

F.No.11-301/2/2021- RR  
Government of India  
National Archives of India  
Janpath, New Delhi – 110001

Dated: 09 JUL 2021

Office Order

National Archives of India provides copies of records to researchers, institutions and records creating agencies as per guidelines laid down under Public Records Act, 1993 and Public Records Rules, 1997. Copies for researchers shall continue to be provided as per present practice. The following provisions will be applicable with immediate to “Government Departments/ Institutions/Autonomous bodies and Private Institutions/ Organizations (Indian and International) seeking copies of archival materials from National Archives of India (NAI) for Exhibitions or other similar activities”:

- i. The organizations/ institutions as indicated above may seek copies of public records, Private Archives, Library, Oriental Records Division in the custody of the NAI.
- ii. Copies of the archival records shall be provided in two forms: as photocopy or digital image.
- iii. If copies are required in both forms Project Head may send a request to the DG, NAI accordingly.
- iv. The original physical documents of digitized records available on the NAI search portal [www.abhilekh-patal.in](http://www.abhilekh-patal.in) shall not be provided to the researcher for consultation or for seeking copies.
- v. Copies of digitized records uploaded on Abhilekh Patal shall be provided through the Computer Unit / Reprography (S) on submission of specific identifier number (along with image numbers) as mentioned in the search portal Abhilekh Patal.
- vi. Requests for copies of archival records for the above organizations/ institutions will be processed through Research Room (RR) and the latter will coordinate with the Repositories, Private Archives, Oriental Records , Library and the Computer Unit/ Rep (S) in such cases.
- vii. Only a registered representative of the above mentioned organizations/institutions shall seek copies of archival material.
- viii. A detailed list of records from which copies are required shall be submitted by the registered representative to the Research Room with complete reference details and page numbers. Files from which copies are required should be flagged to ensure there is no mistake while preparing copies.
- ix. Staff of RR shall process the file for making necessary payments at approved rates (Approved rates are available on the website of NAI as also with the Research Room and are liable for revision).
- x. Cash payments are to be made to the Cashier in the NAI Annexe or through Demand Draft in favour of DDO, payable at New Delhi. The Research Room shall intimate the organization/ institute of any modification in payment modality.
- xi. Advance payment is to be made by the organization/institutions. After confirming the payment status, the file along with the records shall be sent by the RR to Reprography (S) for photocopying or to the digitization agency for scanning.

- xii. Even if the organizations require specific pages from a file in digital format, the agency shall scan complete file and proceed with all procedures required for digitization including the stamping of file (This will ensure that the same file is not digitized again).
- xiii. RR shall maintain a register with all details i.e date, name of the researcher along with his/her registration number of RR, reference of documents, etc.
- xiv. Digital copies (in 300 dpi ) are provided in PDF with the NAI watermark.
- xv. If so required, Project Head may submit requests for higher resolution digital copies in JPEG without watermark at enhanced rates for consideration and approval of DG, NAI. Decision of DG shall be final in the matter.
- xvi. On completion of copying, Reprography / agency concerned shall intimate the Research Room who in turn shall inform the researcher.
- xvii. Additional payment, if required, shall be made before release of copies. Excess payments received shall be adjusted against future copying orders of the organization/institution.
- xviii. After making the payment the Research scholar may collect the photocopies (duly stamped) from Reprography Division.
- xix. Digital images (of specific pages sought) may be collected in pen drive/ DVD/HDD from the agency. Researchers shall bring their own pen drives/ DVD/HDD to receive the digital copies. RR shall liaison with the agency in this regard.
- xx. Reprography (S)/ agency undertaking digitization shall return the archival records to RR (on register) for restoration of the archival records.
- xxi. Agency undertaking digitization of such special assignments shall maintain a separate record for easy reference and verification for billing purposes.
- xxii. Research Room shall be the coordinating section for all the above mentioned work.
- xxiii. Computer Unit shall be kept informed of such special assignments before start of the copying through the ADA concerned.

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



(Jayaprabha Ravindran)  
Assistant Director of Archives