

**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.