

**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON RECORD MANAGEMENT**  
**(21 MAY 2021)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a one day workshop on Record Management on **21 May 2021** in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 0930 hrs to 1700 hrs.


2. **Eligibility:** The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs. The course capacity is **12**. Applicant should preferably be below **58** years of age.

3. **Aim of the course:** The aim of the course is to equip the participants with knowledge and skills relating to Record Management.

3. **Objectives:**

- (a) To state steps involved in Record management.
- (b) To list various categories of Records & their maintenance & upkeep.
- (c) To enumerate duties & responsibilities of staff members & officers with respect to official records.
- (d) To state the details about Record Retention Schedule.
- (e) To state the steps involved in weeding out procedure.

4. The applications of officers desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **17 May 2021 (Monday)**. Selection of the candidates will be based on first come, first serve basis.

  
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