

**NATIONAL ARCHIVES OF INDIA
A HANDBOOK OF INFORMATION
(In pursuance of Right to Information Act - 2005)**



**National Archives of India
Janpath, New Delhi-110001**

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PREFACE

The Right to Information Act 2005 is a historic legislation in the annals of democracy in India. One of the major objective of this Act is to promote transparency and accountability in the working of every public authority by enabling citizens to access information held by or under the control of public authorities.

In pursuance of this Act, the RTI Cell of National Archives of India had brought out the first version of the Handbook in 2006 with a view to provide information about the National Archives of India on the basis of the guidelines issued by DOPT. The revised version of the handbook comprehensively explains the legal provisions and functioning of National Archives of India. I feel happy to present before you the revised and updated version of the handbook as done very meticulously by the RTI Cell.

I am thankful to Dr.Meena Gautam, Deputy Director of Archives & Central Public Information Officer and S/Shri Ashok Kaushik, Archivist and Shri Uday Shankar, Assistant Archivist of RTI Cell for assisting in updating the present edition.

I trust this updated publication will familiarize the public with the mandate, structure and functioning of the NAI.

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JOINT SECRETARY & DGA

Dated: 2008

Place: New Delhi

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CHAPTER I

Introduction

BACKGROUND

This handbook has been prepared with reference to the provisions of the Right to Information (RTI) Act, 2005 with a view to provide the public with the desired information about National Archives of India (NAI), an attached office of Ministry of Culture.

DEFINITIONS

- a. 'Archives' means the Repository ;
- b. "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;
- c. "classified records" means the files relating to the public records classified as top-secret, 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;
- d. "custody" means the possession of public records;
- e. "defunct body" means a corporate or non-corporate body which has been wound up with no successor to carry on its functions;
- f. "declassification" means downgrade the security classification after their evaluation;
- g. "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;
- h. "form" means the form appended to these rules;
- i. "non current records" means the record no longer needed for current issues/working;
- j. "private records" means records lying in the possession of a private individual or with any non-governmental organization;
- k. "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;
- l. "records creating agency" includes, -
 - i. in relation to the Central Government, any ministry, department or office of the Government;

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- 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;
- m. "recording" means the process of closing a file after action on all issue considered thereon has been completed;
- n. "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;
- o. "retention Schedule of records" means a schedule which provides the period of retention;
- p. "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;
- q. "section" means the section of the Act;
- r. "semi current records" means the dormant stage/transitive period of the record in between its current and noncurrent stages;
- s. "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;

CONTACT PERSON FOR FURTHER INFORMATION

Dr.(Mrs) Meena Gautam
Deputy Director of Archives and

Central Public Information Officer

National Archives of India
Janpath, New Delhi-110001

Tel : 011-23388557
Fax : 011-23384127, 011 2338 5967
e-mail : archives@nic.in

CHAPTER 2

Particulars of Organisation, Functions and Duties

OBJECTIVE/PURPOSE

The National Archives of India is the repository of the non-current records of the Government of India and its predecessor bodies preserved for the use of administration and scholars. It also has a key role in guiding and shaping the development of the Archives both at National Archives of India as well as at the State Level.

BRIEF HISTORY

The National Archives of India was established in 1891 at Calcutta as a result of the efforts of the British Government of India to find a permanent solution to the problem of storage and preservation of their ever increasing bulk of records and was known as the Imperial Record Department headed by an 'Officer-in-charge of the records of Government of India'. Following the transfer of the capital from Calcutta to Delhi, in 1911, it was shifted to Delhi and the designation; 'Officer-in-charge' was changed to 'Keeper of Records' in late 1915. After independence in 1947, the organization was re-named as National Archives of India headed by 'Director of Archives' and later by 'Director-General of Archives' since 01.6.1990. Presently, it is an Attached Office under the Union Ministry of Culture having a Regional Office at Bhopal and Record Centres at Jaipur, Bhubaneswar and Pondicherry. The aims of National Archives of India are to encourage the scientific management, administration and conservation of records all over the country; to foster close relations between Archivists and Archival institutions both at the National and International level; to encourage greater liberalization of access to archival holdings; to help in developing greater professionalism and a scientific temper among creators, custodians and users, proper care and use of our documentary heritage; to help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for the posterity.

DUTIES

To act as a Nodal Agency of the Central government of India empowered to co-ordinate, regulate and supervise the operations connected with the administration, management, preservation, selection, disposal and retirement of Public Records under the provisions of Public Records Act, 1993 and Public Record Rules, 1997

ACTIVITIES/ FUNCTIONS

Section 3(2) of Public Records Act in relation to public records of Creating Agencies specified in sub-clause (i) and (ii) of Section 2(6)(iii) and (iv) has authorized Director General or Head of Archives as the case may be, subject to such conditions as may be specified by the order, to carry out all or any of the following functions :

- a. supervision, management and control of the Archives;
- b. acceptance for deposit of public records of permanent nature after such period as may be prescribed;
- c. custody, use and withdrawal of public records;
- d. arrangement, preservation and exhibition of public records;
- e. preparation of inventories, indices, catalogues and other reference media of public records;
- f. analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system;
- g. ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;
- h. promoting utilization of available space and maintenance of equipments for preserving public records;
- i. tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards, procedures and techniques of records management;
- j. survey and inspection of public records;
- k. organizing training programmes in various disciplines of Archives Administration and Records Management;
- l. accepting records from any private source;
- m. regulating access to public records;
- n. receiving records from defunct bodies and making arrangement for securing public records in the event of national emergency;
- o. receiving reports on records management and disposal practices from the records officer;
- p. providing authenticated copies of, or extracts from, public records;
- q. destroying or disposal of public records;
- r. obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

LIST OF SERVICES BEING PROVIDED

- a) Serving as Repository for the non-current records of Central Government and their bodies along with Private Collections of Eminent Personalities and Non-Governmental Organizations.
- b) Extends Research and Reference facilities : Under the sections 2(m), 11(2) and 12(1) of Public Records Act, 1993 and Sections 6 and 10 of Public Records Rules, 1997 following services are being provided :

- facilitates Research Activities by providing access and guidance to the Public and Private records through a well equipped Research Room and a Research library with facility of a Reading Room. For scholars' assistance Reprographic Services and Search cases facilities are also available.

- Reference Facilities: Supplying records to the record creating agencies on request. Preparation of reference media wherever necessary.

- c) Archival Awareness Programme

In fulfillment of the Section 3(2)(d) of The Public Records Act, 1993, services for Archival Awareness are carried out through Archives Museum, Exhibitions, Open House Programmes, Archival Week Celebrations, Seminars, Symposia, Radio Talks, Interviews and Publications.

d) **Records Management**

In fulfillment of the Section 3(2)(c) and (f) to (j) of the Public Records Act, 1993, National Archives of India is involved in Record Management activities by holding Workshops, Training of Departmental Record Officers, Appraisal of non-current records and transfer of records of enduring value to National Archives of India, Survey and Inspection of Record Rooms, Preparation of Retention Schedule and guidelines regarding classification and declassification of records and proper management of Departmental Record Rooms as per prescribed Minimum Requirement for a Record Room.

e) **Archival Training**

The organization is extending training in the field of Archival science since 1941. The professional aspects of the activity include Management of Archives and Records, Conservation and Preservation of records, Reprographic services with reference to Archives along with latest emerging trends of Private/ Business Archives and Information Technology.

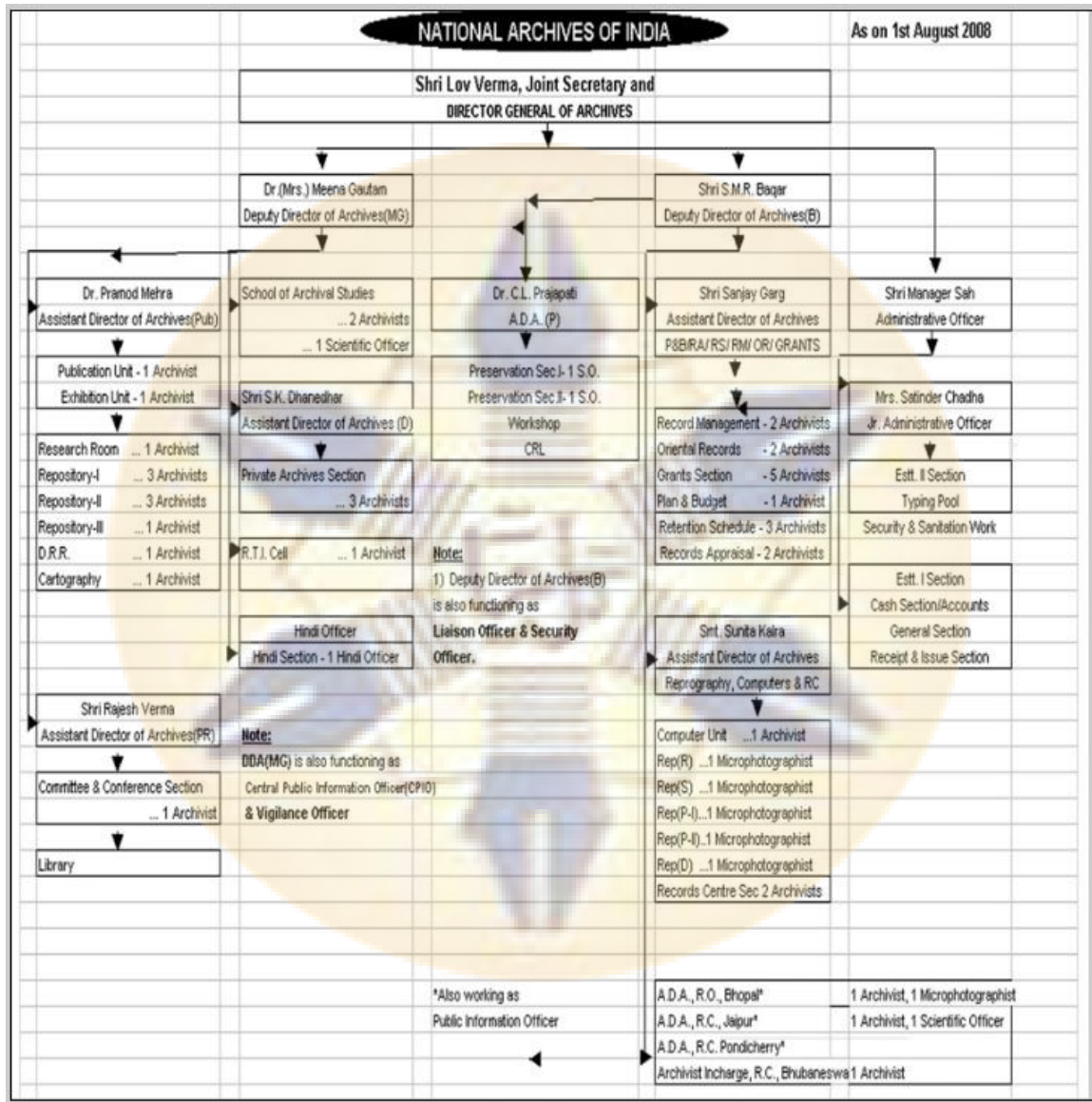
f) **Conservation**

National Archives of India is engaged in developing and providing technical information/ guidance to institutions/individuals regarding preservation of archival materials for which the Conservation Research laboratory is actively involved for developing better preservation and conservation techniques and conducts/delivers Workshops, Seminars and Lectures for it.



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[organizational chart](#)



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EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY

- (a) Frequent public visits to Archives Museum and Archival Exhibitions and their feedback is anticipated for the increased public participation.
- (b) Public Institutions especially educational ones are expected to link Junior and Senior level activities through curriculum or extra-curricular activities to know about the importance of Archives and may look forward for necessary visits and involvement of National Archives of India.
- (c) Higher Education and Advance Studies institutions are expected to evolve methods and develop curriculum for National Archives of India faculty participation and usage of Archival material in its sphere, directly or indirectly, which will lead to increased exposure of students and scholars to Archives. They are also expected to join hands for Guest Lecture Series and Monthly Talks being organized by School of Archival Studies, National Archives of India.
- (d) Public cooperation is sought in securing the documentary heritage for posterity by donating their personal collections in the custody of National Archives of India or by associating National Archives of India for the preservation and conservation of the collections.

ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION

- An Archival Museum on Archival Heritage has been set up for Public. Feed back is sought through the comments of museum visitors.
- Archival Exhibitions are organized on contemporary topics, historical events, and prominent personalities which are solely meant for Public, aimed to spread awareness about history and documentary cultural heritage of India. The comments of visitors are processed to review the success of the exhibitions and for consideration of further themes.
- Professional Guidance is tendered for setting up of Museums in corporate houses, public sector undertaking, government organizations, etc.
- Training Programmes on various aspects of Archival Science are available for Public and Private bodies and individuals.

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PUBLIC GRIEVANCE MONITORING

Official appointed as Grievance Officer : Sh.K.K.Sharma having since retired,
a new officer is yet to be nominated.

Name of Officer :

Area of working : Office level grievances

Contact Details

: Grievances may be forwarded
in person or on plain Paper to
Grievance Officer,
National Archives of India,
Janpath, New Delhi – 110 001
Ph. : 011-
e-mail : archives@nic.in

Visiting Hours

: 4 p.m. to 5 p.m. on all working days.



