससे अनावश्यक रिकार्ड को नष्ट नहीं किया जा रहा है और शाखाओं में फाइलों के ढेर लगे पड़े हैं जिसके कारण वातावरण दूषित रहता है तथा जगह का अभाव भी बना रहता है ।

2. उपरोक्त के दृष्टिगत सचिवालय हिदायतों के पैरा 178 के तहत सभी अदर सचिवों को ड्यूटी लगाई जातो है कि वह अपने नाम के आगे दर्जियों

गई शाखाओं का निरोक्षण करके रिकार्ड को जानो वालो फाईलों को संख्या तथा जो फाईलें रिकार्ड सैक्सन द्वारा सम्बन्धित शाखाओं को रिटेन करने/नष्ट करने के आदेश देने के लिए भिजवाई गई है कि प्रत्येक शाखा को अलग-अलग सूचना उप सचिव, हरियाणा सरकार, सचिवालय स्थापना रिकार्ड सैक्सन को भिजवाये। इससे अतिरिक्त इन शाखाओं में पड़े अवांछित रिकार्ड को भी नष्ट करवाने वाले कार्यवाही करें। कृपया अपने-2 अधीन अवर सचिवों/उप सचिवों सचिवालय आडर को हिदायतें दो जाएँ कि वे उनके नामों के आगे द्वायिो गई शाखाओं का निरोक्षण करके अपनी रिपोर्ट उप सचिव, सचिवालय स्थापना रिकार्ड सैक्सन को 15.7.2002 तक अवश्यमेव भिजवाये।

कृपया इसे तत्काल सभ्ये।

एन. एल. आरुजा

अवर सचिव, प्रशासकीय सुधार
कृते: वित्तायुक्त एवं प्रशासन सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग।

पू० क्रमांक 1/1/89-2ए.आर

दिनांक, चण्डीगढ़ 31-5-2002

एक प्रति निम्नलिखित को उनके नाम के सामने द्वायिो गई शाखाओं को रिपोर्ट तुरन्त भिजवाने हेतु भेजी जाती है:-

नाम/पद

शाखाएँ

सर्व/श्रो

- | | |
|---|--|
| 1. श्री. प्रकाश शर्मा, उप सचिव
हरियाणा सरकार, प्रौद्योगिकी शाखा। | 1. प्रोटोकॉल, राजनैतिक शाखा |
| 2. प्रोबल सिंह, उप सचिव, हरियाणा
सरकार, उद्योग विभाग। | उद्योग-1, उद्योग-2
कांडा: |
| 3. राजेंद्र सिंह रावत, उप सचिव,
हरियाणा सरकार, वित्त विभाग | लेखा एवं विभाजन, वित्त
लेखा, प्रशासकीय अधिकारी |
| 4. शिव कुमार लाल, उप सचिव,
हरियाणा सरकार, सामान्य | सामान्य सेवाएँ-1, सामान्य सेवाएँ-2
सामान्य सेवाएँ-3 |
| 5. राम चरण, उप सचिव, हरियाणा सरकार
वित्त विभाग। | वित्त सामान्य-1, वित्त सामान्य-2 |
| 6. एस.के. मितल, उप सचिव, हरियाणा सरकार
ट्रेनिंग, चुनाव तथा मन्त्रो परिषद विभाग | निर्वाचन शाखा, निर्वाचन विभाग,
प्रशिक्षण शाखा। |
| 7. श्री राम शेरिया, उप सचिव, हरियाणा सरकार,
वित्त व बजट सुधार | वित्त विकास-1, वित्त विकास-2
वित्त विकास-3 |

8. एम. डी. अरोड़ा, उप सचिव, हरियाणा सरकार, भित्तायुक्त राजस्व कार्यालय । प्रशासन शाखा-ग, गग तथा नगर शाखा ।
9. राय सिंह, अवर सचिव, हरियाणा सरकार, खाद्य एवं पूर्ति । पर्यावरण, पशु पालन, खाद्य एवं पूर्ति शाखा ।
10. एम. एल. गौड़, अवर सचिव, हरियाणा सरकार, व निदेशक, प्राथमिक शिक्षा । शिक्षा शाखा-ग, गग, गगग
11. बलवंत सिंह, अवर सचिव, हरियाणा सरकार, वित्त विभाग । वित्त विकास-ग, गग, गगग
12. दया किशन, अवर सचिव, हरियाणा सरकार, गृह विभाग । गृह शाखा-ग, गग, गगग
13. नेमत सिंह, अवर सचिव, हरियाणा सरकार, खाद्य एवं पूर्ति विभाग । स्थानीय लेखा परीक्षक, वेतन संगोधन ।
14. धन सिंह, अवर सचिव, हरियाणा सरकार, प्रशासन । सेवायें शाखा-ग, गग, गगग
15. प्रेम सिंह रावत, अवर सचिव, हरियाणा सरकार, सामान्य प्रशासन । टेज एण्ड सोन्स, एफ. आई. सी. डब्ल्यू तथा पेंशन शाखा ।
16. सम्मत सिंह, अवर सचिव, हरियाणा सरकार, वित्त विभाग । वित्त विनियम-ग, गग
17. जनक डुलारो, अवर सचिव, हरियाणा सरकार, वित्त प्रो. विभाग । इन्वैस्टमेंट रैल प्रो. ई. एफ. डी. वित्त लेखा तथा सिंचाई स्थापना ।
18. आर. एस. भाटिया, अवर सचिव, हरियाणा सरकार, परिवहन शाखा-ग, गग परिवहन विभाग ।
19. एम. आर. कटारिया, अवर सचिव, हरियाणा सरकार, आवकारी एवं कराधान शाखा आवकारी एवं कराधान सैम्पल तथा ई. सी. डी. शाखा-ग वित्तायुक्त राजस्व कार्यालयों तकनोको शिक्षा, आवास शाखा तथा औद्योगिक प्रशिक्षण
20. जिले सिंह, अवर सचिव, हरियाणा सरकार, उद्योगिक प्रशिक्षण एवं व्यावसायिक शिक्षा विभाग ।
21. स्वतंत्र गुप्ता, अवर सचिव, हरियाणा सरकार, वित्त एवं आयोजना । अल्प वचते, लाटरोज तथा योजना शाखा
22. महेन्द्र सिंह, अवर सचिव, हरियाणा सरकार, स्थानीय शासन । कमेटी शाखा-ग, गग स्थानीय रुलज शासन
23. शशि राम फोगाट, अवर सचिव, हरियाणा सरकार, भवन तथा सड़के भवन तथा सड़के स्थापना भवन तथा सड़के पक्काई
24. जिधा लाल, अवर सचिव, हरियाणा सरकार, सचिवालय स्थापना । स्थापना शाखा-ग, गग तथा प्रशासकीय अधिकारी ।

