**PART B**

RECORD MANAGEMENT

Section 4(1) a

1. How do you define record?

Personal files of present and retired officers/employees, Service Books, Documents relating to the issues regarding service matter.

The record of rules/instructions/circulars issued by the Govt. and other departments and received in this office.

The record regarding the invitation to this office to the training programmes organized by different training institute.

1. What is the ABC of record management?

Files are kept in record systematic manner.

1. How do you maintain records?

The files are stored manually in the almiras and racks in chronologic alphabetic order.

1. Language in which records are maintained?

English and Punjabi both.

1. When did your department destroy official records in the past?

In the Year 2014-15.

1. Has proper procedure been adopted for destroying the record?

As per rules-instructions of Govt.

1. If yes, what procedure has been adopted in seeking approval from this competent authority?

The procedure which is mentioned in rules/instructions issued by the Govt. from time to time.

1. How do you index the record

The record is index as per the Heads in chronological alphabetic order.

1. Do the record rooms have sufficient space to store the record?

Yes.

1. Are sufficient steel almirahs/ racks available to store records?

Yes.

1. How many steel almirahs/ racks are placed in the record room?

There are about 58 steel almiras and 70 racks in the entire office.

1. How often record room is cleaned?

Daily.

1. What is the retrieval system of records?

Files are received after making an entry in the movement register.

1. How much time is required to retrieve the record?

As per the requirement.

1. How frequently record is retrieved?

As per the requirement.

1. Who is incharge of record room (designation)?

Restorer and Record Keeper.

1. How many files which are more than 25 years old are not weeded out?

Only the personal files of the employees/ officers and files of the related record

1. How many files/records are marked for weeding out during the year?

This is a Law Department. Which deals with Civil and Criminal cases. Therefore, it is not possible to weed out the record in every year as per laws.

1. Why these files are not weeded out?

This is a Law Department. Which deals with Civil and Criminal cases. Therefore, it is not possible to weed out the record in every year as per laws.

1. Who is responsible for initiating the process of weeding out record?

Director Prosecution and Litigation, Punjab Chandigarh.