

पूर्वोत्तर पर्वतीय विश्वविद्यालय
जिला: पूर्वी खासी हिल्स, शिलांग - 793022
मेघालय (भारत)



North-Eastern Hill University
District: East Khasi Hills, Shillong - 793022
Meghalaya (India)

F. 3-16/Estt-II/(A)/2004(Pt)-1843

Dated 14th Sept., 2026

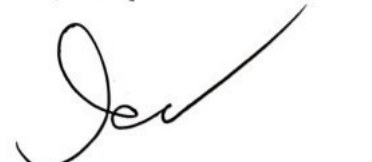
ORDER

In reference to letter dated 18.11.2025 received from the Ministry of Culture, the Vice-Chancellor is pleased to nominate Shri N. Kapil Singh, Deputy Registrar, North-Eastern Hill University, Shillong as Departmental Records Officer (DRO) with immediate effect until further order.


(L. Kma),
Registrar I/c.
कुलसचिव प्रभारी
Registrar Incharge
पूर्वोत्तर पर्वतीय विश्वविद्यालय
North - Eastern Hill University
शिलांग / Shillong

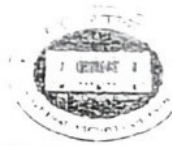
Copy to :

1. P. S. to the Vice-Chancellor, NEHU, Shillong.
2. P.A. to the Registrar I/c, NEHU, Shillong.
3. Shri N.Kapil Singh, Deputy Registrar, NEHU, Shillong.
4. The Coordinator, Bioinformatic Centre for uploading in NEHU website.
5. The Incharge Samart Portal for information and further necessary action, if required.
6. Office file(s).


(L. Kma),
Registrar I/c
कुलसचिव प्रभारी
Registrar Incharge
पूर्वोत्तर पर्वतीय विश्वविद्यालय
North - Eastern Hill University
शिलांग / Shillong



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F No 6/2025-R.C. (B.R.)-R.M.

Government of India

Ministry of Culture

National Archives of India

Records Centre (Eastern Zone)

M-79, Madhusudan Nagar, Unit-4

Bhubaneswar-751001

E-mail: nai.or@nic.in; rc.bbsr-archives@gov.in

18 NOV 2025

To

As per e-mail list

Sub: Records Management Activities of your Department/Office, 2025- regarding

Sir,

Kind attention may be given to the Circulars of National Archives of India, HQ, New Delhi, Public Records Act, 1993 and Public Records Rules, 1997 with regard to Record Management activities of Department/Offices/PSUs etc (copy enclosed at **Annexure-A & B**).

1. In this connection I am to draw your kind attention that as per section 5 (1) of the Public Records Act, 1993 read with rule 3 of Public Records Rules, 1997 stipulates that each Record Creating Agency shall nominate one of its officers as Records Officer. You are therefore requested to **nominate one of your officers as Departmental Records Officer (DRO)** and provide the details of DRO in the following format to this department on priority basis. (**Annexure-C**).

i. Name of Records Officer:

ii Designation:

iii. Date of Nomination:

iv. Contact Details:

a. Postal Address:

b. Phone No:

c. Fax No:

d. E-mail id:

2. In this connection it is mentioned that as per the provision of section 3 (2) (j) of the Public Records Act, 1993 and para 16.3(ii) of the Central Secretariat Manual of Office Procedure (CSMOP) (16th Ed.2022), the Department Record Room in each Ministry/Department/Office may be inspected once in a year in association with this Department so as to monitor the state of preservation and management of records lying therein. It is therefore requested that a suitable date and time may please be fixed for **inspection of your Departmental Record Room** in consultation with this department. The Inspection Questionnaire (Appendix 16.3 of CSMOP 2022) is enclosed herewith for this purpose. (Copy enclosed at **Annexure-D**).

3. Further, as per 5 sub rule (2) of the Public Records Rules, 1997, the Departmental Records Officer of your office may review and assess the quantum of all records which are of more than 25 years old and are due for appraisal and intimate to this office in Form-1, (copy enclosed at **Annexure-E**). After due review and assess of the records (which are more than 25 years old) in your possession, you may request this department for its appraisal by the team of officials of NAI and subsequent transfer of appraised records to NAI RC, Bhubaneswar for their scientific preservation and management.

4. Besides, as per sub-section (1) of section 6 of Public Records Act, 1993 and Rule 9 of Public Records Rules, 1997 to be read with para 10.9 of Central Secretariat Manual of Office Procedure (CSMOP), no public



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records shall be destroyed without being recorded and reviewed by the Record Creating Agency. The files should be recorded in accordance with the Records Retention Schedule after action considered therein has been completed. It is therefore requested to initiate regular programme in respect of **recording, indexing, reviewing and weeding of semi-current records** and to furnish half-yearly returns (Half year ending January to June and July to December in each year in Form-7 (copy enclosed at **Annexure-F**)

5. Moreover, Clause (f) of sub section (1) of section 6 of the Public Records Act, 1993 read with rule 7 of Public Records Rules, 1997 stipulates 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 and Restricted) and submit relevant information in respect of half yearly progress reports for the period ending January-June and July to December to this department in the form of enclosed Form-4. (Copy enclosed at **Annexure-G**):

6. As per section 6(1)(k) of Public Records Act, 1993 to be read with rule 8(1) of Public Records Rules, 1997 stipulates that Records Officers nominated under rule 3 shall furnish to the Director General, National Archives of India an **Annual Report in Form 5** as prescribed in the Public Records Rules, 1997, in the month of March of the following year. You are therefore requested to kindly furnish the desired information on the action taken by you during the period under report as per the proforma enclosed at the earliest. (Form-5 enclosed) (**Annexure-H**)

7. It is for your kind information that the National Archives of India conduct orientation course training programme in Records Management for better knowledge about the management of records. Keeping in view this office is also conducting record management training programme in **February 2026** and you are therefore requested to nominate an officer as per rule for the training programme. The details of the training programme attached for your kind perusal and necessary action. (Copy enclosed at **Annexure-I**)

A pro-active action on the above issues is requested for conservation, preservation and management of documentary heritage.

Yours faithfully,


(Dr. Satya Narayan Mishra)
Assistant Director
National Archives of India
Government of India
Tele- 0674-2391042

Encls: As above.



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