

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
(Administration Branch)

1st Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006

F.No. 10(48)/WCD/Misc./Admn./2023/91208-12

Dated:

CIRCULAR

11 3 MAR 2024

In compliance of observations of Administrative Reform Department, GNCTD and Manual of Office Procedures, all the Heads/DDOs/HOOs, Branches/Homes/Institutions/ICDS project of Department of Women & Child Development are directed **to weed out old records** as per Chapter No. 10 titled Record Management of Manual of Office Procedures (MoPs), 2022 (copy enclosed) and **to maintain the register of Parliamentary Assurance Call Book** in the format as prescribed in the MoPs (copy of the format enclosed).

This issues with the prior approval of the Director, DWCD.

Encl: As above.


Dy. Director (Admn.)

F.No. 10(48)/WCD/Misc./Admn./2023/91208-12

Dated:

Copy to:

11 3 MAR 2024

1. PS to Director, DWCD, GNCTD, ISBT Complex, Kashmiri Gate, Delhi-06.
2. PS to Additional Director, ISBT Complex, Kashmiri Gate, Delhi-06.
3. All Branch incharge of HQ, DWCD, ISBT Complex, Kashmiri Gate, Delhi-06.
4. All the HOOs/DDOs, Institutions/Homes/ICDS Projects/JJBs, DWCD.
- ✓ 5. Deputy Director, IT Cell with the direction to upload this Order on the official website of DWCD.
6. Guard File.

- (iv) On the 1st & 15th day of each month, each section will submit the register along with the reports in the form at Appendix 12.5 & 12.6 to the Under Secretary/Deputy Secretary. The report, with the remarks of Under Secretary/Deputy Secretary, will be submitted to the Director/Joint Secretary and register will be returned to the section.
- (v) The personal section of the Joint Secretary/Director will check whether all the Court/CAT cases entered in its register figure in the reports sent by the sections. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Joint Secretary/Director for scrutiny and for such other action as he/she may consider appropriate.
- (vi) Through Departmental instructions, Ministries may include additional columns in the forms at Appendices 12.5 and 12.6 to suit local needs.

12.5. Requests/applications received under Right to Information Act, 2005 (RTI):

The requests/applications received under Right to Information Act, 2005 (RTI) will be dealt with and monitored – including online - by the Assistant Public Information Officer, Public Information Officer, Central Public Information Officer and Appellate Authority as per the relevant provisions contained in the RTI Act - 2005.

12.6. Register of Parliamentary Assurances:

- (i) Each section in a Ministry/Department will keep a record in the form at Appendix 12.7 of Assurances given by a Minister to either House of Parliament, whether in replies to questions or in the course of discussions on Bills, Resolutions, Calling Attention Notices, Motions, etc. A separate register will be maintained for each House and entries therein will be made session-wise.
- (ii) The Section Officer will :
 - (a) scrutinize the registers once a week;
 - (b) ensure that necessary follow-up action is infact being taken; and
 - (c) submit the registers to the Branch Officer every fortnight if the House concerned is in session and once a month otherwise, drawing his special attention to the Assurances which are not likely to be implemented within a period of three months.
- (iii) The Branch Officer will keep the higher officers and the Minister informed of the progress made in the implementation of assurances given by him in Parliament. Cases, in which there is likely to be any delay in the implementation of a promise or an undertaking should be particularly brought to their notice well in advance.

APPENDIX 12.7.

(Para 12.6(i))

Register of Parliamentary Assurances

Section/desk.....

Lok Sabha/Rajya Sabha

Sl. No.	File No.	Ques. No. discussion date and name of MP raising the point	Reference	Subject	Promise made	Dt. of receipt from Parliament unit	Due dt. For implementation of the assurance	Source from which information is required to be collected	Extension sought/granted	No. and dt. Of the communication under which IR/Part IR was sent to M.P.A	Dt. On which IT/Part IR/Laid on the Table of the House	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

