

**General Instructions for Research Scholars
National Archives of India**

1. After registration in the Research Room (RR), Research Scholars (RS) may check the reference tools like Guides, Indices, Subject Lists, etc. available in the Research Room (RR) of National Archives of India and subsequently submit Requisition Slips for the selected records.
2. Online search portal www.abhilekh-patal.in may be browsed for references and for digitized records.
3. Requisition slips may be submitted only for non-digitized records.
4. Physical files of digitized records available online shall not be issued for consultation.
5. Research Scholars shall receive records requisitioned by them in RR for consultation.
6. Research Scholars may use only pencils to take notes inside the Research Room.
7. Only black ball point pens provided by NAI shall be used to fill in the Requisition Slips and Photocopy Orders. In no other case are pens to be used in the Research Room.
8. Requisition slips are dispatched to the repositories at 10.30 AM, 12.30 PM, and 3.00 PM; therefore, requisition slips should be submitted at least 30 minutes prior to these time deadlines.
9. The total number of requisitions permitted in a day is 15 and in no time slot shall a requisition of more than ten (10) records be accepted from one RS. For bound Volumes/Indices, only five (05) requisitions would be accepted in one lot from an RS.
10. Incomplete and incorrect Requisition Slips shall not be forwarded to the repositories.
11. Research Scholars present in the Research Room may submit an advance lot of 10 requisitions.
12. Proxy/ Duplicate requisition slips shall not be entertained.
13. Requisition Slips may be used judiciously to save paper & minimize wastage.
14. Records not received by the scholar within four days of requisitioning them shall be returned to the concerned repository.
15. Records may be reserved only for seven working days after which they shall be returned to the repositories without any notice.
16. Lecterns /reading stands may be used for reading heavy volumes.
17. For availing of reprographic services, requisitions duly filled in Form 9, Public Record Rules, 1997 (complete in all respect) along with the files (duly flagged) should be submitted to the staff of RR.
18. Payment for photocopies/digitized images shall be deposited in the Cash Counter of NAI at the time slots displayed there.



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19. Researchers may submit multiple duplication orders in any given month but the total number of pages should not exceed 500 pages in a month per RS.
20. No photocopy order will be entertained if the documents/files are not issued in the applicant's name.
21. Daily attendance of researchers is to be recorded in the Register at the entrance. This forms the basis for any official verification.
22. RR personnel reserve the right to return/remove unattended records on the tables/shelves.
23. Researchers are advised to seek advance gate pass to access the Research Room on holidays (including Saturdays). RR Staff may be contacted one day in advance, in person, latest by 4.00 pm to avoid inconvenience.
24. Do not keep any writing material on the records issued for consultation.
25. Documents should be handled with utmost care and are not to be marked, folded, pinned, stapled or leaned upon.
26. Researchers can use only Mobile phones with cameras inside the Research Room, especially to take pictures of the records. No other cameras will be allowed to take pictures. The earlier NAI Guidelines in this regard no. 1-1/2023-RR, dated 15 March 2023 stands repealed.
27. National Archives of India shall not certify/verify any mobile images of records/documents taken by the registered scholars in the Research Room.
28. The photo images taken by the research scholars as per the above may not be used for commercial purposes.
29. Chewing gum, chewing of Paan/ Paan parag, edible items, water bottles, beverages are not permitted inside the RR.
30. Large bags, personal reading material like books/ novels are not allowed in the RR near/ on the tables for researchers. They may be kept in the designated space.
31. RS are strictly advised not to browse documents reserved by other scholars. In case of any requirement for records issued to another researcher, the Archivists of the RR may be approached for assistance.
32. No records/ reference media are to be taken out of the RR. Any such act would be viewed seriously and attract a penalty as deemed fit.

This issue with the approval of Director General of Archives superseding the earlier Guidelines No.1/7/2019-RR dt 8 Aug 2022..

(Kalpana Shukla)
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National Archives of India
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