25. के. एल. सतिजा, अवर सचिव, हरियाणा सरकार
राजस्व विभाग । ई. आर.
वित्तायुक्त राजस्व कार्यालय ।
स्वास्थ्य शाखा, ए. आर. शाखा, तथा भू सुधार शाखा
26. श्री. दलोप सिंह, अवर सचिव, हरियाणा सरकार
पो. डब्ल्यू. भवन. चं. सड़के ।
पुर्नवास शाखा
27. रतन सिंह, अवर सचिव, हरियाणा सरकार
रक्षा विभाग ।
पुर्नवास शाखा, तानिका-त शाखा-न, ।। शाखा ।
28. एम. पी. गोयल, अवर सचिव, हरियाणा सरकार
जेल एवं न्यायिक तथा नागरिक विमानन
विभाग ।
जेल एवं न्यायिक शाखा-न
जेल एवं न्यायिक शाखा-न
तथा खेल तथा सांस्कृतिक
विभाग ।
29. कृष्ण लाल, अवर सचिव, हरियाणा सरकार
राजनैतिक विभाग ।
बजट परिकल्पित, खजाना तथा
लेखा, लघु सिंचाई एवं बिजली
तथा सिंचाई वर्कस शाखा ।
30. श्री निवास, अवर सचिव, हरियाणा सरकार
स्वास्थ्य विभाग ।
स्वास्थ्य शाखा-न, तथा
सिविल विमानन शाखा ।
31. राम अवतार बंसल, अवर सचिव, हरियाणा सरकार
विकास एवं पंचायत विभाग ।
मेवात विकास बोर्ड,
पंचायत राज शाखा, तथा
पंचायत विभाग वित्तायुक्त
राजस्व कार्यालय ।
32. प्रकाश चन्द, अवर सचिव, हरियाणा सरकार
स्वास्थ्य एवं परिवार कल्याण ।
स्वास्थ्य शाखा-न, 4
तथा समाज कल्याण विभाग ।
33. भगवत किशोर, अवर सचिव, हरियाणा सरकार
पुर्नवास विभाग ।
पुर्नवास शाखा, ए. आर. शाखा
तथा भू सुधार, आई. सी.
वित्तायुक्त राजस्व कार्यालय
34. श्रीमती श्रीमा रानी, अवर सचिव, हरियाणा सरकार
मुख्य भत्री तैल
परिपत्र तथा प्रेस शाखा ।
35. सुख लाल पोल, अवर सचिव, हरियाणा सरकार
पो. डब्ल्यू. जन स्वास्थ्य विभाग ।
कुटुंब अनुभाग, जन स्वास्थ्य शाखा
तथा सुदृष्ट तथा लेखन सामग्री
विभाग ।
36. आई. के. शर्मा, अवर सचिव, हरियाणा सरकार
बौकसी विभाग ।
बौकसी शाखा-न, न
37. रोच सिंह, अवर सचिव, हरियाणा सरकार
गृह गौपनीय ।
बजट तथा कमेटी, भ्रम शाखा
तथा रोजगार शाखा ।
38. एम. एल. आहुजा, अवर सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।
अभिला निरोक्षण, डिप्टी चैकिंग
यूनिट, प्रशासकीय सुधार शाखा
तथा नगर तथा ग्राम आयोजन
शाखा ।

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39. रघुबीर सिंह सिवाच, अवर सचिव, हरियाणा सरकार, व्यापार एवं पंचायत विकास एवं पुनर्वासि विभाग।
वन विभाग।
40. सोम नाथ अरोड़ा, अवर सचिव, हरियाणा सरकार, विशेष सैल, जागीर सैलान तथा लेखा शाखा, वित्तायुक्त राजस्व का विभाग।
41. गौरो दत्त मिश्रा, अवर सचिव, हरियाणा सरकार, वी.ए.पो.-ना, टा, तथा पो.ई.सो.डो-ना शाखा योजना विभाग।
वित्तायुक्त राजस्व का विभाग।

एम.एस. अग्रवाल

अवर सचिव, प्रशासकीय सुधार
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग।

28/3/5

क्रमांक 1/1/89-2ए.आर

प्रेषक

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार, रोहतक तथा गुड़गांव मण्डल ।
2. हरियाणा राज्य के सभी उपायुक्त, उप मण्डल अधिकारी १०४
3. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक, चण्डीगढ़ 31 मई, 2002

विषय:- रिकार्ड के रख-रखाव व नष्टता बारे-रिकार्ड रिटैन्सन शेड्यूल, 1984 को हड़ता से पालन करना ।

.....

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि प्रायः यह देखने में आया है कि सम्बन्धित विभाग व उसके अधीन क्षेत्रीय कार्यालय रिकार्ड के रख-रखाव व उसे निश्चित अवधि उपरांत नष्ट करने के लिए निदेशक, पुरातत्त्व विभाग, हरियाणा द्वारा जारी रिकार्ड रिटैन्सन शेड्यूल, 1984 को हड़ता से पालना नहीं करते हैं जिसके कारण प्रत्येक विभाग के मुख्यालय व उसके अधीन क्षेत्रीय कार्यालयों में पिछले कई वर्षों को फाईलें जिनपर कोई कार्यवाही अपेक्षित नहीं है, अन्य current रिकार्ड के साथ, पड़ी हैं । यदि किसी एक फाईल को तलाश को जाती है तो सम्बन्धित फाईल ढूँढ़ने में कठिनाई आती है और प्रायः यह देखने में आया है कि अनावश्यक रिकार्ड व पेपरवर्क को उसको निश्चित अवधि उपरांत भी नष्ट नहीं किया जा रहा है और मुख्यालय व उसके अधीन कार्यालयों में फाईलों के ढेर लगे पड़े हैं जिस कारण वातावरण दूषित रहता है और जगह का अभाव भी बना रहता है । अतः आपसे अनुरोध है कि अनावश्यक रिकार्ड को तुरन्त नष्ट करवाया जाये और decided ---- फाईलों को सम्बन्धित कार्यालयों/शाखाओं में कार्यरत वर्तमान अमले से रिकार्ड करवाया जाये ।

2. इसके अतिरिक्त आपके अपने-अपने विभागों में फाईलों में निर्णय होने के उपरांत फाईलों को रिटैन करने/नष्ट करने बारे में जो नोति अपनाई गई हो उसको एक-एक प्रति तथा रिटैने को जाने वालों/नष्ट को जाने वाले विभाग में पड़ी फाईलों को संख्या के बारे में भी सूचना एक सप्ताह के भीतर-भीतर इस विभाग को

-2-

अवसरों में बिजवाये ता कि मुख्य सचिव महोदय को वास्तविक स्थिति से अवगत कराया जा सके ।

हृषीकेश परम अग्रता देते ।

एन. एल. आहूजा

अवर सचिव, प्रशासकीय सुधार
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।

8/3/15

....

एक प्रति सभी वित्तायुक्त एवं प्रधान सचिव तथा आयुक्त एवं सचिव, हरियाणा सरकार को आवश्यक कार्यवाही हेतु प्रेषित है ।

एन. एल. आहूजा

अवर सचिव, प्रशासकीय सुधार
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार
प्रशासकीय सुधार विभाग ।

8/3/15

सेवा में

सभी वित्तायुक्त एवं प्रधान सचिव/आयुक्त एवं सचिव,
हरियाणा सरकार ।

अशा 0 क्रमांक 1/1/89-2ए.आर

दिनांक, चण्डीगढ़ 31 मई, 2002

....

Haryana State Archives

Diary No.

Dated

1270

26/6/02

19

No.4-1/86-CRS (1)
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair, dated the 17th June 2002

To,

The Director,
Archives Department Haryana,
S.C.O. No.9, Sector-5,
Panchkula, Haryana

Subject: Transfer of records to the State Archives.

Sir,

I am director to refer to your letter No. 5/5-2002 Abbi/956 dated 29/05/2002 on the subject cited above and to furnish herewith the statement of Files/Public Records acquisitioned by the Archives Unit/Central Records Section, Andaman And Nicobar Administration, Secretariat in the enclosed proforma as desired.

Enclosure: As above.

Yours faithfully,

(P.K.Minz)

Assistant Secretary (AR)

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27/6/02

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के द्वारा गलत
में लिख दिया
है।
महोदय को
सूचित किया जा रहा
है।
आपका,
27/6/02

27/6-02
Puh
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17

8/2

Statement of Files/Public Records acquisitioned by the Central Records
Section/Archives Unit, Andaman and Nicobar Administration, Secretariat.

Sl.No.	Name of the Department (Series/Branch wise)	Bulk (Total No. of files/records accessioned).	Chronological Range (Inclusive years)
1.	A. R. Wing	336	1960-1995
2.	Cash Section		
	1.Files	137	1947-1986
	2.Pay Bill Registers	230	1973-2001
	3.Vouchers	1218	1945-2000
3.	Development Sections		
	1.Dev - I	2252	1945-1997
	2.Dev - II	1968	1947-1984
	3.Dev - III	2504	1948-1990
	4.Dev - IV	156	1968-1990
4.	Finance Section	322	1947-1994
5.	Forest Department	232	1950-1957
6.	General Section	37	1945-1959
7.	Hindi Cell	223	1953-1984
8.	Home Section		
	1.Foreigners	284	1950-1985
	2.Home	2760	1945-1992
	3.Jail	805	1926-1991
9.	Judicial & Revenue Section	3023	1945-2001
10.	Labour Section	302	1961-1989
11.	Legal Section	2442	1946-1991
12.	Local Self Government	24	1983-1997
13.	Medical, Public & Health Section	2511	1945-1994
	• MPH (P/F)	228	1972-1994
14.	Personnel Wing		
	1. (Personal files)	2088	1946-1998
	2. (Establishment)	3480	1945-2000
15.	Planning Section	899	1948-1992
16.	Programme Implementation & Monitoring Cell	40	1982-1996
17.	Public Section	1903	1952-1987
18.	Publicity Department	669	1946-1983
19.	Public Works Department	36	1945-1968
20.	Receipt & Issue Section	193	1970-1989
21.	Statistical Department	107	1957-1979
22.	Tourism Department	26	1980-1988
23.	Shipping & Transport Section	3628	1945-1994
24.	Tribal Welfare	487	1945-1979

No. RM1-1462/2002/SA.

