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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 04 OCT 2021

Subject: Orientation Courses in Records Management during 2021-22 reg.

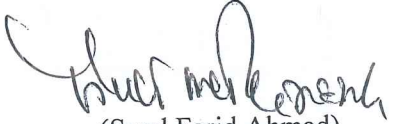
Under the provisions of Section 5 (1) of the Public Records Act, 1993 read with Rule 3 of the Public Records Rules, 1997 every record creating agency of the Central Government is required to nominate one of its officers, not below the rank or grade of a Section Officer, as Records Officer.

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.

Please note that from this year onwards the condition of being a Records Officer for the participation has been amended and the participation is open for Section Officers and equivalent and above level officers. 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 any 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, 2021-2022
2. Nomination Form

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: Pin:
	Phone:	Fax: 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 align="right">Authorised Signatory</p> <p align="right">(Signature)</p> <p align="right">Name:</p> <p align="right">Designation:</p> <p align="right">Phone:</p> <p align="right">Official Seal</p>		
<p>Note: Use copies, if required.</p>		

National Archives of India

Calendar of the Orientation Courses in Records Management (2021 – 2022)

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

Contact Officers: Smt. Kalpana Shukla, Assistant Director of Archives (RM), NAI, ND
Shri Udey Shankar, Archivist & course coordinator, RM Section, NAI, ND

Address: National Archives of India, Janpath, New Delhi-110 001
Telephone No. 011- 23381467 Fax No. 2338 4127
E-mail: archives@nic.in Website: www.nationalarchives.nic.in

Course No.	Dates	Venue
160 th	11 th – 12 th November 2021	National Archives of India Janpath, New Delhi -110001
161 st	25 th – 26 th November 2021	
162 nd	09 th – 10 th December 2021	
163 rd	20 th – 21 st December 2021	
164 th	13 th – 14 th January 2022	

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 no. of participants, in each course, is limited to 20 only, owing to the Covid-19 precautions.
- 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.