

Departmental Record Room siam turte tana hriattur pawimawh thenkhatte

1. Departmental Record Room(DRR) siam:

Room lian deuh hlekah siam nise. Signboard tar ni bawk se. Inchung lam ai chuan Inhnuaui lamah awm thei se a duhawm.

Record Room-ah chuan hengte hi awm thei se(Minimum) :

a) Steel Rack b) Dawhkan pakhat leh Chair pakhat c) Tukverh puanzar chhah pa ngai, Tukverh zawng zawngah grill dah nise d) Fire fighting equipment pakhat tal awm thei bawk se.

2. Departmental Record Officer(DRO) ruat:

Departmental Record Officer hi Superintendent chin chunglam an ni tur a ni a. Departmental Record Room chhunga record zawng zawng chhiat leh that thu ah mawh a phur a ni. Clerk leh IVth Grade pahnih khat tal awm thei bawk se. Departmental Record Officer ruatna Office Order copy hi Archivist, Mizoram State Archives-ah thawn tel tur a ni.

3. Standing Guard File :

DRO chuan Standing guard file a siam anga, chuatah chuan Record manangement chung changa thu chhuah reng reng a vawng tha ang a, Record Room Inspection neih a nih tum emaw pawh a phawrh theih mai turin hmun remchangah a vawngtha reng ang.

4. Departmental Record Room a dah tur:

1. File reng reng closed an nih chiahin Departmental Record Room-ah dah luh vek tur.
2. Heng File dahluh tur reng reng hi Register-ah ziah luh vek tur a ni a, chumi pah chuan classification tih nghal tur a ni. Record Room-a dahluh a nih hma, a dealing clerk in a close fel pah hian chu file chu ngun taka enin thil pawimawh lo te chu a paih anga, tin, chu file pagination pawh chu a tharin a ti nghal bawk ang.

5. Classification tih dan :

File closed tawh chu Office dangin an neih ang chi file *Common to all department* a nih chuan Retention Schedule DARPG(Department of Administrative Reforms and Public Grievances) in a tih chhuah(A thar ber 2012) zui zuiin classification hi pek tur a ni a, chutiangan accounts chung chang file-ah chuan General Financial Rules in a ruatsa chu zawm ve mai tur a ni. Chutih lai in Department bikin kan khawih bik, Department dangin an tih ve miah loh ang chi ah hi chuan Retention Schedule keimah ni in kan Department tan kan siam chawp a ngai a. Chu chu Archives mithiam te nen meeting neih a nih hnuah approve a ni ang a, chumi hnu chuan a hman theih chauh dawn thung a, chumi zul zui chuan classification pawh tih tur ani dawn a ni.

6. Ennawn hun:

File closed tawhte chu *review* an nih hun tur pek an nih hun a lo thlenin Retention Schedule zul zuiin Departmental Record Officer hriatpuinain tihchhiat theih ani ang a, mahse file tihchhiat reng reng chu Register-ah a list mumal tak siamin tihchhiat a nih chhan ziah tel tur a ni.(Form 6 of The Mizoram Public Records Rules 2014)

7. Mizoram State Archives a Record DRR atanga Transfer dan:

Archives a kan record te transfer tur chuan kan record transfer turte chu list fel tak siamin copy thum siam tur a ni a. Copy hnih Archives in changin copy khat chu Departmental Record Officer hnenah thawn let leh a ni ang. Heng Transfer list(Form 2 of The Mizoram Public Records Rules 2014) te hi engtikah mah tihbo a thiang tawh lo thung a ni.

Departmental Record room a file *historical importance* nei, dah that zel chi ngawih ngawih te chu kum 25 thleng Departmental Record Roomah a awm a ngai chuang lova, tul bikah chuan kum 25 tlinglo pawh Archives hotute nen inberawnin Archives ah dah luh theih a ni. Record dang zawng chu, kum 25 hnuah, dah that zel tur chi an nih chuan Archives ah Transfer tur a ni.

7. Record Lak chhuah Dan:

Departmental Record Officer hnenah dilna (Requisition slip) fill up hmasain a nin a phalsakte chauh hnenah heng record-te hi pek chhuah tur a ni (Form 3 of The Mizoram Public Records Rules 2014). Tin, Record Room-ah hian Departmental Record Room staff te chauh lo chu tumah luh tir loh tur a ni.

8. Classified Records:

Departmental Record room a confidential file awm te chu kum nga(5) danah ennawn tur a ni a. Classified record an nih loh hunah kum 25 an tlin tawh bawh chuan leh a hlutna chhut a nih hnu a vawn that zel tur chi a nih chuan Archives ah transfer tur a ni.

Note: He classified Record te downgrading hna thawk tur hian Under Secretary chin chung lam chauhin an thawk thei a ni.

9. Annual Report :

Kum tinin DRO chuan Archivist, Mizoram State Archives hnenah Form 5 of The Mizoram Public Records Rules 2014 hmangin Annual Report a theh lut thin ang.

10. DRR atanga Record bo emaw dan ang lova tihchhiat emaw a awm chuan rang takin DRO in Archivist hnenah a hriattir anga, a hmuh let thuai theih nan theih tawpin hma a la zui nghal bawh ang.

13. Hremna: The Mizoram Public Records Act No 15, 2011 Section 4 leh Section 6 a tarlan Phalna la hmasa lova Sawrkar Record Mizoram pawna ken chhuah leh Retention Schedule mumal tak zul zui ni lova record tichhiate chu kum 5 emaw Rs 10000/- emaw a pahnihin emaw hrem theih an ni.

11. DRO hian a mawhphurhna - The Mizoram Public Records Act No 15, 2011 Section 6(1) in a tarlante tihhlawhtlin kawngah Archives hotute thu leh hla a ngaithla thin ang.

Note: Heng kan han tarlan takte hi a tul leh pawimawh zual chauh a ni a, heng bakah hian thil tih tur pawimawh The Mizoram Public Records Act and Rules ten a tarlan a la awm nual a, chungte chu uluk taka enchian nise a tha ange.

*Retention Schedule (Common to all Department) hi Archives website
www.statearchives.mizoram.gov.in ah download mai theih in a awm bawh e.
Harsatna nei tan hengah hian Archives hotute biak pawh theih reng an ni e.
9089817656- Pu Lalmuanpuia, Archivist
8974138397 - Pu C.Lalmuanpuia, Chemist II*