Com. 18A. 25/453/98. 6 lakhs. GPM. © 21

GOVT. OF KERALA

OFFICE OF THE... Director.
of Archives, Nalanda,
Station. Thiruvananthapuram

From

Pin Code... 695003

Telephone No... 311547

Date... 20.6.2002...

The Director.

To

The Director,
Archives Department Haryana
S.C.O.No.9, Sector-5,
Panchkula, Haryana.

Haryana State Archives

Diary No. 1301

Date 5/7/02

Sub: State Archives Department - Transfer
of records to State Archives - regarding.


Ref:

Your letter No.8/5-2002-Adm/942, dated
29.5.2002.

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Inviting your attention to the
letter cited, I am to inform that the
records /disposal files upto 1956 has
been transferred from the Government
Secretariat to this department. Action
is being taken to transfer all the files
over 25 years ie. upto 1977 to the State
Archives.

Yours faithfully,


Assistant Director,
For Director of Archives.

c.21/6

Haryana State Archives

Diary No. 1302

Dated 5/7/02

Government of Jammu and Kashmir
State Archives Repository, Jammu.

To

Shri I. J. Kapil,
Deputy Director,
Archives Department,
Haryana.

NO:-ADAJ-47/2002

Dated:- 14-06-2002.

Sub:- Transfer of records to the State
Archives.

Sir,

Kindly refer to your letter No. 8/5-
2002-Abhi/941 regarding the subject cited
above.

In this connection, I am to inform
your goodself that the records of Civil Sectt.
of Revenue Department has been consigned to
this Repository during 1986. After 1986 no record
from civil Sectt. has been transferred to this
Repository till date.

Yours faithfully,

(Peerzada M. Ashraf)
Assistant Director.

TOP PRIORITY
DATE BOUND

GOVERNMENT OF HARYANA

No. Peshi-2002/

From

The Registrar,
Court of Financial Commissioners,
Haryana, Chandigarh.

To

1. The Registrar,
Punjab & Haryana High Court,
Chandigarh.
2. The Registrar,
Court of Financial Commissioners,
Punjab, CHD.

Chandigarh, dated the 31st May, 2002.

Subject: Regarding maintenance of Record Room-Weeding out of
the old record.

Sir,

I am directed to refer to this office letter No. Peshi-2002/3831-34, dated 21.5.2002 addressed to you on the subject cited and to intimate that the Committee comprising Shri Inderjit Kapil, Deputy Director Archives, Haryana (Chairman); a representative from the office of the Chief Settlement Commissioner, Haryana (Member); and Shri K.L. Guleria, Registrar, Court of Financial Commissioners, Haryana (Member Secretary) shall be visiting your respective offices on the date(s) and time mentioned below:

Sr. No.	Name of office to be visited	Date & time of visit
1.	Office of the Registrar, Financial Commissioners' Court, Punjab, Chandigarh.	5-6-2002 (Wednesday) at 11:00 A.M.
2.	Office of the Registrar, Punjab & Haryana High Court, Chandigarh.	6-6-2002 (Thursday) at 11:00 A.M.

2. You are, therefore, requested to make available the requisite copies of the rules/regulations regarding retention & weeding out of Revenue/Rehabilitation judicial cases/judicial record pertaining to your office and also ensure every possible assistance to the said Committee as and when the Committee visits your office.

Yours faithfully,

sd
Registrar,
Court of Financial Commissioners,
Haryana.

Contd..P-2...

(24)

TOP PRIORITY/DATE BOUND

Endst.No. Peshi-2002/

Chandigarh, dated the 31st May, 2002

A copy is forwarded to the Chief Settlement Commissioner, Haryana for information and necessary action with reference to this office Endst.No.Peshi-2002/3832, dated 21-5-2002.

He is again requested to nominate/depute an officer of his office to be a Member of the aforementioned Committee, who alongwith others should visit the above-referred-to offices on the date and time mentioned above, positively.

sd

Registrar,
Court of Financial Commissioners,
Haryana.

TOP PRIORITY/DATE BOUND

Endst.No. Peshi-2002/ 4177

Chandigarh, dated the 31st May, 2002

✓ A copy is forwarded to the Deputy Director Archives, Haryana SCO No.9-10, Sector-5, Panchkula for information and necessary action.

Regulene

Registrar,
Court of Financial Commissioners,
Haryana.

A copy is forwarded to the Special Secretary to Govt., Haryana, Revenue Department for information with reference to his Endst.No.1126-N-CT-2002/4755, dated 3-5-2002.

sd

Registrar,
Court of Financial Commissioners,
Haryana.

To

The Special Secretary to Govt.,
Haryana, Revenue Department.

U.O.No. Peshi-2002/

Chandigarh, dated the 31st May, 2002.

(25)

PESHI BRANCH(REVENUE JUDICIAL CASES)

- 1) The Punjab Land Revenue Act 1887
- 2) The Punjab Tenancy Act 1887
- 3) The Punjab Security of Land Tenures Act, 1953
- 4) The Pepsu Tenancy & Agricultural Lands Act 1955
- 5) The Haryana Ceiling on Land Holdings Act, 1972 & The Haryana Utilization of Surplus & other Areas Scheme, 1976
- 6) The Punjab Village Common Lands Act 1961
- 7) The Indian Stamp Act
- 8) The East Punjab Utilization of Lands Act, 1949.
- 9) The Displaced Persons(Compensation & Rehabilitation)Act,1953
- 10) The Evacuee Property Act.

Cases regarding:

- 1) ^{Declaration} Allocation of S.A. surplus area
- 2) ^{allotment} Allocation of S.A. surplus area
- 3) Rent/Batai
- 4) Ejectment
- 5) Lambardari
- 6) Partition
- 7) Mutation
- 8) Purchase of Land
- 9) Khasra girdawari

Evacuee property

- 10)
 - i) Auctional of land
 - ii) Allotment of Land
 - iii) Compensation of land
 - iv) Declaring of Evacuee property.

(27)
Haryana State Archives
Diary No.
Dated
Department of Language & Culture,
(State Archives Wing)
Himachal Pradesh, Shimla-171009.
No.Bhasni-Abhi-70/93- 1927

1335
10/7/02

To

The Director,
Archives Department, Haryana,
S.C.O. No.9, Sector-5, Panchkula.
Dated; Shimla-9 4th June, 2002.

Sub:- Transfer of records to the State Archives.

Sir,

Please refer to your office letter No.8/5-2002-Abhi/955, dated the 29th May, 2002 on the subject cited above.

According to the provision of Policy Resolution in respect of records of the Government of Himachal Pradesh, records and files selected for permanent preservation are to be transferred to the State Archives 25 years after being closed or recorded. The appraisal of records of Civil Secretariat and other departments is done systematically. Records have been selected and identified and will be transferred according to the above referred Policy Resolution. However, a copy of Policy Resolution is enclosed for ready reference.

Encls: As above.

Yours faithfully,

Director, Language & Culture,
Himachal Pradesh, Shimla-9.

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF LANGUAGES AND CULTURE**

Shimla-2, the 25th November, 1981

POLICY RESOLUTION IN RESPECT OF THE RECORDS OF THE GOVERNMENT OF HIMACHAL PRADESH

There has been persistent public demand for legislation for the purpose of proper maintenance and management of the records of the Union and State Governments, and for the grant of reasonable access to these records, for purpose of bona fide historical research. The Committee on Archival Legislation, which enquired into the matter on the subject in 1960, apart from other recommendations, also recommended a single Central Law that would take care both of the Union and State Records. The Government of India propose to undertake such legislation but since the enactment of a unified Central Law would take sometime, the Government of India have adopted an Archival Policy Resolution in respect of the records of the Union Government vide Government of India Resolution No. F. 7-6/71:CAI (2) dated 11-12-1972.

