

NOTICE

Date: 26 FEB 2021

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

In partial modification of the earlier guidelines of even number dated 29th October 2020 regarding research facilities in National Archives of India (NAI), New Delhi, the following shall be implemented from 1st March 2021:

General Instructions:

1. Timing:

a. Research facilities in NAI shall remain open from 9.30 AM to 5.30 PM (Working days and Saturdays only).

2. Researchers Permitted:

- a. The total number of Researchers permitted shall not be more than 15 on any working day.
b. Access to Abhilekh Patal shall not be permitted in the Research Room as it is globally accessible and does not necessitate to visit NAI.
c. Digitized records already available on Abhilekh Patal shall not be provided in Research Room for consultation.

3. Registration & Access:

- a. Process as outlined under item no. 3.1-3.5 of the earlier guidelines dated 29 October 2020 remains unchanged and would continue.
(<http://nationalarchives.nic.in/sites/default/files/new/Notice%20for%20Re-opening%20RR.pdf>)
b. A Registered research scholar can avail the services in the Research Room for three consecutive days in a week (Monday to Friday) only and for a maximum period of two weeks in a month.
c. Outstation Research Scholars can avail the research facilities for six days in a week (Monday to Saturday) for a maximum period of one week in a month. This facility is subject to receipt of advance intimation along with requisite documentary proof.
d. Ten Requisition slips can be submitted by the registered scholars per day as mentioned in the earlier guidelines dated 29 October 2020. The maximum number of records a person can seek in a week (three visits per week) is enhanced to 30.

4. Reserving of records:

The records consulted would be restored the same week.

5. Duplication Orders:

Photocopy/scanning orders are to be submitted within the same consultation period.

6. General Precautions:

- a. Instructions as outlined in the earlier guidelines dated 29 October 2020 (Item no. 6.1-6.2) shall continue.
b. In view of the ongoing pandemic, researchers are advised to carry their own water bottles and eatables.

7. These modified guidelines are also applicable for research facilities at NAI, Regional Office, Bhopal and Record Centres at Bhubaneswar, Jaipur and Puducherry.

8. For any further queries please contact Research Room, NAI, New Delhi on 011-23073462.

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


26/2/2021
Jayaprabha Ravindran
Assistant Director of Archives