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No.F.16-14/2016-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi -110 001.
E-mail : archives@nic.in
Website: www.nationalarchives.nic.in

Dated 13 APR 2016

Subject: Orientation Courses in Records Management for Record Officers during 2016-17
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 2016-17 is appended herewith along with the Nomination Form. You are, therefore, 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.

P.K. Roy

(P.K. Roy)

Assistant 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, 2016-2017.
2. Nomination Form

जारी किया.....
Issued.....
प्रेषक सं०.....
Desp. No. <i>32/16/16</i>
दिनांक.....
Date.....

National Archives of India
Calendar of the Orientation Courses in Records Management
for Records Officers (2016 – 2017)

Target Group: Records Officers not below the rank or grade of Section Officer, nominated under the provisions of Sec 5(1) of the Public Records Act, 1993 and Rule 3 of the Public Records Rules, 1997.

Contact Officers: Shri P.K. Roy, Assistant Director of Archives
Shri Ashok Kumar, Archivist & Course Coordinator

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
133 rd	18-20 May, 2016	National Archives of India, Janpath, New Delhi -110001
134 th	22-24 June, 2016	National Archives of India, Regional Office, Civil Lines, Near M.L.B. College, Bhopal-462001 Ph. No 0755-2660117 Fax: 0755-2660173,
135 th	10-12 August, 2016	National Archives of India, Records Centre, 10-A, Jhalana Doongri, Institutional Area, Jaipur-302004 Ph.No.0141-2707499 Fax. 0141-2701815
136 th	21-23 September, 2016	National Archives of India, Janpath, New Delhi -110001
137 th	16-18 November, 2016	National Archives of India, Records Centre, Southern Zone, Jeevananandapuram, Lawspet, Puducherry-605008, Tele fax. No.0413-2256104 E-mail: nairc.pon@nic.in
138 th	04-06 January, 2017	National Archives of India, Records Centre, Eastern Zone, M-79, Madhusudan Nagar, Unit-4, Bhubneshwar-751001, Tele fax: 0674-2391043, 2391042 E-mail: naibbsr@bsnl.in , nai.or@nic.in
139 th	15-17 February, 2017	National Archives of India, Janpath, New Delhi -110001

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

2016-2017

Nomination Form

I.	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.	The Records Officer (RO):	
	a. Name:	
	b. Designation:	
	c. Nominated as RO	i. Vide Office Order Ref.:
		ii. Dated:
III	The Orientation Course:	
	a. Course Number:	
	b. Dates:	
	c. Venue:	
<p>I 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>		

Note: Use copies, if required.