

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

No. 2014/Record/Declassification

New Delhi, dated: 10.07.2014

The General Manager,
All Indian Railways
Production Units,
DGs/RDSO & DG/NAIR
MD/PSUs.

Sub:- Downgrading of classified records-supply of half yearly returns as required under Public Records Act-1993 and Public Record Rules-1997.

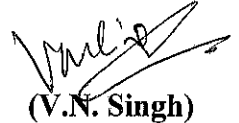
Ref: NAI, New Delhi, Letter No. F.16-3/2014-R.M. dated 26.05.2014.

Please find enclosed a copy of National Archives of India(NAI), New Delhi's letter dated 26.05.2014 regarding review and down grading of classified files (Top Secret, Secret, Confidential, Restricted) and those fit for permanent retention to be transferred to NAI for permanent custody and scientific preservation. The letter is self explanatory.

Necessary action may be taken in this regard and information as desired may be furnished to NAI. For any clarification/guidance, NAI may be consulted directly.

A copy of the action taken/information furnished to NAI may also be endorsed to Board's Office for information/record.

DA: As above



(V.N. Singh)

Under Secretary/O&M

Railway Board

Phone No: 23381183

Copy forwarded to:

Directors, IRIMEE, Jamalpur/ IRICEN, Pune and IRISSET, Secunderabad/IREE, and IRCAMTECH, Gwalior.

The Chairman, Railway Recruitment Boards, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubneshwar, Mumbai, Kolkata, Chandigarh, Gorakhpur, Guwahati, Jammu, Malda, Chennai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

The Directors(Iron & Steel), 3. Koilaghat Street, Kolkata.
The Chief Mining Adviser, Ministry of Railways, Dhanabad.

The Secretary, Railway Rates Tribunal, Chennai.

Office of the Chief Project Administrator/Telecom, Central Organisation for
Telecom Consultancy, Shivaji Bridge, New Delhi.

The Chairman, Railway Claims Tribunal, 2, Rajpur Road Delhi.

The Director (Movement), Railways/Kolkata

Medical Director/Chief Medical Superintendent, Cancer Institute, Varanasi.

80-13

To,

Dated: 25 MAY 2014

As per list

(President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Cabinet Secretariat/All Ministries/All Departments of the Government of India/PSUs)

Sub: Downgrading of classified records - supply of half yearly Returns as required under Public Records Act, 1993 and Public Record Rules, 1997.

Sir/Madam,

I am directed to draw your kind attention to clause (f) of Sub Section (1) of Section 6 of the Public Records Act, 1993 read with Rule 7 of Public Records Rules, 1997 wherein it has been stipulated that all classified files should be reviewed once in five years with a view to down-grading classified files and amalgamating them in regular series. Subsequently, after their appraisal, those files which are found fit for permanent retention will be transferred to National Archives of India for permanent custody and scientific preservation.

You are, therefore, requested to kindly initiate adequate steps for downgrading the classified files (Top Secret, Secret, Confidential, Restricted) and submit relevant information in respect of half yearly progress reports for the period ending January - June, 2014 to this Department latest by 31 July, 2014 in the form enclosed. It is also requested that you may kindly ask your Attached/Subordinate Offices/Commissions and Public Sector Undertakings etc. to also send their said half yearly progress reports for the period ending January - June, 2014 to this Department by 31 July, 2014 in the enclosed prescribed form:

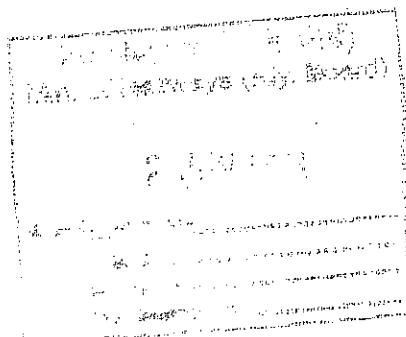
Kindly acknowledge the receipt of this letter.

Yours faithfully,

[Signature]

(Jayaprabha Ravindran)
Assistant Director of Archives
Government of India
Tel No. 011-23073007
Fax No. 011-2338 4127

Encl.: As above



[Handwritten signature]
9/6/14

PUBLIC RECORDS ACT 1993

- S.6 (1) The records officer shall be responsible for:
(f) periodical review for downgrading of classified public records in such manner as may be prescribed;

PUBLIC RECORDS RULES 1997

Rule 7 Down-grading of classified records:-

- (1) The records creating agency shall by an office order authorise an officer not below the rank of the Under Secretary to the Government of India to evaluate and downgrade the classified records being maintained by it. A copy of such office order shall be forwarded to the Director General or head of the Archives, as the case may be.
- (2) The officer so authorised under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of downgrading.
- (3) After down-grading if the officer declares any record as of permanent nature, the same shall be deposited, and preserved with the Director General or head of the Archives, as the case may be, after its appraisal.
- (4) The records deposited under this rule can be requisitioned for any official purpose and returned to the Director General or head of the Archives, as the case may be, in the manner provided under rule 6.
- (5) Every year in the last week of June and December, a half-yearly statement in Form-4 shall be furnished by the officer authorised under sub-rule (1) to the Director General or head of the Archives, as the case may be, on the action taken for evaluation and downgrading the classified records.

Form - 4

[See sub-rule (5) of rule 7]

(Half Yearly Statement on periodical review of classified records)

Total No. of classified records lying at present in the organization	No. of classified records due for reviewing	No. of Files reviewed and downgrades during the period under report	Remarks