

F. No. 40/1/2021-Rep(R)
Government of India
National Archives of India,
Janpath, New Delhi – 110001

The 17 MAR 2023

Office Order

Subject: Revision of Schedule of rates for reprographic and other services – reg

The rates of photocopies, digital copies, copies / prints of microfilms, and related services in National Archives of India stand revised from 15-03-2023, since the charges for reprographic services were last revised in 1998 and the rates for scanning were fixed and applied in 2010.

In view of the above, the following rules have also been framed:

- I. Photography of Records by mobile phone cameras shall be permitted, with laid down conditions, in the Consultation Areas of NAI.
- II. To prevent deterioration of the earliest and more fragile records, avert wastage, and to improve the speed of service to research scholars, henceforth, physical records of NAI that are already digitised and available on the Abhilekh Patal portal of NAI or in the Research Room shall not be available for consultation and study by scholars, unless a specific cogent reason is provided to do so.
- III. To reduce the volume of photocopies and to prevent pendency and delay in providing the same it is necessary to limit the number of pages that may be ordered each month by a scholar. Therefore, the maximum number of photocopies that may be ordered and received by a research scholar in one month shall not exceed 500 pages.
- IV. Indian research scholars shall be now charged Rs. 5/- per photocopied page and Rs. 10/- per digital image for each page of up to A4 size. The revised rate chart is attached.
- V. Currently, scholars wishing to study a document that is yet to be digitised and accessible on the NAI portal, Abhilekh Patal, need to pay for all the pages in the file/volume. To reduce the burden on research scholars and to avoid wastage of resources, under the Digitise on Demand service, scholars may now pay for only 30% of the pages in the file/volume and get the file/volume digitised, browse through the file online, and, then, may order up to 30% of the digitised images.
- VI. Requests for copies of records in bulk shall not be accepted.



(Syed Farid Ahmad)
Deputy Director
National Archives of India

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Dy. Director of Archives
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National Archives of India Reprography Division / Research Room

Revised Schedule of Rates

Effective from 15 March 2023

S. No.	Name of Services	Current Rates For Indian Scholars	Current Rates For Foreign Scholars	Revised Rates / Fees	Revised Rates For Foreign Scholars	Remarks
1.	Supply of Plain Paper Copies	1. ₹ 3/- per page for B&W copy only on A-4 size paper 2. Color copy for ₹ 10/- per copy on A-4 size paper only	1. ₹ 6/- per page for B&W copy only on A-4 size paper 2. ₹ 20/- per page for B&W copy only on A-4 size paper	1. ₹ 5/- per page for B&W copy only on A-4 size paper (Minimum charges ₹ 25/-) and 2. Color copy for ₹ 20/- per copy on A-4 size paper only (Minimum charges ₹ 100/-)	1. ₹ 10/- per page for B&W copy only on A-4 size paper (Minimum Charges Rs. 50/-) 2. ₹ 40/- per page for colour copy only on A-4 size paper (Minimum Charges Rs. 200/-)	
2.	Supply of Digital images	₹ 20/- per image in Jpeg format at 200/300 DPI (Minimum charges ₹ 50/-).	₹ 40/- per page for B&W copy only on A-4 size paper (Minimum charges ₹ 100/-).	₹ 10/- per image for scanning services in PDF-A format only in 300dpi (Minimum charges ₹ 50/-).	₹ 40/- per image for scanning services in PDF-A format only in 300 dpi (Minimum charges ₹ 200/-).	
3.	Scanned images from microfilm scanner	₹ 24/- per image in Jpeg format at 200/300 DPI (Minimum charges ₹ 50/-).	₹ 50/- per page for B&W copy only on A-4 size paper (Minimum charges ₹ 100/-).	₹ 24/- per image in PDF-A format only (Minimum charges ₹ 120/-)	₹ 50/- per image in PDF-A format only (Minimum charges ₹ 250/-)	
4.	Providing scanned images in Scholars own Pen Drives	-----	-----	Service Fee of ₹ 10/- for using tech gadgets of the Deptt. ₹ 25/- per DVD separately, if provided	Service Fee of ₹ 10/- for using tech gadgets of the Deptt. ₹ 25/- per DVD separately, if provided	
5.	Providing scanned images of Oversize and large size Maps/ documents upto A-0 size only	-----	-----	₹ 20/- per image in PDF-A format only (Minimum charges ₹ 100/-)	₹ 20/- per image in PDF-A format only (Minimum charges ₹ 100/-)	
6.	Supply of Negative Microfilm	₹ 6/- per exposure (Minimum charges ₹ 100/-) The rates for one microfilm Spool and one Can / carton box (35 mm x 30 mtr) ₹ 30/-	₹ 40/- per exposure (Minimum charges ₹ 150/-) The rates for one microfilm Spool and one Can / carton box (35 mm x 30 mtr) ₹ 30/-	₹ 6/- per exposure including processing of microfilm (Minimum charges ₹ 30/-) One microfilm Spool and one Can /carton box both (35 m m x 3 0 mtr) ₹ 30/-	₹ 6/- per exposure Including processing of microfilm (Minimum charges ₹ 30/-) One microfilm Spool and one Can /carton box both (35 m m x 30 mtr) ₹ 30/-	
7.	Positive Microfilm	₹ 46/- per meter (Minimum charges ₹ 100/-) The rates for one microfilm Spool and one Can / carton box (35 mm x 30 mtr) ₹ 30/-	₹ 300/- per meter (Minimum charges ₹ 150/-) The rates for one microfilm Spool and one Can / carton box (35 mm x 30 mtr)	₹ 6/- per exposure including processing of microfilm (Minimum charges ₹ 30/-). The rates for one microfilm Spool and one Can / carton box (35mm x 30 mtr) ₹ 30/-	₹ 6/- per exposure including processing of microfilm (Minimum charges ₹ 30/-). The rates for one microfilm Spool and one Can / carton box (35mm x 30 mtr) ₹ 30/-	

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