2. The problem which public records pose in the State closely resemble those of the Central Government. As in the case of the Union Archives, the principal problems which confront us are those relating to the proper housing and upkeep of these records at every stage of their life span, from the time of their coming into being till their final disposal or their subsequent retirement for permanent retention in a Departmental Record Room or in the Central Repository. Accordingly with a view to defining and regulating the responsibilities of the Departments/Local and Subordinate Offices under the Himachal Pradesh Government for proper custody, care and management of records in their possession, for selection and retirement of records of permanent value to the Himachal Pradesh State Archives, Government of Himachal Pradesh laying down the responsibilities of the Himachal Pradesh State Archives in respect of public records in its custody and also those with Departments/Local and Subordinate Offices and other offices under Himachal Pradesh Government, and prescribing the limits and conditions governing public access to the records retired to the Himachal Pradesh State Archives, Government of Himachal Pradesh have approved the measures set out below:—

(1) These measures will extend to the records of (i) all the Departments/Local offices of the Government of Himachal Pradesh, (ii) all Committees and Commissions set up by them, (iii) the attached and subordinate offices of Departments/Local Offices such of under the Himachal Pradesh Government as may be determined from time to time, (iv) Municipalities, Local Bodies and Municipal Corporations, but not to the records of autonomous bodies set up by the Government of Himachal Pradesh including nationalised undertakings and enterprises, High Court, judiciary courts, or any form of legislative body. It would, however, be open to any of the above excluded bodies to seek the assistance of the Himachal Pradesh State Archives in any matter coming within the scope of the Resolution and to retire their non-current records of permanent value to it, if they so desire at any time in consultation with the Himachal Pradesh State Archives. The term "records" for this purpose would include documents, rolls, codices, sheets, files, dossiers, microfilms, photographs, charts, plans, diagrams, maps, sound recording etc.

(2) The Department/Local and Subordinate offices and other public offices coming within the purview of this Resolution will be responsible for their current and semi-current records, periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the Himachal Pradesh State Archives.

(3) Each public office under the Himachal Pradesh Government shall set up a separate Departmental Record Room except in small units where records of semi-current nature would be preserved and maintained.

(4) Suitable training/reorientation programme should be organised by the Himachal Pradesh State Archives for the officers in charge of the Departmental Record Rooms and their staff, to enable efficient discharge of the duties entrusted to them.

(5) An officer who is in charge of the establishment in any public office under the Himachal Pradesh Government shall be declared the Departmental Record Officer. The Departmental Record Officers should be responsible for the proper maintenance and management of the semi-current records entrusted to their care, for compilation and periodic revision of Retention Schedules of the Department/Office for appraisal and weeding of records in accordance with the procedure laid down, for compilation and issue of annual indices to records, for compilation and issue of the organisation history of the Department/Office and annual supplement to it, for maintenance of general liaison with the Himachal Pradesh State Archives, and for tendering advice generally on all matters pertaining to record management to all sections within the Department/Office.

(6) Retention Schedules, indicating the periods for which particular classes or categories of records should be preserved shall be drawn up by the Departmental Record Officers in consultation with the Himachal Pradesh State Archives and should be got approved by the Department/Local and Subordinate Offices under Himachal Pradesh Government concerned. The schedules should be revised once in five years to ensure that adequate notice is being taken of the changing and expanding activities of the Department/Office.

The authority given to Departmental Record Officer to draw up retention schedules in consultation with the Himachal Pradesh State Archives, Government of Himachal Pradesh, should not, however, over-ride the

instructions contained in the Manual of Office Procedure or any other statutory law/rules according to which officers dealing with the records at appropriate levels will have to take decisions regarding the period of retention of different records. The function of the Departmental Record Officer will be only advisory.

(7) All records and files selected for permanent preservation should be transferred to the Himachal Pradesh State Archives 25 years after being closed or recorded, as laid down in the Manual of Office Procedure, or any statutory law/rules subject to the following limitations:—

- (a) Files bearing any security classification should not be transferred to the Himachal Pradesh State Archives.
- (b) The Governor's Secretariat and the Chief Minister's Secretariat may prescribe a period longer than 25 years for the transfer of their non-confidential records.
- (c) Any individual file or records series may be retained by the Department/Local or Subordinate Office beyond the stipulated period for any reason subject to the Himachal Pradesh State Archives being apprised of the position.
- (d) Classified files remaining non-transferred to Himachal Pradesh State Archives at the end of the stipulated period should be appraised once in five years with a view to down-grading them and down-graded files fit for permanent preservation transferred to Himachal Pradesh State Archives.
- (e) File(s) once transferred may be withdrawn from the Himachal Pradesh State Archives by the Department/Local and Subordinate Offices concerned for a stipulated period, apprising the Himachal Pradesh State Archives of the reasons for taking such action.
- (f) The administrative Departments/Local Offices should have sole authority to decide on the consigning of particular records of the attached and subordinate office to the Himachal Pradesh State Archives.

(8) Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the Himachal Pradesh State Archives soon after the body is declared to be defunct.

(9) No records more than hundred years old should be destroyed.

(10) The officer in charge of the State Archives under the overall supervision of the Director of Languages and Culture will be responsible for the custody, proper care and management of all records received in the Himachal Pradesh State Archives.

(11) The Director of Languages and Culture or any officer authorised by him may receive public records of any public office or organisation falling outside the scope of this Resolution or papers of historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

(12) The Secretary (Languages and Culture) in consultation with the Director of Languages and Culture is required to co-ordinate and guide all operations connected with public record in respect of their administration, preservation and elimination, with a view to ensuring that records of permanent value are not destroyed and are transferred to the Himachal Pradesh State Archives at the appropriate time.

(13) The officer in charge of the State Archives under the overall supervision of the Director of Languages and Culture will tender such advice and render such assistance as may be possible to officers and institutions falling outside the scope of this Resolution in respect of technical problems bearing on record management.

(14) The officer in charge of the State Archives under the overall supervision of the Director of Languages and Culture will be responsible for attending to ancillary matters such as Archival Commission and Committees, archival publications, compilation of the National Register of Private Archives and organising exhibitions and for developing general archival consciousness in Himachal Pradesh.

(15) Secretary (Languages and Culture) in consultation with the Director of Languages and Culture will submit a report to the Governor every year on the management of public records, with particular reference to the actual working of the record management system.

(16) All non-confidential public records, transferred to the Himachal Pradesh State Archives of the period prior to the 31st December, 1951 and prospectively all such records more than 30 years old, will be open to bona fide Research Scholars, subject to such exceptions and restrictions as may be found necessary by the Departments/Offices concerned in consultation with the Director of Languages and Culture, Himachal Pradesh.

R. K. ANAND,
Secretary (Language and Culture) to the
Government of Himachal Pradesh.
Shimla-2, the 25th November, 1981

No. Bhasha-C-1/79

Ordered that the Resolution be communicated to all Administrative Secretaries to the Government of Himachal Pradesh, Heads of Departments, Registrar, High Court of Himachal Pradesh, and all Deputy Commissioners in the State.

Ordered also that the Policy Resolution be published in H. P. Rajpatra.

R. K. ANAND,
Secretary (Languages and Culture) of the
Government of Himachal Pradesh.

IMMEDIATE
DATE BOND

Haryana State Archives
Diary No. 1979
Dated 1/8/02

No.1/1/89-6AR

From

The Financial Commissioner & Principal Secretary to Govt. Haryana,
Administrative Reforms Department.

To

1. The Special Secretary to Govt. Haryana,
Revenue Department, Chandigarh.
2. The Director, (Smt. Navraj Sandhu IAS) By Name.
Archives Department, Haryana,
SCO No.9-10, Sector-5, Panchkula.
3. The Legal Remembrancer & Secretary to Govt. Haryana,
Law & Legislative Department, Haryana.
4. The Deputy Secretary to Govt. Haryana,
Secretariat Establishment.
5. The Under Secretary to Govt. Haryana,
Administrative Reforms Department.

