

29 OCT 2020

## NOTICE

### **Guidelines for researchers/users of research facilities in National Archives of India, New Delhi**

Research facilities of National Archives of India (NAI), New Delhi, shall be available to researchers from 02 November 2020. Researchers may note the following specific instructions to be followed till such time as restrictions related to Covid pandemic prevails:

#### **General Instructions:**

##### **1. Timing:**

- 1.1. Research Facilities shall be open for registered users from 10.00 AM to 5.30 p.m.
- 1.2. It shall not be available on Saturdays and other Holidays.
- 1.3. A researcher may use Research Room (RR) or other reading spaces for a maximum of 3.5 hrs (10.00 a.m. to 1.30 p.m. or 2.00 p.m to 5.30 p.m.). *The timings have been fixed to ensure that more researchers get to use the facilities and the same researchers do not continue for a long time.*

##### **2. Researchers permitted:**

- 2.1. Number of researchers permitted in NAI at any given time will be 10 per day.
- 2.2. Use of [www.abhilekh-patal.in](http://www.abhilekh-patal.in) shall not be permitted in the RR as it is accessible globally and does not necessitate visit to the RR.
- 2.3. Records that are already digitized would only be accessible through [www.abhilekh-patal.in](http://www.abhilekh-patal.in) and would not be provided in RR.

##### **3. Registration & Access:**

- 3.1. First time visitors and the registered scholars whose registration period have lapsed may complete the registration process by filling up registration form, Form -8, Public Records Rules, 1997 ([http://nationalarchives.nic.in/sites/default/files/Form8\\_0.pdf](http://nationalarchives.nic.in/sites/default/files/Form8_0.pdf)) and submitting the duly filled in and signed form along with supporting documents as attachment through email to the following email addresses: [research.nai-archives@gov.in](mailto:research.nai-archives@gov.in), [researchroomnai@gmail.com](mailto:researchroomnai@gmail.com).
- 3.2. Research Scholars visiting RR from other countries are to provide copy of the 'Covid Negative' certificate while applying for Registration/Re-registration along with other documents.
- 3.3. All registered researchers (Indian and foreign nationals, who have complied with process detailed at 3.1) desiring access to records have to send an email with information about their registration and details of the records they want to consult as per para (a) of 3.5 below.
- 3.4. Research facilities in the RR, Library, Private Archives, Cartography and Oriental Records can be availed of only with prior appointment as mentioned at 3.3 above.
- 3.5. Researchers are advised to:
  - a. Submit separate requests for records they want to consult i.e Public records, library books, Private papers, and Oriental records giving details of Deptt./ Ministry,

Branch/ Section, Year, File/ Proceeding number/ along with part (wherever applicable)/book reference, etc.

- b. Requisition slip (Annexure 1) to be downloaded, filled in and submitted through email as in 3.1 above.
  - c. Only one reference per requisition slip shall be considered.
- 3.6. A researcher can seek permission to consult a maximum of 10 documents per visit.
  - 3.7. A researcher will be permitted for a maximum of two days per month.
  - 3.8. Only those researchers who get confirmation mail would be permitted to visit RR on the date and time mentioned in the mail.

**4. Reserving of records:**

- 4.1. Reserving of records shall not be permitted. Records requisitioned are to be consulted and returned before leaving NAI.

**5. Duplication facilities:**

- 5.1 Duplication (photocopy/scanning) orders are to be submitted the day a researcher visits NAI.

**6. General precautions:**

- 6.1. NAI shall ensure all Covid related precautions as per guidelines of Ministry of Home Affairs:
  - a. Masks to be worn at all times.
  - b. Researchers shall be allowed to use only the tables identified by the RR staff to ensure optimum distance between two researchers; distance of at least two meters is to be maintained.
  - c. If a researcher evinces symptoms of illness, in the larger interest, they may be asked to leave the NAI premises.
- 6.2 Researchers are to ensure checking their health status on Aarogya setu App before visiting NAI.
- 6.3 Researchers are advised to come with their own hand sanitizer, mask and edibles as Canteen facilities are yet to be reopened.

7. The research facilities shall reopen in Regional Office, Bhopal and Record Centres at Jaipur, Bhubaneswar and Puducherry. The modalities for reopening shall be formulated by each centre as per their available space and resources following these guidelines.

8. For any further queries related to the research facilities, researchers may contact: 011-23073462

This issues with the approval of Director General, National Archives of India.



Jayaprabha Ravindran  
Assistant Director of Archives

राष्ट्रीय अभिलेखागार अनुसंधान कक्ष  
N.A.I RESEARCH ROOM  
अभिलेखों के लिए अनुरोध  
Requisition for Records

शोधकर्ता का नाम :  
Name of the Scholar:

दस्तावेजों का विवरण/:  
Particulars of Documents/:

विभाग का नाम/ :  
Name of the Department:

शाखा :  
Branch:

तारीख/ महीना/ दस्तावेज का वर्ष:  
Date/Month/Year of Document:

संदर्भ संख्या:  
Ref. No.:

पुस्तक और लेखक का नाम:  
Name Book/s & Author

हस्ताक्षर और तारीख  
Signature & Date

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Note: 1. Records/Books must be returned on the day of the receipt of the records/books itself.  
2. Only one Document/Book per slip may be requested.