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ADDRESSES OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS

Headquarters

National Archives of India
Janpath, New Delhi –110 001

Tel. No: 23383436
Fax No: 23384127
e-mail : archives@nic.in

Central Region

National Archives of India Regional Office
Civil Lines (Near Hamidia College)

Bhopal – 462 001

Tel. No: 0755 – 2660173
Fax No: 0755 – 2660117

Eastern Region

National Archives of India Record Centre
1078/3355 Shatabdi Nagar
P.O. Baramunda Colony, Unit – 8,
Bhubaneswar-751 003

Tel. No: 0674 - 2385846
Fax No: 0674 - 2385846
e-mail : nai@org.nic.in

Southern Region

National Archives of India Record Centre
Jeevananada Puram, Lawspet
Pondichery-605 008

Tel. No: 0413 - 2253104
Fax No: 0413 - 2253104
e-mail : naircpdy@hub.nic.in

Western Region

National Archives of India Record Centre
10-A, Jhalana Institutional Area
Jhalana Doongri
Jaipur – 302 004

Tel. No: 0141-2707499
Fax No: 0141-2701815
e-mail :

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WORKING HOURS :

General Office Working hours :

Monday to Friday - 9.30 a.m to 6.00 p.m

Saturdays and Sundays - Closed

Research Room Working hours :

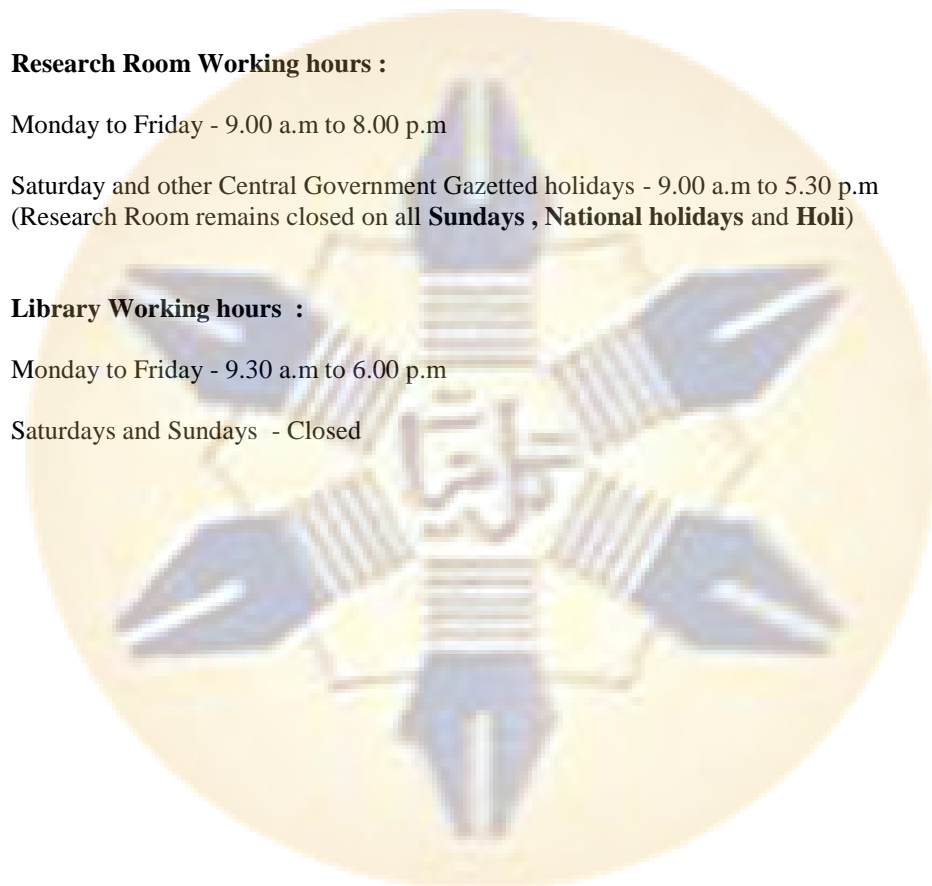
Monday to Friday - 9.00 a.m to 8.00 p.m

Saturday and other Central Government Gazetted holidays - 9.00 a.m to 5.30 p.m
(Research Room remains closed on all **Sundays , National holidays and Holi**)

Library Working hours :

Monday to Friday - 9.30 a.m to 6.00 p.m

Saturdays and Sundays - Closed



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Powers and Duties of Officers and Employees

The Director-General of Archives is the Head of the National Archives of India who is entrusted with full administrative and financial powers of the organisation. He is assisted by Deputy Directors of Archives, Assistant Directors of Archives and Administrative Officer with their supporting staff working in various divisions/sections in discharge of his functions as per Public Records Act and Rules.

POWERS AND DUTIES OF THE DIRECTOR-GENERAL OF ARCHIVES

A. Administrative:

1. Exercising full administrative and financial powers of a Head of the Department, including appointments of Gazetted Class II Officers.
2. Preparation and editing of the volumes of records and historical manuscripts to be published by the National Archives of India.
3. Supervision, management and control of National Archives of India at New Delhi, the Regional Office at Bhopal and Record Centres at Jaipur, Pondicherry and Bhubaneshwar,.

B. Technical:

1. To exercise overall responsibility for drawing up and implementation of the policy and programmes of the National Archives of India.
2. Preparation and editing of the volumes of records and Historical manuscripts to be published by the National Archives of India.
3. General editing of the English as well as Oriental records to be published with the help of external editing and outside agencies.
4. Providing guidance to research scholars consulting records in the National Archives of India.
5. Editing and publishing the Indian Archives, a quarterly journal devoted to Archival Sciences.
6. Organization of the one year Diploma Course in Archives and Record Management, and the short-term certificate courses run by the National Archives of India and delivering lectures and imparting practical training.
7. To accept custody of non-current records of Central Government fit for permanent preservation and to ensure their maximum preservation and utilization.
8. To make available to scholars, after determining their bonafides, historical records of the Government for research, according to the prescribed rules.

DUTIES OF DEPUTY DIRECTOR OF ARCHIVES

1. To assist the Director-General of Archives in the various activities of the Department.
2. To help the Director-General of Archives in editing and annotating historical documents to be published under the National Archives of India publication programme, in compiling indexes to records, lists of Head of Administration, Handbook to the records in the National Archives of India, consolidated guide to the Indian Archives and other publications relating to the Archives Administration.
3. To draw up reports and notes on Archival activities in India and abroad for publication in the Archives Journal.
4. To assist the Director-General of Archives in the planning process and acquisition of suitable equipments for archival conservation and reprographic services and to supervise the working of such services and equipments.
5. To assist the Director-General of Archives in organizing, planning and running the different training courses in Archival Science.
6. Any other duties that may be assigned to him from time to time.

DUTIES OF ASSISTANT DIRECTOR OF ARCHIVES

Assistant Directors of Archives of the department are classified into three streams

- (a) Assistant Director of Archives (Records and Publication)
- (b) Assistant Director of Archives (Oriental Records)
- (c) Assistant Director of Archives (Preservation/Reprography)

DUTIES OF ASSISTANT DIRECTOR OF ARCHIVES **(Records and Publication)**

One or more of the following:-

1. To assist Director-General of Archives/Deputy Director of Archives in exercising administrative control and supervision over the staff of the entire Division/Unit.
2. To supervise the record management, appraisal, transfer and arrangement of Records.
3. Locating, evaluating and acquiring private papers and others historical material in India or abroad.
4. To supervise the preparation of handbook, guides and other reference media.
5. Editing and publication of Indian Archives and other publications based on NAI Publication programme/projects.
6. To help in conducting and guiding research.

7. To impart training in One Year Diploma Course in Archives and Record Management.
8. Any other duty assigned by the Director-General of Archives.

DUTIES OF ASSISTANT DIRECTOR OF ARCHIVES (Orinetal
Records)

1. To assist Director-General of Archives/Deputy Director of Archives in exercising administrative control and supervision over the staff of the entire Division/Unit.
2. To examine and prepare a Catalogue of Persian, Arabic and other Oriental records in custody of the National Archives of India and its Regional Office at Bhopal.
3. To edit, annotate and publish the catalogue under the publication programme of Catalogue of Acquired documents and Descriptive List of the same.
4. To help Director-General of Archives in evaluation/acquisition of manuscripts/private papers which are in Oriental languages.
5. To supervise the preparation of checklists and descriptive lists of Oriental records available for research.
6. To help conduct and guide research in Oriental records.
7. To impart training in One Year Diploma Course in Archives and Record Management.
8. The Director-General of Archives may assign any other duty from time to time.

DUTIES OF ASSISTANT DIRECTOR OF ARCHIVES
(Preservation/Reprography)

1. To assist the Director-General of Archives/Deputy Director of Archives in matters pertaining to policies in respect of Planning and Coordination in repair, rehabilitation and photo duplication programme of records.

2. Planning and guiding research work in the Research and Photo Laboratories.
3. To advice and assist various Libraries, Records offices and other institutions in respect of matters relating to Preservation and Photo Duplication of records and documents, building storage and equipments, etc.
4. To impart training in One Year Diploma Course in Archives and Record Management and Short Term Course in Conservation and Reprography.
5. To assist Director-General of Archives/Deputy Director of Archives in exercising administrative control and supervision over the staff of the entire unit.
6. The Director-General of Archives may assign any other duty from time to time.

DUTIES OF ADMINISTRATIVE OFFICER

1. To assist the Director-General of Archives in matters of :-
 - i) General Administration
 - ii) Establishment cases
 - iii) Supply and services
 - iv) Budget and Accounts
2. To act as Drawing and Disbursing Officer and also as Head of Office.
3. To act as Member-Secretary for the Departmental Selection Committee/Departmental Promotional Committee for the Department.
4. To guide and advise Regional Offices on Administrative matters and periodical inspection.
5. Any other work as may be assigned to him by the Director-General of Archives from time to time for official exigencies.

DUTIES OF LIBRARY and INFORMATION OFFICER

1. Over all supervision of Library including the work/files put up by Assistant Library and Information Officer.
2. Work relating to acquisition of books, processing, supply of books to scholars, references, staff and visitors.

3. Custody maintenance, arrangement, stock verification of Library holdings and Cataloguing and classification of books housed in the Library.
4. Assisting the Director-General of Archives in filling the exiting gaps in the Library by acquiring books on Indian History and kindred topics.
5. Assisting the Director-General of Archives in building up of a Microfilm Library of rare books of Indian Interest.
6. Compilation of bibliographical information on behalf of the National Archives of India.
7. Compilation of analytical index to books and periodicals in use at the National Archives of India.
8. To impart training in One Year Diploma Course in Archives and Record Management.
9. Any other work assigned by the Director-General of Archives.

DUTIES OF SCIENTIFIC OFFICER

1. To supervise and guide the branches concerned in the work relating to repair, binding, lamination and restoration of documents.
2. To supervise the work of Conservation Research Laboratory comprising of 'Research and Development' activities of paper testing, ink testing, photography, fluorescent and ultraviolet ray photography, repair and rehabilitation of records and special treatment of records.
3. To work on and guide about the use of insecticides and fumigation techniques of vacuum and vault fumigation etc.
4. To impart training in One Year Diploma Course in Archives and Record Management and Short Term Courses in Conservation and Reprography.
5. To render, on the spot direction and technical guidance to the Assistant Chemists, Preservation Assistants, Binders, Menders working under them
6. Any other duty assigned by the Director-General of Archives from time to time.

DUTIES OF MICROPHOTOGRAPHER

1. Supervising the working of photo-duplication Centers,
2. Operating powerful and complicated Cameras and apparatus for film processing,

3. Enlarging, positive printing, preparation of slides, still-photography and photographs reproduction in color etc.
4. Handling the faded and brittle old documents involving special skill and responsibility.
5. To impart training in One Year Diploma Course in Archives and Record Management and the Short Term Courses in Conservation and Reprography.
6. Any other duty assigned by the Director-General of Archives from time to time.

DUTIES OF HINDI OFFICER

- (1) Translation from English to Hindi and vice-versa of:
 - i) Administrative Reports
 - ii) Parliament questions
 - iii) Notifications, Office Order, Rules, Regulations, letters etc.
 - iv) Resolutions.
 - v) Popular pamphlets.
 - vi) Annual Reports
 - vii) Indices to Records and lists.
 - viii) Lists, descriptive lists and summary list of records.
- (2) Preparation in Hindi of summaries of articles included in the Indian Archives Journal.
- (3) Doing work relating to the Hindi teaching scheme of the Government of India and Progressive use of Hindi in the Department.
- (4) Supervising all the Hindi work of the Department.
- (5) Any other duty assigned by the Director of Archives from time to time.

DUTIES OF ARCHIVIST (GENERAL)

1. To perform duties likes editing, annotating and publication of historical documents and other publications.
2. To supervise the work of the section for day-to-day supply and restoration of records and search cases.
3. To take action for appraisal and transfer of records of permanent nature to National Archives of India.
4. To take action for accessioning and arrangement of records transferred to National Archives of India by various Ministries/Departments.
5. To implement the various provisions of Public Records Act 1993 and Public Records Rules 1997 by way of performing/undertaking appraisal of records, vetting of records

retention schedule, inspection of Departmental Records Rooms, tendering advice on Records Management conducting Records management studies, etc.

6. To provide guidance to research scholars in the selection of research material for research work in National Archives of India.
7. To deliver lectures to trainees of One Year Diploma Course and other short-term courses conducted by school of Archival Studies and also to impart practical training.
8. To organize exhibitions of documents for promotion of archival awareness.
9. To supervise and compile the Indexes and preparation of automated reference media of records housed in the National Archives of India.
10. To attend any work as assigned by the Director-General of Archives and other senior officers from time to time.

DUTIES OF ARCHIVIST (ORIENTAL RECORDS)

1. To supervise the work of the section for day-to-day supply and restoration of records and search cases.
2. Appraisal, Arrangement, Classification and listing of Persian Records;
3. Calendaring of Persian documents belonging to the Department, work relating to printing and publication of the catalogue of Acquired documents and descriptive list of the same.
4. Cataloguing and descriptive listing of Seals and other work in Persian to be issued by the Department
5. To provide guidance to research scholars in the selection of research material for research work in National Archives of India.
6. To deliver lectures to trainees of One Year Diploma Course and other short-term courses conducted by school of Archival Studies
7. To organize exhibitions of documents for promotion of archival awareness.
8. Any other duties assigned by the Director-General of Archives from time to time.

DUTIES OF ASSISTANT ARCHIVIST (GENERAL)

1. To perform duties like appraisal of Public records, vetting of retention schedules and other ancillary activities pertaining to Records Management, accessioning and arrangements of records.
2. To assist in organizing the exhibitions, editing, annotating and publication of historical documents and other publications; compiling the guide and National Register of Private records.
3. Compiling different types of finding aids for records, private papers, maps, plan, charts and automated finding aids.
 4. Selecting the documents for repair, preservation and microfilming purposes and attending the work of servicing of records.
5. Attending to correspondence work and preparation of various reports and returns.
6. Helping the Archivist (General) in organizing workshops, seminars and open house etc.
7. To attend research room and exhibition duties.
8. To attend search cases received from Private and Public agencies individually to cull out information to supply to the agencies and scholars desired by them from records.
9. To deliver lectures to trainees of One Year Diploma Course and other short-term course conducted by school of Archival Studies and also to impart practical training.
10. To provide guidance to research scholars in the selection of research material for research work in National Archives of India.
 11. To attend any other work assigned by Director-General of Archives and other superior officers from time to time.

