

CATALOGING, INDEXING AND COMPUTERIZATION OF RECORDS

The Procedure for Cataloging/indexing, Computerization and Upkeep of records has been clearly laid down in the Manual of Office Procedure (MOP) and Notes on Office Procedure (NOP) which is issued by the Department of Administrative Reforms and Public Grievances. Any amendment in the MOP is done by the Department of Administrative Reforms & Public Grievances. The Department of Personnel & Training/Department of Administrative Reforms & Public Grievances has standardized the cataloging and indexing procedures which is common to all Ministries/Departments. This includes functions of Establishment, Housekeeping Functions, Vigilance, Parliament, Hindi implementation, Finance etc. which is being followed by all the Departments including Department of Commerce. For other specific functions, instructions have been issued by Department of Commerce. In the Department of Commerce, the O&M Unit in consultation with respective divisions has outlined cataloging and indexing procedures. This procedure is being followed in respect of categorization of indexing of files/records which is detailed in subsequent paragraphs.

2. The files/records are classified into three categories viz.
 - (i) **Category A** – Those qualify for permanent preservation for administrative purposes. These are also microfilmed in view of being precious document and likely to be required for frequent reference.
 - (ii) **Category B** – Those qualify for permanent preservation for administrative purposes but not microfilmed.
 - (iii) **Category C** – Kept for specified period only not exceeding 10 years.

3. Indexing is done only in respect of files/records that are categorized as ‘A’ or ‘B’. The files are indexed under the standardized headings or catch words and index slips are prepared for each head/catch words. These slips are then arranged in alphabetical order in single series and kept for reference by all concerned.

4. Almost every division/section in the Department has been equipped with computer(s). Virtually all the correspondence/records are generated through electronic medium. Moreover, intranet connectivity is available through intranet portal in the Department. Internet facility is also accessible to each and every officer and employee. The official web site of the Department has already been enriched with the trade related and other information that may be of public use. It is being updated and hosted with new developments from time to time.

5. A division-wise list of Records kept by each division in this Department showing the age of a particular record is enclosed.