

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: WORKSHOP ON RECORD MANAGEMENT

16 SEP 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a "Workshop on Record Management" on 16 Sep 2019 in its premises at Room No.185-A, 'B' Block.
2. **Aim :** The workshop is useful for management of the Record in Service HQ, and ISO's for improving the overall record management of the organization.
3. **Eligibility :** The course is meant for all AFHQ officials and service personnel posted in Service Headquarter/ISO . The course capacity is 25 Participants.
4. **Objectives :** By the end of the course, the participants will be able to :-
 - a) Define records;
 - b) Define Recording Retention Schedules(RRS);
 - c) Describe Principal of Record Management;
 - d) Categorize Files/Records; and
 - e) List out procedure for weeding out of files.
5. The application of officials, desirous of undergoing the course may be forwarded by 02 Aug 2019 to DHTI by filling proforma at Appendix 'A' duly recommended by office.

(Deepak Kumar Bist)

Dy Director, DHTI

Tele No- 23014686

13 July 2019

As per standerd distribution list

MoD, JS & CAO, I.D. Mo.A/26003/64/CAO/Trg dt 23 Jul 2019

CAO/EAR Cell - for uploading on CAO's website .

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APPLICATION PROFORMA

1. Name (English) : Sh/Smt/Kum. : _____
(Hindi) :
2. Date of Birth : _____
3. Designation & Date of Appt
in the Grade : _____
4. Employee ID No.* : _____
5. Present functional area &
broad job description : _____
6. Office Address (Including
Room No., Block, Wing, Building etc.) : _____

7. Office Telephone No. : _____
8. Mobile No. : _____

I confirm that I shall attend the classes as per the mandated date and time.

(Applicant's Signature)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

Certified that in the event of selection, Shri/Smt/Kum _____ for
the course, he/she will be relieved by this office to attend the workshop.

Date

Signature
Name & Designation
Office & Tele No.