



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI-110 001

F.No.ADMN/7/ 51 /2017-WS

Dated the 09 May, 2017.

To

The Director/Project Director of ICAR Institute/NRC/PD/Bureux

Subject: Orientation Course in Records Management for Record Officer.

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 2017-2018. 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 06.06.2017 for onward transmission to NAI. 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)
Fax No. 23387293

E-mail ID: suparna.icar@nic.in

Encl: As above.

NATIONAL ARCHIVES OF INDIA

Oriented Course in Records Management for Records Officers

2017-2018

Nomination Form

I.	The Records Creating Agency		
A	Name of Organization		
B	Parent Ministry/Department		
C	Head of Organization	I- NAME	
		II- DESIGNATION	
D	Address		
		City-	PIN-
		State-	
		Phone-	FAX-
		Email-	
II.	The Records Officer (RO) (Should not below the rank of Section Officer and equivalent level)		
A	Name		
B	Designation		
C	Nominated as RO:	Vide Office Order Ref	
		Dated	
	Details of training attended on Record Management		

I certify that the officer mentioned in column II 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 (2017 – 2018)

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, 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
140 th	17-19 May, 2017	National Archives of India, Janpath, New Delhi -110001
141 st	05-07 July, 2017	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
142 nd	06-08, September, 2017	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
143 rd	01-03 November, 2017	National Archives of India, Janpath, New Delhi -110001
144 th	20-22 December, 2017	National Archives of India, Records Centre, Southern Zone, Jeevananandapuram, Lawspet, Puducherry-605008, Tele fax. No.0413-2256104 E-mail: nairc.pon@nic.in
145 th	10-12 January, 2018	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
146 th	21-23 February, 2018	National Archives of India, Janpath, New Delhi -110001