F No 1(C-7)/2021-R.C. (B.R.)-GA.
Government of India
Ministry of Culture
National Archives of India
Records Centre (Eastern Zone)
M-79, Madhusudan Nagar, Unit-4
Bhubaneswar-751001
E-mail: nai.or@nic.in; rc.bbsr-archives@gov.in

Dated: 17 JAN 2022

Office Order

In pursuance of the approval of Director General of Archives, New Delhi the fee for providing Conference Hall facilities to various institutions, organizations, departments and NGOs/Voluntary organizations for organizing seminars, workshops, meetings, felicitation ceremony etc. at NAI RC, Bhubaneswar has been fixed as detailed in the table below:

Sl. No.	Period	Charges
I.	Half day session (pre or post lunch)	Rs.2,000/-
II.	Full day session	Rs.3,000/-
III.	Two days session	Rs.5,000/-
IV.	Three days session	Rs.7,000/-

2. The above fee would be levied for providing air-conditioned conference hall, sitting arrangement for 30 persons (including 4 persons on the dais), podium, sound system and, if available, LFD for interactive sessions.

3. i) The open space outside the functional building may be provided to the organizers for light refreshment and working lunch, if so required.

ii) However, the organizers would not be permitted to carry out any kind of cooking within the office campus.

iii) It would also be incumbent upon the organizers to follow all the Covid-19/Cleanliness protocols during the said functions as per the existing orders of the Govt. of India/ Govt. of Odisha.

4. The applicable charge, as per the table above, shall be deposited in the office of the Assistant Director of Archives, National Archives of India, Records Centre, Bhubaneswar, Odisha by Demand Draft. The Demand Draft shall be made in the name of Pay and Accounts Officer, Pay & Accounts Office, Ministry of Culture, Govt. of India, Janpath, New Delhi Payable at New Delhi.

5. The above order will be valid for a period not exceeding of three years with effect from 07.12.2021.

(Dr. K. C. Jena)
Assistant Director of Archives
Government of India
Tel:- 0674-239104