



Legislative Department Organises Workshop on Record Management under Special Campaign 6.

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The Legislative Department, Ministry of Law and Justice, is observing the “Special Campaign 6” and organised a workshop on “Record Management” on 13th October, 2026, at the Conference Hall, Kartavya Bhawan 2, New Delhi, under the guidance of the Secretary, Legislative Department, Dr. Rajiv Mani.

The workshop was led by Shri G. Panmei, JS&LC, Legislative Department, and attended by officers and staff members of the Department, including those from its attached offices, namely, the Official Languages Wing and Vidhi Sahitya Prakashan.

Shri Ranjan Kumar, former Faculty Member, Institute of Secretariat Training and Management, New Delhi, was present at the workshop as the Resource Person and shared his valuable insights on record management. During the workshop, Shri Ranjan Kumar, highlighted the significance of effective record management in promoting administrative efficiency, transparency and accountability. He emphasised the need for systematic maintenance of official records, proper classification and indexing of files and documents, timely review of records, and their preservation or weeding out in accordance with the prescribed rules and guidelines. He further underscored the importance of adhering to record retention schedules and ensuring the proper disposal of records in accordance with the applicable procedures.

Shri G. Panmei, JS&LC, expressed his sincere gratitude to Shri Ranjan Kumar, for sharing his valuable insights and expertise on record management. He also encouraged the officers and employees to ensure the systematic maintenance and proper preservation of official records, their timely review, and adherence to the prescribed rules and guidelines regarding record retention and weeding out. He emphasised that effective record management is essential for the smooth functioning of the Department and for enhancing administrative efficiency and accountability.





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