

THE PUBLIC RECORDS ACT, 1993
No.69 OF 1993

(22nd December, 1993)

An Act to regulate the management, administration and preservation of public records of the Central Government, Union Territory Administrations, public sector undertakings, statutory bodies and corporations, commissions and committees constituted by the Central Government or a Union Territory Administration and matters connected therewith or incidental thereto.

Be it enacted by Parliament in the Forty-fourth Year of the Republic of India as follows :-

1. (1) This Act may be called the Public Records Act, 1993.
(2) It shall come into force, on such date as the Central Government may, by notification in the Official Gazette, appoint
2. In this Act, unless the context otherwise requires, -
 - a. "Board" means the Archival Advisory Board constituted under sub-section (1) of section 13;
 - b. "Director General" means the Director General of Archives appointed by the Central Government and includes any officer authorized by that Government to perform the duties of the Director General
 - c. "Head of the Archives" means a person holding the charge of the Archives of the Union Territory Administration;
 - d. "prescribed" means prescribed by rules made under this Act;
 - e. "public records" includes -
 - i. any document, manuscript and file;
 - ii. any microfilm, microfiche and facsimile copy of a document;
 - iii. any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - iv. any other material produced by a computer or by any other device, of any records creating agency;
 - f. "records creating agency" includes, -
 - i. in relation to the Central Government, any ministry, department or office of that Government;
 - ii. in relation to any statutory body or corporation wholly or substantially controlled or financed by the Central Government or commission or any committee constituted by that Government, the offices of the said body, corporation, commission or committee;
 - iii. in relation to a Union Territory Administration, any department or office of that Administration;
 - iv. in relation to any statutory body or corporation wholly or, substantially controlled or financed by Union territory Administration or commission or any committee constituted by that Government, the offices of the said body, corporation, commission or committee;
 - g. "records officer" means the officer nominated by the records creating agency under sub-section (1) of section 5.
3. (1) The Central Government shall have the power to coordinate, regulate and supervise the operations connected with the administration, management, preservation, selection, disposal and retirement of public records under this Act.
(2) The Central Government in relation to the public records of the records, creating agencies specified in sub-clauses (i) and (ii) of clause (f) of section 2 and the Union territory Administration in relation to the public records of the records creating agencies specified in

sub-clauses (iii) and (iv) of the said clause, may, by order, authorize the Director General on the head of the Archives, as the case may be, subject to such conditions as may be specified in the order, to carry out all or any of the following function, namely :-

- i. supervision, management and control of the Archives.
 - ii. acceptance for deposit of public records of permanent, nature after such period as may be prescribed;
 - iii. custody, use and withdrawal of public records;
 - iv. arrangement, preservation and exhibition of public records;
 - v. preparation of inventories, indices, catalogues and other reference media of public records;
 - vi. analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system
 - vii. ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;
 - viii. promoting utilization of available space and maintenance of equipments for preserving public records;
 - ix. tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards, procedures and techniques of records management;
 - x. survey and inspection of public records;
 - xi. organizing training programmes in various disciplines of Archives administration and records management;
 - xii. accepting records from any private source;
 - xiii. regulating access to public records;
 - xiv. receiving records from delunet bodies and making arrangement for securing public records in the event of national emergency;
 - xv. receiving reports on records management and disposal practices from the records officer;
 - xvi. providing authenticated copies of, or extracts from, public records;
 - xvii. destroying or disposal of public records;
 - xviii. obtaining on lease or purchasing or accepting as gift any document of historical or national importance.
4. No person shall take or cause to be taken out of India any public records without the prior approval of the Central Government;
Provided that no such prior approval shall be required if any public records are taken or sent out of India for any official purpose.
5. (1) Every records creating agency shall nominate one of its officers as records officer to discharge the functions under this Act.
(2) Every records creating agency may set up such number of record rooms in such places as it deems fit and shall place each record room under the charge of a records officer.
6. (1) The records officer shall be responsible for -
- i. proper arrangement, maintenance and preservation of public records under his charge;
 - ii. periodical review of all public records and weeding out public records of euphomerical value;
 - iii. appraisal of public records which are more than twenty-five years old in consultation with the National Archives of India or, as the case may be, the Archives of the Union territory with a view to retaining public records of permanent value;
 - iv. destruction of public records in such manner and subject to such conditions as may be prescribed under sub-section (1) of section 8;
 - v. compilation of a schedule of retention for public records in consultation with

the National Archives of India or, as the case may be, the Archives of the Union Territory;

