

MOST URGENT

A-43011/26/2025-Admin.1/(E-36240)

Government of India

Ministry of Fisheries, Animal Husbandry & Dairying

Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi-110001

Dated, the 14th October, 2025

OFFICE MEMORANDUM

Subject: Nomination of officers/officials for Record Management Training Session to be conducted by National Archives of India – reg.

In pursuance of the action points identified under Special Campaign 5.0, an in-house Training Session on Record Management is being organized in collaboration with the National Archives of India (NAI).

2. The objective of the training is to enhance departmental capacity in areas of scientific record-keeping, digital archiving, preservation techniques, classification systems, and timely weeding of obsolete files, in accordance with the Public Records Act and instructions issued by the NAI.

3. All Divisions/Sections are requested to nominate 4–5 officers/officials from their units who are directly involved in records management. The names of the nominated participants may kindly be sent to Establishment (HQ) Section latest by 17th October 2025, for necessary arrangements and coordination.

This issues with the approval of the Competent Authority.


14/10/2025

(Pankaj Kumar Sinha)

Under Secretary to the Government of India

Tel: 011-23382779

To,

1. All the Divisions/Sections of DAHD
2. NIC for uploading on the E-office Notice board of DAHD