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भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली-110001, दिनांक  
Rail Bhavan, New Delhi-110 001, dated

No.2005/O&M/4/2

Dated: 23/11/05

The General Manager,  
All Indian Railways/PUs  
DG/RDSO & RSC,  
Chairman RRBs/RRT/RCT  
Director Training Institutes,  
& Others.

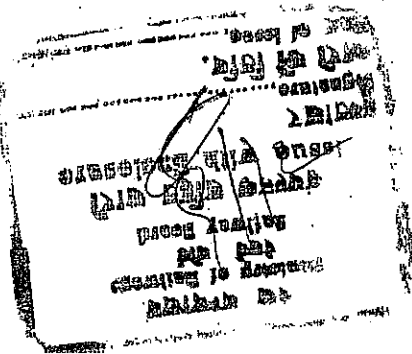
**Sub: Preservation and Retrieval of Records-Records Management**

Attention is invited to Board's letter No. 99/O&M/49/2 dated 13.9.99 on the above subject enclosing therewith copies of Public Records Act 1993, Public Record Rules 1997, copies of the then Director General, National Archives of India's letter No. 16-3(1)/97-RM dated 8.12.97 and letter No. 16.3/97-RM dated 11.7.97 along with booklet 'Record Retention Schedule for Records Common to All Departments' brought out by Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances.

2. A revised booklet 'Record Retention Schedule In Respect of Records Common To All Ministries/Departments' brought out by Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances is enclosed for information/guidance/compliance. This booklet is also available on the website the address of which is as [www.darpg.nic.in](http://www.darpg.nic.in). Accordingly, additional copies may be downloaded from this website if required.

3. Suitable directions to Divisions and other subordinate offices may also be issued in this regard for strict compliance of the extant instructions.

DA: As above



(Banwari Lal)  
Deputy Secretary/O&M  
Railway Board

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड Railway Board)

रेल भवन, नई दिल्ली-110001, तिथि

13.9.99

Rail Bhavan, New Delhi-110001, dated

No.99/O&M/49/2

The General Managers/OSDs,  
All Indian Railways,  
(As per Standard mailing list No. I, II & VI.

**Sub: Preservation and Retrieval of records – “Records Management”**


In the recently held meeting of Divisional Railway Managers with Board, few DRMs desired to know the procedures regarding retention, preservation and destruction of Public Records created in their offices.

2. In this regard, attention is invited to Public Records Act 1993 and Public Record Rules 1997 sent to you vide this office letter No.95/Record/PRA/93 dated 4.2.98 (copy attached) which also includes copies of Director General, National Archives of India's letter No. 16-3(1)/97-RM dated 8.12.97 and letter No. 16-3/97-RM dated 11.7.97 stating that for any further clarification NAI may be consulted.

3. A copy of the booklet “Record Retention Schedule” for records common to all Departments issued by Ministry of Personnel, Public Grievances and Pensions and also relevant portion of Manual of Office Procedure of Ministry of Railways on “Records Management” are sent herewith for your guidance in evolving proper procedures etc. so as to follow the provisions contained in Public Records Act 1993.

4. Suitable directions to Divisions and other subordinate offices may please be issued in this regard.

A. As above

  
(Mangi Lal)  
Deputy Secretary/O&M  
Railway Board.

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड Railway Board)

No. 95/Record/HRA-93

रेल भवन, नई दिल्ली-110001, तिथि

Rail Bhavan, New Delhi-110001, dated

4.2.1998

The General Managers/CSD's  
of Indian Railways.  
(As per Standard mailing list  
No. I, II & VI)


Sub:- Public Records Act, 1993 - Implementation  
thereof -

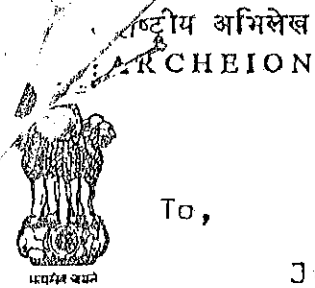
The Government has enacted Public Records Act, 1993, to regulate the Management, Administration and preservation of Public Records of the Central Government; Union Territories etc. In this connection, a copy each of the following letters on the above captioned subject is enclosed:-

1. Letter No. 16-3(1)/97-EM dated 8-12-97.
2. Letter No. 16-3/97-EM dated 11-7-97.
3. Letter No. 16-4/97-EM dated 3-7-97.
4. Letter No. 16-3/95-EM dated 21.11.95.

2. It is requested that necessary action for recording/preserving the public records in your office may be initiated in the light of guidelines mentioned in the aforesaid letters. In case, any further clarification is needed in the matter, National Archives of India may be addressed in the matter. The progress of action taken in the matter may also be intimated to them from time to time.

