

Department of Social Justice and Empowerment Organises Lecture on Records Management under Special Campaign 6.0

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The Department of Social Justice and Empowerment (DoSJE), Government of India, organised a lecture on Records Management at the Samvaad Conference Room, at the Ministry in National Capital here. The programme was a part of Special Campaign 6 for *Institutionalizing Swachhata and Minimizing Pendency*.

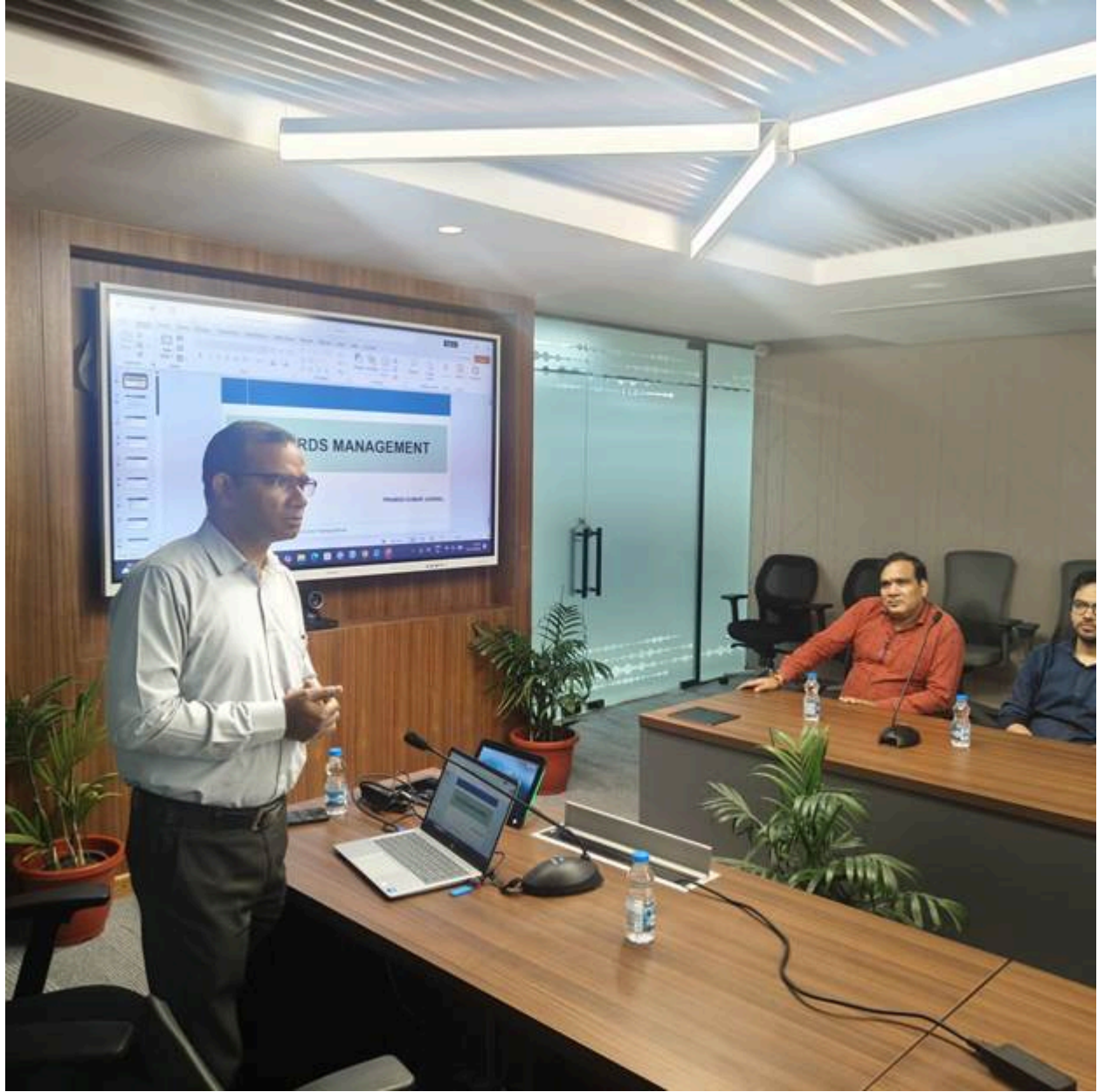


Shri P. K. Jaiswal, Former Faculty Member, Institute of Secretariat Training and Management (ISTM), delivered the lecture.

A Senior Official in the Ministry said the session focused on sensitizing departmental officials to the importance of systematic records management, proper maintenance and preservation of official records, timely review of files, and adherence to prescribed procedures for record retention and weeding out.



During the session, participants were apprised of the relevant provisions of the Public Records Act, the Record Retention Schedule, the categorisation of records, and departmental instructions governing their retention and disposal. The lecture emphasised the need for systematic record keeping and compliance with established procedures to ensure the effective management of official documents.



The Official further said the session also highlighted how efficient records management contributes to better utilisation of office space, easy retrieval of official information and improved administrative efficiency. Effective management of both physical and electronic records plays an important role in strengthening transparency, accountability and timely decision-making in government functioning, he added.



The lecture forms part of the Department's ongoing initiatives under *Special Campaign 6.0* to promote cleanliness in office premises, streamline record rooms, minimise pendency and institutionalise efficient office management practices.

Through such initiatives, the Department of Social Justice and Empowerment continues to promote a clean, organised and responsive working environment while strengthening administrative efficiency in line with the objectives of *Special Campaign 6.0*

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