

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hisar Divisions and all Deputy Commissioners in Haryana.
2. Registrar, Punjab and Haryana High Court, Chandigarh.
Dated Chandigarh, the 23rd March, 1982.

Subject :—Record management—Recommendation of the Standing Committee of the Northern Zonal Council.

Sir,

I am directed to address you on the subject noted above and to forward herewith a copy of the proceedings relating to Item No. 30, of the first meeting of the Standing Committee of the Northern Zonal Council held at Simla on the 30th and 31st October, 1981, and to request that the measures enumerated therein for ensuring that the Govt. records are kept to a controlled minimum, may be initiated urgently in consultation, if necessary, with the Director, Haryana State Archives, and a report regarding the action taken in the matter sent to him quarterly, in the enclosed proforma, so as to reach him by the 7th of every April, July, October and January to enable him to send a consolidated quarterly report to this Organisation. The first report should be for the quarter ending 31-3-82 and should reach him by 7-4-82.

2. For the Director, Haryana State Archives, only.

A summary of the quarterly reports should be sent, with his comments, through the Commissioner & Secretary to Government, Haryana, Archives Department, so as to reach this Department by the 20th of every April, July, October and January.

Yours faithfully,

Sd/-

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

PROFORMA

Report on Record Management (to be sent to Director, Haryana State Archives, Chandigarh) for the quarter ending _____

1. Name of the Department.
2. Nature of the Records with the department in the form of documents/rolls, cadices, sheets, files, dossiers volumes, microfilms, photographs, charts, plans, diagrams, maps, paintings, sound records, Lal Kitabs, pothies, genealogies, writings on metal (Tamra patra) or palm leaf etc.

3. Liner measure of Records of the department.
 4. Number of files etc. in the department.
 - (a) 30 year old
 - (b) Permanent
 - (c) 'B' Grade
 - (d) 'C' Grade
 5. Number of files till the end of the quarter:
 - (a) Opened
 - (b) Recorded
 - (c) Reviewed
 - (d) Weeded/destroyed
 - (e) Transferred to Departmental Record room from various branches/sections.
 - (f) Transferred to Haryana State Archives.
-