



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110 001**

F.No. 21-32/2022-CDN

Dated ³⁰ June, 2022

To

The Directors/ Project Directors of ICAR Institutes/
NRCs/ PDs/ ZPDs/ Bureaux/ ATARIs.

Sub:- Identification of office records for appraisal and transfer to National Archives of India-regarding.

While enclosing a copy of DO. No. 18-01/2022-R.A dated 1.6.2022 issued by Director General, National Archives of India, Ministry of Culture, Government of India, Janpath, New Delhi regarding the aforesaid mentioned subject (copy enclosed), it is requested that the Departmental Record officers of your unit may be instructed to take immediate action on the matter.

The requisite information may be sent to Shri Vincent T., Under Secretary, (Animal Science), ICAR & Departmental Record Officer, ICAR on vincentt.icar@nic.in within in 10 days of the issuing of this letter.

(Sumit Kumar Jindal)
Deputy Secretary (GAC)

Copy to:

1. Shri Vincent T., Under Secretary (Animal Science), ICAR for compilation & liaison with the National Archives of India.
2. All Officers/ Sections at ICAR Krishi Bhawan/ KAB-I & II/ NASC.
3. Sr. PSO to DG, ICAR/ PPS to FA, ICAR/ PPS to Secretary, ICAR
4. Media Unit for uploading on the ICAR Website.

चन्दन सिन्हा, आई.ए.एस.

महानिदेशक
राष्ट्रीय अभिलेखागार
संस्कृति मंत्रालय,
भारत सरकार
जनपथ, नई दिल्ली-110001



सत्यमेव जयते

Chandan Sinha, I.A.S.

Director General
National Archives of India
Ministry of Culture,
Government of India
Janpath, New Delhi-110001

D.O. No. 18-01/2022-R.A.

सचिव (डायर) एवं म.नि. (भा.कृ.अनु.प.) का कार्यालय
Office of Secy. (DARE) & DG (ICAR)
e Office Dy. No. 1170572
Date 03/06/2022

01.06.2022

Subject: Identification of office records for appraisal and transfer to National Archives of India.

Dear Dr. Mohapatra,

As you are aware that the National Archives of India (NAI) is charged with the task of keeping, conserving and making accessible to users the non-current records of the Government of India. In this regard, I wish to draw your kind attention to clause (c) of the sub-section (1) of Section 6 of the Public Records Act, 1993, to be read with Rule 5 of the Public Records Rules, 1997 that envisages "appraisal of Public Records which are more than twenty five years old in consultation with the National Archives of India,....with a view to retaining the public records of permanent value and transfer of these records to National Archives of India". Further, sub-rule (2) of Rule 9 of the said Rules also states that "no public record which is more than twenty five years old shall be destroyed by any records creating agency unless it is appraised."

The last instance when your organization transferred the public records after appraisal was in 1948 wherein the records up to year 1945 were deposited with NAI. Needless to mention, as per statute, to ensure the longevity of records and to facilitate research in the public sphere, this process of appraisal and transfer should be a regular ongoing process.

Therefore, I would request you to kindly instruct the designated officials in your organisation to review and assess the quantum of records that are more than twenty five years old and to inform NAI about the requirement for the appraisal of records. Based on your information, we shall depute a team to appraise records twenty five years old and older; subsequently, these documents would need to be transferred to NAI for preservation, safekeeping and management.

I look forward to your support in strengthening the record management practices in Government of India and the efforts towards the long term preservation of records of enduring value. I shall be grateful for an early response in this regard.

Best wishes,

Yours sincerely,

Chandan Sinha

Sh. Naresh
06-06-22

Secy. (D) - on Tour

AS(D) on tour

Dir (GAC)

DS (GAC)
06/6

U.S. (GAC)
6/6/22

Dr. Trilochan Mohapatra,
Secretary (DARE) & Director General (ICAR)
Krishi Bhavan, New Delhi 110001.