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DUTIES OF ASSISTANT ARCHIVIST (Oriental Records)

1. To Access records and maintain Purchase registers of acquired documents; preparation of reports thereon and matters concerning Historical Documents Purchase Committee; preparation of reference aids to records in oriental languages.
2. Arrangement, description and editing of publications based on records in oriental languages; preparation of catalogue cards of books etc. in oriental languages.

3. Requisitioning and restoration, and arrangements of documents in oriental languages.
4. Attending to correspondence work and preparation of various reports and returns.
5. Culling of information on queries received in the Department and for exhibitions of documents;
6. To deliver lectures to trainees of One Year Diploma Course and other short-term courses conducted by school of Archival Studies.
7. To attend research room and exhibition duties.
8. To assist in organizing the exhibitions for promoting archival consciousness;
9. Any other duties assigned by the Director-General of Archives from time to time.

The duties of officers and employees hereafter are at Annexure - I



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CHAPTER 4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

A.

Name/title of the document	The Public Records Act, 1993 (At Annexure – II)
Type of document	Act
Brief write up on the document	To regulate the management, administration and preservation of public records of the Central Government, Public Sector Undertakings, Statutory bodies, Corporations, Committees constituted by the Central Government or Union Territory administrations who are wholly or substantially controlled or financed by the Central Government.
From where one can get a copy of the act, rules, regulations, instructions, manual and records	The Director-General National Archives of India Janpath, New Delhi-110001 Tel: 23381467 Fax: 23384127 E-mail: archives@nic.in or it is also available on the NAI website : www.nationalarchives.nic.in
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Free of charge.

B

Name/title of the document	The Public Records Rules, 1997 (At Annexure – III)
Type of document	Rules
Brief write up on the document	To implement the provisions of the Public Records Act, 1993
From where one can get a copy of the rules, regulations, instructions, manual and records	The Director-General National Archives of India Janpath, New Delhi-110001 Tel: 23381467 Fax: 23384127 E-mail: archives@nic.in or it is also available on the NAI website : www.nationalarchives.nic.in
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Free of charge.

C.

Name/title of the document	Notes on the Minimum Requirement for a Records Room 1999
Type of document	Instructions and Guidelines
Brief write up on the document	Contains information/guidelines for an ideal Departmental Records Room which

	houses the records of the Creating Agency.
From where one can get a copy of the rules, regulations, instructions, manual and records	The Director-General National Archives of India Janpath, New Delhi-110001 Tel: 23381467 Fax: 23384127 E-mail: archives@nic.in
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Free of charge.

D

Name/title of the document	Guidelines for preparation of Records Retention Schedule for Records pertaining to substantive functions.
Type of document	Guidelines
Brief write up on the document	Contains instructions/guidelines for records creating agencies to assign the retention period to the record series of their substantive functions at the time of recording of files.
From where one can get a copy of the rules, regulations, instructions, manual and records	The Director-General National Archives of India Janpath, New Delhi-110001 Tel: 23381467 Fax: 23384127 E-mail: archives@nic.in
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Free of charge.

E

Name/title of the document	Swamy's Compilation of FRs and SRs
Type of document	Rules
Brief write up on the document	Rules regarding-
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001 Fax: 51513850 E-mail: sakes@jainbookagency.com

Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable
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F

Name/title of the document	Swamy's Compilation of CCS (CCA) Rules
Type of document	Rules
Brief write up on the document	Rules regarding-
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

G

Name/title of the document	Swamy's Compilation of CCS (Conduct) Rules
Type of document	Rules
Brief write up on the document	Rules regarding-
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

H

Name/title of the document	Swamy's Compilation of Delegation of Financial Powers Rules
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

I

Name/title of the document	Swamy's Compilation of Suspension and Reinstatement
Type of document	Rules
Brief write up on the document	Rules regarding.

From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

J

Name/title of the document	Swamy's Compilation on Seniority and promotions in Central Government Service
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

K

Name/title of the document	Swamy's Compilation on Reservations and Concessions for SCs and STs OBC (Mandal Commission) etc
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

L

Name/title of the document	Swamy's complete Manual on Establishment and Administration
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules,	Not Applicable

regulations, instructions, manual and records (if any)	
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M

Name/title of the document	Swamy's Master Manual for DDOs and Heads of Office – Part II-Establishment
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

N

Name/title of the document	Swamy's Manual on Disciplinary Proceedings for Central Government Staff complete with Rules and orders
Type of document	Rules
Brief write up on the document	Rules regarding.
From where one can get a copy of the rules, regulations, instructions, manual and records	C-9, Prem House, Connaught Place, Post Box No.113, New Delhi-110 001. Fax: 51513850 Fax: 51513850 E-mail: sakes@jainbookagency.com
Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)	Not Applicable

Gul Hayat Institute

CHAPTER 5

Particulars of the arrangement that exists for consultation with, or representation, by the members of the public in relation to the formulation of its policy or implementation thereof

As regards formulation of policy, National Archives of India is an attached office under Ministry of Culture, which is responsible for providing executive direction, required in the implementation of the policies laid down by the department. The guidelines provided for the office are based on Public Records Act, 1993, by virtue of which the Central Government has delegated powers to National Archives of India and is the designated Archival Authority to implement the Public Records Act, 1993 and Public Record Rules 1997.

The important bodies which advise National Archives of India for the formulation and implementation of its policies are as follows:

Sl. No	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Archival Advisory Board - an advisory body on matters concerning the administration, management, conservation and use of public records; to lay down guidelines for training of archivists, and to give directions for acquisition of records from private custody. (For details see Chapter 7 and Annexure IV)	No	
2.	Indian Historical Records Commission - an advisory body on matters connected with proper management of records and their use for historical research. (For details see Annexure – V)	Yes	Each session includes – - A Public Meeting devoted to the report to be presented by the Secretary of the Commission on the archival progress in the country, and - An Academic Session for paper reading and discussion of papers, open to the interested public.
3.	National Committee of Archivists - a professional body of Archivists having a purely advisory role to deliberate upon and find solutions of problems faced by Archivists in their day to day work (For details see Annexure – VI)	No	
4.	Board of Studies - an advisory body which examines and renders advice on the course contents of the curriculum of the One Year Diploma Course and other Short-term Courses taking into account the latest modern archival	No	

	trends and training needs of the archival institutions in India and abroad and other related matters. (For details see Annexure – VII)		
5.	Historical Document Purchase Committee - An advisory body concerned to the issues of the acquisition of historical/archival records from private parties/individual by way of purchase or gift. (For details see Annexure VIII)	No	
6.	RTI Sub-Committee – A committee to examine the emerging issues and problems being faced by archival institutions in view of enactment of RTI Act 2005	No	
7	A committee to formulate the National Conservation Policy in view of conservation needs of the country	No	

Gul Hayat Institute

CHAPTER 6

A statement of the categories of documents that are held by it or under its control

National Archives of India is an attached office under the Ministry of Culture and is the designated Archival Authority under Public Records Act, 1993. It is working as a Repository of non-current records of Central Government, Public Sector Undertakings, Statutory Bodies and Corporations, Commissions and Committees constituted by the Central Government and matters connected therewith. The office has following distinct categories of records:

- I) Records available at National Archives of India, New Delhi :**
- (a) The regular series of the records commence from the year 1748. There are some records of earlier period also, which have been included under Miscellaneous Record series of Home and Foreign Departments.
 - (b) The records generated by the National Archives of India office itself relating to its own functioning.
 - (c) The Private Archives unit has records both in manuscripts and microfilms forms relating to two different streams:
 - One stream includes the government papers, to bridge the gaps in public records series, in Microfilms acquired from abroad;
 - Second stream of records consists of papers of Eminent Personalities, Non-Government Organizations, Business Houses etc.
 - (d) Besides the above records, the office has a special archival library supplementing the information available in Public records. The library holdings comprise of collection of Government reports and publications, gazetteers, native newspaper reports and books on various disciplines.
- II) Records available at Regional Centres.**

Access to above records, except the 'semi-current records' at I (b) above, is regulated under the provisions of Public Records Act, 1993/Public Record Rules 1997.

I – Records at National Archives of India, New Delhi :

A) Public Records :

General Holdings

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non – current public record	All India Radio (News Pool Bulletin), (1949-1967)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	----- do -----	Archaeological Survey of India, Delhi Circle (1886-1976)	----- do -----	--- do ---
3.	----- do -----	Bills Assented to by the President of India (1952-1999)	----- do -----	--- do ---
4.	----- do -----	Cabinet Secretariat (1935 –64)	----- do -----	----- do -----
5.	----- do -----	Central Board of Revenue (1924-46)	----- do -----	----- do -----
6.	----- do -----	Central Excise Collectorate (1860-1949)	----- do -----	----- do -----
7.	----- do -----	Collector of Customs (1860-1954)	----- do -----	----- do -----
8.	----- do -----	Comptroller and Auditor General (1862-1980)	----- do -----	----- do -----
9.	----- do -----	Commissioner of Custom, Salt, Opium and Abkari, Bombay Correspondence (1862-1915)	----- do -----	----- do -----
10.	----- do -----	Commodities Price Board, 1947	----- do -----	----- do -----

11.	----- do -----	Commonwealth Relations Dept. (1944-46)	----- do -----	----- do -----
12.	----- do -----	Council at Fort William (1748-1763)	----- do -----	----- do -----
13.	----- do -----	Department of Agriculture (1945-46)	----- do -----	----- do -----
14.	----- do -----	Department of Civil Aviation (1919 – 1947)	----- do -----	----- do -----
15.	----- do -----	Department of Commerce(1905-1947)	----- do -----	----- do -----
16.	----- do -----	Department of Education (1945-1947)	----- do -----	----- do -----
17.	----- do -----	Department of Food (1942 – 1947)	----- do -----	----- do -----
18.	----- do -----	Department of Information and Broadcasting (1926 – 1947)	----- do -----	----- do -----
19.	----- do -----	Department of Labour (1937 – 1947)	----- do -----	----- do -----
20.	----- do -----	Department of Parliamentary Affairs (1923-1947)	----- do -----	----- do -----
21.	----- do -----	Department of Personnel and Training (1953 – 1979)	----- do -----	----- do -----
22.	----- do ----- ----- do -----	Department of Post and Telegraph (1920 – 1947) Department of Post 1947-1976	----- do ----- ----- do -----	----- do ----- ----- do -----

23.	----- do -----	Department of Publication (1965 – 1976)	----- do -----	----- do -----
24.	----- do -----	Department of Shipping and Transport (1925 – 1947)	----- do -----	----- do -----
25.	----- do -----	Department of Supply (1922 – 1947)	----- do -----	----- do -----
26.	----- do -----	Department of Works, Mines and Power (1946 – 1947)	----- do -----	----- do -----
27.	----- do -----	Director-General of Indian Medical Services/ Director- General of Health Services (1896 – 1948)	----- do -----	----- do -----
28.	----- do -----	Education Department (1910 – 1921)	----- do -----	----- do -----
29.	----- do -----	Education and Health Department (1921-23)	----- do -----	----- do -----
30.	----- do -----	Education, Health and Land Department (1923 – 45)	----- do -----	----- do -----
31.	----- do -----	Election Commission (1968 – 1969)	----- do -----	----- do -----
32.	----- do -----	Electric Telegraph (1856 – 1859)	----- do -----	----- do -----
33.	----- do -----	External Affairs Department (1937 – 1947)	----- do -----	----- do -----
34.	----- do -----	Finance Department (1905 – 1947)	----- do -----	----- do -----
35.	----- do -----	Finance and Commerce Department (1879 – 1905)	----- do -----	----- do -----

36.	----- do -----	Financial Advisor, Military Finance (1913 – 1923)	----- do -----	----- do -----
37.	----- do -----	Financial Department (1860 – 1878)	----- do -----	----- do -----
38.	----- do -----	Foreign Department (1756 – 1913)	----- do -----	----- do -----
39.	----- do -----	Foreign and Political Department (1914 – 1937)	----- do -----	----- do -----
40.	----- do -----	Foreign Miscellaneous Records (1630 – 1953)	----- do -----	----- do -----
41.	----- do -----	Gilgit Manuscripts (6 Century AD)	----- do -----	----- do -----
42.	----- do -----	Government of Bengal, Financial department, Separate Revenue (Salt Customs) (1874-1905)	----- do -----	----- do -----
43.	----- do -----	Government of Bengal, Revenue Department 'OPIUM' (1891-1912)	----- do -----	----- do -----
44.	----- do -----	Government of Bombay, Revenue Department (1899-1925)	----- do -----	----- do -----
45.	----- do -----	Government of Madras, Revenue Department Miscellaneous (Salt) (1890-1925)	----- do -----	----- do -----
46.	----- do -----	Government of United Provinces, Separate Revenue, (Opium) Department (1911-26)	----- do -----	----- do -----
47.	----- do -----	Governor General's Secretariat/President Secretariat (1890-1949)	----- do -----	----- do -----

48.	----- do -----	Health Department (1945 – 1947)	----- do -----	----- do -----
49.	----- do -----	Home Department Miscellaneous (1680 – 1932)	----- do -----	----- do -----
50.	----- do -----	Home, Revenue and Agriculture (1879 – 1881)	----- do -----	----- do -----
51.	----- do -----	Imperial Council of Agriculture Research (1929-1945)	----- do -----	----- do -----
52.	----- do -----	Inlands Customs Department (1870-82)	----- do -----	----- do -----
53.	----- do -----	Indian Overseas Dept (1941-44)	----- do -----	----- do -----
54.	----- do -----	Inland Revenue Board (1923)	----- do -----	----- do -----
55.	----- do -----	Legislative Deptt. (1777 – 1859) and (1869 – 1947)	----- do -----	----- do -----
56.	----- do -----	Military Department (1756 – 1969)	----- do -----	----- do -----
57.	----- do -----	Ministry of Agriculture (1947-51)	----- do -----	----- do -----
58.	----- do -----	Ministry of Chemical and Fertilizer (1953-1972)	----- do -----	----- do -----
59.	----- do -----	Ministry Of Civil Aviation and Tourism (1919-1974)	----- do -----	----- do -----
60.	----- do -----	Ministry of Commerce (1905-1974)	----- do -----	----- do -----