Dated Chandigarh, the 29th July, 2002.

Subject: Weeding out of old record and recording of decided files lying in the branches.

Sir,

Reference this Department letter No.1/1/89- AR dated 5.7.2002 on the subject mentioned above.

2. The meeting scheduled for 31st July, 2002 will be held at 9.30 a.m. under the Chairmanship of Sh. Sanjay Kothari, IAS, Commissioner & Secretary to Govt. Haryana, Personnel and Coordination Departments in his office Room No.39, 7th Floor, Haryana Civil Secretariat (Main) Chandigarh..
3. You are requested to kindly make it convenient to attend the above said meeting.

Yours faithfully,

Under Secretary Administrative Reforms
for Financial Commissioner & Principal Secretary to Govt. Haryana,
Administrative Reforms Department.

Endst: No.1/1/89-6AR

Dated Chandigarh, the 29.7.2002.

A copy is forwarded to the PS/Commissioner & Secretary to Govt. Haryana,
Personnel & Coordination Department for information of CPC.

Under Secretary Administrative Reforms
for Financial Commissioner & Principal Secretary to Govt. Haryana,
Administrative Reforms Department

30
Haryana State Archives
Diary No. 1461
Dated 29/7/02

From

Shiru. N. ATHIMOOLAM, I.A.S.,
Special Commissioner of Archives
and Historical Research,
Tamil Nadu Archives,
Egmore, Chennai - 600 008.

To

The Director,
Archives Department,
Haryana,
S.C.O.No.9, Sector-5,
Panchkula.

Letter No.6385/S7/2002, dated 16.07.2002

Sir,

Sub: Tamil Nadu Archives-copy of Preservation
Weeding of records-Requested-Regarding.

Ref: Your Letter No.8/5-2002, Abhi/1172,
dated 12.06.2002.

As requested in your letter cited, please
find enclosed copies of 'Archival Policy Resolution' for
preservation and 'Weeding Committee Report' for weeding
of records, approved by the Government of Tamil Nadu.

Yours faithfully,

for Special Commissioner.

18.07.02.

Encl: as above.

bk/-

31
GOVERNMENT OF TAMILNADU

Abstract

TAMIL NADU ARCHIVES - Archival Policy Resolution, - Approved.

EDUCATION. (Wt) Department.

G.O. (Ms.) No.1,

Dated: 2.1.1990.

Read:

1. From Secretary, Indian Historical Records Commission, New Delhi Letter No.F.2/72-C, dated 20.12.72.
2. From the Commissioner of Archives and Historical Research, Letter No.14934/S7/84, dated: 26-7-1985.

ORDER:

The Government approve the draft archival policy resolution as in the Annexure to this G.O. The Works Manager, Government Central Press, Mint Buildings, Madras-79 is requested to publish the same in the Tamil Nadu Government Gazette.

(BY ORDER OF THE GOVERNOR)

Dr.H.B.N.SHETTY,
SECRETARY TO GOVERNMENT.

To
The Commkssioner of Archives and
Historical Research, Madras-8.

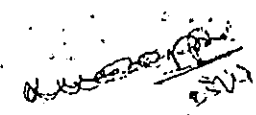
xxx xxx xxx

Copy to: The Personnel and Administration
Reforms (Personnel-A) Department, Madras-9
The Public (CRB) Department, Madras-9.

/Forwarded/By Order/

Sd/- xx xx
SEL.GR. SECTION OFFICER.

//True Copy//


RESEARCH ASSISTANT.

25497

32

-2-

GOVERNMENT OF TAMIL NADU
ARCHIVAL POLICY RESOLUTION

The Committee on Archival Legislation, which enquired into the matter of proper maintenance and management of the records of both the Union and State Government and for grant of reasonable access to the Records, for the purposes of Research, made the following recommendations in its Report of 1960.

- i) Steps be taken to amend the Consitution by making suitable entry in the Concurrent List to enable the framing of a single Central Law that would take care both of the Union and the State Archives;
- ii) Pending the amendment proposed, separate Archival laws be enacted for the Central as well as for each of the States.

The Government of India viewed that an amendment of the Constitution was not feasible at that time and that a common Archival Law might be framed to be applicable to the Union and such of the States as would accord their consent under Article-252(i) of the Constitution. The Government of India proposed to undertake, in consultation with the state Governments, ~~xxx~~ suitable legislation on the subject. Since such legislation would take time, it was not considered desirable to delay action on the substantive recommendations of the Committee on Archival Legislation. Government of India have issued a Policy Resolution in respect of the Union Government (vide) Resolution No.F.7-6/71-CAI(2), dated the 11th December, 1972 and have requested the State Governments to take similar action in respect of their Archives.

Accordingly, with a view to defining and regulating the responsibilities of the various Departments of Government/ Heads of Departments and all Offices of the & State Government for proper custody, care and management of records in their possession, for selection and retirement of records of permanent value to the Tamil Nadu State Archives, laying

down the responsibilities of the State Archives in respect of the public records in its custody and all those with various Departments/Heads of Departments and other, Offices and prescribing the limits and conditions governing public access to the records retired to the State Archives, Government of Tamil Nadu hereby approve the measures set out below:-

i.) These measures will extend to the records of (a) all the Departments of Government/Heads of Departments including Commissioner of Land Administration, Land Reforms and Revenue Administration and Offices subordinate to them the State Government, (b) all Committees and Commissions set up by them, (c) such of the attached and subordinate offices of the Departments of Government as may be determined from time to time; but not to the records of Madras High Court and the Tamil Nadu Legislative Assembly; records of Director of Treasuries, records of the Governor's Secretariat, the Tamil Nadu Public Service Commission or of autonomous bodies set up by the State Government including nationalised undertakings and enterprises. It would, however, be open to any of the State Archives in any matter coming within the scope of this Resolution and to retire their non-current records of permanent value to it, if they so desire, at any time, in consultation with the State Archives of Tamil Nadu. The terms 'Records' for this purpose will include documents, rolls, codices, sheets, files, dossiers, microfilms, photographs, charts, plants, diagrams, maps sound recording etc.

ii.) The Departments of Government and other public offices coming within the purview of this Resolution will be responsible for their current and semi-current records, their periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of permanent value to the State Archives.

(iii) The transfer of confidential, secret and other records of the Departments of Secretariat to the Tamil Nadu Archives and obtaining them for reference as and when required, will continue to be governed by the rules laid down in paragraphs 178, 448 to 452 of the Secretariat Office Manual, as amended from time to time.

(iv) Suitable training/orientation programmes should be organised by the Tamil Nadu Archives for the officers incharge of the Departmental Record rooms and their Assistants to enable efficient discharge of the duties entrusted to them.

(v) The Departmental Record rooms holding semi-current records should be placed in the charge of properly trained, suitable and responsible full time staff.

(vi) The Departmental Record Officers should be responsible for the proper maintenance and management of the semi-current records entrusted to their care, for compilation and periodic revision of Retention schedules, of the Departments, for appraisal and weeding of records for in accordance with the procedure laid down for compilation and issue of the Organizational History of the Department and annual supplements to it, include the issue of Annual Indices to records, for maintenance of general liason with the Tamil Nadu Archives, and for tendering advice generally on all matters pertaining to records management to all sections within the Department.

(vii) Retention schedules, indicating the period for which particulars classes or categories of records should be preserved, shall be drawn up by the Departmental Record Officers in consultation with the Tamil Nadu Archives and should be got approved by the Department concerned. The schedules should be revised once in five years to ensure that adequate notice is taken of the changing and expanding activities of the Department.

The authority given to the Departmental Record Officers to draw up retention schedules in consultation with the Tamil Nadu Archives should not, however, over-ride the rules laid down in the District Office Manual or other Departmental Manuals according to which officers dealing with the records at appropriate levels will have to take decisions regarding the period of retention of different records. The function of the ~~par~~ Departmental Record Officers will be only advisory.

