

NATIONAL ARCHIVES OF INDIA
Orientation Course in Records Management for Records Officers
 2016-2017
Nomination Form

I.	The Records Creating Agency:	
	a. Name of Organisation:	
	b. Parent Ministry/ Department:	
	c. Head of Organisation:	
	i. Name:	
	ii. Designation:	
	d. Address:	
	City:	State:
	Phone:	Pin:
	Fax:	Email:
II.	The Records Officer (RO):	
	a. Name:	
	b. Designation:	
	c. Nominated as RO	i. Vide Office Order Ref.:
		ii. Dated:
III	The Orientation Course:	
	a. Course Number:	
	b. Dates:	
	c. Venue:	
<p>I certify that the officer mentioned in column II has been nominated to attend the Orientation Course as per the details given in column III.</p> <p style="text-align: right;">Authorised Signatory</p> <p style="text-align: right;">(Signature)</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Designation:</p> <p style="text-align: right;">Phone:</p> <p style="text-align: right;">Official Seal</p>		

Note: Use copies, if required.