- vi. periodical review for downgrading of classified public records in such manner as may be prescribed;
- vii. adoption of such standards, procedures and techniques as may be recommended from time to time by the National Archives of India for improvement of record management system and maintenance of security of public records;
- viii. compilation of annual indices of public records;
- ix. compilation of organizational history and annual supplement thereto;
- x. assisting the National Archives of India or, as the case may be, the Archives of the Union territory for public records management;
- xi. submission of annual report to the Director General or, as the case may be head of the Archives in such manner as may be prescribed;
- xii. transferring of records of any defunct body to the National Archives of India or the Archives of the Union Territory, as the case may be, for preservation.

(2) The records officer shall act under the direction of the Director General or, as the case may be, head of the Archives while discharging the responsibilities specified in sub-section (1).

- 7. (1) The records officer shall, in the event of any unauthorized removal, destruction, defacement or alteration of any public records under his charge, forthwith take appropriate action for the recovery or restoration of such public records.
(2) The records officer shall submit a report in writing to the Director General or as the case may be the head of the Archives without any delay on any information about any unauthorized removal, destruction, defacement or alteration of any public records under his charge and about the action initiated by him and shall take action as he may deem necessary subject to the directions, if any given by the Director General or, as the case may be, head of the Archives.
(3) The records officer may seek assistance from any government officer or any other person for the purpose of recovery or restoration of public records and such officer or person shall render all assistance to the records officer.
- 8. (1) Save as otherwise provided in any law for the time being in force, no public record shall be destroyed or otherwise disposed of excepts in such manner and subject to such conditions as may be prescribed.
(2) No record created before the year 1892 shall be destroyed except where in the opinion of the Director General or, as the case may be, the head of the Archives, it is so defaced or is in such condition that it cannot be put to any archival use.
- 9. Whoever contravenes any of the provisions of section 4 or section 8 shall be punishable with imprisonment for a term which may extend to five years or with fine which may extend to ten thousand rupees or with both.
- 10. No public records bearing security classification shall be transferred to the National Archives of India or the Archives of the Union Territory.
- 11. (1) The National Archives of India or the Archives of the Union Territory may accept any record of historical or national importance from any private source by way of gift, purchase or otherwise.
(2) The National Archives of India or, as the case may be, the Archives of any Union Territory may, in such manner and subject to such conditions as may be prescribed, make any record referred to in sub-section (1) available to any bona fide research scholar.
- 12. (1) All unclassified public records as are more than thirty years old and are transferred to the National Archives of India or the Archives of the Union Territory may be, subject to such exceptions and restrictions as may be prescribed made available to any bona fide research scholar.

Explanation :- For the purposes of this sub-section, the period of thirty years shall be reckoned from the year of the opening of the public record.

- (2) Any records creating agency may grant to any person access to any public record in its custody in such manner and subject to such conditions as may be prescribed.
- 13.(1) The Central Government may, by notification in the Official Gazette, constitute an Archival Advisory Board for the purposes of this Act.
- (2) The Board shall consist of the following members, namely :-
- i. Secretary to the Government of India in the Ministry of Central Government dealing with Culture
 - ii. One officer not below the rank of Joint Secretary to the Government of India, each from the Cabinet Secretariat, Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, Ministry of Finance and Ministry of Personnel, Public Grievances and Pension.
 - iii. Two representatives not below the rank of Joint Secretary in the Union Territory Administrations to be nominated by the Central Government.
 - iv. Three persons to be nominated by the Central Government for a period not exceeding three years, one being an Archivist and two being Professors in the Post-graduate Department of History in any recognized University.
 - v. Director General of Archives.
 - vi. The members nominated under clause (d) of sub-section (2) shall be paid such allowances as may be prescribed.
14. The Board shall perform the following functions, namely :-
- a. advise the Central Government and Union Territory Administrations on matters concerning the administration, management, conservation and use of public records;
 - b. lay down guidelines for training of Archivists;
 - c. give directions for acquisition of records from private custody;
 - d. deal with such other matters as may be prescribed.
15. The Director General shall have the power to lay down norms and standards for courses curricula, assessment and examinations relating to the training in archival science and other ancillary subjects.
16. No suit, prosecution or other legal proceedings shall lie against any person in respect of anything which is in good faith done or intended to be done in pursuance of this Act or the rules made thereunder.
- 17.(1) The Central Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters,
- i. the period after which public records of permanent nature may be accepted under clause (b) of sub-section (2) of section 3;
 - ii. the manner in which and the conditions subject to which public records can be destroyed under clause (d) of sub-section (1) of section 6;
 - iii. the manner in which periodical review of classified public records for downgrading shall be undertaken under clause (F) of sub-section (1) of section 6;
 - iv. the manner in which the records officer will report to the Director General or the head of the Archives under clause (k) of sub-section (1) of section 6;
 - v. the manner in which and the conditions subject to which public records may be destroyed or disposed of under sub-section (1) of section 8;
 - vi. the manner in which and the conditions subject to which records of historical or national importance may be made available to research scholar under sub-