61.	----- do -----	Ministry of Communication (1920-1976)	----- do -----	----- do -----
62.	----- do -----	Ministry of Communication and Information Technology (1953-1978)	----- do -----	----- do -----
63.	----- do -----	Ministry of Consumer Affairs and Public Distribution (1944-76)	----- do -----	----- do -----
64.	----- do -----	Ministry of Education (1947-1971)	----- do -----	----- do -----
65.	----- do -----	Ministry of Environment and Forest (1954-1980)	----- do -----	----- do -----
66.	----- do -----	Ministry of External Affairs (1947-1971)	----- do -----	----- do -----
67.	----- do -----	Ministry of Finance (1947-76)	----- do -----	----- do -----
68.	----- do -----	Ministry of Food and Agriculture (1951-1982)	----- do -----	----- do -----
69.	----- do -----	Ministry of Health (1947-1960)	----- do -----	----- do -----
70.	----- do -----	Ministry of Heavy Industry and Public Enterprises (1964-1974)	----- do -----	----- do -----
71.	----- do -----	Ministry of Home Affairs (1947 –1981)	----- do -----	----- do -----
	----- do -----	Ministry of Home Legislative Deptt. (1972-1975)	----- do -----	----- do -----
	----- do -----	Ministry of Home GPA Section 1970-1980	----- do -----	----- do -----

72.	----- do -----	Ministry of Home Affairs, Deptt. Of Official Language (1958-74)	----- do -----	----- do -----
73.	----- do -----	Ministry of Human Resource Development (1956-1971)	----- do -----	----- do -----
74.	----- do -----	Ministry of Industry and Supply (1922-1968)	----- do -----	----- do -----
75.	----- do -----	Ministry of Information and Broadcasting (1936 – 1980)	----- do -----	----- do -----
76.	----- do -----	Ministry of Labour (1947-1979)	----- do -----	----- do -----
77.	----- do ----- ----- do -----	Ministry of Law (1947- 1952) Ministry of Law & Justice – Leg. Deptt. (1946-1970)	----- do ----- ----- do -----	----- do ----- ----- do -----
78.	----- do -----	Ministry of Mines (1948- 1980)	----- do -----	----- do -----
79.	----- do -----	Ministry of Parliamentary Affairs (1947-1974)	----- do -----	----- do -----
80.	----- do -----	Ministry of Personnel, P.G. and Pensions (1953-1979)	----- do -----	----- do -----
81.	----- do -----	Ministry of Railways (1947-1977)	----- do -----	----- do -----
82.	----- do -----	Ministry of Rehabilitation (1948-1965)	----- do -----	----- do -----

83.	----- do -----	Ministry of Road Transport and Highways (1947-1979)	----- do -----	----- do -----
84.	----- do -----	Ministry of Surface Transport (1947-1979)	----- do -----	----- do -----
85.	----- do -----	Ministry of Textiles (1959-1979)	----- do -----	----- do -----
86.	----- do -----	Ministry of Urban Development (1958-1977)	----- do -----	----- do -----
87.	----- do -----	Ministry of Water Resources (1956-1978)	----- do -----	----- do -----
88.	----- do -----	Ministry of Works Housing and Supply (1947-1962)	----- do -----	----- do -----
89.	----- do -----	Ministry of Works, Mines and Power (1946-1951)	----- do -----	----- do -----
90.	----- do -----	Ministry of Works Production and Supply (1951-1952)	----- do -----	----- do -----
91.	----- do -----	Mint Committee Proceedings (1861-62)	----- do -----	----- do -----
92.	----- do -----	Mint Master General Orders (1870-1872)	----- do -----	----- do -----
93.	----- do -----	Northern India Salt Revenue (1882-1947)	----- do -----	----- do -----
94.	----- do -----	Planning Commission (1952-1978)	----- do -----	----- do -----
95.	----- do -----	Political Department (1937-1947)	----- do -----	----- do -----

96.	----- do -----	Prime Minister's Office (1948-1973)	----- do -----	----- do -----
97.	----- do -----	Private Secretary to the Viceroy (1910-1958)	----- do -----	----- do -----
98.	----- do -----	Provincial Governments Records: 1. Bengal Political and Foreign Consultation /Proceedings (1860-1905), 2. Bhutan, Sikkim and Tibet Papers (1860-1905)	----- do -----	----- do -----
99.	----- do -----	Public/General/Home Department (1764 – 1879) (1881 - 1946)	----- do -----	----- do -----
100.	----- do -----	Public Works Deptt. (1850 – 1923)	----- do -----	----- do -----
101.	----- do -----	Railway Board (1905-1947)	----- do -----	----- do -----
102.	----- do -----	Residency/Political Agencies (1801-1954) Bhagelkhand, Bhopal, Bhopawar, Bundelkhand Political Agency, Central India Agency, Gwalior Residency, Malwa Agency, Chhatisgarh, Eastern States, Orissa State Agency, Hyderabad Residency, Kalat Political Agency, Kashmir Residency, Kolhapur Residency, and the Deccan State Agency, Madras State Agency/Residency, Travancore and Cochin Agency, Mysore Residency, Nepal Residency, Punjab Hill State Agency, Punjab State Agency/	----- do -----	----- do -----

		Residency, Eastern Rajputana State Agency, Haroati and Tonk Agency, Jaipur Residency, Mewar and Southern Rajputana State Agency, Rajputana State Agency, Western Rajputana State Agency, Sikkim Political Agency, Baroda Residency, Banaskantha Agency, Kathiawad Agency, Rewakantha Agency, Western India State Agency, Western India and Gujarat State		
103.	----- do -----	Regional Commissioner in other Offices Records (1947-1960): 1. Madhya Bharat Union (1947-54), Pepsu Union (1947-55), Rajasthan Union (1947-54), Saurashtra Union (1948- 54) 2. Central Treasury Hyderabad (1948-54) , 3. Office of the Officer on Special Duty [Kashmir (1948-50), Mysore (1948)] 4. Papers of Consulate/Legation, etc. [Cape Town Papers (1949-50), Goa Consulate General of India (1937-50), Kabul British Legation (1927-37), Lahore Deputy High Commission (1947-58), Lisbon Legation of India (1949-53), Shanghai Consulate General of India (1948-60), South Africa Papers (1924-53)].	----- do -----	----- do -----
104.	----- do -----	Revenue, Agriculture and Commerce (1871-1879)	----- do -----	----- do -----

105.	----- do -----	RIN Mutiny – 1946	----- do -----	----- do -----
106.	----- do -----	Sanskrit Manuscripts	----- do -----	----- do -----
107.	----- do -----	States Dept./ Ministry of States (1947 –1955)	----- do -----	----- do -----
108.	----- do -----	Travancore, Cochin Banking Enquiry, 1956	----- do -----	----- do -----
109.	----- do -----	Treaties of East India Company And Government of India With Rulers (1765 – 1951)	----- do -----	----- do -----

Cartographic Holdings

S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	Non-Current Public Records	Survey of India - Historical Maps (1700-1900) - Series contains the maps related to various parts of India and thirty neighboring / other countries.	Conditioned Access – as per Public Records Rules, 1997	Director General of Archives
2	-do-	Survey of India - Printed and Published Maps (1755-1980) - These maps are printed and published and contain Maps and Atlases of India and other parts of the World.	-do-	-do-
3	-do-	Survey of India (MRIO) Miscellaneous (1742-1872) -The series contains specimen of almost every type of symbols used and survey techniques in vogue at that time.	-do-	--do--
4	-do-	Survey of India - Forest Maps (1875-1977) - These maps are related to the various	-do-	-do-

		Indian forests.		
5	-do-	Survey of India – Dehradun Volumes (1786-1894) - Relate to the Surveys done by Survey of India.	-do-	-do-
6	-do-	Survey of India - Memoirs (1773-1866) - This collection is an admixture of Field Books, Journals, Registers, Reports and records on routes.	-do-	-do-
7	-do-	Survey of India - Revenue Maps (1822-1905) - Maps relate to villages of India	-do-	-do-
8	-do-	Survey of India - Revenue Maps (Miscellaneous) (1801-1901) - Maps relate to villages of India.	-do-	-do-

B) Departmental Record Room

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure of obtain the document	Held by/under control of
1	Non-current Public Records	Administration 1951-1980 A-1 to A-4, Establishment and General Section. -Files mainly of Establishment matters/personal files, service books/pay bills.	Access to records except the 'semi-current records' is regulated under the provisions of Public Records Act, 1993/Public Record Rules 1997.	Director-General of Archives
2	Non-current Public Record	A-5 (Hindi) (1963-70) - Files of official language.	-do-	-do-
3	Non-current and Semi-current Public Record	A-7 Exhibition Programme and Publicity (1953-82) - Files relate to Exhibitions.	-do-	-do-
4	Non-current Public Record	B.D. A-2 (1942-51) - Books Act etc.	-do-	-do-
5	Non-current and Semi-current Public Record	Commission, Committers and Conferences. I.R. (1944-2004) - Files of I.H.R.C., Cultural Exchange Programme.	-do-	-do-

6	Non-current Public Record	Calendaring (1942-51) - Files relate to publication of Persian records.	-do-	-do-
7	Non-current and Semi -current Public Record	Conservation and Moulding of Seals (1980-86) - Files relate to Conservation and Moulding of Seals.	-do-	-do-
8	Non-current and Semi –current Public Record	C.R.L. (1956-91) - Files relate to Conservation Research laboratory.	-do-	-do-
9	Non-current and Semi -current Public Record	D.A/DGA (1953-2002) - Files of D GA’s Secretariat.	-do-	-do-
10	Non-current Public Record	Education Records (1958-72) Files of the project.	-do-	-do-
11	Non-current and Semi -current Public Record	Finding Aids (1980-83) - Files of Subject listing of Record Series.	-do-	-do-
12	Non-current and Semi -current Public Record	Guide (1979-82) - Files relate to preparation of Guides for records.	-do-	-do-
13	Non-current and Semi -current Public Record	Grants (PR and PC)(1973-2003) - Files relating to the Grant-in-Aid Schemes of NAI.	-do-	-do-
14	Non-current Public Record	History of Freedom Movement (1953-58) - Files relating to the project.	-do-	-do-
15	Non-current Public Record	Historical Section (1954-57) - Files relating to Research.	-do-	-do-
16	Non-current Public Record	Indexing (1942-50) - Files relate to indexing of records.	-do-	-do-
17	Non-current Public Record	I.R.D (1891-1942) - Files of Imperial Record Department.	-do-	-do-
18	Non-current and Semi -current Public Record	Library (1943-84) - Files of Library Section.	-do-	-do-

19	Non-current and Semi –current Public Record	Oriental Records Persian (1955-94) - Files of Oriental Records section.	-do-	-do-
20	Non-current and Semi -current Public Record	Preservation/Workshop (1942-88) - Files of Preservation section.	-do-	-do-
21	Non-current and Semi-current Public Record	Publication-I, II, III and N.R (1942-2003) - Files relate to Publication Section.	-do-	-do-
22	Non-current and Semi -current Public Record	Private Archives (1980-85) Files of Private Archives section	-do-	-do-
23	Non-current and Semi-current Public Record	Repository and Map (1942-2003) Record-I, II, III, and Map - Files relate to activities of Record sections and Cartography section.	-do-	-do-
24	Non-current and Semi -current Public Record	Research and Reference (1980-92) - Files relate to activities of RR section.	-do-	-do-
25	Non-current and Semi –current Public Record	Reprography –I, II, P, and R (1976-87) - Files relate to Reprography section.	-do-	-do-
26	Non-current and Semi-current Public Record	R.M.-I, II, III, IV, R.S., R.A. (1967-98) - Files relate to Record Management, Record Appraisal and Retention Schedule.	-do-	-do-
27	Non-current and Semi -current Public Record	S.A.S/A.T. (1979-87) - Files relate to Archival Training and activities of School of Archival Studies	-do-	-do-
28	Non-current and Semi -current Public Record	T.F. (1972-88) - Files relate to Towards Freedom project	-do-	-do-

C) PRIVATE PAPERS :

Oriental Records

S.No	Category of document	Name of the documents and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Private Papers	Allahabad Documents (1656-1812): 70 documents, give detailed information about slavery especially of women folk. A few documents relate to the Madad-I-maash(grants).	As per the provisions of Public Record Act/Rules, 1993/1997	Director-General of Archives
2.	---- do ----	Badaun Documents (1687-1833) 117 documents provide fascinating information about artisans and craftsmen patronised by the State of Badaun.	---- do ----	---- do ----
3.	---- do ----	Bihar Documents (1575-1859): 150 documents. Throw light on the revenue grants and agrarian relations in Bihar under the Mughals.	---- do ----	---- do ----
4.	---- do ----	Cooch Behar Documents (1619-1759): 25 documents (photostat) in Persian, pertain to establishment of Mughal administration in the Cooch Behar region.	---- do ----	---- do ----
5.	---- do ----	Deccan Documents (1481-1888): 600 documents, deal with revenue grants, and jagir administration in the Deccan.	---- do ----	---- do ----
6	---- do ----	Gujarat Documents (1601-1871): 168 documents, relating to urban structures and standard of living of the middle class in Gujarat.	---- do ----	---- do ----
7.	---- do ----	Haldiya Papers (18 th and 19 th Centuries): 1,450 documents containing correspondence of Princely States of Rajputana (Rajasthan), such as Jaipur, Udaipur, Bharatpur, Alwar, Tonk, etc with the Mughal rulers, Nawabs of Oudh (Awadh) and officials of the East India Company.	---- do ----	---- do ----
8.	---- do ----	Inayat Jang Collection (1695-1744): 1,37,000 documents in Persian relating to provincial Mughal administration in the Deccan, province minute details about jagir assignment, revenue administration, geographical information, role of Zamindars, and local officials, Mughal-Maratha relations, deployment of Imperial armies, actual working of the Mughal administration, Imperial Karkhanas (factories), transport, public welfare activities, etc.	---- do ----	---- do ----
9	---- do ----	Jais Documents (1596-1862): 141 documents. They throw light on various aspects of agrarian structure of the	---- do ----	---- do ----

