

APPENDIX—5

LIST OF FILES DUE FOR REVIEW

Sr. No.	File No.	Instructions of reviewing authority
1	2	3

INSTRUCTIONS

1. The record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The branch responsible for review will sign the copy of the list and return it to the record room by way of acknowledgement, retaining the other two copies.
3. After review, the branch concerned will complete column 3 of the list in both the copies by indicating :
 - (a) the word 'keep' in the case of files proposed to be retained indefinitely;
 - (b) the letter 'W' in the case of files desired to be weeded out; and
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the record room which will sign those copy and return it to the branch concerned by way of acknowledgement.

APPENDIX—6

REGISTER OF SPARE COPIES OF PUBLICATIONS, CIRCULARS
ORDERS ETC.

Sr. No.	Particulars of document	No. of spare copies available	Remarks
1	2	3	4

INSTRUCTIONS

1. The register will be essentially in the form of a list of documents, i.e. publications, circulars, orders etc. if the number of publications involved is large, then register may be maintained in two parts—one for publications and the other for circulars, orders etc.;
2. In column 2 will be indicated the title of the publication or number and date of circulars etc.
3. As far as possible, circulars, orders etc. will be entered in chronological order.
4. The number of spare copies of documents available may be ascertained at a convenient interval, say once a year, for being indicated in column 3. If spare copies of a document are found to have been as exhausted or are weeded out, the relevant entry may be scored out in red ink or chalk. The register need not be re-written except when absolutely necessary.

APPENDIX—7

RECORD REQUISITION CARD

Sr. No.	File No. requisitioned	File No. or Diary No. with which to be put up	Requisition- ing official/ branch	Signature of requisitioning official	Date of return	Initial of record custodian
1	2	3	4	5	6	7

INSTRUCTIONS

1. The form will be printed on stiff paper of the thickness roughly of the file cover but of a colour distinct from that normally used for file covers.
2. Where it is not possible to indicate the file or diary No. of the paper with which the requisitioned file is to be put up, column 23 should indicate briefly the purpose for which and/or officer for whom the requisitioned file is required.

APPENDIX 8

(Paragraph 194)

Distribution list showing number of copies of Haryana Government Circulars, etc., supplied to some Heads of Departments, Commissioners, other State Govts., Govt. of India and other Countries Govt., members of Lok Sabha, and Rajya Sabha (Representing Haryana State)

Heads of Departments (not including Commissioners of Divisions and District and Sessions Judges).

Serial No.	Name of Department/State/Govt.	No. of Copies distribution
1	2	3
Corrected upto 21-4-88		
1.	The Secretary, Haryana Vidhan Sabha, Chandigarh.	110
2.	The Secretary, Punjab Vidhan Sabha, Chandigarh.	1
3.	The Registrar, Punjab & Haryana High Court, Chandigarh.	1
4.	The Secretary to Governor Haryana, Chandigarh.	1
5.	The Election Commissioner, Haryana, Chandigarh.	2
6.	The Deputy Inspector General of Police, C.I.D., Haryana, Chandigarh.	1
7.	The Secretary to Govt. Haryana, P.W.D., B & R Branch, Chandigarh.	1
8.	The Financial Commissioner, Revenue, Haryana, Chandigarh.	1
9.	The Director, Public Relations, Haryana, Chandigarh.	1
10.	The Chief Engineer, Irrigation Works Haryana, Chandigarh.	1
11.	The Superintendent, Press Branch, Haryana Civil Sectt., Chandigarh.	2
12.	The Secretary, Public Service Commission, Haryana, Chandigarh.	1
13.	The Accountant General, Haryana, Chandigarh.	1
14.	The Chief Engineer, Haryana, P. W. D., B & R, Chandigarh.	1

1	2	3
15.	The Economic and Statistical Adviser to Govt. Haryana, Chandigarh.	1
16.	The Commissioner for Planning & Finance & Secy. to Govt. Haryana, Planning & Finance Deptt., Chandigarh.	2
17.	The Chief Engineer, Haryana, P. W. D., Public Health Branch, Chandigarh.	1
18.	The State Editor, District Gazetteers. Revenue Department, S. C. O. 11, Madhya Marg. Sector-26, Chandigarh.	1
19.	The Deputy Secretary, Political & Services In Political Branch) Civil Secretariat, Chandigarh.	1
20.	The General Secretary, Congress Legislative Party, Haryana. Chandigarh,	1
21.	The Librarian, Punjab University Library, Chandigarh.	1
22.	The Librarian, Haryana Civil Sectt. Library, Chandigarh.	5
23.	The Librarian, Central State Library, Chandigarh.	1
24.	The Librarian, Alderman Library, University of Virginia, Charlottesville. (U.S.A.)	1
25.	N. Y. Public Library, Division E. Grand Central, Station P. O. Box 2221, New York, 17 N. Y.	1
26.	The Librarian, British Library of Political & Economic Science. University of London, London.	1
27.	The University of California Library, 455-Hilgard Avenue, Los Angeles 24, California (U.S.A.)	1
28.	The National Library of Australia, Canberra. (Australia)	1
29.	The Secretary, Assam Legislative Assembly, Shillong.	1
30.	The Secretary, Orissa Legislative Assembly, Bhubneshwar.	1
31.	The Secretary, Uttar Pradesh Legislative Assembly, Lucknow.	1
32.	The Secretary, Madras Legislative Assembly, Madras,	1

1	2	3
33. The Secretary, West Bengal Legislative Assembly, Calcutta.		1
34. The Secretary, Madhya Pradesh Legislative Assembly, Bhopal.		1
35. The Secretary, Jammu & Kashmir Legislative Assembly, Srinagar.		2
36. The Secretary, Jammu & Kashmir Legislative Council Srinagar.		1
37. The Secretary, Himachal Pradesh Legislative Assembly, Simla (H.P.)		1
38. The Secretary, Tripura Legislative Assembly Govt. of Tripura, Agartala.		1
39. The Secretary, Bihar Legislative Assembly, Patna.		1
40. The Secretary, Bihar Vidhan Parishād, Patna.		1
41. The Secretary, Rajasthan Legislative Assembly, Jaipur.		1
42. The Librarian, U.P. Legislative Library, Vidhan Bhawan, Lucknow.		1
43. The Librarian, (Acquisition) Parliament Library, Lok Sabha Secretariat, New Delhi-110001.		3
44. The General Manager, Bhakra Dam, Nangal Town-Ship. (Pb.)		1
45. The Hon. Secretary, Haryana Chamber of Commerce & Industry, 324-B, Model Town, Ambala City (Hr.)		1
46. The General Secretary, All India Congress Committee, 7-Jantar Mantar Road, New Delhi.		1
47. The President, Maharashtra Congress Committee, Poona.		1
48. The Secretary, Congress Party. Central Legislature, Research & Reference Department, 24-Council House New Delhi.		1
49. The Military Secretary to the President of India. New Delhi.		1
50. The Under Secretary to Govt. of U.P., Lucknow.		1
51. The Director, National Academy of Administration, Mussoorie.		1
52. The Librarian and Research Officer, Indian Institute of Public Administration, Indraprastha Estate, Ring Road, New Delhi.		1