

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SR) DEPARTMENT**

Circular Memo.No. 9469/SR/A1/2014

Dated 07-04- 2014

Sub:- Andhra Pradesh Reorganisation Act 2014 – Management of Files II-Reg.

Ref:- 1.Circular Memo No. 7164/SR/A12014 General Administration (SR) Department. Dated 12-03-14
2. Circular Memo No.7164/SR/A12014, General Administration (SR) Department, Dated 20-03-14
3. GO Ms. No. 80, General Administration (SR) Department. Dated 15-03-014

In continuation of the instructions issued in the references cited, the following guidelines are issued for expeditious and uniform management of current and disposed files by all Departments. These instructions are based on the feedback received during several meetings held with the Secretaries to Government , Heads of Departments (HOD) and the Nodal Officers.

2. The following are the proposed norms/guidelines for treating the files for the purpose of their classification, photocopying and digitization.

A) Cut off date for classification as Current or Disposed:

- a. Since the financial year has ended on March 31, 2014, the departments shall **consider March 31, 2014, as the cut-off date** for classifying the current and disposed files (as against the cut-off date indicated as March 01, 2014 in the earlier guidelines)
- b. All the closed files/disposals prior to March 31st may be sent to the record room
- c. The remaining running files left out in the sections have to be bifurcated between the two states.
- d. The cut-off date is dynamic and same procedure shall have to be adopted in case of files originated/closed after this cutoff date, depending on the decision of the Secretary concerned.

B) Cataloguing the files

The departments while preparing the **catalogue of the files**, have to take necessary **care** which helps restricting the digitization of the files.

C) Digitisation:

- a. The Secretary of the Department will decide based on the importance and priority, which file(s) require digitisation. The aforesaid activities need to be performed, duly keeping in view the following priorities.

PRIORITY - I: Current files:

If the file relates to both the States:

- The file relating to the combined state will be digitized. The softcopy of the file in the form of soft copy/CD will be provided to both the states, retaining the **Physical copy (Original)** in the **archives**. The Secretary concerned shall have the discretion to decide to give the original file to the State to which it is felt more relevant and of priority.

If the file relates to one of the two States:

- In case the file relates to one of the two states, after digitising it, the original file may be given to the state to which it relates marking soft copy/CD to the Archives.

(P.T.O.)

PRIORITY – II: Disposals in the record room:

To be considered only after completion of Priority –I.

- Before undertaking digitisation of the disposals/records, the following points may be kept in view:
 - Disposals relating to GO Ms/OO Ms/others marked as permanent have to be digitized.
 - Disposals relating to Go Rt/Others, which the Secretary opines to be of importance may be digitized.
 - In case of R-Dis files, digitisation may be taken up. While for D Dis, K Dis and L Dis files, the Heads of Department concerned may go for digitisation, if required or felt important. However, N- Dis files need not be digitised.

D) Files/Disposals which ones to get Digitized

- The files/disposals mentioned in the ***Annexure(enclosed to this circular)*** need **not be digitised** as a matter of routine, unless the Secretary personally scrutinises the file and deems it important to create a digital copy. The list however is only indicative.
- Only **disposed files** relating to the period between **April 01, 2008 and March 31, 2014** need be **digitised** provided they are of **interest to both states** along with the **current files** that would be **active on and after June 01, 2014**.
- Similarly all files relating to major policy matters, enactments, rules and regulations, major programmes, projects, disciplinary cases, vigilance matters, court cases with subsisting litigation and such other **important files** pertaining to period **prior to April 01, 2008**, shall be **digitised**.
- All **old pay bills** may also be **digitised** and the hard copy bound together and sent to the record room.

E) Information Technology, Electronics & Communication Department – Guiding source for digitisation and data storing modalities:

- The Information Technology, Electronics & Communication Department has finalized the vendors, standards, protocol and the price for digitisation. The Information Technology, Electronics & Communication Department will communicate detailed guidelines in this regard.

F) Departments to take lead and ensure safety and security of files:

- However, the responsibility for carrying on the digitization work will remain with the concerned department. The department shall put in place appropriate security safeguards to ensure no data is taken out either in the physical or digital format.
- The Section Officer along with the Assistant Section Officers must personally carry the files to the secure scanning location, have the files scanned one after the other duly ensuring that the Metadata created is consistent with the record.
- The files shall be carefully stitched together, bundled and retained in safe custody after scanning.
- While the Information Technology, Electronics & Communication Department will store the data in the State Data Centre with controlled access to the authorised officials, the physical files – current as well those pertaining to period from April 01, 2008 to March 31, 2014, shall be transferred to the record room of the respective states well ahead of the Appointed Day.
- The Roads and Buildings department is requested to factor these aspects while allocating space to the States of AP and Telangana Governments. Similar protocol shall be established for all Heads of Departments and allied institutions.

G) Deadline for completing the process:

- All concerned are requested to complete this process in all aspects well ahead of the deadline of April 30, 2014.

H) Whether to photocopy a file or not:

- a. After a review of the costs, logistics, operational and environmental considerations, it is decided that **no file shall be photocopied** unless it is likely to remain a current file on and after June 01, 2014, and would be required by both states after the Appointed Day.
- b. A printed copy of such file, which remain a current file on and after June 01, 2014 would be made and handed over to the successor States.

S.P. TUCKER

SPECIAL CHIEF SECRETARY TO GOVERNMENT (PLANNING)
& PRL. SECRETARY TO GOVERNMENT (SR) (FAC)

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to the Government

Copy to:

All Departments of Secretariat.

The Secretary to Government of India, Ministry of Home Affairs,

The Special Chief Secretary to the Governor, Andhra Pradesh, Hyderabad

The Registrars of Andhra Pradesh Administrative Tribunal, Andhra Pradesh Human Rights Commission, Andhra Pradesh Lokayuktha

The Secretary, Andhra Pradesh Information Commission

The Secretary of Andhra Pradesh Public Service Commission

All Heads of Departments of Government of Andhra Pradesh

All Heads of Public Sector Enterprises / Societies / Autonomous Institutions

All District Collectors.

The Private Secretary to Chief Secretary

The Private Secretary to Spl. Chief Secretary to Govt. (Plg.) & Prl. Secretary to Govt. (SR) (FAC)

//FORWARDED BY ORDER//

SECTION OFFICER

(P.T.O. for Annexure)

ANNEXURE TO CIRCULAR MEMO. NO. 9469/SR/A1/2014, DATED 07-04- 2014

Type of files/disposals which may be considered for avoiding digitization

1. Leave sanction files
2. Increments and fixations
3. Admission/Relieving orders and retirement orders
4. Subject distribution
5. Tour permissions
6. Leave Travel Concession
7. Gate entry passes
8. Telephone Bills
9. Hired Vehicle bills
10. All purchase files relating to Stationary which are audited
11. Old AMC files relating to xerox
12. Salary bills relating to previous years of outsourcing agencies
13. GPF Partfinal withdrawal files after ensuring entry into Service Register
14. Issue of Memos to subordinate offices seeking information
15. Transfers and posting orders
16. Additional Charge Allowances
17. Medical bills settled/claimed
18. Closed files pertaining to RTI Act
19. LAQs./LCQs. & Lok Sabha/Rajya Questions to which answers were furnished
20. Progress Reports.
21. Any other case with the discretion of the circulating officer.