Government of India
Ministry of Communications
Department of Telecommunications
National Institute of Communication Finance
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

No: 1-151/NICF/TAR/Webinar on RecordMgmt/2024-25   Dated.24.06.2024

To,

1. The CGCA, UIDAI Building, New Delhi   2. Advisor(F), DoT HQ, New Delhi
3. Secretary, TRAI, New Delhi   4. DG, NTIPRIT, Ghaziabad
5. Sr. DDG (PAF), DoP HQ, Delhi   6. All Pr. CsCA/CsCA/GMs(F)/DAPs
7. Sr. DDG, TEC   8. CMD, BSNL, New Delhi
9. CMD, MTNL, New Delhi.   10. DG, TSDSI, New Delhi
11. ED, C-DoT, Delhi   12. Director, BBNL, New Delhi
13. Director, WMTDC, Ghitorni, New Delhi   14. Deputy General Manager, TCIL
15. Deputy General Manager, ITI

Subject: - Conducting Webinar on "Record Management & Rules regarding Weeding out of files and old records" at NICF -reg

The National Institute of Communication Finance, the apex level Central Training Institute of Ministry of Communications, is going to conduct Webinar on "Record Management & Rules regarding Weeding out of files and old records" for all Officers/Officials of DoT/ DoP (PA Wing & PAOs). The schedule of Webinar is as under: -

S. No.	Topic	Date & Timing	Name of Faculty
1.	Record Management & Rules regarding Weeding out of files and old records	27.06.2024 (11.00 AM to 01.00 PM)	Dr. Satya Narayan Mishra, Asstt. Director, National Archives of India

Introduction	Records management is a process to adopt for the easy retrieval of records with authentic research value and share of information.
Learning Objectives	The Management of Records and its proper conservation, preservation and following the best method of using technology is a prime objective to keep up heritage for the future generation with planned manner. The Public Records Act, 1993 and the Public Records Rules, 1997 has appealed for the implementation of the Act for better management of RM policies like - • Annual Inspection of Records Room • Nomination of Departmental Records Officer (DRO) • Inspection of Departmental Record Room, Appraisal of

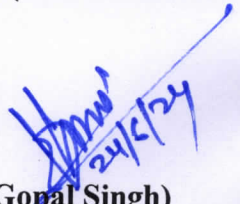|	Records
	- Recording, indexing, reviewing and weeding of semi-current records - Classification of records, down-grading classified files - Records Retention Schedule - Compilation of Twenty Fifth Report of Director General of Archives - Orientation course on records management
Target Population	All Officers/Officials of DoT / DoP (PA Wing & PAOs)
Last date of receipt of nominations	**25.06.2024**
Course Director Course Coordinator Dy. Course Coordinator	Ms. Pooja Gupta, Director (TAR) Sh. Ashwani Kumar, AO (PAO & Gr. B Trg.) Sh. Gadadhar Rath, AAO(Gr.B Trg & PAO)
Number of participants	At least two nominations from each unit.

All the units of DoT and DoP viz CGCA, NICF, CsCA, GMs (Finance), DsAP office, SEA/DoT HQ and PAF/DoP HQ, PSUs and various organizations associated with DoT/DoP are requested to nominate suitable officers for the webinar within the stipulated time as mentioned above.

The controlling offices are requested to provide details of nominated officers viz name, designation, mobile number, email address etc.

All the nominations are to be addressed to Director (TAR), O/o DG, NICF, Opp. Metro Pillar No. 152, Mehrauli Gurugram (MG) Road, Ghitorni, New Delhi – 110047 or at email address **nicf.moc@gov.in**.

In case of any query/clarification, Sh. Gadadhar Rath, Dy. Course Coordinator (Mobile No. 9437160036) may be contacted.

This issues with the approval of the competent authority.

(Gopal Singh)
AO, NICF

Copy to:
1. PA to DG, NICF, Ghitorni, New Delhi-110047.
2. Director Trg. Finance, DoT HQ, for kind information.
3. Director, TER, NICF, for nomination and uploading of circular on NICF Website.
4. Faculty of webinar.
5. Office copy.