

F.No.16 (1)/2/2022-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi -110001
E-mail: archives@.nic.in
Website: www.nationalarchives.nic.in

Dated 33 MAY 2022

Subject: Orientation Courses in Records Management for Record Officers during 2022-23 reg.

Under the provisions of Section 5 (1) of the Public Records Act, 1993 read with Rule 3 of the Public Records Rules, 1997 every record creating agency of the Central Government is required to nominate one of its officers, not below the rank or grade of a Section Officer, as Records Officer.

The National Archives of India, being the nodal agency for the implementation of the Public Records Act, 1993, has been conducting Orientation Courses in Records Management for the Records Officers nominated under the said Act. In this connection, the Calendar of the Orientation Courses to be held during 2021-22 is appended herewith along with the Nomination Form. Therefore, you are requested to nominate your officers for the courses. You are also requested to issue necessary directives to all the attached and subordinate offices, statutory bodies and corporations, Commissions & Committees, PSUs etc. under your administrative control for nomination of records officers for the said courses.

The training and the course material supplied during the course to the participants is free of charge. Since this Department does not have Guest House facilities, the outstation participants are required to make their own arrangements for boarding and lodging during the course.

Kindly acknowledge the receipt of this letter.

(Syed Farid Ahmad)
Deputy Director of Archives
Phone No. 011-23381467
Fax No. 2338 4127

To

1. i) President's Secretariat
ii) Vice-President's Secretariat
iii) Prime Minister's Office
iv) Cabinet Secretariat
v) All Ministries/Departments of Central Government (as per list)
2. All CMDs of PSUs. (as per list)
3. NAI, Regional Office, Bhopal/Records Centres- Jaipur, Puducherry, Bhubaneswar

Enclosure:

1. Calendar of the Orientation Courses, 2022-2023
2. Nomination Form

National Archives of India
Calendar of the Orientation Courses in Records Management (2022 – 2023)

Target Group: Section Officers or equivalent and above, of central government agencies, preferably functioning as Record Officers or involved with Record Management tasks.

Contact Officers: Shri Udey Shankar, Assistant Director of Archives

Dr. Thingnam Sanjeev, Archivist

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Telephone No. 011- 23381467, Fax No. 2338 4127

E-mail: archives@nic.in

Website: www.nationalarchives.nic.in

Course No.	Date	Venue
164 th	27- 29 July 2022	National Archives of India, Regional Office, Civil Lines, Near M.L.B.College, Bhopal-462001 Ph.No 0755-2660117 Fax: 0755-2660173 E-mail: ada.bhopal-archives@gov.in
165 th	28- 30 September 2022	National Archives of India, Records Centre, 10-A, Jhalana Doongri, Institutional Area, Jaipur-302004 Ph.No.0141-2707499 Fax. 0141-2701815 E-mail: nai-rj@nic.in
166 th	17-19 October 2022	National Archives of India, Janpath, New Delhi -110001 E-mail: archives@nic.in
167 th	23-25 November 2022	National Archives of India, Records Centre, Southern Zone, Jeevananandapuram, Lawspet, Puducherry-605008, Tele fax. No.0413-2256104 E-mail: rc.pdy-archives@gov.in
168 th	18-20 January 2023	National Archives of India, Records Centre, Eastern Zone, M-79, Madhusudan Nagar, Unit-4, Bhubneshwar-751001, Tele fax: 0674-2391043, 2391042 E-mail: nai.or@nic.in, keshab.jena@gov.in
169 th	22-24 February 2023	National Archives of India, Janpath, New Delhi -110001 E-mail: archives@nic.in

Note:

- The nominations may either be submitted in advance or should reach at least one week before the commencement of the selected course.
- The maximum number of participants in each course is limited to 25 only as a precautionary measure for covid-19.
- The sponsoring authorities should preferably nominate the persons involved with Departmental record Room responsibilities.
- The confirmations will be issued on the first come first serve basis.

Udey Shankar

NATIONAL ARCHIVES OF INDIA
Orientation Course in Records Management for Records Officers

Nomination Form

I.	Details of the Records Creating Agency	
	a. Name of Organisation:	
	b. Parent Ministry/ Department:	
	c. Head of Organisation:	
	i) Name:	
	ii) Designation:	
	d. Address:	
	City:	State:
	Phone:	Fax:
		Pin:
		Email:
II.	Details of Officer nominated for the course	
	a. Name:	
	b. Designation:	
	c. Whether nominated as Records Officer	Yes / No (if yes, then provide following details) i) Vide Office Order Ref.: ii) Dated:
III	Details of the Orientation Course opted for	
	a. Course Number:	
	b. Date/s:	
	c. Venue:	
<p>I, hereby, certify that the officer mentioned in column II has been nominated to attend the Orientation Course as per the details given in column III.</p> <p style="text-align: right;">Authorised Signatory</p> <p style="text-align: right;">(Signature)</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Designation:</p> <p style="text-align: right;">Phone:</p> <p style="text-align: right;">Official Seal</p>		
<p>Note: Use copies, if required.</p>		