

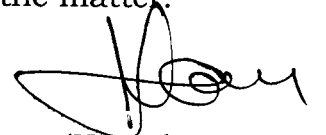
No. M-13013/1//2015-MS(O&M)
Government of India
Ministry of Electronics and Information Technology
MS(O&M) Section

Dated: 10.10.2018

Subject: Vetting of Records Retention Schedule (RRS) for Records pertaining to Substantive Functions of Ministry of Electronics and Information Technology (MeitY) - reg.


Please find enclosed herewith a copy of the letter F. No. 17-5/2016-R.S dated 14.09.2018 received from National Archives of India(NAI) enclosing therewith the vetted Records Retention Schedule (RRS) of National Digital Library (NDL) Cell (E-Infrastructure & E-Learning Group) for implementation by the Division relating to records management for recording, reviewing and weeding out of records.

2. NDL may like to take necessary action in the matter.


(Naresh Kumar)
Deputy Director
I.Com. 797

B/c

Shri D.K. Sagar, Deputy Director (NDL)


10/10/18

F.No. 17-5/ 2016-R.S
Government of India
Ministry of culture
National Archives of India
Janpath, New Delhi -110 001
Email:archives@nic.in

14 SEP 2018

To

Shri P.Victor Albuquerque
Deputy Director
Ministry of Electronics and Information Technology,
Electronic Niketan, 6 CGO Complex
New Delhi- 110003

Subject: - Vetting of Records Retention Schedule (RRS) for Records pertaining to Substantive Function of Ministry of Electronics and Information Technology (MeitY), New Delhi. reg-

Sir,

Please refer to your letter D.O No. M-13013/1/2015-MS (O&M) Dated 28/06/2018 on the subject cited above. In this connection, I am to forward herewith the vetted Records Retention Schedule (RRS) of National Digital library Cell, E- Infra & E- learning Group based on the spot study of records of substantive nature conducted on 16 & 17 August 2018 by Dr. Pradeep Kumar, Archivist and Dr. Thingnam Sanjeev, Assistant Archivist of this Department.

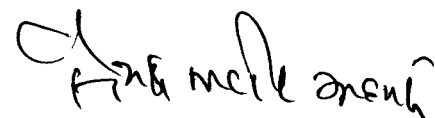
The vetted Records Retention Schedule (RRS) of National Digital Library Cell E- Infra & e-Learning Group, may now be issued for implementation to the concerned Division for their guidance in matter relating to records management for recording, reviewing, and weeding out of records. In case of any clarification on any points referred to the RRS, the same may please be communicated to this Department within one month of the receipt of this letter.

Lastly, this department would like to convey it's thanks to the concerned officers of your Ministry, for extending full cooperation to our officers during their visit.

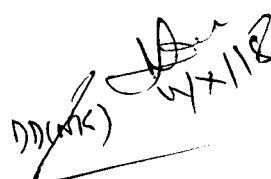
Kindly acknowledge the receipt this letter.

Encl: As Above

Yours faithfully,



(Syed Farid Ahmad)
Assistant Director of National Archives
Government of India
Phone No. 233 8855 7
Fax: 011- 2338 4127



National Digital Library Cell
E-infra & E-learning Group

Sl. No.	Subject/Records Group	Retention Period Recommended by National Archives of India (NAI)	Remarks, if any
1.	Project of Ministry of Electronics and Information Technology (i) Approved cases (ii) Rejected cases	B C-3	
2.	Working Group set up MeitY (i) Constitution (ii) Agenda (iii) Minutes of Meetings	B C-5 B	
3.	Annual Plan /Annual Action Plan. Annual Report/ 5-Year Plan	C-3 C-5	
4.	Policy Matters	B	
5.	Nomination of MeitY Officers for National /International Conferences/Seminars/Workshop	C-5	
6.	Register of releasing of Grants-in-Aid	B	
7.	Proposals from various Organizations for requesting Grants-in-Aid i) Approved ii) Rejected	C-5 B C-5	
8.	Miscellaneous Maters	C-5	
9.	General/ Administrative Matters of routine nature	C-5	