

F. No.15(1)/1/2022-R.M.  
Government of India  
Ministry of Culture  
**National Archives of India**  
Janpath, New Delhi – 110 001  
E-mail: archives@nic.in  
Website: www.nationalarchives.nic.in

Dated 19 MAY 2022

To,

As per list

(President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Cabinet Secretariat/All Ministries of the Government of India)

**Subject: Annual Inspection of Records Rooms for the year 2022-2023**

Sir/Madam,

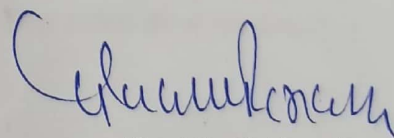
In pursuance of provision of Section 3(2)(j) of the Public Records Act, 1993 and Para 136(2) of the Central Secretariat Manual of Office Procedure (CSMOP), (13<sup>th</sup> Ed.2010) it is required that the Departmental Records Rooms in each Ministry/ Department/ Office may be inspected once in a year in association with this Department so as to monitor the state of preservation and management of records lying therein. Considering the importance of this aspect, it is desirable that adequate attention may be paid to proper manning of the Departmental Records Rooms also.

It is, therefore, requested that a suitable date and time may please be fixed for inspection of your Departmental Records Room in consultation with this Department at your earliest convenience. You are also requested to send to this Department an Annual Inspection programme of the Departmental Records Rooms of all attached/ subordinate offices and public sector undertakings under your administrative control, so as to enable us to include their inspection in our Annual Action Plan.

Further, prior to undertaking the inspection of Records Rooms, you are requested to complete the Inspection Questionnaire (Appendix 57 of CSMOP), a copy of which is enclosed for your ready reference.

Kindly acknowledge the receipts of this letter.

Yours faithfully,



(Syed Farid Ahmad)  
Deputy Director of Archives  
Government of India  
Tel: 011-23388557  
Fax: 011-23384127

Encl.: Appendix 57 of CSMOP

मि.स. 15(1)/1/2021-आर.एम.

भारत सरकार

संस्कृति मंत्रालय

राष्ट्रीय अभिलेखागार

जनपथ, दिल्ली 110001

ई मेल: archives@nic.in

वेब साइट: www.nationalarchives.nic.in

दिनांक 19 MAY 2022

सेवा में,

सूची अनुसार

राष्ट्रपति का सचिवालय, उपराष्ट्रपति का सचिवालय, प्रधानमंत्री कार्यालय, मंत्रिमंडल सचिवालय, भारत सरकार के सभी मंत्रालय/विभाग।

**विषय: अभिलेख कक्षों का वार्षिक निरीक्षण वर्ष 2022-2023 के संबंध में।**

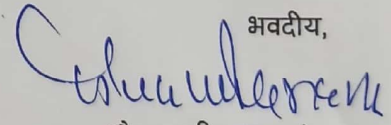
महोदय/ महोदया,

लोक अभिलेख अधिनियम,

1993 की धारा 3(2)(ज) एवं केन्द्रीय सचिवालय कार्यालय पद्धति नियम पुस्तिका (सी. एस. एम. ओ. पी.) के 13वें संस्करण पैरा 136(2) 2010 के अनुसार यह आवश्यक है कि प्रत्येक मंत्रालय/ विभाग/ कार्यालय के अभिलेख कक्षों का निरीक्षण वर्ष में एक बार राष्ट्रीय अभिलेखागार के साथ मिलकर किया जाये ताकि जो अभिलेख वहां रखे हुये हैं उनके परिरक्षण एवं प्रबन्धन की स्थिति को मानीटर किया जा सके। इस मुद्दे के महत्व पर विचार करते हुये यह वांछनीय है कि विभागीय अभिलेख कक्षों में योग्य कर्मचारियों/ अधिकारियों की नियुक्ति पर भी समुचित ध्यान दिया जाये।

अतः इस संबंध में आपसे अनुरोध है कि अपने विभागीय अभिलेख कक्ष के निरीक्षण की उपयुक्त तिथि तथा समय अपनी सुविधानुसार इस विभाग के साथ परामर्श कर शीघ्र नियत करें। आपसे यह भी अनुरोध है कि अपने प्रशासनिक नियंत्रण के अंतर्गत सभी अधीनस्थ कार्यालयों/ सार्वजनिक क्षेत्र के उपक्रमों आदि के विभागीय अभिलेख कक्षों के वार्षिक निरीक्षण का कार्यक्रम बना कर इस विभाग को भेजें ताकि उनके निरीक्षण का कार्य हम अपने वार्षिक कार्यक्रम में सम्मिलित कर सकें।

इसके अतिरिक्त, अभिलेख कक्ष के निरीक्षण के कार्य को करने से पूर्व आपसे अनुरोध है कि आप एवम आपके अधीन सभी संलग्न एवं अधीनस्थ कार्यालय एवं सार्वजनिक क्षेत्र उपक्रम, सी. एस. एम. ओ. पी. के निरीक्षण प्रश्नावली (परिशिष्ट 57), जिसकी प्रति आपके सुलभ हवाले हेतु संलग्न है, को पूरा कर लें।

भवदीय,  
  
(सैयद फरीद अहमद)

अभिलेख उप निदेशक

दूरभाष नं : 011- 23381467

फैक्स नं : 011- 23384127

संलग्न : सी. एस. एम. ओ. पी. निरीक्षण प्रश्नावली, परिशिष्ट 57

# APPENDIX 57

## Inspection Questionnaire for Departmental Record Room

[Vide para 136 (2)]

Ministry/Department.....

