

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

Sub: WORKSHOP ON RECORD MANAGEMENT
16 MARCH 2020

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Record Management** on 16 Mar 2020 in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 09:30 hrs to 17:00 hrs.
2. **Aim.** The workshop is useful for management of the Record Service HQ, and ISO's for improving 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. **Objective:** By the end of the course, the participants will be able to:-
 - a). Define records;
 - b). Define Record Retention Schedules (RRS);
 - c). Describe Principle of Record Management
 - d). Categorize Files/Records; and
 - e). List out procedure for weeding out of files.
5. The applications of eligible officers, desirous of undergoing the workshop may be forwarded by **06 Mar 2020** to DHTI by filling proforma at Appendix 'A' to this note, duly recommended. Selection of candidates will be based on merit and on first come, first serve basis.


(Deepak Kumar Bist)
Dy Director, DHTI
Tel. 23014686

As per standard distribution list

Copy to :-

CAO/EDP Cell : For uploading on CAO's Website

MoD, JS & CAO, I.D. No.A/26005/97/CAO/Trg dt. 14 Jan 2020

WORKSHOP ON RECORD MANAGEMENT
(16 Mar 2020)

APPLICATION PROFORMA

1.	Name {in English} {in Hindi}	Shri/Smt/Km. श्री/श्रीमती/कुमारी
2.	Employee ID No.	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present	
7.	Office Address {Including Room No, Block No., Building etc.}	
8.	Office Telephone No. Mobile No.	
9.	E-mail ID	
(Signature of the Applicant)		
Recommendations: The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection. Signature : Name : Designation : Office : Date :		