

F.No.11-301/1/2021- RR
Government of India
National Archives of India
Janpath, New Delhi – 110001

Dated: 12 JUL 2021

Office Order

National Archives of India (NAI) facilitates the Government Departments/ Institutions/Autonomous bodies and Private Institutions/ Organisations (Indian and International) to use archival materials from NAI for Exhibitions or other similar activities as per the below given guidelines laid down under the provisions of the Public Records Act, 1993 and Public Records Rules, 1997:

1. The Coordinator or the Project Head shall submit a proposal to the Director General, National Archives of India (NAI) clearly indicating the area of work, its significance, the timeline of the proposed research, along with the details of researchers authorised to conduct research on their behalf.
2. In addition to the project Head, a maximum of ten (10) researchers from Government Departments/Ministries/ Autonomous institutions and a maximum of six (06) researchers from the private institutions/ organizations (Indian/International) may be permitted to conduct research in the NAI at a given period of time on one project.
3. Registration procedures for Indian and foreign nationals shall be as per Public Records Act, 1993 and Public Records Rules, 1997.
4. Registration would be valid for the period mentioned in the introductory letter or the proposal of the Departments/ Institutions – Government and Private as approved by the DG, NAI and also the resources available in NAI.
5. The maximum period of registration allowed to the research scholars under the project in the instant case shall not exceed the period of registration allowed to other researchers.
6. On completion of the registration process, all the researchers may access the reference tools like Guides, Indices, Subject Lists, etc. available in the Research Room (RR) of NAI.
7. Extension/ renewal of registration request shall be submitted 15 days in advance of the expiry of the approved registration period by the Project Head to DG, NAI for consideration.
8. Physical files of the digital records available on the online search portal www.abhilekh-patal.in shall not be provided for consultation.
9. Requisition slips for records will be processed and sent to the repositories at 10.30 a.m., 12.30 p.m., and 3.00 p.m. Any member of the research team may seek up to 10 records for any of the time slots mentioned above. The maximum no. of records one researcher may requisition in a day is 15.
10. Copies of digitized records available on www.Abhilekh-Patal.in can be procured through the search portal as per procedures mentioned therein. RR staff may be contacted for any assistance in the matter.

11. To avail of reprographic services, duly filled in Form 9, Public Record Rules, 1997 (complete in all respects) along with the selected files (duly flagged) should be submitted to the staff of RR.

12. Cash Payment for photocopy/digital copy may be deposited in the Cash Counter of NAI at time slots displayed therein. Payment may also be made by Demand Draft in favour of the "DDO, National Archives of India" payable at New Delhi.

13. Digital copies (PDF) shall be provided in 300 dpi with watermark of National Archives of India and photocopies being provided shall bear the stamp of NAI on each page.

14. For higher resolution digital images in any other format (JPEG; without watermark) required for exhibitions, documentaries, etc. application may be submitted for consideration of DG, NAI. Decision of DG, NAI shall be final in the matter.

15. The organisation requisitioning digital images shall acknowledge NAI on each digital image without watermark being used in an exhibition or in any other programme /function/ format for which it supplied.

16. High resolution images in different formats would be charged per image per format at rates approved by the competent authority.

17. Images sought for any project shall not be replicated in any other work/ project including publications and exhibitions without the prior approval of Director General of Archives.

18. Images provided to an organization for a project are not to be shared with any other agency/ project.

19. The Copyright of all types of images mentioned above shall rest with the National Archives of India.

20. As per the undertaking in the registration form (Form 8, Public Records Rules, 1997), one copy of any publication being brought out based on records in the NAI is to be provided to the NAI Library.

21. Use of the Research Room will be as per the "Instructions for Research Scholars" issued by NAI vide Ref. F. No. 1/7/2019-RR dt. 14/01/2020. (copy enclosed)

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


12/7/2021
(Jayaprabha Ravindran)
Assistant Director of Archives