



F.No.1-1/2022 RR
Government of India
National Archives of India
Janpath, New Delhi — 110001

Date: 21 FEB 2022

NOTICE

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

In supersession to this Department's notice vide order dated 28th January 2022, the Research facilities of National Archives of India (NAI), New Delhi, shall be available to researchers from 22 February 2022 with the following stipulations and specific instructions during the prevailing COVID situation:

General Instructions:

1. Timing:

- 1.1. Research Facilities shall be open for registered users from 09.30 AM to 5.30 p.m. and on Saturday/non-gazette Holidays.

2. Researchers permitted:

- 2.1. Researchers are permitted to access records in NAI on all working days as mentioned in para 1.1. above.
- 2.2. Use of 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 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%20.pdf)) and submit the duly filled in and signed form along with supporting documents (http://nationalarchives.nic.in/sites/default/files/Checklist_for_scholars.pdf) as attachment through email to the following email addresses: **research.nai-archives@gov.in**, **researchroomnai@gmail.com**
- 3.2. All registered research scholars Indian and foreign nationals are to produce the vaccination certificate (Two doses) during the process of registration/re-registration.
- 3.3. 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.
- 3.4. 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 3.6 below.
- 3.5. Research facilities in the RR, Library, Private Archives, Cartography and Oriental Records can be availed only with prior appointment.

- 3.6. Researchers are advised to:
- a. Submit separate requests for records 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 mentioned in 3.1 above.
 - c. Only one reference per requisition slip shall be considered.
- 3.7. A researcher can seek permission to consult a **maximum of 15 documents per visit.**
- 3.8. A researcher will be permitted to access Research Room facilities **as mentioned in 1.1 and 2.1 above.**
- 3.9. Only those researchers who get confirmation mail would be permitted to visit RR on the date mentioned in the mail.
4. **Reserving of records:**
- 4.1. Reserving of records **shall not be permitted more than 7 working days.**
5. **Duplication facilities:**
- 5.1 Maximum Duplication (photocopy/scanning) orders of 500 pages per month will be allowed for a researcher visiting NAI. All the duplication order should be submitted on or before 4.00pm on every working day.
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. If a researcher evinces symptoms of illness, in the larger interest, they may be asked to leave the NAI premises.
- 6.2 Researchers are advised to come with their own hand sanitizer, mask and edibles.
7. The research facilities in Regional Office, Bhopal and Record Centre at Jaipur, Bhubaneswar and Puducherry shall be formulated by each Centre following these guidelines.
8. For any further queries related to the research facilities, researchers may contact: 011-23073462

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



(Dr.L.Das Mohapatra)
Deputy Director of Archives
Government of India

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

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.