



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)436/P/Misc./Vol.II.

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:03-07-2015

पी बी सी सं/ PBC No: 82 / 2014

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')

**विषय/Sub:Preservation and Retrieval of Records – Record Retention
Schedule.**

A copy of Railway Board's letter No.2014/O&M/4/1 dated 09-07-2014
on the above subject is enclosed for information, guidance and necessary
action.

(VSRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

प्रतिलिपि/Copy to :The Genl.Secy. SRMU
The Genl.Secy. AISCSTREA
The Genl.Secy. AIOBCREA

The Genl Secy NFIR

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)



2014/O&M/4/1

Date: -09.07.2014

The General Manager,
All Indian Railways/PUs, S. Rly
DG/RDSO & DG/NAIR, Chennai
MD/PSUs.

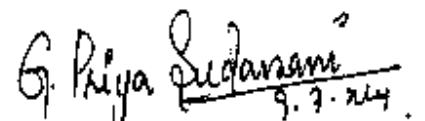
Sub:- Preservation and Retrieval of Records-Record Retention Schedule

The matters connected with the management, administration and preservation of public records of the Central Government etc. are regulated by Public Record Act, 1993 and Public Record Rule 1997. The said Act and Rules are available at NAI's website www.nationalarchives.nic.in.

2. Further, the Department of Administrative Reforms and Public Grievances(DAR&PG) in M/o Personnel, Public Grievances and Pensions has brought out a revised edition of 'Record Retention Schedule' common to All Ministries/Departments and is available at DAR&PG's website viz www.darpg.nic.in under the head 'Rules and Manuals'.

3. The retention periods as indicated in the aforesaid 'Record Retention Schedule' are to be followed strictly on the Railways and also in offices under the control of M/o Railways including PSUs. Suitable directives to Divisions and other subordinate offices may be issued in this regard for strict compliance. In case of any query related to Record Management/Retention period, reference may kindly be made to NAI directly for guidance.

DA: None


(G. Priya Sudarsani)
Deputy Secretary/O&M