



eFile No. Admin-11019/5/2024-ADMN-ITPO

**India Trade Promotion Organisation**

(Administration Division, E-I Section)

Ref. No.9-ITPO(9)/E-I/2016

Bharat Mandapam, New Delhi


08 September 2025

**Circular No. Admin/ 52 /2025**

**Subject:- Timely appraisal and transfer of records – reg.**

Enclosed herewith OM No. No.01/01/2025-RC dated 25/08/2025 of Record Cell, DoC and DO letter No.18-05/2025 R.A. dated 21/07/2025 of Shri Vivek Aggarwal, Secretary, Ministry of Culture on the above mentioned subject. All Division/Sections/Units are hereby advised to take necessary actions accordingly.

This issues with the approval of the Competent Authority.

  
(Rajnesh Naudiyal)  
Dy. Manager(Admin)

To:

All Employees

Copy to:

1. Shri Sanjay Vashishta, SM/Nodal Officer/Record Officer: - To ensure directions of NAI for compliances.
2. IT Services Division – For uploading on ITPO's Website
3. Circular Register
4. Notice Boards

Copy of information to:

1. PSO to CMD
2. PA to ED
3. All HoDs



F. No. 01/01/2025-RC.  
Department of Commerce  
(Record Cell)

Udyog Bhawan, New Delhi  
Dated: 25th August, 2025

OFFICE MEMORANDUM

**Subject: Timely appraisal and transfer of records – reg.**

The undersigned is directed to refer to Ministry of Culture's D.O. No. 18-05/2025-RA, dated 21<sup>st</sup> July, 2025 on the above cited subject.

2. All the Sections/Divisions/ in the Department of Commerce are requested and to take necessary action and send a list of files having crossed 25 years of life to Record Cell positively by 18<sup>th</sup> September 2025 for appraisal by NAI for scientific preservation and permanent custody of the record.

3. This issues with the approval of competent authority.

Encl.: As above

*Mahender Kumar*

(Mahender Kumar)

Under Secretary to the Government of India  
Tel: 2303 2510

To

1. All Sections/Desks of Department of Commerce
2. All Subordinate offices/ Attached offices/ PSUs of Department of Commerce may be send to furnish the requisite information to NIA and intimation to this Department accordingly



विवेक अग्रवाल

सचिव

Vivek Aggarwal

Secretary

सचिव वाणिज्य मंत्रालय

Secretary Ministry of Commerce



भारत सरकार

संस्कृति मंत्रालय

नई दिल्ली-110001

GOVERNMENT OF INDIA

MINISTRY OF CULTURE

NEW DELHI-110 001

D.O. No. 18-05/2025 R.A.

July 21, 2025

Dear Shri Barthwal

As you might be aware, the National Archives of India (NAI) is mandated with the task of keeping, conserving and making accessible to users the non-current records of the Government of India. In this regard, I wish to draw your kind attention to clause (c) of the sub-section (1) of Section 6 of the Public Records Act, 1993, to be read with Rule 5 of the Public Records Rules, 1997 that envisages "appraisal of Public Records which are more than twenty five years old in consultation with the National Archives of India with a view to retain public records of permanent value and transfer of these records to National Archives of India".

2. Further, sub-rule (2) of Rule 9 of the said Rules also states that "no public record which is more than twenty-five years old shall be destroyed by any records creating agency unless it is appraised." In this connection, previously issued circular to 93 Ministries/Departments and 209 PSUs, in response only 15 Ministries/Department/PSU such as President's Secretariat, Prime Minister's office, Ministry of Home Affairs, Ministry of External Affairs, Ministry of Coal Ministry of Railways, Ministry of Law & Justice, Ministry of Science, National Archival Of India, Central Board of Film Certification, NHPC, Deputy Salt Commissioner Tamilnadu, etc have carried out the appraisal work and approximately 61,769 records appraised and 12,923 records were transferred to National Archives of India for permanent retention.

3. In view of above, and in the interest of timely management of records, I would request you to kindly instruct the designated officials to review and assess the records more than twenty-five years old in your Ministry/Department or the subordinate offices, autonomous bodies, PSUs, etc., functioning under your administrative control and to inform NAI about the requirement for the appraisal of records. Kindly recall that under the Special Campaign 4.0 for Swachhata in Government offices in 31 October 2024, an exercise of sorting of the files has probably already been carried out in your organization; this should provide material for appraisal of identified records. Based on your information, NAI will initiate necessary procedure to appraise these records and subsequently, selected appraised documents would be accepted by NAI for preservation and management.

4. I look forward to your support in strengthening the record management practices in Government of India and the efforts towards the long-term preservation of records of enduring value.

5. I shall be grateful for an early response in this regard.

With regards

Yours sincerely,

(Vivek Aggarwal)

Shri Sunil Barthwal  
Secretary  
Department of Commerce  
Ministry of Commerce and Industry  
Udyog Bhawan, New Delhi-110001

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Asst (R)