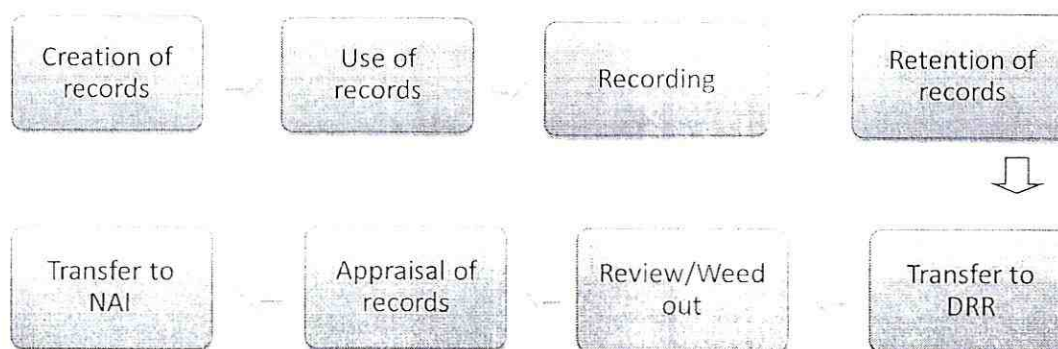
INSTRUCTIONS

1. Column 3: Show date on which the Assurance was given.
2. Column 4 : Show name of Bill, Resolution, Motion, etc. in connection with which the Assurance was given and also reference to the communication from the Ministry of Parliamentary Affairs with which it was received.
3. Column 5: Show specific point on which assurance was given
4. Column 13: Show whether request for deletion has been made

10.1. Activities involved in records management are:

- (1) Records management covers the activities concerning mainly recording, retention, retrieval and weeding out.
- (2) Each record creating agency will nominate, in pursuance of provisions of the Public Records Act, 1993 and the Public Records Rules, 1997 a Departmental Records Officer (DRO) who is not below the level of a Section Officer for overall records management of the organisation as a whole.

Box – 10.1: Stages of Records Management:



10.2. Stage of recording:

Files should be recorded after action on all the issues considered thereon has been completed as per the record retention schedules (Para 10.7). However, files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after one year without being formally recorded.

Box-e.10.1.

In eFile, the facility of recording a file is given for the files on which processing is done physically. An electronic file on which action is complete is closed and kept in a separate folder (closed folder). This may be closed by the creator of the file after getting approval of the competent authority, which may be of the level of Section Officer or above based on the roles assigned in the application. The closed file may be seen by the official who has closed the file and official who has authorized the closure of the file. The closed file can be re-opened/retrieved by the official who has closed the file with the approval of the competent authority.

The closed file can be reopened / retrieved by the official who has closed the file with the approval of the competent authority.

Departmental instructions are to be reviewed and re-issued by each Department.

The e-files should also be kept in external media and the working condition of media should be checked frequently (at least once a week).

10.3. Departmental instructions for records management:

Each Department has to issue Departmental instructions to regulate the recording and reviewing of records.

10.4. Categorisation of records:

Files may be recorded under any one of the following categories:

- (i) Category 'A' meaning 'keep and microfilm'- This categorization will be adopted for:
 - (a) files which qualify for permanent preservation for administrative purposes (Part 'A' of Appendix 10.2) and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid damage or loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (b) files of historical importance (Part 'B' of Appendix 10.2)
- (ii) Category 'B' meaning keep but do not microfilm'- This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of Appendix 10.2. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (iii) Category 'C' meaning 'keep for specified period only'-This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to 'B' Category.

The eFiles may be recorded under two categories:

Category - 'A'-eFiles which qualify for permanent preservation for administrative purposes or historical reasons such as those listed in Part A and Part B of Appendix-10.2.

Category 'C' --eFiles which are of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to A Category.

10.5. Procedure for recording:

After action on the issue(s) considered on the file has been completed, the Dealing Officer/Initiating Officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below:

- i. indicate the appropriate category of record (Para10.4) and in the case of category 'C', also specify the retention period and the year of review/weeding/destruction on the file cover; for non-file documents, indicate the number of years for retention on the file cover. E.g. "C/5 – Destroy (or Review) 2/2023 on a file cover of the file to be retained for 5 years from the date of closure in 2/2018". This is done after the Dealing Officer specifically obtained approval of the Section Officer/Desk Officer;
- ii. where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- iii. get the file indexed (Paras10.6 & 10.7) for Category 'A' & 'B' files;
- iv. Take extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/standing note/precedent book;
- v. remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc. and destroy them, unless they have audit or legal value;
- vi. complete all references and, in particular, mark previous and later references on the subject on the file cover;
- vii. complete columns 4 and 5 of the file register (Appendix – 7.3) and correct the entry in column 2 where necessary;
- viii. enter the file number in column 2 of the register for watching progress of recording (Appendix 10.1);
- ix. write the word 'recorded' prominently in red ink, across the entries in the file movement register;
- x. indicate page numbers and other references in ink which were earlier made in pencil;
- xi. prepare fresh file covers, where necessary, with all the entries already made thereon; and
- xii. hand over the file to the MTS who will repair the damaged papers, if any, stitch the file and, show it to the person entrusted with the responsibility by the Section Officer for making entries in the register for watching progress of recording before keeping it in the bundle of recorded files.

