

F.No. 16(1)/3/2025-R.M.
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi- 110001
E-mail: dg-nai@gov.in , nairmdivision@gmail.com
Website: www.nationalarchives.nic.in

Dated 30 APR 2025

Subject : Orientation Courses in Records Management- 2025-26 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.

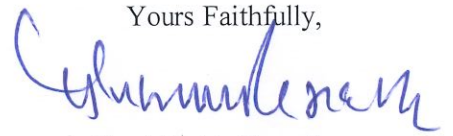
The National Archives of India, being the nodal agency for the implementation of the Public Records Act, 1993, has been conducting Orientation Courses in Records Management for the effective implementation of the provisions of the said Act through Gol policy/ guidelines on the Records Management. In this connection, the Calendar of the Orientation Courses to be held during 2025-26 is appended here with along with the Nomination Form. The records creating agencies are requested to nominate its 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 programme and the course material supplied during the course to the participants is free of charge. The Department does not have any Guest House facilities, so the participants are required to make their own arrangements for boarding and lodging during the course. Kindly acknowledge the receipt of this letter.

Encl.: Form 5 of Public Records Rules, 1997.

Yours Faithfully,



(Syed Farid Ahmad)

Deputy Director of Archives

Phone No. 011-23385675/22381467

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, 2025-2026
2. Nomination Form

National Archives of India

Calendar of the Orientation Courses in Records Management (2025—2026)

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

Contact Officers: Shri Udey Shankar, Assistant Director of Archives
(udey.shankar@nic.in)
And Dr.Thingnam Sanjeev, Archivist
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Telephone No. 011- 23381467, 23385675
E-mail: dg-nai@gov.in, nairmdivision@gmail.com
Website: www.nationalarchives.nic.in

Course No.	Date	Venue
182	4-6 June 2025	National Archives of India, Janpath, NewDelhi-110001 E-mail: dg-nai@gov.in, nairmdivision@gmail.com
183	30July- 01August 2025	National Archives of India, Regional Office, Civil Lines, Near M.L.B.College, Bhopal-462001 Ph. No 0755-2660117 E-mail: ada.bhopal-archives@gov.in
184	17-19 September 2025	National Archives of India, Janpath, NewDelhi-110001 E-mail: dg-nai@gov.in, nairmdivision@gmail.com
185	12-14 November 2025	National Archives of India, Records Centre, Southern Zone, Jeevananandapuram, Lawspet, Puducherry- 605008, Tele. No.0413-2256104 E-mail: rc.pdy-archives@gov.in
186	10-12 December 2025	National Archives of India, Records Centre,10-A, Jhalana Doongri, Institutional Area, Jaipur-302004 Ph.No.0141-2707499 E-mail: nai-rj@nlc.lu
187	4-6 February 2026	National Archives of India, Records Centre, Eastern Zone, M-79, Madhusudan Nagar, Unit-4, Bhubneshwar-751001, TeleNo:0674-2391043,2391042 E-mail: nai.or@nic.in ,

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 number of participants in each course is limited to 30 only.
- The sponsoring authorities should preferably nominate the persons involved with Departmental Record Room or the Records Management responsibilities.
- The confirmations will be issued on the first come first serve basis.

NATIONAL ARCHIVES OF INDIA

Orientation Course in Records Management

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:			
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. <div style="text-align: right;">Authorised Signatory (Signature) Name: Designation : Phone: Official Seal</div>				
Note: Use copies, if required.				