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National Archives of India,
Ministry of Culture
Janpath, New Delhi

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NOTIFICATION

SOP for the Supply of Records to researchers:

The National Archives of India is dedicated to preserving the authenticity of our historical documents and ensuring that they remain accessible to scholars and researchers alike. In line with these commitments, we have launched two significant initiatives: an extensive digitization program and a targeted repair and restoration project for our physical archives. The objective is to digitize all documents within the next two years, making this the largest exercise in any archives in the world.

Our digitization initiative represents a significant endeavor to convert our vast repository of records into a digital format, thereby protecting our historical documents and making them more readily accessible for scholarly research. Concurrently, we are addressing the repair and restoration needs of certain records that have been identified as requiring special care.

These initiatives are complex and meticulous, involving the careful handling, organization, and treatment of the documents. Our documents are in continuous movement as a result, and it is not always possible to provide documents to researchers immediately on being demanded.

We ask for the patience and encourage to utilize the reference materials available on the www.abhilekh-patal.in, our online search portal for the records. If the required document has not digitized and wish to access it in the research room, researchers will be requested to notify us in advance. We ask them to clearly specify the records they need. Upon receipt of their request, we will endeavor that the requested files are available in the research room within seven working days following the receipt of your request in the department. The researchers will be notified via email once the documents are ready for the view.

In the event that the researchers wishes to consult physical reference materials, they may do so, and the records will normally be provided to them within 7 working days of receiving the requisition slips. Researchers will be issued at most 15 files per day. They will be informed accordingly, once the records are made available for consultation.

We are grateful for the patience and cooperation. If you have any questions or require further information, please do not hesitate to reach out to us at **011-23073462** or **Email ID- researchroomnai1@gmail.com**

We thank you for your ongoing support to the National Archives of India.



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