		Mughal Government and economy		
10	---- do ----	Malwa Documents (1595-1730): 125 documents, give information about the rising fortunes of a zamindar family in Malwa, administration of the shrine of Khwaja Badiuddin Shah Madar, and the position and role of a Qanungo family in Chanderi	---- do ----	---- do ----
11	---- do ----	Mathura documents (1598-1889): 168 documents, throw light on religious policy of Mughal Emperors and the British Government towards the Hindu temples and detailed statistical information about land grants made from time to time to the Hindu shrines at Mathura together with the British policy towards these grants.	---- do ----	---- do ----
12.	---- do ----	Sandila Documents (1352-1900): 1000 documents, give information on revenue free grants in Sandila, District Hardoi, U.P.	---- do ----	---- do ----
13.	---- do ----	Sayyid Ahmad Khan Papers (1875-1887): 10 letters relate mainly to the affairs of the Madrasat-ul-Ulum-i-Musalman at Aligarh (now Aligarh Muslim University) from 11 July 1875 to 4 April 1887	---- do ----	---- do ----
14.	---- do ----	Tonk Documents (1803-1925): 150 documents. Throw light on interference of the East India Company in the States day-to-day affairs and on local administration in Tonk.	---- do ----	---- do ----

Private Archives Section

S.No	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Private papers	<u>Abdul Qadeer Azad Collection (1912-1946)</u> :- 943 issue of old newspapers (939 issues of Urdu newspapers and 5 issues of English newspapers). These include Ahl-i-Hadis (1916-1920), Hamdard(1915-1929),Al-Asr (1917), Tarjuman (1916); Muslim Gazette (1912-1913), The Muslim Chronicle (1929), The Independent (1922) and The Statesman (1913).	As per Public Records Rules, 1997	Director General Of Archives

2.	- do -	<u>Ambedkar Papers:-</u> 123 letters in English, Marathi and Hindi (1920-1954) – throws light on Dr. Ambedkar’s literary activities, his pursuit of professional legal work and his efforts to secure political and social rights for the Depressed Classes.	-do-	-do-
3.	- do -	<u>Badruddin Tyabji Collection:-</u> 1122 items/letters relating to his correspondence reports, speeches, notes and invitation cards, etc. (1871-1919).	-do-	-do-
4.	- do -	<u>Benarsidas Chaturvedi Collection:-</u> 8444 items comprising of correspondence, articles, photographs, press clippings, books and periodicals. (1900-1968)	-do-	-do-
5.	- do -	<u>Bhulabhai Desai Papers:-</u> 200 items comprising letters, extracts from books, speeches, diary and press clippings. (1899-1965)	-do-	-do-
6.	- do -	<u>Champan Satyagraha Papers:-</u> Relating to Satyagraha, which Gandhiji launched in Champaran in 1917 to redress the grievances of the Indigo Cultivators.	-do-	-do-
7.	- do -	<u>C.F. Andrews Papers:-</u> 187 items - mainly correspondence with Munshi Ram (Swami Shrahanand), R. Tagore, Ganga Ram, S.K Rudra, R.C Hobert and Lala Lajpat Rai. (1913-1919)	-do-	-do-
8.	- do -	<u>Dadabhai Naoroji correspondence (1852-1917)</u> 31,000 items – relate to campaign in England – Agitation for simultaneous civil service examination in India and England, admission of Indians in public services.	-do-	-do-
9.	- do -	<u>Delhi Court Papers:-</u> 7 volumes relating to the trial of Indian revolutionaries. (1914, 1929-1943)	-do-	-do-
10.	- do -	<u>Edward Hall Papers:-</u> 117 items including correspondence, paintings, etc. (1720-1921)	-do-	-do-
11.	- do -	<u>G.S. Khaparde Papers:-</u>		

		320 items - mainly correspondence and diaries. (1879 – 1938)	-do-	-do-
12.	- do -	<u>Gian Singh Rarewala Papers:-</u> 900 items - mainly his correspondence, press statements, etc. (1901-1977)	-do-	-do-
13.	- do -	<u>Gooroodas Banerjee Papers:-</u> 303 letters (1877-1918) - mainly correspondence on educational problems, constitutional reforms and religious and moral teaching in Govt. Schools and Colleges.	-do-	-do-
14.	- do -	<u>Gopal Krishan Gokhale Papers:-</u> 3493 items - mainly correspondence (1889-1915)	-do-	-do-
15.	- do -	<u>Gobind Ballabh Pant Papers:-</u> 732 items - mainly correspondence, photo albums, diaries, etc. (1908 and 1910-61)	-do-	-do-
16.	- do -	<u>Indian Independence League Papers:-</u> 130 items comprising of letters, pamphlets, news paper clippings, notes, etc. (1942-1945) relating to activities of various branches of the Indian Independence league in Thailand, Shanghai, Malaya, Singapore, etc.	-do-	-do-
17.	- do -	<u>Indian National Army Papers:-</u> (i) 95 items (1943-1949) throwing light on the Indian National Army's activities in Malaya (ii) 990 files relating to INA	-do-	-do-
18.	- do -	<u>Indra Vidya Vachaspati Papers:-</u> 1100 items (1900-1963) comprising of magazines, correspondence, news papers, etc.	-do-	-do-
19.	- do -	<u>Jehangir C. Coyajee Papers:-</u> 1202 items (1902-1946) - comprising correspondence, press clippings, articles, photographs, etc.	-do-	-do-
20.	- do -	<u>Joseph Bampfylde Fuller Papers:-</u> 51 letters (1930-1948) pertaining to democracy and discipline, customs in India and Europe, Hindu-Muslims Unity, etc.	-do-	-do-
21.	- do -	<u>K.M. Panikkar Papers:-</u> 1350 items (1938-1963) - comprising letters, articles and press clippings.	-do-	-do-

22.	- do -	<u>K.M. Cariappa Papers:-</u> 11,000 items (1912-1981) - comprising correspondence, press clippings, reports, etc.	-do-	-do-
23.	- do -	<u>K. Santhanam Papers:-</u> 455 items (1947-65) - comprising correspondence, articles, notes, book reviews, etc.	-do-	-do-
24.	- do -	<u>Lahore Conspiracy Case:-</u> Mainly proceedings and copies of judgement of Lahore Conspiracy Case and material relating to Martyrs Bhagat Singh, Rajguru and Sukhdev (1930-31).	-do-	-do-
25.	- do -	<u>Lala Hardayal Papers:-</u> 15 letters addressed to Sardar Singh Rana and Mrs. Rana in Paris (1910).	-do-	-do-
26.	- do -	<u>Lala Lajpat Rai Papers:-</u> Diary (1914-1917) showing his movements during his visit to U.S.A and Japan.	-do-	-do-
27.	- do -	<u>Mahatma Gandhi Papers:-</u> 27,500 items/volumes (1880-1948) relating to Gandhi-Kallenbach, Gandhi-Polak correspondence, Gandhi-Holmes correspondence, Gandhi Murder Trial papers and Gandhiji's correspondence with eminent personalities. FIR relating to Gandhiji's Murder on 30.1.1948	-do-	-do-
28.	- do -	<u>Nanavati papers:-</u> 5 Volumes and other papers (1944-45) relating to Bengal Famine Enquiry Commission.	-do-	-do-
29.	- do -	<u>Maulana Abul Kalam Azad Papers:-</u> 218 letters in Urdu (1953-55)	-do-	-do-
30.	- do -	<u>Meerut Conspiracy Case Papers:-</u> 4,226 items (1929-1933) throwing light on the history and growth of Communism and Trade Union Movement in India and International Communism and its impact on India.	-do-	-do-
31.	- do -	<u>M.R. Jayakar Papers:-</u> 7,000 items (1823-1958) - comprising correspondence, diaries, press clippings and miscellaneous papers.	-do-	-do-
32.	- do -	<u>Munshi Daya Narain Nigam Papers:-</u> 264 issues (1907-1942) of Zamana News Papers and some typed material.	-do-	-do-

33.	- do -	<u>Mutiny papers:-</u> 62 letters (1857).	-do-	-do-
34.	- do -	<u>N.B. Khare Papers:-</u> 179 items (1935-68) relating to his correspondence, Book and Press clippings.	-do-	-do-
35.	- do -	<u>N.K. Bose Papers:-</u> 1,020 +14= 1034 items (1909-1970) comprising correspondence, speeches, press clippings, articles, books, papers relating to Jharkhand movement, Anthropological Survey of India, files relating to Institute of Advanced Studies, direction action 1946, two personal diaries and some miscellaneous files, etc.	-do-	-do-
36.	- do -	<u>P.K. Malviya Papers:-</u> 3,720 items (1907-1969) - comprising his correspondence and Abhyudaya.	-do-	-do-
37.	- do -	<u>P.S. Sivaswamy Aiyer Papers:-</u> 10,000 items (1889-1946) - relating to correspondence, press clippings, speeches, books, journals, etc.	-do-	-do-
38.	- do -	Currency notes of Siam and Japan - 83 notes	-do-	-do-
39.	- do -	<u>P.D. Tandon Papers:-</u> 28,738 items (1926-1960) relating to his correspondence, News papers clippings, pamphlets, booklets, etc.	-do-	-do-
40.	- do -	<u>Raja Mahendra Pratap Papers:-</u> 1148 items (1915-1970) - comprising correspondence, photographs, books, pamphlets	-do-	-do-
41.	- do -	<u>Rajendra Prasad Papers:-</u> 34,900 items (1935-1962) comprising his articles, notes, correspondence, press clippings, speeches, pamphlets, etc.	-do-	-do-
42.	- do -	<u>R.C. Dutt Collection:-</u> 40 items and a notebook (1901-1909).	-do-	-do-
43.	- do -	<u>R.L. Chopra Papers:-</u> 17 items (1846-1907) regarding Europeans in the Army of Maharaja Ranjit Singh.	-do-	-do-
44.	- do -	<u>Sampurnanand Papers:-</u> 1,907 items (1922-1968) mainly his correspondence and some literary works.	-do-	-do-
45.	- do -	<u>Sarojini Naidu Papers:-</u> 34 items (1896-1911) - consists poems and songs.	-do-	-do-
46.	- do -	Letter of Vaidya family from Vaidya's daftar (in Marathi)	-do-	-do-
47.	- do -	<u>S.S. Bhatnagar Papers:-</u> 21 items (1942-1954) relating to reports and proceedings of the	-do-	-do-

		meetings on various aspects of scientific developments.		
48.	- do -	<u>S.C. Dixit Papers:-</u> 100 items (1869, 1934-1975) - comprising newspapers, periodicals, etc.	-do-	-do-
49.	- do -	<u>Sita Ram Papers:-</u> 56 files (1906-1967) relating to his correspondence.	-do-	-do-
50.	- do -	<u>Srinivasa Ramanujam Papers:-</u> One volume (1912-1920) throwing light on his life and his work.	-do-	-do-
51.	- do -	<u>Tata Iron and Steel Company Jamshedpur:-</u> 7 files (1928-1961) throwing light on various problems of Tata Workers and growth of Labour Movement in Tata Nagar, Jamshedpur.	-do-	-do-
52.	- do -	<u>Udham Singh Trial Papers (1940)</u>	-do-	-do-
53.	- do -	<u>United Service Club Papers:-</u> 115 items (1870-1961) relating to club at Simla.	-do-	-do-
54.	- do -	<u>Virendranath Chattopadhyaya Papers:-</u> One volume (1917-1921, 1955) relating to his revolutionary activities.	-do-	-do-
55.	- do -	<u>V. Krishna Swamy Aiyer Papers:-</u> 350 items (1898-1911) relating to his correspondence.	-do-	-do-
56.	- do -	<u>V.S. Srinivasa Sastri Papers:-</u> 1,354 items (1889-1946) relating to correspondence, articles, speeches, etc.	-do-	-do-
57.	- do -	<u>Woods Collections:-</u> 62 items (1931-1946) relating to correspondence with S.C. Bose and V.J. Patel - Photographs and Press clippings.	-do-	-do-
58.	- do -	<u>Helfferrich Papers:-</u> 9 items	-do-	-do-
59.	- do -	<u>Khan Bahadur Admad Bakhsh:-</u> 363 items (1890-1955) containing addresses correspondence, press clippings, photographs, etc.	-do-	-do-
60.	- do -	<u>Lala Murlidhar Papers:-</u> 95 items containing sanads, correspondence, invitation cards, notification, etc.	-do-	-do-
61.	- do -	<u>N.G. Ranga Papers:-</u> 132 items (1934-1986) containing correspondence, articles, speeches (xerox copies).	-do-	-do-
62.	- do -	<u>Rana Jang Bahadur Papers:-</u> 104 items (1924-1986) containing correspondence, articles, testimonials,	-do-	-do-

		addresses, etc.		
63.	- do -	<u>M.C. Chagla Papers:-</u> 223 items (1921-1981) containing speeches, articles, photos, correspondence, press clippings, etc.	-do-	-do-
64.	- do -	<u>Danial Latifi Papers:-</u> containing correspondence, notes and a booklet.	-do-	-do-
65.	- do -	<u>Madras Chamber of Commerce and Industry Papers:-</u> 92 vols. (1836-1962) containing reports, etc.	-do-	-do-
66.	- do -	<u>C.P. Ramaswami Aiyer:-</u> 41 microfilm rolls (1914-1966) containing speeches, correspondence, radio talk lectures, press clippings, etc.	-do-	-do-
67.	- do -	<u>C.Rajagopalachari Papers:-</u> 15 microfilm rolls (1930-1959) containing correspondence.	-do-	-do-
68.	- do -	<u>S.N. Majumdar Papers:-</u> Judgement of the Special Tribunal at Alipur – ‘Emperor Vs Jitendranath Gupta and others’ (printed copy)	-do-	-do-
69.	- do -	<u>Shiv Shankar Rawal Papers:-</u> 62 packets (1931-1951) containing correspondence, books, periodicals, etc.	-do-	-do-
70.	- do -	<u>Phoolchand Jain Papers:-</u> 425 items (1830-1947; 1985-1992) regarding Delhi Satyagraha, Quit India Movement, Ghadar Party, Indian National Army and Mahatma Gandhi.	-do-	-do-
71.	- do -	<u>H.K. Barpujari Papers (1835-1900):-</u> 1. 11 Microfilm rolls regarding American Mission Papers. 2. 20 Books.	-do-	-do-
72.	- do -	<u>Chaudhri Ranbir Singh Papers:-</u> 25 items and 48 photographs (1898-1990) relating to Constituent Assembly, Sanads certificates, etc.	-do-	-do-
73.	- do -	<u>U.G. Krishnamurti papers:-</u> 418 items (1939-1999) having correspondence, press clippings, magazines, books, pamphlets, photos, 26 items containing printed books in English as well as in different languages. These books contains the ideas of philosophical thought and rational approach relating to life, God, courage, etc., quotes of U.G. Krishnamurti, set of 108 money maxim cards; CDs/VCDs of U.G.’s interviews	-do-	-do-