(viii) All Records and files over 30 years selected for permanent preservation should be transferred to the Tamil Nadu Archives subject to the following limitations:-

- (a) Files bearing any security classification should not be transferred to the State Archives.
- (b) The Governor's Secretariat, and the Secretariat Department may prescribe a period longer than 30 years for the transfer of their non-confidential records.
- (c) Any individual files or record series may be retained by a Department office beyond the stipulated period for any reason subject to the Tamil Nadu Archives being appraised of the position.
- (d) Classified files remaining untransferred to the Tamil Nadu Archives at the end of the stipulated period should be reviewed once in five years, with a view to downgrading them if necessary and to transferring the files fit for permanent preservation to Tamil Nadu Archives.
- (e) Files once transferred may be withdrawn from the Tamil Nadu Archives by the Department or Office concerned for a stipulated period, appraising the Tamil Nadu Archives of the reasons for taking such action.
- (f) The administrative and controlling Departments would have sole authority to decide on the consigning of particular records of the attached and subordinate offices to the Tamil Nadu Archives.

ix) Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the Tamil Nadu Archives soon after the body is defunct.

x) No records more than hundred years old should be destroyed.

xi) The Commissioner of Tamil Nadu Archives and Historical Research, Madras/ 112 is responsible for the custody, proper care and management of all records received in the Tamil Nadu Archives.

xii) The Commissioner of Tamil Nadu Archives and Historical Research may receive public records of any public office or organisation falling outside the scope of this Resolution or papers of historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

xiii) The Commissioner of Tamil Nadu Archives and Historical Research is required to co-ordinate and guide all operations connected with public records, in respect of their administration, preservation and elimination, with view to ensuring that records of permanent value are not destroyed and are transferred to the Tamil Nadu Archives at the appropriate time.

xiv) The Commissioner of Tamil Nadu Archives and Historical Research will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of this Resolution in respect of Technical problems bearing on records management.

xv) The Commissioner of Tamil Nadu Archives and Historical Research will be responsible for attending to ancillary matters, such as Archival Commissions and Committees, Archival publications, Organising Exhibitions and for developing general archival consciousness in the State.

xvi) The Commissioner of Tamil Nadu Archives and Historical Research will submit a report to Government every year on the management of public records, with particular reference to the actual working of the Record management system.

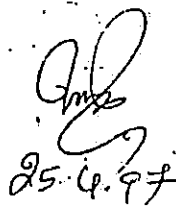
xvii) All non-confidential public records, over 30 years old transferred to the State Archives will be open to bona-fide Research Scholars, subject to such exceptions and restrictions as may be found necessary by the Departments concerned in consultation with the Commissioner of Tamil Nadu Archives and Historical Research.

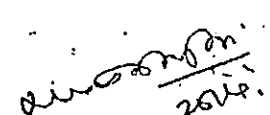
xviii) The Departments of Secretariat, Tamil Nadu and Other Heads of Departmental Offices, may in consultation with the Tamil Nadu Archives grant special access to records not transferred to the Tamil Nadu Archives.

xix) The term "Tamil Nadu Archives" in its relation to the records in the districts would mean regional archives to be organised at different centres in the State under the aegis of the Tamil Nadu Archives and under the administrative control and direction of the Commissioner of Tamil Nadu Archives and Historical Research on whom will devolve the duty of organising and establishing such regional archives.

Sd/- H.B.N.SHETTY.
SECRETARY TO GOVERNMENT.

//True Copy//


25.4.97


RESEARCH ASSISTANT.

Government of Tamil Nadu

Abstract

Records - Committee to evolve norms for segregation of records in the Tamil Nadu Archives for destruction - Recommendation of the Committee - Orders issued.

Personnel and Administrative Reforms (Per.A) Department.

G.C.Ms.No.227

Dated the 10th July 1992

Read the following:

G.C.Ms.No.702, Education Department, dt.25.5.90

Order:

A Committee to evolve clear norms for segregation of Government records in the Tamil Nadu Archives that are less than 100 years old but more than 30 years old for destruction was constituted under the Chairmanship of Secretary to Government, Education Department in the Government Order read above.

2. This Committee has recommended the following:

- (i) Records between 30 and 99 years old have to be reviewed starting backwards and that there need to be no review of records which are more than 100 years old.
- (ii) All papers containing information of administrative legal, fiscal or historical value may be retained. The papers which are to be appraised should be carefully examined to see whether they contain any of the information mentioned above and Government Orders on such matters which are found historically not useful may be eliminated.
- (iii) After appraisal, the list of Government Orders and B.Ps. which are considered not fit for permanent retention should be sent to the concerned record creating agency for passing final orders on the lists for destruction. If, however, the record creating agency desires to examine any of the records mentioned in the list before passing final orders, they should depute their officials to the Tamil Nadu Archives for perusal of such records. After passing final orders, the records will be sent to the creating agency for destruction.
- (iv) The following form may be used for preparing the list of records appraised.

Sl. No.	Description of records, Government Orders/B.Ps No. and date	Title	Remarks whether it should be retained or destroyed (Mark 'R' for Retention and 'D' for Destruction Noting the reason in a short form)
1	2	3	4

(v) The work of this weeding staff will be supervised by the Deputy Commissioner and Commissioner of Archives.

(vi) In regard to the appraisal of records of last 30 years (Viz. current and semi-current records) kept in the Interim Repository of the Archives Department, the pattern of Government of India should be followed, that is, the records should be reviewed twice. The first review should be made after completion of 10 years and the second review after 25 years. After eliminating the records of ephemeral value which are considered unimportant, only those meant for permanent retention should be transferred to the Archives for preservation.

(vii) A schedule for both first and second review may be prepared every year for each department by the official of Interim Repository, and it should be sent to the Record creating Agencies, so that they will arrange to depute an officer to the Interim Repository to examine the records ripe for review from administrative point of view. These records after examination by them will be scrutinised by an officer of Interim Repository (Tamil Nadu Archives) from Historical and Archival points of view. Such of those records which will be marked or declared historically not useful, by these Agencies may be sent to the concerned record-creating agencies for weeding and destruction and the records marked for permanent retention may alone be transferred to the Archives after completion of 30 years.

3. The Government after careful examination, order that the above recommendations of the Committee be accepted.

4. The Commissioner of Archives and Historical Research shall take necessary follow-up action.

(By order of the Governor)

T.V.Venkataraman,

Chief Secretary to Government

/True copy/

En/

[Handwritten signature]
9.3.73

From
Thiru R.C.Panda, I.A.S.,
Special Secretary to Govt.,
Education Department

Education Department,
Lr.No.102572/Q1/90-13,
Dt.5.3.92.

Sir,

Sub: Tamil Nadu Archives - Weeding and destruction
of Records - Committee to evolve norms for
segregation of records in Tamil Nadu Archives
for destruction - Report of the Committee -
Decision taken communicated.

Ref: From the CA&HR, Lr.No.6155/S7/90, dt.12.12.90

I am directed to state that the decision taken on the
Committee's recommendations on Item Nos: 1.2, 1.3, 1.4, 1.5,
1.6, 2.2, 2.3, 3.1 and 3.2 will be communicated by the
Personnel and Administrative Reforms Department.

2. With reference to other remaining items viz.1.7,
2.1, 4.1, 4.2, 5.1 and 5.2, the decisions taken by the Govern-
ment are communicated as follows for further necessary action at
your end:

Item 1.7

The recommendation is accepted as it will ease out the
space problem in the Archives. Further action may be taken in
consultation with the State Archives of Andhra Pradesh, Karnataka
and Kerala.

Item 2.1

The National Archives of India and certain other
selected State Archives may be consulted in the first instance
and then send proposals for consideration.

Item 4.1

The recommendation is accepted.

Item 4.2

This may be examined in consultation with the Director
of Public Libraries and send suitable proposals to the Govern-
ment in due course.

Item 5.1

The Government have issued orders in G.C.Ms.No.74, Edn,
dt.22.1.91 regarding transfer of records of Government of
Karnataka. On the same analogy the recommendation is accepted.
The matter may be pursued with the Government of Karnataka and
send suitable proposals to the Government, if necessary.

Item 5.2

The recommendation of the Committee is accepted as it
will ease out the space problems in the Tamil Nadu Archives. The
Director, Maharashtra State Archives may be addressed and then
suitable proposals sent to the Government in this regard if
need be.