- section (2) of section 11;
 - vii. exceptions and restrictions subject to which public records may be made available to a research scholar under sub-section (1) of section 12;
 - viii. the manner in which and the conditions subject to which any records creating agency may grant to any person access to public records in its custody sub-section (2) of section 12;
 - ix. the allowances payable to members of the Board under sub-section (3) of section 13;
 - x. the matters with respect to which the Board may perform its functions under clause (d) of section 14;
 - xi. any other matter which is required to be, or may be, prescribed.
18. Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

K.L.MOHANPURIA,
Secy. to the Govt. of India.

Published in the Gazette of India Part-II Section 3
Sub Section (i). New Delhi January 18,1997
(Department of Culture)
New Delhi, the 9th January, 1997

G.S.R. 43- In exercise of the powers conferred by sub-section (1) of section 17 of the Public Records Act, 1993 (69 of 1993), the Central Government hereby makes the following rules, namely :-

1. Short title and commencement :-

1. These rules may be called the Public Records Rules, 1997.
2. They shall come into force on the date of their publication in the Official Gazette.

2. Definitions :- In these rules, unless the context otherwise requires,

1. "Act" means the Public Records Act,1993 (69 of 1993);
 2. "appraisal" means the evaluation of public records in association with the National Archives of India or Archives of the Union Territory as the case may be;
 3. "classified records" means the files relating to the public records classified as top-secret, confidential and restricted in accordance with the procedure laid down in the Manual of Departmental Security Instruction circulated by the Ministry of Home affairs from time to time;
 4. "custody" means the possession of public records;
 5. "defunct body" means a corporate or non-corporate body which has been wound up with no successor to carry on its functions;
 6. "Declassification" means downgrade the security classification after their evaluation;
 7. "file" means a collection of papers relating to the public records on a specific subject-matter consisting of correspondence, notes and appendix there to and assigned with a file number;
 8. "form" means the form appended to these rules;
 9. "private records" means records lying in the possession of a private individual or with any non-governmental organization;
 10. "recording" means the process of closing a file after action on all issue considered thereon has been completed;
 11. "records of permanent nature" means the public records being maintained after recording for a period specified, under sub-rule (1) of rule 5 by the records creating agency in accordance with the procedure laid in its Manual of Office Procedure or Instructions on the subject;
 12. "retention Schedule of records" means a schedule which provides the period of retention;
 13. "review" means periodical evaluation of recorded files on the expiry of the period of retention for determining their further retention or destruction as the case may be;
 14. "section" means the section of the Act;
 15. "standing guard file" means a compilation of papers on a particular subject-matter consisting of copies of policy decision, orders, instructions or any another matter incidental thereto arranged in a chronological order;
 16. Words and expression used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act;
- 3. Nomination of Records Officer :-** The records creating agency shall by an officers order issued in pursuance of the provision of sub-section (1) of section 5 of the Act nominate one of its officers, not below the rank or grade of a Section Officer, as the Records Officer. A copy of such office order shall forwarded to the Director General or Head of the Archives, as the case may be.
- 4. Maintenance of standing guard file :-** The Records Officer shall be responsible for maintaining and keeping a standing guard file and proper record of the directions issued by the Director General or Head of the Archives, as the case may be in pursuance of the provisions of sub- section (2) of section 6 and shall produce the same for inspection as and when required by the Director General or Head of the Archives, as the case may be.
- 5. Acceptance of public records of permanent nature :-**
1. The Director General or Head of the Archives, as the case may be shall accept for deposit

and preservation public records of permanent nature which have been retained after recording by the records creating agency in its records room for the last twenty five years or more.