		world over and file containing copies of web pages links and postage stamps issued in USA on U.G. Krishnamurti.		
74.	- do -	<u>Minnoo Masani Papers:-</u> 7 folders (1933-1974) having correspondence, articles, press clippings, photographs.	-do-	-do-
75.	- do -	<u>Lal Bahadur Shastri and Hari Kishan Shastri Papers (1931-66):-</u> 15 items (42 folders), 1,528 xerox copies, 5 files/folders containing correspondence, speeches, broadcast, messages, press clippings pamphlets and abhinandan patras.	-do-	-do-
76.	- do -	<u>Nanaji Deshmukh Papers:-</u> 17 items relating to letters, addresses and speeches.	-do-	-do-
77.	- do -	<u>Comrade Ramchandra Papers:-</u> 9 items containing books, text of interviews, etc.	-do-	-do-
78.	- do -	<u>Dr. Suryya Kumar Bhuyan Papers:-</u> All items (1894-1964) containing speeches, correspondence, articles, books, etc.	-do-	-do-
79.	- do -	<u>Kasturbhai Lalbhai Papers:-</u> 147 bundles (1936-69) containing correspondence, books, diary, etc.	-do-	-do-
80.	- do -	<u>Gulzari Lal Nanda Papers:-</u> 35 bundles (1954-1977) relating to correspondence, books, etc.	-do-	-do-
81.	- do -	<u>Yashpal Kapoor Papers:-</u> 19 items (1956-64) relating to correspondence and articles.	-do-	-do-
82.	- do -	<u>V.V. Giri Papers:-</u> 23 items (1975-1979) relating to his correspondence.	-do-	-do-
83.	- do -	<u>B.N. Pande papers:-</u> 44 items (1936-1964) relating to his correspondence.	-do-	-do-
84.	- do -	<u>R.L. Avasthi Papers:-</u> 11 items (1941-53)	-do-	-do-
85.	- do -	<u>Sir Hashmatullah Khan Saheb Papers:-</u> 21 items (1927-1932) relating to self and his correspondence.	-do-	-do-
86.	- do -	<u>O.P. Paliwal Papers:-</u> 54 items (1961-1991) relating to his correspondence.	-do-	-do-

87.	- do -	<u>S.L. Bhatia Papers:-</u> 146 items (1916-1982) comprising printed books, articles, journals, letters and files relating to his correspondence.	-do-	-do-
88.	- do -	<u>Faltis K. Otto Papers</u> - (1933-1942):- 34 enclosures / photographs relating to the activities of Netaji Subhas Chandra Bose in Central Europe.	-do-	-do-
89.	- do -	<u>R. Venkataraman Papers:-</u> One album containing 28 photographs.	-do-	-do-
90.	- do -	<u>Kanpur Conspiracy Case Papers(1924):-</u> 4 Vols. relating to the trial.	-do-	-do-
91.	- do -	<u>Morarji Desai Papers:-</u> 2,500 pages (1952-1980) – correspondence, articles, photographs, speeches, newspaper clippings, etc.	-do-	-do-
92.	- do -	<u>Rabindranath Tagore Letters:-</u> Books and correspondence (in Microfilm rolls)	-do-	-do-
93.	- do -	<u>Punjab Conspiracy Case:-</u> Judgment and Index of case.	-do-	-do-
94.	- do -	<u>Satya Bhakt Papers:-</u> 84 items relating to Indian Communist Party, his correspondence, books and biography (1925-1968).	-do-	-do-
95.	- do -	<u>Dr. Y. Subbarow Papers:-</u> 1893 items (1922-1955) relating to Scientific matters.	-do-	-do-
96.	- do -	<u>Navin Chandra Rai:-</u> A book.	-do-	-do-
97.	- do -	<u>Jairam Das Daulat Ram Papers:-</u> 12 packets and 4 boxes (1538-1984) relating to his correspondence.	-do-	-do-
98.	- do -	<u>Prof. Malwinderjit Singh Waraich:-</u> Photographs and material relating to freedom fighters (xerox copies) (1914-1931), Lahaore Conspiracy Case, Babbar Akali Conspiracy case, two CDs relating to exhibition on Shaheed Bhagat Singh and India's struggle for freedom	-do-	-do-
99.	- do -	<u>Subhas Chandra Bose Papers:-</u> Books, speeches, leaflets, etc. (1934-1984).	-do-	-do-
100.	- do -	<u>Pherozechah Mehta Papers:-</u> Correspondence with eminent personalities (1846-1917) (in Microfilm rolls).	-do-	-do-

101.	- do -	<u>Sardar Patel Papers:-</u> 168 rolls relating to correspondence and press clippings.	-do-	-do-
102.	- do -	<u>Zorawar Singh Niam papers:-</u> Regarding Etawah Conspiracy Case Papers- correspondence, Press Clippings.	-do-	-do-
103.	- do -	<u>Proceeding's</u> of the trial of Hari Kishan and Judgement of the Session Court at Lahore.	-do-	-do-
104.	- do -	One Certificate of Conviction and Sentence of Madan Lal Dhingra. (1909)	-do-	-do-
105.	- do -	<u>Amritsar Conspiracy Case</u> Crown Vs Dr. S.D. Kitchlew, Dr. Satapal and others (1919) - One Microfilm roll.	-do-	-do-
106.	- do -	<u>Mainpuri Conspiracy Case -Crown Vs. Gopinath and others.</u> (1919) - One Microfilm roll.	-do-	-do-
107.	- do -	<u>Trial proceedings of Shaheed Mangal Pandey and others</u> (1857).	-do-	-do-
108.	- do -	Material relating to <u>Bangladesh books</u> , pamphlets, newspaper clippings (1971).	-do-	-do-
109.	- do -	<u>Macartney Papers</u> (1781-1796) – 32 Vols.	-do-	-do-
110.	- do -	<u>Bardoli Satyagrah Papers in Gujarati</u> (1939-48) - One microfilm roll and 3 Vols. of Harijan.	-do-	-do-
111.	- do -	<u>Komagatamaru</u> - list of passengers who travelled on the aforesaid ship.	-do-	-do-
112.	- do -	<u>Lhasa at Last</u> by Evan Trigh Croslegh (1903-1904) (one diary).	-do-	-do-
113.	- do -	<u>Shiv Shankar Rawal Papers:-</u> 62 Packets.	-do-	-do-
114.	- do -	<u>India Divided</u> -Manuscript of the book by Rajendra Prasad.	-do-	-do-
115.	- do -	<u>History of Freedom Movement:-</u> Material relating to Freedom Movement in various regions of India (1857-1947).	-do-	-do-
116.	- do -	<u>Jain Scriptures</u> : Relates to science of numbers (Ank Vigyan). The manuscripts are stated to throw light on ancient Hindu art, civilization, medicine, mathematics and other sciences.	-do-	-do-
117.	- do -	<u>Mira Behn Papers:-</u> Relating to pension and repatriation of her servant in 1970.	-do-	-do-
118.	- do -	<u>Indo-Russia relations in the 17th Century:-</u>	-do-	-do-

		One book, two vols. and some xerox copies of documents.		
119.	- do -	<u>Atulya Ghosh Papers:-</u> 34 items and one book.	-do-	-do-
120.	- do -	<u>N.Sanjeeva Reddy Papers:-</u> 56 Vols./folders (1953-1982) relating to correspondence with eminent personalities.	-do-	-do-
121.	- do -	<u>K.M. Munshi Papers:-</u> In 7 microfilm rolls containing correspondence, court papers and press clippings (1916-1957).	-do-	-do-
122.	- do -	<u>Qaumi Ekta Papers:-</u> 15 microfilm rolls relating to the events and issues in Punjab, articles on Sikh history, life and culture (1974-1986).	-do-	-do-
123.	- do -	<u>Daya Narain Nigam Collection:-</u> containing 29 issues of Zamana, photographs, material, etc. (1907-1942).	-do-	-do-
124.	- do -	<u>R.H. Col. Phillimore:-</u> 42 Vols./36 maps containing Historical Records of Survey of India.	-do-	-do-
125.	- do -	<u>Bholanath Roy Papers:-</u> A book – ‘Oaten Incident-1916’ and 13 letters.	-do-	-do-
126.	- do -	<u>47 Issues of Young India, The People and National Front</u> (1924-1938).	-do-	-do-
127.	- do -	<u>Ladai Ka Akhbar</u> - Hindi Weekly from Allahabad – 16 issues, (1918-1919).	-do-	-do-
128.	- do -	<u>Issues of Balidan</u> (1971-1973).	-do-	-do-
129.	- do -	<u>Dr. H.S. Pareek Papers:-</u> Material relating to his correspondence (1945-1995) (with gaps).	-do-	-do-
130.	- do -	<u>Institute of Actuaries Papers:-</u> Relating to Madras Military Fund Life Insurance in India Indian Railways (1933-41).	-do-	-do-
131.	- do -	<u>Association of Indian Universities Standing Committee Minutes: -</u> Comprising 10 Vols. (1967-1990).	-do-	-do-
132.	- do -	<u>Servant of the People Society Papers:-</u> Consisting 228 items (xerox papers) on P.D. Tandon, Lal Bahadur Shastri, Congress working, agrarian reforms, local self government and Lala Lajapat Rai (1920-1969).	-do-	-do-
133.	- do -	<u>Newspaper clippings on Hyderabad affairs:-</u> one Vol. (1875-1888)	-do-	-do-

134	-do-	<u>E.S. Reddy Papers</u> - Relating to Gokhale's visit to South Africa; Letters by Ole Colbojorisen to the Noble Committee nominating Gandhi for Noble Peace Prize (1912-1939)	-do-	-do-
135	-do-	<u>Fortnightly Journal of the All India Trade Union Congress</u> , Homage to the martyrs (5 August – 20 August 1977), Independence Golden Jubilee Special Number, Trade Union Record	-do-	-do-
136	-do-	<u>Diary of C.K.Nair</u> : one of the 78 Satyagrahi participated in the historical march of Gandhiji from Sabarmati to Dandi in 1930 (in microfilm)	-do-	-do-
137	-do-	<u>Prof. Dwijendra Tripathi Papers</u> : 24 items including files, reports relating to Bank of Baroda, Hilda Ltd., Larsen and Toubro and Ranchhodlal Papers, the found of Ahmedabad Cotton Textile Industries donated by Prof. Tripathi, Ahmedabad (1916-1951)	-do-	-do-
138	-do-	<u>Shri Jitendra Prasad Papers</u> -10 files of private papers of late Shri Jitendra Prasad (former Vice President and General Secretary of Indian National Congress) relate to correspondence of Smt.Indira Gandhi, Rajiv Gandhi, Arjun Singh, misc papers, press clippings and condolence messages, etc.	-do-	-do-
139.	-do-	One letter from Shri B.C.Gangopadhyay, Ex-Secretary to the Government of India as well as Ex Secretary, Government of Andhra Pradesh regarding Krishna River Water Tribunal (Bachawat Commission)	-do-	-do-
140	-do-	<u>Balram Jakhar Papers</u> containing speeches, articles and books	-do-	-do-

141	-do-	<u>Shri Amar Kumar Jhingan Papers</u> includes Pandulipi/Tarpatra, (Tamil, 16 th century) Sar Sudha-Nidhi in Hindi (1880-1888) Stray magazines/periodicals/ booklet, etc., (1826-1925)	-do-	-do-
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Microfilm rolls received from various Institutions abroad

S.No.	Category of the documents (Microfilm rolls)	Name of the document (Microfilm rolls) and its introduction in one line/ No. of Microfilms rolls available	Procedure to obtain the document (Microfilm rolls)	Held by/under control of
1.		A thesis by Roa Gutta Lak Shamena; a Grenadier's Diary, material and photographs on Delhi, Papers of Sir Robert Garnan on Indian Military Defence Tribunal (1832-1973) with gaps/ 4.	Access under Public Record Rules, 1997	Director General of Archives
2.		Relating to India and the New South Wales Governor's despatches to Governor of India, Military Affairs of Indian Army (1822-1862)./ 4.	-do-	-do-
3.		Relating to importation of Coolie labour from India to Queensland (1861-63). / 1.	-do-	-do-
4.		T.S. Hatfull's Journal of voyage taken in the Cornwall East Indiaman (1839) / 1.	-do-	-do-
5.		Volume of Ledgers entitled 'Claim on Indian Government' - names of personnel who were associated with Australian ships or share establishments (1841-43). / 1	-do-	-do-
6.		Material of Indian interest - (1783-99 and 1818). / 1	-do-	-do-
7.		Lord Henry Harding, Governor General of India, East India Company's relations with Punjab, Nepal, Mysore, Oudh and on Sati, infanticide, etc. (1844-48). / 2	-do-	-do-
8.		Manuscripts bearing treaties, comments, reports and extract from letters dating back 15-18 th Centuries. / 2	-do-	-do-

9.		Records of Indian Interest - History of India, maps, trade relations, etc.	-do-	-do-
10.		Danish factories- Card register of records on Danish factories in India./ 2	-do-	-do-
11.		Indian troops, ships, Indian community society, etc. (1879, 1882). / 1	-do-	-do-
12.		Dupleix Papers (1750-54). / 1	-do-	-do-
13.		Nana Sahib's correspondence with the French authorities in Chandernagar./ 1	-do-	-do-
14.		French Records of Indian Interest (in French language). / 189	-do-	-do-
15.		Material of Indian Interest (17-19 th Century). / 78	-do-	-do-
16.		Hannovarian Troops in India, information relating to Trade and Commerce. / 13	-do-	-do-
17.		British Indian Series relating to Military Affairs in British India, S.C. Bose arrival in Germany and his activities (1885-1943). / 38	-do-	-do-
18.		Material of Indian interest relating to Subhas Chandra Bose. / 5	-do-	-do-
19.		Material of Indian interest received under Indo-Hungarian Cultural Exchange Programme (1941-43). / 1	-do-	-do-
20.		Relating to Demetrios Galanos, a Greek Scholar who lived in Benaras (1936-56). / 21	-do-	-do-
21.		Relating to Ms. Dinan of Ibu Museum; Ms. Kitab Al-Saidwa by Lahibi Rehan Mohammed Bin Ahmed Al Bairoomi (in Arabic). / 2	-do-	-do-
22.		Cawan Papers (Governor of Bombay) (1717-1734). / 37	-do-	-do-
23.		Relating to Indian interest (1550-1636). / 1	-do-	-do-
24.		Relating to Intelligence reports; Indian Affairs; Organisation and activities of Japanese administration-Malaya (1943-46). / 2	-do-	-do-