Box-e.10.2.

In eFile, change of file title and removal of any paper from any part of the electronic file is not permissible. In eFile, file maintenance is a continuous and automatic activity.

10.6 Stage of indexing:

Files will be indexed at the time of their recording. Only those files which are categorised as 'A' & 'B' will be indexed. If a list of recorded files is in MS-Word or pdf format, there is no need for indexing.

Box-e.10.3.

In eFile, the meta-data of the file along with the recording information and record movement helps in easy tracking and retrieval of the file along-with monitoring the status of recording.

In eFile, the files may be searched using meta-data like file number, subject/part of the subject, category and other parameters used while creating a file / on the cover page of the file.

10.7. Record Retention Schedule:

- (i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:
 - a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;
 - b. in respect of records, relating to establishment, housekeeping matters, etc. common to all departments, follow the 'schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances (Sl.No.15 in Table 4.2)
 - c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 10.10; and
 - d. in respect of records connected with its substantive functions, Departments/Ministries may issue Departmental Record Retention Schedule vetted by the National Archives of India.
- (ii) The above schedules should be reviewed at least once in 5 years.

10.8. Custody of records:

- (i) Recorded files are to be kept serially arranged in the sections/desks concerned for not more than one year, after which they are to be transferred to the departmental record room. For files due for such transfer the register at Appendix 10.1 will be consulted.
- (ii) In the event of transfer of work from one section to another, the relevant files also are transferred, after being listed in duplicate in the form at Appendix 10.3. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.
- (iii) Files transferred by a section to the departmental record room will be accompanied by a list of files (Appendix 10.3) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section

concerned. In the record room, these lists will be kept section-wise in separate file covers.

- (iv) The departmental record room will maintain a record review register (Appendix 10.4) in which a few pages will be allotted for each future year. Category 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.
- (v) Files surviving the review undertaken on their attaining the 25th year of life will be stamped prominently as 'transferred to NAI' and sent to the National Archives of India. Files transferred to the National Archives of India will be accompanied by a list (in triplicate) (Appendix – 10.3), one copy of which will be returned by the National Archives of India, duly signed, to the Departmental Record Room.
- (vi) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated.

Box-e.10.4.

Closed e-files will be reviewed as per Record Retention Schedules and marked for weeding out/transfer to NAI as per accession procedure of NAI.

10.9. Review and weeding of records:

- (i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.
- (ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorisation of category 'B' files may also be considered.
- (iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.
- (iv) Beginning in January each year, the departmental record room will send to the sections/desks concerned the files due for review in that year, together with a list of files in the form at Appendix 10.5, in four lots – in January, April, July and September.

- (v) a. Files received for review will be examined by, or under the direction of, the Section Officer or the Desk functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention. It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgement of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.
- b. Files/documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or implementation of the judgement/order of the court(s), with the approval of the concerned Joint Secretary/Head of the Department. In case the implementation of the court order has been challenged/ appealed against either by the Government or by the applicant in a higher court, the concerned files/documents will not be weeded out until the appeal/challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.
- (vi) After review the person entrusted with that responsibility by the Section Officer will make entries of revised categorization/retention period in the file registers and return them to the Departmental Record Room along with the list (Appendices-10.6 & 10.7) after completing column 3 thereof.
- (vii) The Departmental Record Room, under the supervision of Departmental Record Officer (DRO), will:
- (a) transfer category 'A' & 'B' files surviving the review undertaken at the 25th year of their life sub-para (iii) above, to the National Archives of India;
 - (b) in the case of other files:
 - (i) destroy those marked for destruction, after completing column 4 of the list of files (Appendix 10.3); and
 - (ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;
- (viii) Records not falling within the definition of file, e.g., publications, orders, etc., will also be subject to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register.
- (ix) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in the Ministries/Departments:-
- (a) A special drive may be launched annually to record/review all Category 'C' files, and to weed out those no longer needed.