2. Records Officer shall intimate to the Director General or Head of the Archives, as the case may be each year before 31st day of January, in form-1 the particulars of all public records of permanent nature which are due for appraisal during the year.
3. On receipt of an intimation under sub-rule(2), the Director General or Head of the Archives, as the case may be through his officers shall assist the Records Officer in conducting the appraisal of public records. When the appraisal is over, the Records Officer shall prepare, in triplicate, a transfer list in Form-2 of all public records and deposit the same for preservation with the Director General or Head of the Archives as the case may be who shall after his satisfaction, return one copy of the transfer list to the Records Officer as a receipt of the public records.
4. If the Records Officer after appraisal deems it necessary to retain any record or file of permanent nature beyond the period of twenty five years, he may do so for reasons to be recorded in writing and under intimation to the Director General or Head of the Archives as the case may be.

6. Withdrawal of public records :-

1. If public records deposited and preserved with the Director General or Head of the Archives as the case may be are required by the records creating agency for any official purpose, then the Records Officer shall send a duly signed and stamped requisition slip in Form-3 to the Director General or Head of the Archives as the case may be.
2. The public records requisitioned under sub-rule (1) may be returned as soon as the purpose is achieved but shall not be retained beyond the period of six months by the Records Officer or the records creating agency.

7. Down-grading of classified records :-

1. The records creating agency shall by an office order authorize an officer not below the rank of the Under Secretary to the Government of India to evaluate and downgrade the classified records being maintained by it. A copy of such office order shall be forwarded to the Director General or Head of the Archives, as the case may be.
2. The officer so authorized under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of down-grading.
3. After down-grading if the officer declares any record as of permanent nature the same shall be deposited and preserved with the Director General or Head of the Archives , as the case may be, after its appraisal.
4. The records deposited under this rule can be requisitioned for any official purpose and returned to the Director General or Head of the Archives as the case may be, in the manner provided under rule 6.
5. Every year in the last week of June and December a half-yearly statement in Form-4 shall be furnished by the officer authorized under sub-rule (1) to the Director General or Head of the Archives, as the case may be on the action taken for evaluation and downgrading the classified records.

8. Submission of Annual Report :-

1. The Records Officers nominated under rule 3 shall furnish to the Director General or Head of the Archives as the case may be an Annual Report in Form-5 every year in the month of March of the following year.
2. The Director General or Head of the Archives as the case may be shall thereafter, submit a report to the Government in the Ministry of Human Resources Development every year on the action taken by the Records Officer in pursuance to the provision of clauses (a) to (1) of sub-section 1 of section 6 of the Act.

9. Destruction of Public Records :-

1. No Public Records shall be destroyed without being recorded and reviewed. In the month of January every year each records creating agency shall record after consulting the records retention Schedule all these files on which action has been completed. This work shall be accomplished in consultation with the Records Officer.
2. No public records which is more than twenty five years old shall be destroyed by any

records creating agency unless it is appraised.

3. A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form-6 and retained permanently for future reference.
4. The Records Officer shall furnish a half yearly report in Form-on recording, indexing, reviewing and weeding of records to the Director General or Head of the Archives, as the case may be.
5. Records shall be destroyed either by burning or shredding in the presence of Records Officer.

10. Access to private records :-

1. Records acquired from private sources by way of gift or purchase or otherwise shall be made available for bona fide research subject to the conditions laid down by the donor.
2. Research scholars shall submit an application in Form-8 to the Director General or Head of the Archives as the case may be for permission to consult records. The Director General or Head of the Archives as the case may be, may refuse such permission in public interest and for reasons to be recorded on the said application.
3. Wherever microfilm rolls may be available the original records shall not be supplied for consultation to research scholars. No copy of any records shall be made by any one without the prior permission of the Director General or Head of the Archives, as the case may be.