Yours faithfully,
Sd/

for Special Secretary to Government.
/True copy/

En/

[Handwritten signature]
9.3.92

Report of the Committee to evolve clear norms for segregation of Government Records in the Tamil Nadu Archives that are less than 100 years old but more than 30 years old.

INTRODUCTION

The Tamil Nadu Archives is one of the oldest and best Archives in South East Asia possessing a vast collection of records for the researchers to work upon. The Secretariat records of various Departments relating to the period from 1670 to 1985 and the records of the erstwhile Board of Revenue from 1786 to 1979 besides records of a few Heads of Departments are preserved in this Archives.

According to Archival principles only the records of more than 30 years old and these meant for permanent preservation are to be preserved in Archives. But in Tamil Nadu Archives the current and semi current records are also preserved ever since its organisation. Generally, before transferring any records to the Archives, they should be reviewed twice by the record creating agencies (namely first review after completion of 10th year and the second one after 25 years). Since such reviews were not made before transferring the records to Tamil Nadu Archives, unimportant records were also transferred to this Archives. On account of such accumulations, the Archives is facing serious space problem.

To solve such problems, a Committee was constituted by Government in 1984 to decide on the importance of microfilming of the records of Tamil Nadu Archives and the Central Record Branch of Secretariat; to weeding out unnecessary records in Archives etc., In regard to weeding of unnecessary records in Archives, the views of the National Archives of India, New Delhi were also obtained in 1984.

The National Archives of India have suggested that a systematic review of all non-current records of Tamil Nadu Archives i.e., records of more than 30 years old but less than 100 years old, might be done by the qualified staff of the Tamil Nadu Archives and the records unfit for further retention may be transferred to the respective record creating agencies for final orders and destruction. But before reviewing non-current records, clear norms have to be evolved for segregation of records for destruction.

Accordingly the Government have constituted a Committee to evolve clear norms for segregation of records in Tamil Nadu Archives for destruction (vide G.C.Ms.No.702, Education, dated 25.5.90) under the Chairmanship of Secretary to Government, Education Department, the Commissioner of Archives and Historical Research is the Member-Secretary. The Secretary, Public Department Dr.C.E.Ramachandran, former Professor and Head of the Department of History, University of Madras (now retired) and Dr.Hanumanthan, Director, Institute of Traditional Culture, University of Madras, are the members of the Committee. The Committee was also requested to submit its report within six months from the date of constitution.

The Committee met on 23.11.1990 in the chambers of the Commissioner of Archives and Historical Research, Thiru V.Sankarasubbaiyan, I.A.S., Chairman of the Committee and Secretary to Government, Education Department presided. All the members of the Committee were present.

After a detailed discussion, the Committee submits to the Government the following recommendations -

1. Norms for appraisal and weeding of records of more than 30 years old but less than 100 years old in Tamil Nadu Archives.

- 1.1 : The record creating agencies have transferred the records to Tamil Nadu Archives without any review whatsoever and most of the records are of ephemeral value. These records occupy a considerable amount of space in Archives. There is no use of keeping these unwanted records and incurring unnecessary expenditure for their preservation. It is hightime, these unwanted records are reviewed and destruction taken up immediately.
- 1.2 : There will be no review of records which are more than 100 years old.
- 1.3 : Records between 30 and 99 years old have to be reviewed starting backwards i.e., records which are 99 years old may be taken up first, for review, so that they do not pass into the category of 100 years old record which cannot be reviewed.
- 1.4 : All papers containing information of administrative legal, fiscal or historical value may be retained. The papers which are to be appraised should be carefully examined to see whether they contain any of the information mentioned above.
- 1.5 : Ordinarily, the G.Os on such matters as enumerated below which may be found historically not useful may be eliminated.
1. Grant of allowances like T.A. and D.A;
 2. Advances to individual officers for purchase of motor vehicles, House Building etc.
 3. Appointment, transfer, additional charge or deputation of officers;
 4. Purchase and supply of books and Publications;

5. Continuance of temporary establishments and temporary posts;
6. Sanction of honorarium to individual officers, grant of leave, service matters of individual officers etc.,
7. Payment of fees to Government Pleader or Public Prosecutors.
8. Award of Scholarship and grant of stipend to individuals;
9. Sanction of advertisement charges, issue of certificate of age, nationality and identity to individual officers;
10. Judicial training of Officers;
11. Loan of services of Officers;
12. Representation of Officers on pay, service matters etc.,
13. Grant of permission to deliver broadcast talk etc.,
14. Sanction of write off proposals;
15. Sanction of charges for repairing furniture;
16. Any other G.Os of purely ephemeral value.

Records of erstwhile board of revenue

1. Board's Proceedings relating to provision of accommodation;
2. Advance, allowances and leave to individual Officers;
3. Reports about the tour of Board Members (The reports which contain vivid description of the places visited, life style of the people of the areas etc., may however be retained)
4. Payment of fees to Government Pleaders
5. Supply of Typewriters;

6. Purchase of books, furnitures etc., and
7. Any other B.Ps. of purely ephemeral value;

1.6 : After appraisal, the lists of G.Cs and B.Ps. which are considered not fit for permanent retention, should be sent to the concerned record creating agency for passing final orders on the lists for destruction. If, however, the creating agency desires to examine any of the records mentioned in the list before passing final orders, they should depute their officials to the Tamil Nadu Archives for perusal of such records. After passing final orders, the records will be sent to the creating agency for destruction.

1.7 : Printed spare copies of G.Cs Board's proceedings available in excess of 5 copies in each series may be destroyed after retaining 5 copies in each of them. The Government of Andhra Pradesh, Karnataka and Kerala may arrange to collect the spare copies pertaining to their State from this Archives if they so desire.

2. Appraisal work and preparation of list in respect of non-current records to be marked for retention as well as destruction:

2.1 : There is need for special staff for attending to the work of appraisal and weeding of records of more than 30 years old but less than 100 years old. If additional staff is appointed, the Committee is of the view that there won't be any appreciable progress in appraisal work, commensurate with their salary. Their entering on leave every now and then is not also ruled out, which will no doubt affect the progress to a greater extent. So, the Committee suggests that the work of appraisal and weeding of non-current records, may be entrusted to some of the retired Assistant Commissioners of

Tamil Nadu Archives on piece work basis by paying them a remuneration at the rate of 0.50 paise per record for scrutinising and listing the records for weeding. This will be a more efficient and economical way of getting the job done at the desired pace.

2.2 : The list should be in the following forms

Sl. No.	Description of Records, G.C. B.P.No. and Date	Title	Remarks whether it should be "Retained" or "Destroyed" (Mark "R" for Retention "D" for Destruction) noting the reason in a short form.
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2.3 : The work of this weeding staff will be supervised by the Deputy Commissioner and the Commissioner of Archives and Historical Research.

3. Appraisal of semi-current records in interim Repository.

3.1 : In regard to the appraisal of records of last 30 years (viz., Current and Semi-current records kept in the Interim Repository of the Archives Department, the pattern of Government of India should be followed; that is, the records should be reviewed twice. The first review should be made after completion of 10th year and the second review after 25 years. After eliminating the records of ephemeral value which are considered unimportant, only those meant for permanent retention should be transferred to the Archives for preservation.

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3.2 : A schedule for both first and second review may be prepared every year for each Department, by the official of Interim Repository, and it should be sent to the Record creating Agencies, so that they will arrange to depute an officer to the Interim Repository to examine the records ripe for review from administrative point of view. These records after examination by them will be scrutinised by an officer of Interim Repository (Tamil Nadu Archives) from Historical and Archival point of view. Such of those records which will be marked or declared historically not useful, by these Agencies may be sent to the concerned record creating agencies for weeding and destruction and the records marked for permanent retention may alone be transferred to the Archives after completion of 30 years.

