

REMINDER-1

A-43011/26/2025-Admin.1/(E-36240)-1
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi-110001
Dated, the 27th October, 2025

OFFICE MEMORANDUM

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

In continuation of this office OM of even number dated 14.10.2025 on the above subject, (copy enclosed) it is observed that the nominations for the *Record Management Training Session* have not yet been received from any Division/Section.

2. As already informed, the training is being organized in collaboration with the National Archives of India (NAI) as part of the activities under Special Campaign 5.0, with the objective of strengthening departmental capacity in scientific record-keeping, digital archiving, preservation techniques, classification systems, and timely weeding of obsolete records.

3. The training session is scheduled to be held on 30.10.2025. All Divisions/Sections are once again requested to forward the names of 4–5 officers/officials from their units who are directly involved in records management to Establishment (HQ) Section *by 28.10.2025 positively* to enable necessary coordination and arrangements.

This issues with the approval of the Competent Authority.

Encl: As above


(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

or

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

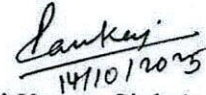
Subject: Nomination of officers/officials for Record Management Training Session to be conducted by National Archives of India – reg.

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