

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

"Record" includes—

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device;

2. What is the ABC of record management?

The record is to be categorically separated and the files be maintained in proper manner and the pages be numbered.

3. How do you maintain records?

Earlier the record was maintained as documents, files, data uploaded on official website and related portals. With the initialization of e-office, creation of new record is being done online and the old record is being made online as and when required to be put on a file.

4. Language in which records are maintained?

Punjabi & English.

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

The orders were issued by Secretary on 11.12.2015 under the mandate of Swachh Bharat Mission i.e., "*Weeding out of obsolete record and proper maintenance and upkeep of record as part of Swachh Bharat Mission*". The destruction of the record were done by each branch/district on the basis of aforementioned permission.

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

Yes

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

As per the directions of worthy Chief Secretary, Punjab, the orders were issued by then Secretary.

8. How do you index the record?

Earlier each branch used to number the record as per their diary/dispatch register. Now, it is being done on e-office.

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

Yes/No

Yes

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

Yes/No

Yes

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

Almirahs Steel (big)	170	Basement-1
Amlirah Steel (Small)	61	
Iron/Steel rack	45	
Wooden Rack	35	
Almirahs Steel (big)	18	Record room at 2nd floor
Almirahs Steel (big)	18	Record room at 3rd floor

12. How often record room is cleaned?

Daily.

13. What is the retrieval system of records?

Earlier it was done manually, but now record is being made online through e-office which can be sought immediately.

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

Manually, it takes 01 to 03 Days. On e-office it requires single day time.

15. How frequently record is retrieved?

Generally for RTI purpose.

16. Who is Incharge of record room (designation)?

No one.

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

NIL

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

NIL

19. **Why these files are weeded out?**

Not applicable.

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

Coordination Seat of Establishment – 2 as per the directions.