4. Printing books:

4.1: According to Sec.9(1)(a) of the Press and Registration of Books Act 1867, the printers are required to send to the Registrar of Books appointed under the Act, two copies of the books published of which one copy is meant for transmission to Connemara Public Library, and another one for being retained by the Registrar of Books for reference. At a stage when there was no sufficient space in the office of the Registrar, the Government on a suggestion from Madras Record Office issued orders that, the old books and publications so received and kept in the office of the Registrar of books except those related to the preceding three years, be transferred to the Madras Record Office. Accordingly books and publications thus received from the Registrar of books are also kept in Archives Library.

The books preserved in Tamil Nadu Archives which were printed in the areas now forming part of Andhra Pradesh, irrespective of the languages were already listed out and transferred to the Government of

Andhra Pradesh in pursuant to the orders of the Government. There are about 10,000 Telugu books printed in the areas now forming part of Tamil Nadu, available in the Library. They occupy 3 racks space. Likewise, there are number of books in Kannada and Malayalam languages also. These books have not yet been classified and catalogued. The Library of this Archives is now facing space problem to accommodate the books which are transferred regularly from Secretariat Library as well as the Registrar of Books. With a view to solve the space problem, the Committee suggests that the old books in other regional languages namely, Telugu, Kannada and Malayalam, received from Registrar of books and preserved in large number in Tamil Nadu Archives Library may be transferred to the concerned linguistic States subject to the condition that the list of such books proposed for transfer should be prepared by the officials of the States concerned, one copy of such list to be supplied to the Government of Tamil Nadu and two copies to the Tamil Nadu Archives for reference.

- 4.2 : The Committee also suggests that hereafter the Registrar of Books may be advised to transfer one copy of such books published in Tamil Nadu English languages alone to Tamil Nadu Archives and to retain other language books for his reference and transfer them direct to the States concerned as and when they are no longer required by him.

5. MARATHI AND MODI RECORDS:

5.1 : There are a large number of Modi and Marathi language records preserved in Tamil Nadu Archives. They belong to Bellary collectorate and Tanjore Raj Records are also in large numbers. The Bellary Collectorate records are written in Marathi and Telugu languages. The Tanjore Raj records are in Modi language and some are in English. The Bellary Collectorate volumes may be transferred to the Karnataka Archives.

5.2 : The Modi records (Tanjore Raj Records) available in Tamil Nadu Archives are in brittle condition. These records are kept tied in cloth bundles and are not in order. If these records are to be mended, they should be first correlated, and for this work a person who is proficient in Modi and Marathi language is required. Since such persons are not available either in this Archives or in the Thanjavur Maharaja Serfoji's Saraswathi Mahal Library, Thanjavur, the Modi and Marathi records available in Tamil Nadu Archives could not be mended. It appears that these records are likely to deteriorate further as they are not mended. The Committee therefore suggests that these records may be transferred to the Maharashtra State Archives subject to the following conditions:

1. The records will be transferred without mending;
2. If these records are translated, five copies of such translated list should be given to the Tamil Nadu Archives;
3. If they are microfilmed, one copy of the Microfilm should be supplied to the Tamil Nadu Archives free of cost;

and

4. The entire cost for getting the records

--J--

transferred to the Maharashtra Archives should be borne by the Maharashtra Government.

6. General:

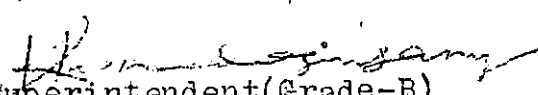
The Committee recommends to the Government for issue of suitable orders for implementing the above recommendations as early as possible, so that the congestion in Tamil Nadu Archives will be solved to some extent without incurring much expenditure.

Sd/ V.Chandrasekhar,
Member-Secretary.

Members:

Sd/Narash Gupta
Sd/C.B.Ramachandran
Sd/ R.Manumanthan

/True copy/


Superintendent(Grade-B)

1-3-1993.

En/8.3.

From

The Financial Commissioner & Principal Secy.
to Govt., Haryana, Administrative Reforms Deptt.

To

1. The Special Secretary to Govt., Haryana,
Revenue Department, Chandigarh.

2. The Director,
Archives Department, Haryana
S.C.O. No. 9-10, Sector-5, Panchkula.

Haryana State Archives
Diary No. 1548
Dated 19/8/02

3. The Legal Remembrancer & Secretary to Govt., Haryana
Law & Legislative Department, Haryana.

4. The Deputy Secretary to Govt., Haryana,
Secretariat Establishment.

5. The Under Secretary to Govt., Haryana
Administrative Reforms Department.

Memo No. 1/1/89-6A.R.

Dated, Chandigarh, the 9th August, 2002

Subject:- Weeding out of old record and recording of decided files
lying in the branches.

Reference this Department letter No. 1/1/89-6A.R.
dated 29.7.2002, on the subject mentioned above.

2. A copy of the proceedings of the meeting held under
the Chairmanship of Sh. Sanjay Kothari, IAS, Commissioner &
Secretary to Govt., Haryana, personnel and co-ordination Department
on 31.7.2002 at 9.30 A.M. in his office room 7th Floor, Haryana
Civil Secretariat Chandigarh is enclosed for immediate necessary
action.

Under Secretary Administrative Reforms,
for Financial Commissioner & Principal Secy. to
Govt., Haryana, Administrative Reforms
Department.

C.C.

P.S./C.P.C for information of C.P.C.

Proceedings of the meeting held on 31.7.2002 at 9.30A.M. under the Chairmanship of Sh. Sanjay Kothari, IAS, Commissioner & Secretary to Govt., Haryana regarding weeding out of old record and recording of decided files lying in the branches wherein following officers participated:-

1. Sh. Sarban Singh, IAS
Special Secretary to Govt., Haryana
Revenue Department.
2. Smt. Navraj Sandhu, IAS
Director,
Archives Department, Haryana.
3. Sh. P. L. Ahuja,
Joint Legal Remembrancer, Haryana.
4. Sh. Rajbir Singh, IAS
Deputy Secretary to Govt., Haryana
Secretariat Establishment.
5. Sh. M. L. Ahuja, H.S.S.,
Under Secretary to Govt., Haryana
Administrative Reforms Department.

In the meeting following decisions have been taken:-

1. For retention and weeding out Revenue Judicial/
Rehabilitation cases.

It has been decided that Punjab and Haryana Court Rules may be adopted for weeding out and retention of Revenue Judicial/Rehabilitation cases. For other records JLR Sh. P. L. Ahuja was requested to examine and put up.

- (Action by SSR)
2. Maintenance of old Revenue Judicial/Rehabilitation/
Sales Tax Record.

It has been decided that old record prior to 1966 will be maintained by the Archives Department. It has further been decided that Archives Department will hand over the files to the official of the Court with the prior approval of Registrar, Financial Commissioner's Courts, Haryana.

(Action by SSR)

3. As far as construction of record room in the basement of New Secretariat is concerned. The estimates have been prepared and DSSE will take this work on priority and by to complete it by 30.9.2002. Director Archives informed that she will examine the possibility whether the Archives Department can also take over this record. DSSE will provide suitable space to Archives Department in CADA Building in Panchkula.

(Action by ...)

Haryana State Archives
Entry No. 1634
Dated 29-8-2002

S/Shri Jagdish Kumar, SO and Harpal Singh, Assistant are hereby deputed to work in Archives Deptt., Haryana, Panchkula for page marking of the Claims Files within a period of 15 days commencing from 26.8.2002 from 9.00 AM to 5.00 PM daily on working days.

Shri Ranjit Singh, Assistant Registrar is also directed to check the daily attendance and monitor the work of both the officials and to submit their progress report daily to the Deputy Secretary Rehabilitation. He will also ensure that the work of page marking must be completed within the stipulated period of 15 days.

R.S.DOON
Deputy Secretary to Govt.Haryana,
Rehabilitation Deptt.

Enclst.No; 12569-73 / Admn., Dated, Chandigarh, the 21/8/2

A copy is forwarded to the following for information and strict compliance:-

- ✓ 1. Director, Archives, Haryana, Panchkula.
2. District Attorney, Rehabilitation Deptt.
3. Shri Rajjit Singh, Asstt. Registrar.
4. Shri Jagdish Kumar, S.O. and Shri Harpal Singh, Asstt.

Under Secretary Rehabilitation,
for Deputy Secretary to Govt. Haryana,
Rehabilitation Deptt.

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26/11

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26.11.02