

F.No.16-14/2019-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

19 MAR 2019
Dated _____

Subject: Orientation Courses in Records Management for Record Officers during 2019-2020 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 2019-2020 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 officers interested to attend the Orientation Course in Records Management, send their nomination form at least 15 days before the commencement date of the particular course. 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, 2019-2020.
2. Nomination Form

National Archives of India

Calendar of the Orientation Courses in Records Management for Records Officers (2019 – 2020)

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 Syed Farid Ahmad, Deputy Director of Archives, NAI
Dr. Ranjita Sahu, Assistant Archivist, Records Management Section.

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Course No.	Dates	Venues
154 th	7-9 May 2019	National Archives of India, Janpath, New Delhi -110001
155 th	10-12 July 2019	National Archives of India, Regional Office, Civil Lines, Near M.L.B.College,Bhopal-462001 Ph.No 0755-2660117, Fax: 0755-2660173 E-mail: rc.bpl-archives@gov.in
156 th	4-6 September 2019	National Archives of India, Records Centre, 10-A, Jhalana Doongri, Institutional Area, Jaipur-302004 Ph.No.0141-2707499 , Fax. 0141-2701815 E-mail: rc.jpr-archives@gov.in
157 th	22-24 October 2019	National Archives of India, Records Centre, Southern Zone, Jeevananandapuram, Lawspet, Puducherry-605008, Tele fax. No.0413-2256104 E-mail: nairc.pon@nic.in
158 th	18-20 December 2019	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
159 th	25-27 February 2020	National Archives of India, Janpath, New Delhi -110001

NATIONAL ARCHIVES OF INDIA
Orientation Course in Records Management for Records Officers
 2019-2020

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)/Officer:	
	a. Name:	
	b. Designation:	
	c. Mobile No. & E-mail:	
	d. Nominated as RO	i. Vide Office Order Ref.:
		ii. Dated:
III	The Orientation Course:	
	a. Course Number:	
	b. Dates:	
	c. Venue:	

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.

Authorised Signatory

(Signature)

Name:

Designation:

Phone:

Official Seal