25.		Dutch Manuscripts relating to Dutch East India Company's Overseas trade, Currency and Tariff Policy (1614-1796). / 690	-do-	-do-
26.		Relating to material of Indian interest (1781-1806). / 5	-do-	-do-
27.		Melville Papers, Mackenize Papers, Minto papers - (1785-1857) (1905-1910). / 26	-do-	-do-
28.		Dalhousie Papers - (1799-1832, 1848-1856). / 56	-do-	-do-
29.		Relates to Military affairs and French conquests in India (1770-1790). / 7	-do-	-do-
30.		Strait Settlement Records -Papers and Reports laid before the Legislative Council of Straits Settlements; Despatches from Secretary of State. (1800-1939) / 14	-do-	-do-
31.		Relating to Swedish Indian Society correspondence, Swedish Archaeological expedition to India etc. (1920-1968). / 4	-do-	-do-
32.		Papers of Indian interest (1934-36) viz. Despatches from Secretary of State in Council to Government of India. / 64 microfiche	-do-	-do-
33.		Edmund Privat Papers relating to description of Voyages; Indian Council Group etc. / 14	-do-	-do-
34.		Relating to Indo-Russia relations (18 th to 20 th Century). / 12	-do-	-do-
35.		Notes by Sir Charles Edward Trevelyan on the introduction of English language and Western Culture in India (1830-32). / 1	-do-	-do-
36.		Letters of Sir Robert Clive, Sir Eyre Coote, Hector Munro, Henry Dundas, John Shore, Richard Wellesly, Admiral Sir William Cornwallis and others, Railways in India etc. (1868-88). / 4	-do-	-do-
37.		Relating to British India and East India Company Papers and Manuscripts. (1741-1895 and 1657-1914). / 54	-do-	-do-
38.		Stowe Papers (1793-1824). / 3	-do-	-do-
39.		Panda records pertaining to various States in India and Pakistan (Rawal Pindi). / 1711	-do-	-do-

40.		(i) Melville Papers (1782-1800) (ii) American Marathi Mission Papers (iii) Pamphlet regarding Christianity. / 45	-do-	-do-
41.		Relating to list of Governors and Commander-in-Chief, Members of Council in India. / 3	-do-	-do-
42.		i) Catalogue of Records of German Foreign Ministry (1857-1921) ii) Records of U.S. Consulate at Bombay, Calcutta and Madras (1894-1912), (1792-1906 and (1908-1912) iii) Records of Department of State (1857-1929). /81	-do-	-do-
43.		Thesis of G T Brown of Hindu Conspiracy and the neutrality of United States, etc. / 1	-do-	-do-
44.		U.S. State Departmental Central Files-India, Foreign Affairs, Internal Affairs, Social, Economic and Industrial Affairs (1945-1949). /45	-do-	-do-
45.		San Francisco Trial papers/ Trial of Gadhar Party and Revolutionaries (1817-1818). / 7	-do-	-do-
46.		Indexes of Indian Papers. Mission minutes and reports of Presbytertan Board, etc. / 1	-do-	-do-
47.		Sir H.H. Fowler, Secretary of State for India relating to Cantonment Act, Punjab Frontier report, Russia, etc. 1894. / 1	-do-	-do-
48.		Lord G.F. Hamilton, Secretary of State for India papers containing correspondence with Elgin and Curzon relating to War in South Africa, Nizam of Hyderabad, Rangoon Outrages, Persian gulf, etc. (1899-1905). / 12	-do-	-do-
49.		Marquis of Salisbury, Secretary of State for India, Viceroy and Governor General papers containing correspondence with Sir John Lawrence Lord Northbrook, Lord Lytton, Sir Richard Temple, strength of British troops serving in India, Dacoity, Madras Army (1866-1894). / 18	-do-	-do-
50.		Diary of Lala Lajpat Rai – his recollections while living in the United States and Japan (1914-1917) / 1	-do-	-do-

51.		Sir John Lawrence, Viceroy and Governor General of India papers containing correspondence with Secretary of State and others, Indian troops in British colonies, Navy for India, Bahawalpur affairs, etc. (1811-1879). / 14	-do-	-do-
52.		Viscount Morley of Blackburn and Secretary of State for India papers containing correspondence with Harding on Partition of Bengal, Indian Council's Act of 1909, Muslim League etc. (1905-1911). / 2	-do-	-do-
53.		Lord Curzon of Kedleston, Viceroy and Governor General of India papers containing correspondence with Queen Empress, King Emperor and others, partition of Bengal, Delhi Coronation Durbar, etc. (1899-1905). / 14	-do-	-do-
54.		Marquis of Lansdowne, Viceroy and Governor General of India papers containing correspondence with persons in India and abroad, Sikkim frontier question, Indian National Congress, etc. (1888-1894). / 12	-do-	-do-
55.		Lord Amphill, Viceroy of India and Governor General of Madras papers relating to convention with Tibet, Partition of Bengal and Russian interest in Afghanistan, etc. (1900-1904). / 2	-do-	-do-
56.		Duke of Argyll, Secretary of State for India papers relating to Punjab Tenancy Act, Indian railways and correspondence with Mayo, North Brook, Halifax, etc. (1868-1874). / 15	-do-	-do-
57.		Reports of the Native Newspapers of Punjab – relating to European War, Indians in South Africa and in Canada and British rule in India (1912-1924). / 7	-do-	-do-
58.		Reports of the Native Newspapers of United Provinces relating to European War, Female education in Punjab, Indian Muslims, Arya Samaj, etc. (1912-1914). / 7	-do-	-do-
59.		Lord Lytton, Viceroy and Governor General of India papers relating to his correspondence while in India with Secretary of State, Vernacular Press Act, Indian Arms Act, etc. (1876-1880). / 32	-do-	-do-
60.		Lord Cross, Secretary of State for India papers relating to correspondence with Lansdowne, Dufferin, Public Service Commission, Indian National Congress, Indian Press, etc. (1886-92). / 13	-do-	-do-
61.		Hon'ble Edwin Samuel Montague –Secretary of State for India papers relating to correspondence with Chelmsford, Lord Willingdon, Khilafat deputation and Ali brothers, Annie Besant and Home Rule League (1910-14, 1917-22). / 14	-do-	-do-

62.		Sir Henry Mortimer Durand, Secretary to the Government of India in Foreign Department papers relating to correspondence on Afghanistan and Rajputana affairs and with individuals (1885-1894). / 4	-do-	-do-
63.		Lord Frederick Edwin, Earl of Birkenhead, Secretary of State for India papers relating to correspondence with Reading, Irwin, delegation to League of Nations, Political situation in Punjab and Bardoli (1924-1928). / 9	-do-	-do-
64.		First Earl of North brook, Viceroy and Governor General of India papers containing correspondence with Lansdowne, Lord Ripon, Sir Syed Ahmad and M.A.O College Aligarh, Seditious writings in the Indian Newspapers, employment of Indians in civil services, etc. (1872-90)/ 10	-do-	-do-
65.		Marquis of Zetland, Secretary of State for India papers relating to correspondence with Linlithgow, Lord Braboun, Arya Samaj agitation in Hyderabad, Congress and the Indian States, Indian National Congress (1917-1940). /9	-do-	-do-
66.		Sir William Foster-Registrar and Superintendent of the India Office Records containing correspondence with Lord Curzon, John Arthor Godley and others, Bengal Past and Present, historical records of the Survey of India. (1907-1927). / 3	-do-	-do-
67.		Sir Charles Warre Malet-Resident at Poona and Member of the Bombay Council papers relating to correspondence between Poona Residency and the Governor General, French negotiations with Tipu Sultan, Third Anglo Mysore War, Shivaji and Maratha Empire. (1797-98). / 23	-do-	-do-
68.		Lord Erskin, Governor of Madras papers relating to correspondence with his Majesty the King, Viceroy, Ist Viscount Templewood, Ist Marquis of Willingdon, Mahatma Gandhi's attitude towards special powers of the Governor, etc. (1834-40). / 5	-do-	-do-
69.		A.P. Hume papers on Indian Civil Service, correspondence with his parents, Political situation on the eve of Independence, Indo-Pak relations, Cabinet Mission (1928-1968). / 5	-do-	-do-
70.		Sir Herbert Hope Risley (Census Commissioner, Home Secretary, Judicial and Public Department) papers relating to Ethnographic Survey of India, history of the Caste system (1899-1911). / 7	-do-	-do-

71.		Frank Owen Bett, Sub. Divisional Officer, Silliguri, Settlement Officer Dinapur, District Magistrate, Bakerganj and Midnapore papers relating to Statistics of the livelihood debts (1930-46). / 1	-do-	-do-
72.		Lord Elgin, Governor General and Viceroy of India papers on Chitral expedition, riots, plague and famine in Bombay, etc. (1894-99). / 12	-do-	-do-
73.		Lord Willingdon, Governor of Bombay and Madras and Viceroy of India, papers relating to Political and Economic development in India, Vernacular Press, Swarajists, Rowlett Bill, etc. (1913-1936). / 4	-do-	-do-
74.		Sir Ilbert- Legal Member of Viceroy's Council papers relating to Civil Service age question, Hindu Law, Punjab Tenancy and Land Revenue Bills. (1882-1886). / 23	-do-	-do-
75.		Sir Harry Graham Haig, Home Member of the Executive Council of the Governor General of India and Governor of United Provinces papers relating to Gandhiji and Congress Political activities. / 3	-do-	-do-
76.		Dufferin, Viceroy of India papers – correspondence on re-organisation of Provincial Legislative Councils, Indian National Congress, etc. / 46	-do-	-do-
77.		Sir Guy Fleetwood Wilson-Finance Member of Supreme Council of India; Acting Viceroy and Governor General of India papers relating to Morley-Minto reforms, Civil Service, Dyarchy and Chandni Chowk Bomb Outrage (1905-1913). / 37	-do-	-do-
78.		Marquis of Linlithgow, Viceroy and Governor General of India papers relating to correspondence on political and constitutional position in British India, Maps of the World, etc. (1936-1943). / 148	-do-	-do-
79.		Sir George White, Military Secretary to Lord Ripon and Commander - in- Chief, India papers relating to Public Works Department, Indian Press Committee on Indian Army administration, etc. (1880-1898). / 53	-do-	-do-
80.		Erle Richards, Legal member of Viceroy's Council papers relating to his correspondence. / 14	-do-	-do-
81.		Pamayish-I- Zamin-I- Taalluqah-I- Baldahi papers relating to boundary limits of Ahmedabad and its surroundings in Persian (in Persian)/ 1	-do-	-do-

82.		Kilbracken, Under Secretary of State for India papers containing letters by Dufferin, Curzon and Minto, etc., miscellaneous files and papers. (1833-1909). / 31	-do-	-do-
83.		Earl of Halifax papers containing correspondence to and from His Majesty the King Emperor, Secretary of State for India, Indian Round Table Conference Proceedings, etc. (1926-1931).	-do-	-do-
84.		Sir John Anderson, Governor of Bengal papers containing correspondence, reports on road construction in India, memorandum on the Indian situation (1931-1936). / 20	-do-	-do-
85.		Home Miscellaneous Series – relating to East India Company’s accounts in England, Company’s trade and grievances, affairs of the Nawab of Arcot, treaty between the Company and Nawab Shuja-ud-daula, etc. (1600-1884). / 334	-do-	-do-
86.		Minutes of the Council of India (1858-1944) – relating to Miscellaneous Acts, Memoranda, notes and correspondence on the power of the Secretary of State, Act of 1858. / 65	-do-	-do-
87.		Reading papers – Correspondence on Round Table Conferences and Speeches, etc. (1900-1934). / 41	-do-	-do-
88.		Ceylone Factory Records (1762-1806). / 46	-do-	-do-
89.		Calcutta Factory Records (1690-1708). / 11	-do-	-do-
90.		Conimere Factory Records (1682-84, 1884). / 3	-do-	-do-
91.		Anjeno Factory Records (1704-1804). / 21	-do-	-do-
92.		Balasore Factory Records (1679-1687). / 1	-do-	-do-
93.		Broach Factory Records (1775-1780). / 5	-do-	-do-
94.		Burdwan Factory Records (1774-1779). / 14	-do-	-do-
95.		Cambay Factory Records (1804-1807). / 1	-do-	-do-
96.		Cuddalore and Purto Novo Factory Records (1683-1687). / 3	-do-	-do-
97.		Dacca Factory Records or G/15 Series (1678-81, 1736-1778). / 17	-do-	-do-
98.		Bengal Public Consultations or P/1 Series (1704-48). / 23	-do-	-do-
99.		Dinajpur Factory Records or G/16 Series (1774-1778). / 5	-do-	-do-

100.		Fort St. George Factory Records or G/19 Series (1655-1758). / 51	-do-	-do-
101.		L/P and J/7 Series of records - Quarterly Survey of Political, Judicial and Constitutional position of British India, Public Judicial Department, etc. (1935-43). / 7	-do-	-do-
102.		LP and J/9 Series of records - Judicial and Public (Reforms) Department, Provincial Franchise, Bengal Franchise, etc. (1935-36). / 2	-do-	-do-
103.		L/P and J/10 Series of records (1942-55) - Interim Govt; Indian States correspondence with the viceroy and Sir S. Cripps, Depressed classes, Cabinet Mission, appointment of Governors to Provinces in India and Pakistan after Transfer of Power, Transfer of Power Papers, etc. (1942-1955). / 106	-do-	-do-
104.		LP and S/10 Series of records -Baluchistan, Far East,Gilgit Agency Diaries-(1915-1930). / 3	-do-	-do-
105.		LP and S/12 Series of records-Political and Secret Department Internal Files(1924-43). / 2	-do-	-do-
106.		L P and S/13 Series of records (Indo-Hyderabad Relations) (1940-1949). / 23	-do-	-do-
107.		LP and S/18 Series of records relating to Punjab, North West Frontier Districts, Afghanistan, Persian Gulf, Persia and Russia (1830-1936). / 4	-do-	-do-
108.		LP and S/18 (A,B,C, D) Series relating to Afghanistan, North West Frontier, Chitral affairs, Tibet, Indian Frontier Policy, Punjab, Baghdad Railway, Gilgit Agency, etc. (1830-1936). / 20	-do-	-do-
109.		LP and S/20 Series of records –Affairs of Russian Empire, Afghanistan, Baluchistan, North West Frontier, Kashmir, Burma, China, Central Asia, Persia and Chitral. / 1	-do-	-do-
110.		Hultan Papers relating to his two diaries, correspondence and anthropological notes and articles of Prof. John Henery Hultan (1909-55)/2	-do-	-do-