DA : As above.

  
(M.N. KHANNA),  
Dy. Secretary (O&M),  
Railway Board.



To,

Joint Secretary (Admn.)  
Ministry of Railways,  
(Railway Board),  
Rail Bhawan,  
New Delhi-110001.

Subject: Public Records Act, 1993 - implementation of.

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Sir,

Please refer to my letter of even no. dated 11 July, 97 on the subject mentioned above. It is presumed that in pursuance of the aforesaid letter, your Ministry/Deptt. might have issued instructions to all Public Sector Undertakings/Statutory Bodies or Corporations wholly or substantially controlled and financed by Government of India to implement various provisions of the Act.

You are now requested to kindly inform them that they should intimate directly to this Deptt. regarding the action initiated by them and progress made in regard to the implementation of the Public Records Act, 1993. This will enable us to apprise the chairman and members of the Archival Advisory Board in its 3rd meeting scheduled to be held shortly.

In case of any difficulty being faced by the agencies in implementing the said Act or Rules they may write to us seeking clarification on the desired provision(s).

Yours faithfully,

(S. Sarkar)  
Member Secretary  
Archival Advisory Board  
and  
Director General of Archives  
Government of India.

F.No.16-3(1)/97-RM

संघीय अभिलेखागार

भारत सरकार

जनपथ, नई दिल्ली - ११० ००१

NATIONAL ARCHIVES,  
GOVERNMENT OF INDIA,  
JANPATH NEW DELHI-110001

Dated the .....  
- 8 DEC 1997

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F.No.16-3/97-RM  
Government of India  
National Archives of India  
Janpath, New Delhi-110001, the 11 Jul. 1997

To,

As per addresses to J.S. (Administration).

Subject: Public Records Act, 1993 - Implementation of.

Sir,

As you are aware that the Public Records Act, 1993 had been enacted by the Govt. of India to regulate the management, administration and preservation of Public records of the Central Government, Union Territories, Public Sector Undertakings, Statutory bodies, Corporations, Commissions and Committees constituted by Central Govt. and Union Territory Administration.

Subsequently Public Records Rules were also notified in the Gazette of India in January, 1997. Copies of both Act and Rules were sent to all organisations coming under the purview of the Act. Further, first meeting of the Archival Advisory Board constituted under Section 13 of the said Act was also held on 30 May, 1997. Considering the fact that Public Sector Undertakings/Statutory Bodies etc. have come for the first time at par with the Governmental organisations in respect of records management activities under the said Act, the Archival Advisory Board has desired that at the first instance a communication may be issued from the concerned Ministry/Department to all the Public Sector Undertakings/Statutory Bodies etc. directing them to implement the provisions of the said Act.

In view of this, May I request you to kindly issue instructions to all such agencies functioning under your control to implement the provisions of the Act. In case any assistance/clarification on any of the provisions of the Act is required by them, the Director General of Archives, National Archives of India, Janpath, New Delhi may be contacted directly.

Yours faithfully,

Sd/-  
(S. Sarkar)  
Member Secretary  
Archival Advisory Board  
and  
Director General of Archives,  
Government of India.

47212-41-4

F.No.16-4/97-RM  
Government of India  
National Archives of India  
Janpath, New Delhi-110001, the 3 JUL 1997

To,

All Ministries/Departments/Attached and Subordinate  
Offices and Public Sector Undertakings.

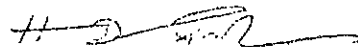
Subject: Forwarding of copies of the Public Records Rules, 1997  
to all Central Government Ministries/Depts./Offices/  
Public Sector Undertakings etc. for implementation.

Sir,

As you are aware that with a view to regulate the records management activities in the Ministries/Depts./Offices of the Govt. of India including the Public Sector Undertakings, Statutory Bodies and Corporations, Commissions and Committees constituted by the said bodies, the Central Govt. has enacted a comprehensive Public Records Act, 1993 which was duly notified in Part II Section 1 of the Gazette of India, Extraordinary, dated 22 December, 1993. Further, as required under the various provisions of the said Act, comprehensive Public Records Rules have now been framed with a view to make the Public Records Act, 1993 fully operative. A copy of the Public Records Rules, 1997 which has been notified in Part II Section 3(i) of the Gazette of India dated 18th January, 1997 is being forwarded herewith for your information and necessary action.

Kindly acknowledge the receipt of the letter.

Yours faithfully,



(H.D. Singh)

Deputy Director of Archives,  
for Director General of Archives,  
Government of India.

Encls: As above.

Sh. Ashok K.

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