

No. C-30013/60/2016-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th floor, HUDCO Vishala Building,
Bhikaji Cama Place, New Delhi
Dated February, 2017

To

All Pr. Chief Commissioners/Chief Commissioners/All
Commissioners/Directors General under CBEC.

Sub: Appraisal/transfer of Non-Current Public Records of more than 25 years
old of Ministries/Departments/Offices/Public sector undertaking –
regarding.

Sir/Madam,

I am directed to forward herewith a copy of letter No.18-09/2016-RA
dated 30.01.2017 received from Ministry of Culture, National Archives of
India, New Delhi, on the subject mentioned above.

2. The addresses are requested to follow the directions contained in the
above referred circular and also to issue suitable directions in this regard.

Yours faithfully,

Encl. As above.

[Handwritten signature]
12.2.2017

(Rajpal Singh)

Under Secretary to the Govt. of India

Copy to:

The DG (Systems), New Delhi with the request to kindly upload this
circular on the Website of CBEC.

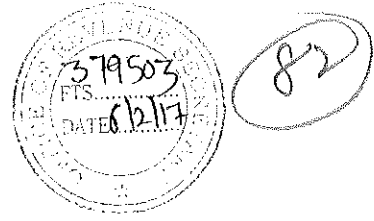
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12.2.2017

(Rajpal Singh)

Under Secretary to the Govt. of India



सत्यमेव जयते
भारत सरकार
राष्ट्रीय अभिलेखागार
जनपथ, नई दिल्ली-110001
GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI - 110001



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राष्ट्रीय अभिलेखागार
NATIONAL ARCHIVES
OF INDIA

No 18-09/2016-RA
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi-110001.
E-mail: archives@nic.in

30 JAN 2017

Dated the _____

To
The Secretary
D/o Revenue
M/o Finance, North Block
New Delhi-110001.

Subject: Appraisal/Transfer of Non-Current Public Records of more than 25 years old of Ministries/Departments/Offices/Public sector undertakings -reg.

Sir,

This is to draw your kind attention to the clause (c) of the Sub-section (1) of Section 6 of Public Records Act, 1993, to be read with Rule 5 of Public Records Rules, 1997 which envisages *appraisal of public records which are more than twenty five years old in consultation with the National Archives of India or, ...with a view to retaining 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.*

It is therefore, requested that the quantum of 25 years old record laying in your Ministry/Department may kindly be intimated to this Department. Necessary instructions may also be issued to all attached and subordinate offices, autonomous bodies, public sector undertaking etc., functioning under your administrative control to provide the necessary information to this Department in this regard on priority basis. Accordingly, the Department will depute the team of officials for appraisal of records with a view to transfer the records of permanent nature to National Archives of India for scientific preservation and permanent custody.

Yours faithfully,

T. Hussain
(T. Hussain)

Deputy Director of Archives
Government of India.
Phone: 011-23385967
Fax: 011-23384127

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ASR
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*Pl. Circle
e-office
also
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Pl. put up
New
7/12/2017
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HX*