

Y-11011/01/ 2024-25/Trg./ NSSTA (e- 70202)
Government of India
Ministry of Statistics and Programme Implementation (MoSPI)
National Statistical Systems Training Academy (NSSTA)

Plot No. 22, Knowledge Park II,
Greater Noida, Gautam Buddha Nagar,
Uttar Pradesh-201310
Dated: 21.09.2026

OFFICE MEMORANDUM

Subject: An Online half day workshop on "Record Management" on 25.09.2026 (Friday) for SSS Officers/Field Investigators/Field Officers, etc., of MoSPI- reg.

National Statistical Systems Training Academy (NSSTA) is a Central Training Institute functioning under the Ministry of Statistics and Programme Implementation (MoSPI), Government of India with mandate of imparting training in the field of official statistics to statistical personnel of the Central and State/UT Governments of the country as well as to international participants under various programmes.

2. Further, under Swachhata Hi Seva (SHS), 2026, NSSTA is organizing an online half-day workshop on "Record Management" on 25.09.2026 (Friday) for officers/officials of NSSTA, and SSS Officers, Field Officers, Field Officials/Investigators, etc. of MoSPI. The objective of the workshop is to sensitize the participants about the importance of effective management of records in their respective offices and to promote a clean, tidy and well-organized office environment. The detail of the programme is as under:

Topic: - Record Management

Date and Time: - 25.09.2026 (Friday) 02:15 PM to 05:00 PM with a 15-minute break at 3:30 PM

3. In this connection, all SSS Officers/Field Officers/Field Officials/Investigators, etc., of MoSPI are requested to attend the aforementioned workshop from their respective Offices in the virtual mode. A weblink has been created for the workshop and is given below;

Online workshop on "Record Management" on 25.09.2026 (Friday) 02:15 PM to 05:00 PM for SSS Officers/Field Officers/Field Officials/Investigators, etc. of MoSPI. The Weblink for the workshop is as under:

[https://mospi.webex.com/mospi/j.php?
MTID=m40040911d5676f9db55e6af6a491f26f](https://mospi.webex.com/mospi/j.php?MTID=m40040911d5676f9db55e6af6a491f26f)

Meeting number: 2513 516 8497

Password: 123456 (123456 when dialing from a video system)



Digitally signed by

Pulkit Mishra

Date: 21-09-2026

18:18:25

(Pulkit Mishra)

Deputy Director & Head of Office(NSSTA)

Tel:-0120-2324928

Email Id: ho-nssta@mospi.gov.in

To,

1. All Zonal & Regional heads of NSSO (FOD), MoSPI are request to instruct the respective field staff to attend the aforementioned workshop.

Copy to:

- i. Sr. PPS/PPS/PA toADG (FoD)/ADG(CDD)/ DDG(NSSTA), MoSPI
- ii. PA to Director & HoD, NSSTA
- iii. Guard File