- (b) Each Joint Secretary may review half yearly the state of recording/reviewing/weeding out of files in his Wing and allot time bound tasks towards this and to the members of the staff;
- (c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Departmental Record Rooms during their inspections.
- (x) The following manner of Weeding/Destruction of records will be adopted:
 - (a) Routine files/records will be manually torn into small pieces and disposed off.
 - (b) Classified files/records will be destroyed by use of shredder, and
 - (c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

Box-e.10.5.

In eFile, once the **physical** file gets reviewed, Records Management System (RMS) takes care of the file that has been sent for weeding out. The provisions relating to weeding out in the RMS is as per the procedure prescribed as above.

10.10. Quarterly progress reports of recording and reviewing of files:

- i. The record officer will prepare each quarter, in duplicate, progress reports on the recording and review of files for the preceding quarter, in the forms at Appendices 10.6 and 10.7 and submit them, together with the following records, to the section officer
 - (a) Register for watching progress of recording (Appendix – 10.1); and
 - (b) Lists of files received for review (Appendix – 10.5)
- ii. The section officer will check the two statements, submit one copy of the report to the branch officer and send the other to the designated section looking after Internal Work Study.
- iii. The designated section entrusted with the functions of Internal Work Study (DSIWS)/O&M will:
 - (a) post the figures in the forms at Appendices 10.6 and 10.7 and return the reports to the section concerned;
 - (b) prepare the consolidated statement for the Department as a whole by vertically totalling the columns in the form at Appendices 10.8 and 10.9;
 - (c) watch the progress of recording and review work generally; and
 - (d) bring to the notice of the designated O&M officer and the Secretary, any significant trends in the matter.

10.11. Maintenance/transfer of records in the personal offices of Ministers:

- (a) The personal offices of Ministers shall maintain necessary records such as registration, dispatch and file movement registers. The above records will be in addition to files and folders for papers of secret nature connected with the Cabinet meetings, etc. and for such subjects as considered necessary;

- (b) When a file or paper is given to the Minister for seeking orders or for any other purpose, informally, the PS to Minister will be informed. PS to Minister will on receipt of these particulars, will satisfy that such a file has been received by the Minister and watch its further movement. The file will be returned to the officer concerned as soon as the matter has received the attention of the Minister and the file has been disposed of.

10.12. Records maintained by officers and their personal staff:

Each Department may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

10.13. Requisitioning of records:

- (i) No recorded file will be issued from the sections, Departmental Record Room or Archival records except against a signed requisition in form prescribed under Public Records Act, 1993/Public Records Rules, 1997 in the case of Archival records.
- (ii) Files obtained by a section from the departmental record room will normally be returned within 6 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections.
- (iii) Requisitions for files belonging to other departments and in the custody of the National Archives, will be got endorsed by the department concerned before they are sent to the Archives. If the requisitioned file happens to be a confidential one, the Archives will not supply the file direct to the requisitioning department but route it through the department to which it belongs.
 - a. The requisition will be kept in place of the file issued by NAI.
 - b. If the requisitioned file is one that has been microfilmed or printed, normally a microfilmed or printed copy and not the original will be issued to the requisitioning department.
 - c. Files obtained by a department from the National Archives will not normally be retained for more than a year except with the latter's specific knowledge and consent.
- (iv) On return, the requisitioned file will be restored to its place and the requisition returned to the section/official concerned.

Box-e.10.6.

In eFile, based on the category defined on the files, the list of files that are to be reviewed in a particular year is available in the system.

The Record Management System has provisions to take care of requisitioning of files from the department and / or NAI

In eOffice, the system, Records Management System, provides all the facilities for recording of physically processed files in eFile, beginning with categorisation, sent to record room for recording, keeping the location of recorded file(s) in record room, reviewing of recorded files, sending the file(s) to the NAI if required and weeding out. Presently, all electronic files are retained in the eFile system.

APPENDIX 10.1.
[para 10.10(i)(a)]

Register for watching the progress of recording

Section..... Month and year

Sl. No.	F. No. marked for recording	Date of marking	Date of Recording
1	2	3	4

Box-e.10.7.

In eFile, the above data is saved automatically.