Date of present inspection.....

Date of last inspection.....

### PART I—GENERAL

#### PERSONAL DATA

Factual data to be furnished by S.O./Asstt./UDC In-charge of Record Room

S.O. or equivalent grade like Archivist	Asstt.	UDC/LDC	Multi skilled Staff/Record Attendant/ Record sorter	Multi Skilled Staff
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Sanctioned strength

Actual Deployment at the time of inspection :

#### 2. Physical condition of the Record Room,

(i) Location such as e.g. Basement/Ground Floor/Other floors.

(ii) Area occupied by records

(iii) Area occupied by staff

(iv) Total Area

Is there sufficient space in the Record Room for further accrual and storage of records?

(v) Number of shelves

(a) Steel

(b) Wooden

(vi) Mode of keeping the record:

(a) Are the files kept in bundles with plywood/cardboard support or in carton boxes?

(b) If in bundles, how they are kept? (horizontal/ vertical)

(c) Are the bundles properly labelled indicating their contents?

(vii) Are there proper ventilation and lighting arrangement?

(viii) Are there security arrangement against fire hazards, theft and pilferage?

(ix) Is there enough space for reception and consultation of record?

(x) Does the Record Room have gangways ?



APPENDIX 57—Contd.

- (xi) Whether naphthalene bricks/balls are being used? If not, what are the other arrangement for satisfactory preservation of record (e.g. spray of Insecticides like DDT, Plp and Flit etc).
- (xii) Is vacuum cleaner being used for Record Room? If not, state the arrangements for proper dusting and cleaning?
- (xiii) Whether records are being fumigated periodically?
- (xiv) What arrangement exists for mending and repair of records? What materials are used for mending and repair work? [Para (104 (3))]
- (xv) General condition of cleanliness and proper stacking of files etc.

PART II—RECORD-KEEPING AND THEIR PERIODICAL REVIEW/APPRaisal

Number of records: Wherever possible please furnish the information for inclusive years (i.e. oldest and the latest year)

- (i) Total number of record (indicating the oldest and the latest on the date of inspection)
  - (a) Files
  - (b) Registers
  - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (ii) Total number of records which are more than 25 years old at the time of inspection
  - (a) Files
  - (b) Registers
  - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (iii) If the Record Room is also accepting classified records the arrangement for their safe custody.
- (iv) Security arrangement for inspection of Secret Record Room where they exist.
- (v) Whether all the files due for review have been sent to respective sections.
- (vi) Number of 'C' category records sent for review to respective sections during the last year. [Para 113 (4)]
- (vii) Number of record reviewed during the last year. [Para 113(5)].
- (viii) Number of records lying unreviewed in different sections.
- (ix) Number of records marked for further retention by concerned sections and sent to Departmental Record Room [Para 113 (1) & (5)]

## APPENDIX 57—Contd.

- (x) Percentage of files marked "keep" to total files reviewed and whether it is excessive?
- (xi) In case further review is called for (if excessive percentage has been marked for retention) number of files checked and advice or measure suggested for improvement.

### Weeding out:

- (xii) Number of files/records marked for weeding out during the year. [Para 113 (1)].
- (xiii) Whether the records marked for weeding out have been destroyed? If not, when it is proposed to destroy them. [Para 113 (7) (b) (i) & (ii)].

### Transfer:

- (xiv) Number of more than 25 years old files appraised by the National Archives of India during the last year. [Para 113 (2)]
- (xv) Whether the files recommended for retention by National Archive of India have been transferred to that organisation. If not, give reasons.

### Retention Schedule:

- (xvi) State if the Retention Schedule for substantive records has been compiled. If not, when it is proposed to be compiled. [Para 111 (1)(d)]

## PART III—MAINTENANCE

### 1. Files:

Please take a sample of 20 files at random and examine

- (i) Whether the files have been properly recorded and classified into, 'B' and 'C' categories. Has the retention period of 'C' category files has been distinctly indicated? [Para 105]
- (ii) Whether they have been stitched properly? [Para 104 (3)]
- (iii) Number of files not found at appropriate places in bundles of recorded files.
- (iv) Are the requisition slips kept in proper places in bundles? If not, state reasons. [Para 115 (3)]
- (v) Number of files lying on the ground. If so, indicate number and reasons therefor.
- (vi) Whether files opened under functional and conventional filing system are kept separately and arranged section-wise, chronologically in a serial order.

## APPENDIX 57—Contd.

### 2. Register:

Whether the following registers are being maintained properly and entries are up-to-date:

- (i) Record Issue Register.
- (ii) Record Review Register. [Para 112 (4); Appendix 30]
- (iii) Accession Register.
- (iv) Record Transfer Register [Para 112 (2); Appendix 29].

### PART IV—INDEXING

- (i) Has the departmental index been compiled in the consolidated form? [Para 109]
- (ii) What types of finding aid (Reference Aids/ Information Retrieval) sets are available in the Record Room?

### PART V—INSPECTING OFFICERS' REPORT

- (i) Additional functions, if any, being performed by the Departmental Record Room.
- (ii) General Remarks of the Inspecting Officers about the state of Record Room.
- (iii) Recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officers may have to make.
- (iv) General Remarks, if any:

*Signature of the Inspecting Officers with date.*

One copy of the inspection report may be forwarded to the National Archives of India for their information and record. [Para 138 (1)]