11. Access to public records :-

1. The public records accepted for deposit and preservation under sub-rule (1) of rule 5 shall be made available for bona fide consultation and research purpose subject to the provision of sub-section (1) of section 12 and the following conditions namely.
2. A person who intends to consult the public records shall apply to the Director General or Head of the Archives, as the case may be in Form-8. The Director General or Head of the Archives, as the case may be may refuse such permission in public interest and for reasons to be recorded on the said application.
3. Foreign nationals intending to consult the public records may be permitted only on the production of letters of introduction from their sponsoring institution and diplomatic Mission.
4. Record maps and cartographic records relating to the Ministry of External Affairs and Ministry of Defence, in respect of Arunachal Pradesh (including Eastern Section of the Sino- Indian border) Sikkim, Bhutan, Nepal, Tibet, China and Myanmar and areas comprising Pakistan and Bangladesh may be made available for consultation keeping in view the security and the defence of India or of any part of the Territory thereof. Records relating to the Ministry of External Affairs. Home Affairs and Human Resources Development in respect of Jammu and Kashmir (including Gilgit and Chitral) may also be made available for consultation keeping in view the security and defence of India or of any part of the Territory thereof. Provided that the Director General or Head of the Archives as the case may be refuse such consultation.
5. Wherever microfilm rolls may be made available the original records shall not be supplied for consultation to research scholar.
6. Reprographic and transcription facilities may be made available on submission of an application in Form-9 and for such services the applicant shall have to make the payment of such services (the applicant shall have to make the payment of such services charges) as may be fixed by the Director General or Head of the Archives as the case may be from time to time.
7. A person consulting public records for the purpose of research and publishes the work which is based upon the material taken from the said records may acknowledge the same.
8. A person intending to consult the public records shall not :-
 - a. Write and put any marks or indications on public records;
 - b. Fold, tear, cut, crease, or otherwise damage or mutilate public records;
 - c. Remove any public records without obtaining the permission from the Director General or Head of the Archives, as the case may be;
 - d. Be allowed to take any eatable or drinking products or smoking while consulting public records;
 - e. Place anything or object on any public records with a view to make out any copy of

- the said records;
- f. Disturb or interrupt any other person while consulting the public records; and
- g. Behave in a manner which in the opinion of the Director General or Head of the Archives as the case may be is detrimental to the maintenance and preservation of public records.

12. Allowances to the members of the Archival Advisory Board :- The members of the Archival Advisory Board nominated by the Central Government under clause (d) of sub-section 2 of section 13 shall draw travelling allowance and daily allowance for attending the meetings of the Archival Advisory Board at the rates admissible to Group 'A' officers of the Central Government.

Form - 1

[See sub-rule (2) of rule 5]

Particulars of records of permanent nature due for appraisal during the year

Total number of files of 'A' & 'B' categories lying in the records creating agencies	Total numbers of files of 'A' & 'B' categories transferred to records rooms of the records creating agencies during the period under report	Total No. of files referred to under column 1 and 2	Total No. of files due for appraisal	Remarks if any
1	2	3	4	5

Form - 2

[See sub-rule (3) of rule 5]

Transfer List

Name of the records creating agency i.e. Ministry/

Department/ Office/ Public Undertakings etc. :

Name and particulars of the records officer :

Name of the Branch/ Section :

Year :

S. No.	File No.	Subject matter of the file	Remarks, if any

Signature and seal of the records officer

Form - 3
[See sub-rule (1) of rule 6]
'Requisition slip'

Name of the records creating agency (i.e. Ministry/
Department/ Office) :
Name and particulars of the records officer :
Particulars of records or File No. requisitioned :
Purpose for which required :

Undertaking by the records officer --- I hereby
declare that the records/ file requisitioned shall be returned to the Director General/ the head of the
Archives before the expiry of six months as required under sub-rule (2) of rule 6.

Date

Signature and seal of the records officer

Form - 4
[See sub-rule (5) of rule 7]
(Half Yearly Statement on periodical review of classified records)

Total No. of classified records lying at present in the organisation	No. of classified records due for reviewing	No. of files reviewed and down grades during the period under report	Remarks

Form - 5
Form for the submission of Annual Report to Director General of Archives/ head of the Archives
[See sub-rule (1) of rule 8]

1. A. Setting up organised Departmental Records Room --- Whether your organisation has set up an organised Records Room, and if so; is the space sufficient?

- B. Nomination of Records Officers. --- Whether your organisation has nominated an officer as Departmental Records Officer, and if not, give reasons?

C. Training of Records Officer and Staff :

- (i) Whether Departmental Records Officer has received training in Records Management?
- (ii) Whether the junior staff working in the Departmental Records Room are trained in various aspects of Records Management?
- (iii If not, are you willing to avail training facilities existing at National Archives of India.
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D. I Sharing of space for housing semi-current records at National Archives/ Archives of the Union Territory:-

- (i) Whether your organisation is willing to share space at National Archives, New Delhi and its Records Centres at Jaipur, Pondicherry and Bhubaneswar and Regional Office at Bhopal?

(ii) If yes, please state bulk of records proposed to be transferred.

II (i) Whether your organisation is willing to share space at the Archives of the Union Territory?

(ii) If yes, please state bulk of records proposed to be transferred.

