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Indian Council of Agricultural Research
Krishi Bhavan : New Delhi

F.No.Admn./7/36/2016-W.S.

Dated the 26th April, 2016

To

The Director/ Project Director of ICAR Institutes/ NRCs/ PDs/ Bureaux

Sub: Orientation Course in Records Management for Record Officers.

Sir,

National Archives of India (NAI), New Delhi has invited nomination of Departmental Record officer for the Orientation Course in Records Management to be conducted by National Archives of India, New Delhi and its Regional Records Centres during 2016-2017. A copy of the training schedule drawn up by NAI is enclosed for ready reference. The nomination of Record Officer (who have not attended the aforesaid course earlier) may be sent to the Council in the enclosed nomination form by **15th May, 2016** for onward transmission to NAI. **The nomination for the programme to be held during 18-20 May, 2016 may be sent to the Council by 6th May, 2016.** There is no course fee for this orientation course. The course material supplied during the course to the participants is free of charge. Since NAI does not have Guest House facilities, the outstation participants are required to make their own arrangements for boarding and lodging during the course. The expenditure on account of Board/ Lodging during the programme and TA/ DA as admissible under rules will be borne by the respective institute of the participant.

Yours faithfully,

Suparna Dasgupta
(Suparna Dasgupta)
Under Secretary (WS)
E-mail (suparna.icar@nic.in)

Encl: As above

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NATIONAL ARCHIVES OF INDIA

Oriented Course in Records Management for Records Officers

2016-2017

Nomination Form

1	Name of Organization		
2	Parent Ministry/Department		
3	Head of Organization	I- Name	
		II- Designation	
4	Address		
		City-	PIN-
		State-	
		Phone-	
		Email-	
5	The Records Officers (RO) (Should not below the rank of Section Officer and equivalent level)		
a	Name		
b	Designation		
c	Nominated as RO:	Vide Officer Order Ref.	
		Dated-	
6	Details of training attended in Record Management		

I certify that the officer mentioned in column 5 has been nominated to attend the Orientation Course.

Authorized Signatory

(Signature)

Name:

Designation:

Phone:

Official Seal:

Note: Use copies, if required

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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, Joevananandapuram, 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 , naibor@nic.in
139 th	15-17 February, 2017	National Archives of India, Janpath, New Delhi -110001