



टी बोर्ड भारत/Tea Board India
14, बिप्लबी त्रैलोक्य महाराज सारणी, कोलकाता - 700 001
14, Biplabi Trailokya Maharaj Sarani, Kolkata - 700 001
www.teaboard.gov.in

File No. SECT-MoCI/133/2026-Secretariat/ 394

Dated 28.08.2026

CIRCULAR

In terms of Office Memorandum No.1/1/2025-Record Cell dated 18.08.2026 forwarded by the Under Secretary to the Government of India, Ministry of Commerce & Industry, Department of Commerce, New Delhi along with a letter No. 18/9/2026-R.A. dated 13.07.2026 (copy enclosed) and the proforma issued by National Archives of India, Ministry of Culture, New Delhi regarding the Public Records Act, 1993 (Act 69 of 1993), the appraisal of public records which are more than 25 years old is a statutory requirement under clause (c) of the sub-section (1) of Section 6 of the Public Records Act, 1993, read with Rules 5 of the Public Records, 1997. The appraisal of such public records is undertaken with a view to identifying and preserving records of permanent value. The Public Records Rules, 1997 provide guidelines regarding the maintenance, retention, appraisal, destruction and disposal of public records.

In this connection, all the Board's Zonal Office/Regional Offices including all Departments/Branches of the Head Office, Kolkata are hereby requested to kindly furnish the list of files which having crossed 25 years of life, in the prescribed proforma to the undersigned within seven (7) days from the date of issue of this Circular, so that the same may be consolidated and forwarded to the Ministry for further necessary action please, so we may forward to the Ministry please.


(P.C. Boro)
Assistant Secretary

Distribution:-

1	All HoDs in Head Office	For kind compliance please.
2	Executive Director, Guwahati & Coonoor	
3	All Zonal/Regional/Sub-Regional Offices	
4	PA's to Dy. Chairman/FA&CAO/DTD/Secretary	For information please.
5	IT Cell	With the request to upload in Board's website
6	Establishment Branch	with spare copies

11.3 JUL 2026
Dated: _____

To,

All the Ministries/Departments/Offices of the Government of India/Public Sector Undertaking
(as per list)

Subject: Request for identification of office records for appraisal and transfer to National Archives of India.

Sir/Madam,

As you might be aware that the Public Records Act, 1993(Act 69 of 1993) of Government of India is aimed to regulate the management, administration and preservation of public records of the Central Government, Union Territory Administration, Public Sector undertaking, statutory bodies and Corporations, Commissions and Committees constituted by the Central Government or a Union Territory Administration.

As per the 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, the appraisal of public records which are more than 25 years old is a statutory requirement as it serves for the aims of permanent preservation of public records of permanent value. The Public Records Rules 1997 provides an insight for maintenance, retention, destruction and disposal of such public records.

In view of above, a review of all public records more than 25 years old pertaining to your Ministry, Departments. Subordinate Offices, PSUs, Autonomous Bodies, and Public Sector undertakings etc. functioning under your administrative control, may be undertaken to identify the records for appraisal and transfer to the National Archives of India.

The information may be provided either through Form I of Public Records Rules, 1997 or a general request may be forwarded to this office for further necessary action.

वाणिज्य एवं उद्योग मंत्री कार्यालय वाणिज्य भवन
C&I M's Office Vanijya Bhawan
डायरी नं०/Dy. No. 1613922
दिनांक/Date. 04-08-2026

(Dr. Pradeep Kumar)
Deputy Director of Archives
Government of India
Tel: 011-23385675

Encl. Form I

DSCAM
M. Sec.

Dir(Adm/in)

7/51

10/51 Recd
C

Form-1

[See sub-rule (2) of rule 5]

Particulars of records of permanent nature due for appraisal during the year

Total numbers of files of 'A' and 'B' categories lying in the records rooms of the records creating agencies	Total numbers of files of 'A' and 'B' categories transferred to records rooms by the Sections during the period under report	Total numbers of files referred to under column 1 and 2	Total numbers of files due for appraisal	Remarks, if any
1	2	3	4	5