2. Periodical recording, reviewing and weeding out of semi-current records :

- (i) Whether your organisation has taken steps for recording, reviewing and weeding out of ephemeral records?
- (ii) Indicate the total number of records recorded, reviewed and weeded out during the period under report.

3. Appraisal of Non-Current records :-

- (i) Whether your organisation has initiated action to get non-current records appraised in consultation with National Archives?
- (ii) State the total bulk of records awaiting appraisal.

4. Compilation/ Revision of Retention Schedule of Records :

- (i) Whether your organisation has compiled Record Retention Schedule of substantive functions in consultation with National Archives and if not what action do you propose to take?
- (ii) Has your organisation taken steps to revise the above schedule after five years?

5. Periodical review of classified records :-

- (i) Whether your organisation has de-classified te classified records during the period under report?

(ii) If not, state reasons?

6. Compilation of Annual Indices to Records:

(i) Whether your organisation has compiled annual indices?

(ii) State inclusive years with the name of the series?

7. Compilation of Organisational history:

Has your organisation compiled organisational history, reflecting various functions along with the date of their creation and if so furnish a copy to National Archives.

8. Records of Defunct Bodies :-

(i) Whether your organisation has got records of defunct bodies, give details?

(ii) If yes, what action have you initiated for their transfer to National Archives?

Form - 6
[See sub-rule (3) of rule 9]

Particulars of records destroyed during the year

S. No.	File Nos.	Subject matter of the files	Remarks

Form - 7
[See sub-rule (4) of rule 9]

Half yearly report on recording, indexing, reviewing and weeding of records during the Half year ending

Sl.	Total number of	Total numbers of	Total No. of files	Total number of files	Remarks
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No.	files recorded	files indexed	reviewed	weeded out, if any	
1	2	3	4	5	6

Form - 8

[See rule (2) of rule 10 and clause (i) of sub-rule (1) of rule 11]
(Application form for permission to consult records)

To

The Director General of Archives,
Government of India,
New Delhi-110001

Sir,

I hereby apply for enrolment as a research scholar for consulting records in the Research Room of the National Archives of India. I agree to comply with the rules and conditions in force and promise to deposit a copy of each of my work based on the materials consulted at the National Archives of India immediately after the publication.

1. Name, including Surname : Sh./ Smt./ Km./ Dr.

2. Father's/ Husband's Name :

3. Date of Birth :

4. Qualifications :

5. Nationality :

6. Profession :

7. Subject of Research :

8. University/ Institutions* registered with :

9. Period for which admission is sought :

10. Signature and date :

11. Address (i) Local :

(ii) Permanent :

Particulars of records to be consulted :

	Department	Period	Remarks
1.			
2.			
3.			
4.			

* Scholars are requested to attach a letter of recommendation from their University/ Institution/ Department. However, the foreign scholars are requested to bring a letter of accreditation from the diplomatic representatives of their country in India as well.

Form - 9

[See clause (v) of sub-rule (1) of rule 11]
Application for Reprographic/ Transcription Facilities

To

The Director General of Archives,
National Archives of India,
New Delhi.

Dated :

Sir,

Kindly supply me Microfilm (NFG/ POS) PHOTO COPIES/ XEROX TRANSCRIPTS of the material(s) indicated in the enclosed list for my research/ publication/ University. The material is from the Ministry(s) Department(s) of _____. It consists of _____ items and covers the period from _____

_____ to _____.

1. I declare that the above material is for my research/ publication/ university.
2. I undertake to pay the charges as per schedule of rates prevailing at the time of completion of work. I understand and accept that the estimated cost, when supplied is only tentative and the rates are also liable to revision without notice.
3. The photocopies/ transcripts supplied will not be sold/ transferred to any other person without prior permission of the Director General of Archives.
4. The material, if published, will be suitably acknowledged and provisions of copyright, where applicable, will be complied with.
5. I hereby deposit a sum of Rs. _____ as advance.

Yours faithfully,

Permanent Address
(in block letters)

Signature :
Name (in block letters)
Local Address.

FOR OFFICE USE

Advance received vide receipt No. _____ dated _____ for Rs.

Services charges have come to Rs.

Balance receipt vide Receipt No. _____ dated _____ Rs.

Cleared for photo copying transcription subject to following :

(1) _____

Signature of Archivist

Date :

[No. F.16-2/94-RM]

Sd/- KASTURI GUPTA
MENON, Jt. Secy