

**URGENT**

No.900/A2/ARW/2018  
GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
ADMINISTRATIVE REFORMS WING

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Puducherry, dated 15/09/2022

**I.D.NOTE**

Sub: ARW – 167<sup>th</sup> orientation courses in Records Management for Record Officers during 23<sup>rd</sup>-25<sup>th</sup> November, 2022 – Nomination of Officers – Requested – Reg.

Ref: F.No.NAI(P)V-8(1)/2022-AA, dated 18.07.2022 of GOI, of National Archives of India, Puducherry.

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A copy of the communication cited under reference on the above subject is enclosed herewith.

2. As per provisions of Section 5(1) of the Public Records Act 1993 read with Rule 3 of the Public Records Rules, 1997 every creating agency of the Central Government/Union territory Administration is required to nominate one of its Officers, not below the rank or grade of a Section Officer viz Office Superintendent as Records Officer/Officers who are likely to be appointed as Record Officers.
3. The National Archives of India being the nodal agency for the implementation of the Public Records Act, 1993, has scheduled 167<sup>th</sup> orientation Course in Records Management for Record Officers on 23<sup>rd</sup>-25<sup>th</sup>, November, 2022 at National Archives of India Records Centre, Puducherry.
4. The Heads of Departments are requested to send nominations of Records Officers/Officers in the prescribed form in accordance with the instructions to this Wing by **30.09.2022.**

//BY Order//

  
(R. SRIDHARAN)

UNDER SECRETARY TO GOVT. (ARW)

Encl: As above.

To

The Heads of Departments





F.NO.NAI(P)V-8(1)/2022-AA  
Government of India  
National Archives of India  
Record Centre, Jeevanandapuram,  
Lawspet, Puducherry 605 008,  
E-mail: rc.pdy-archives@gov.in

Dated the 18.07.2022.

To  
The Director,  
Department of Accounts and treasuries,  
Government of Puducherry,  
Puducherry-1

Sub: (167<sup>th</sup>) Three Days Orientation Course in Record Management for  
Records Officers from 23 – 25 November, 2022 – Reg.

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Sir,

I am pleased to inform that **the Orientation Course in Records Management** for Records Officers is scheduled to be held at National Archives of India Record Centre, **Puducherry** for three days from **23 - 25, November 2022**. The details of the course and nomination form are enclosed herewith.

*20/7/22  
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Under the provisions of section 5(1) of the Public Records Act 1993 read with Rule 3 of the Public Records Rules, 1997 every creating agency of the Central Government/Union territory Administration is required to nominate one of its officers, not below the rank or grade of a section officer, as Records Officer.

*U-I*

The National Archives of India, being the nodal agency for the implementation of the Public Records Act, 1993, has been conducting Orientation Course in Records Management for the Records Officers nominated under the said Act.

You are, therefore, requested to issues necessary directives to all the office of the Union territory Administration, Puducherry 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 one week before the commencement date of the particular course.

The training and their course material supplied during the course to the participants is **free of charges**.

**The maximum No. of participants in this course, is limited to 25 only,** owing to the Covid-19 precautions.

The sponsoring authorities should preferably nominate the persons involved with departmental Record rooms responsibilities.

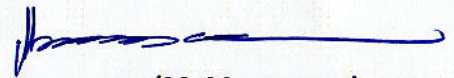
**Nomination form should be sent to the address "The Director General, National Archives of India, Janpath, New Delhi-110001"**, E-mail : [archives@nic.in](mailto:archives@nic.in)

Copy of the nomination form may be sent to "The Assistant Director, National Archives of India, Record Centre, Jeevanandapuram, Lawspet, Puducherry 605 008, E-mail: [rc.pdy-archives@gov.in](mailto:rc.pdy-archives@gov.in), for this office, Puducherry reference purpose.

**The confirmations will be issued by our Head quarters, New Delhi on the first come serve basis.**

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.

Yours faithfully,



(M. Murugesan)

Assistant Director of Archives

Government of India

Phone No: 0413-2253104/2256104

Mobile No: 9843699807

E-mail: [rc.pdy-archives@gov.in](mailto:rc.pdy-archives@gov.in)





**( 167<sup>th</sup> )THREE DAYS ORIENTATION COURSE ON RECORDS MANAGEMENT FOR  
RECORDS OFFICERS FROM 23- 25, NOVEMBER 2022**

**Details of this course:**

The **Course will be conducted** in the National Archives of India Record Centre which is located at Jeevanandapuram, Lawspet, **Puducherry- 605 008. No fee** is charged for this Course. The course material will be supplied during the course to the participants is **free of charge**. Working lunch & tea is provided. The Course will be conducted every day from 10.00 A.M. to 5.15. P.M. with Tea Break 11.30 A.M. to 12.00 Noon & 3.30 P.M. to 4.00 P.M. and Lunch break between 1.00 to 2.00 P.M. respectively.

It may also please be noted that National Archives of India **do not have Boarding and Lodging facilities** and the trainees as such have to make their own arrangement at Puducherry.

Nomination of Records Officers / Officers who are likely to be appointed as Record Officers/ the Officers who are looking after record room of your Organization may be sent in the nomination form enclosed herewith at the earliest and if some of the Records Officers have already attended the said Course, the remaining Officers may be nominated now (applicable for the Departments / Offices who have large number of Records officers).

**Target Group:**

**Section Officers or equivalent and above** of Central Government agencies/ union territory administrations preferably functioning as Record Officers or involved with the Record Management tasks.

**Name of the Contact Officers:**

1. Shri Udey Shankar, Assistant Director of Archives, NAI , New Delhi.
2. Dr. Thingnam Sanjeev, Archivist, NAI , New Delhi

**Address:**

The Director General,  
 National Archives of India,  
 Janpath, New Delhi-110001  
 Telephone No. 011-23381467  
 Fax No. 011-23384127  
 E-mail: [archives@nic.in](mailto:archives@nic.in)  
 Website: [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)



**( M. Murugesan )**  
**Assistant Director of Archives**  
**Government of India**  
**National Archives of India,**  
**Record centre, Puducherry**  
**Phone Nos. : 0413-2253104/2256104**  
**Mobile No: 9843699807**  
**E-mail: [rc.pdy-archives@gov.in](mailto:rc.pdy-archives@gov.in)**



**NATIONAL ARCHIVES OF INDIA,  
(167<sup>th</sup>) Orientation Course in Records Management  
Nomination Form**

**I. The organization:**

- a. Name of the Organization:
- b. Parent Ministry/Department:
- c. Particulars of the Head of the organization:
  - 1. Name
  - 2. Designation
  - 3. Address (with Phone & Email:)

**II. Particulars of the Participant(s):**

- a. Name
- b. Designation
- c. Address (with Phone & e-mail)

**III. 167<sup>th</sup> Orientation Course in Records Management**

Duration of the Course :	<b>Three days</b>
Date :	<b>23 to 25 November 2022</b>
Venue:	<b>Conference Hall, National Archives of India, Record Centre, Jeevanandapuram, Lawspet, Puducherry - 605 008.</b>
Time :	Every day from 10.00 A.M to 5.15 P.M ( With Tea & Lunch break)
Organizer	National Archives of India, New Delhi
Nomination form to be sent to the address:	<b>The Director General, National Archives of India, Janpath, New Delhi-110001, E-mail : archives@nic.in</b>

I certify that the officer mentioned in the column II has been nominated to attend the Orientation Course as per the details are given in the column III

Authorized Signatory

( Signature)

Name  
Designation  
Office Seal

Date:  
Place:

**Note: Use copies , if required**