



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

Date:

NOTICE

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

In superstitution to this Department's vide order dated 6th January 2022, the Research facilities of National Archives of India (NAI), New Delhi, shall be available to researchers from 01 February 2022 with the following stipulations and specific instructions as preventive measures to contain the spread of Novel Corona Virus (COVID 19):

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 **15 per day**.
- 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) 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, 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 of only with prior appointment as mentioned at 3.3 above.
- 3.6. 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,