111.		R/3/2 Series of records relating to Subhash Chandra Bose (1939-43). / 4	-do-	-do-
112.		Minutes of Council of India, Advisors to the Secretary of State, orders or communications made under the urgency clause of the Government of India Act (1858). /65	-do-	-do-
113.		Charles Bell collection relating to Tibet, Bhutan, Sikkim, USSR (1921-39). / 32	-do-	-do-
114.		Chelmsford Papers relating to Despatches from Secretary of State to the Governor General of India and speeches, Self Government, etc. (1916-21, 1932) / 67	-do-	-do-
115.		Brabourne Papers relating to correspondence on Indian Science Congress Association (1933-1939). / 52	-do-	-do-
116.		Reading Papers relating to Indian Round Table Conference, Speeches, Indian Finance, etc. (1920-35). / 107	-do-	-do-
117.		Butler papers relating to his correspondence on Nepal-Burma, Delhi as the new Capital, etc. (1880-1938). / 70	-do-	-do-
118.		Hallett Papers relating to Civil Dis-obedience Movement, Newspapers Cutting, Speeches, etc. (1907, 1917-45). / 39	-do-	-do-
119.		Simon Papers relating to correspondence, system of working, etc. (1927-37). / 141	-do-	-do-
120.		Mudie Papers relating to migration of Punjab, Newspaper Clippings, etc. (1934-70). / 10	-do-	-do-
121.		Hamilton personal Papers (1914-21). / 1	-do-	-do-
122.		Cunningham Papers relating to North West Frontier Policy (1922-62). / 5	-do-	-do-
123.		Atholl Papers relating to Local Government in India, Congress Party, etc. (1928-39). / 3	-do-	-do-
124.		Duleep Singh papers relating to him and his family (1864-1907). / 3	-do-	-do-
125.		Meston papers relating to his correspondence, report on Indian Constitutional Reforms, etc. (1906-36). / 23	-do-	-do-
126.		Reid Papers on Indian Civil Service, etc. (1918-63). / 9	-do-	-do-
127.		Parson Papers relating to North West Frontier (1904-19), 1931-58). / 2	-do-	-do-

128.		Caroe Papers (1946-47, 1970). / 1	-do-	-do-
129.		Pethick Lawrence Papers relating to correspondence, clippings, etc. (1946). / 1	-do-	-do-
130.		Fredrick White Papers- His diaries - (1922-23). / 1	-do-	-do-
131.		Stewart Papers relating to Royal Commission on Superior Civil Service in India, Statutory Commission, etc. (1923-39, 1959). / 1	-do-	-do-
132.		Charles Roberts papers relating to Indian involvement in the First World War, Proposals on Constitutional reforms (1909-23). / 8	-do-	-do-
133.		Thompson Papers relating to Punjab - (1903-35). / 7	-do-	-do-
134.		Fazl-I-Husain Papers relating to his correspondence, speeches, etc. (1924-36). / 4	-do-	-do-
135.		Templewood Papers relating to his correspondence on Civil Disobedience (1926-53). / 14	-do-	-do-
136.		Stopford Papers relating to his correspondence on Round Table Conference (1930-32). / 2	-do-	-do-
137.		Hartog Papers relating to growth of education in Punjab, Women education in India, etc. (1926-29). / 24	-do-	-do-
138.		Birdwood Papers. / 1	-do-	-do-
139.		Mrs.Crawley Papers (1862-94). / 1 – A Diary.	-do-	-do-
140.		Ganeshee Lal Tehsildar Papers – Diary . (1846). / 1	-do-	-do-
141.		Dunlop Smith Papers (1905-1910). / 1	-do-	-do-
142.		Mountbatten Papers (1945-79) - relating to Indian controversy surrounding the alleged death of Netaji Subhash Chander Bose in an aeroplane crash in 1945, Correspondence with Patel, Gandhi, Raja of Bikaner, Wavell, Mr. Caroel and speeches. / 33	-do-	-do-
143.		Edwina Mountbatten Papers relating to visits to Punjab, NWFP, including a report on disturbances in Punjab. / 1	-do-	-do-
144.		Hyderabad Residency Papers Or Nizam's papers/R/2/Series (1888, 1932-39 and 1944-47). / 4	-do-	-do-

145.		Proscribed Publications in Various languages (1857, 1913-30). / 75	-do-	-do-
146.		War Staff Files (1937-49). / 759	-do-	-do-
147.		Private Secretaries to the Viceroy Papers (R/3/1 Series) (1899-1950). / 173	-do-	-do-
148.		R/15 series relating to Political Residency Bushire, Pearling in Baharin, Political Agency Kuwait . / 2	-do-	-do-
149.		The Permanent Under Secretaries of State for India Papers (1907-1948). / 32	-do-	-do-
150.		Chelmsford Papers (1916-21, 1932). / 66	-do-	-do-
151.		A.N. Mitchell Papers (1906-1976). / 1	-do-	-do-
152.		L P and J/12 Series relating to INA and Subhas Chander Bose etc. (1926-1946). / 7	-do-	-do-
153.		Ripon Papers (1843-45). / 20	-do-	-do-
154.		Indian News Papers – Indian Pioneer (1935-40). / 6	-do-	-do-
155.		Additional Manuscripts (1579-1825). / 524	-do-	-do-
156.		Sloane Manuscripts (1661-1731). / 6	-do-	-do-
157.		Stowe Manuscripts. / 1	-do-	-do-
158.		Lansdowne Manuscripts (1612-1892). / 2	-do-	-do-
159.		Harliean Manuscripts (1420-1714). / 3	-do-	-do-
160.		Egerton Manuscripts (1607-1838). /11	-do-	-do-
161.		Cotton Manuscripts (1573-1613). /1	-do-	-do-
162.		Foreign Office 371 Series of records relating to Indo-Soviet relations, Indo-United States relation, Subhash Chander Bose – Life and activities, etc. (1941-1949). / 32	-do-	-do-
163.		Dominion Office –35 Series of Records relating to Indian Navy Bill, Indian Round Table Conference, Indians in the Union of South Africa. (1926-1960). / 40	-do-	-do-
164.		Dominion Office - 117 Series of records relating to Indian question in South Africa	-do-	-do-

		(1927). / 1		
165.		Dominion Office-118 Series of records relating to India – UK agreement, etc. (1932-1967). / 1	-do-	-do-
166.		Dominion Office –121 Series of records (1949-1951). / 1	-do-	-do-
167.		Dominion Office –133 Series of records (1904-1956). / 6	-do-	-do-
168.		Dominion Office –134 Series of records (1948-52). / 2	-do-	-do-
169.		Defence-4 Series (1904-1956) Minutes and Memoranda of Chief of the Staff. / 5	-do-	-do-
170.		Defence-5 Series of records (1930-38, 1947) relating to War principles, role of Colonies in War, Categories of Aircraft Inter-Service Committees on Chemical and Biological Warfare in Middle East, Protection, India-interim arrangements, India Defence arrangements, Armed forces of India, Internal security arrangements, etc. / 4	-do-	-do-
171.		Cabinet-6 Series of Records (1901-22 and 1939) relating to Defence of India. / 3	-do-	-do-
172.		Cabinet-11 Series (1877-1919) relating to Defence of India. / 6	-do-	-do-
173.		Cabinet-16 Series of records relating to Defence (1905-09, 1921-1934). / 5	-do-	-do-
174.		Cabinet-17 Series of records relating to Defence (1904-1905 and 1916). / 1	-do-	-do-
175.		Cabinet-21 Series of records –Political situation in India, North West Frontier Provinces, Economic and financial policy, Trade questions, political situations in India, appointment of U.K. High Commissioner in India, etc. (1938-1939). / 6	-do-	-do-
176.		Cabinet-27 Committees, General Series, Indian Affairs 1924, Committee on India 1932-35 (1920-35 and 1916). / 7	-do-	-do-
177.		Cabinet-37 Series of records relating to Indian Army, Indian Coinage, Duty in India on Cotton manufacture, North West Frontier, Chitral, British relations and policy, India Preferential tariff, Political situation in India, Indian Budget and excise duty on cotton goods, Indian taxation, Japanese activities in China and India, etc. (1881-1915). / 12	-do-	-do-
178.		Cabinet-99 Series of records relating to War Cabinet, Commonwealth and international Conferences (1939). / 2	-do-	-do-

179.		Cabinet-127 Series of records relating to Cabinet Series, India Constitutional position, etc. (1948-49). / 1	-do-	-do-
180.		Cabinet-134 Series of records relating to Transfer of Power in India and Accession of Indian States to the Dominions of India and Pakistan. (1945-47) / 3	-do-	-do-
181.		Series of records relating to East Indies, colonial office papers and diary of East India company's agent at Surat (1701-1702). / 2	-do-	-do-
182.		Series of records on Indian Political activities (1942-47). / 1	-do-	-do-
183.		Series of records relating to Indian National Army (1945). / 1	-do-	-do-
184.		Kitchener Papers- Military administration in India Far East. /3	-do-	-do-
185.		Prem Series (1,2,3,4,8,11)-Communism in India, Indian Army, Indian Food situation, Indian Civil Service, Cabinet Mission, Navy, Army and Air forces of Union of India, Exchange of territorial battalions between India and U.K., reduction of Indian Army, Communism in India, Cabinet Mission, Indian Civil Service, Navy, Cripps Mission, etc.(1945-1951, 1928-1956, 1939-1945). / 30	-do-	-do-
186.		Madan Lal Dhingra Trial Papers (1909). / 1	-do-	-do-
187.		Granville papers relating to Indian Press and Public opinion , re-organisation of Indian army, Ganges Canal, etc. (1952-1962). / 2	-do-	-do-
188.		Pitt and Chatham Papers relating to Trade with India, Grant of Dewani of Bengal, Bihar and Orissa, treaty of peace with France, etc. / 6	-do-	-do-
189.		Austin Chamberlain, Secretary of State for India papers relating to his correspondence, Indian Reforms, Indian Finance Commission, etc. (1915-17). / 4	-do-	-do-
190.		Sir Robert Palk, Governor of Madras papers relating to expenditure on military establishments on the Coromandal Coast and East India India Company, etc. (1763-66) . / 2	-do-	-do-
191.		Major Browne's correspondence with the Governor General (1782-85). / 1	-do-	-do-

192.		Sir James Fitzjames Stephen papers relating to Indian Law Commission, Local self Government, Punjab Revenue Act and Famine Commission, (1869-72). / 4	-do-	-do-
193.		Stanley Baldwin Papers – relating to Indian Fiscal Policy, Indian Statutory Commission, Political and Nationalist Movements, etc. (1923-29, 1935-37). / 3	-do-	-do-
194.		Lord Mayo Papers- relating to his correspondence, Female Education, Bombay Railway, etc. (1868-72). / 15	-do-	-do-
195.		Hardinge Papers / 45	-do-	-do-
196.		Attlee Papers- relating to India and Commonwealth, India Independence Act, etc. (1945-50). / 1	-do-	-do-
197.		A.P. MacDonnell papers relating to Shia-Sunni relation, famine in Bengal and Bihar, Plague in Kanpur, etc. (1893-1900). / 1	-do-	-do-
198.		William Bentick papers- relating to Indian States, North-West Frontier, abolition of Sati, Thugee, etc. (1827-35). / 83	-do-	-do-
199.		Tod Manuscripts relating to Prithvi Raj Raso. / 1	-do-	-do-
200.		Edwina Mountbatten papers relating to Punjab and North West Frontier Province (1947-56). /1	-do-	-do-
201.		Lansbury papers relating to Indian National Congress, Indian League, etc.(1930-37). /1	-do-	-do-
202.		J.P. Palmer, Lord Macartney, William Hodge Mill, H.S. Barnes, B.H. Hodson, John Scattergood, Robert Palk, Lawrence Sullivan Papers-regarding correspondence on railway construction in Burma, question of Separation of Burma from India, Army movements in Mysore War, Jews in Malabar, etc. / 41	-do-	-do-
203.		3/1 Series/Butler papers relating to Conservative Party Papers on India, correspondence, etc. 1933-1945. / 1	-do-	-do-
204.		H.A.L. Fisher papers relating to his correspondence (1907-1930). / 2	-do-	-do-

205.		East India Company, Melville and Pitt and miscellaneous political papers of 17 th –19 th centuries. / 29	-do-	-do-
206.		Sir Charles Warre Malet Papers. /23	-do-	-do-
207.		Sir Charles Wood/Hickleton Papers (1852-1866). / 4	-do-	-do-
208.		Thomas Bowrey and Jonathan Duncan Papers. / 2	-do-	-do-
209.		Daily Worker (1944-47) / 82	-do-	-do-
210.		Council of Foreign Bond Holder, India and Ceylon newspaper cuttings. (1874-1896) / 7	-do-	-do-
211.		Warren Hasting Manuscripts / 2	-do-	-do-
212.		Blacket Collection / 1	-do-	-do-
213.		E. S Reddy papers relating to Ruth Manchester Collection, South African India Congress, Agenda Book, Carter Karis Collection and Indians in South Africa (1910-1988) / 10	-do-	-do-
214.		A. N. Mitchell papers relating to his memoirs containing reminiscences on the Indian Civil Services, Porting at Nagapur, etc.(1906-76) / 1	-do-	-do-
215.		Lord Wavell papers relating to his correspondence with Secretary of State for India, Simla Conference Papers on Indian political situation, Notes of Imperial interviews by Lord Wavell, Abdul Kalam Azad, M. K. Gandhi, etc. (1943-47) / 9	-do-	-do-
216		FO Series 705 (1844-1931) 12 microfilm rolls relating to establishment of Madras University, Madras Artillery, Indian Round Table Conference etc.	-do-	-do-

D) Library

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Books and reports	Reference books on Modern Indian History and Reports on Census, Administrative, Famine	Books etc. are provided for study only in the	Director General of Archives

		Commission, Police, Education, Medical, Irrigation, etc.	library reading room. One book is issued to the staff for home study, but no book is issued to any scholar for home study.	
2.	Proscribed Publications.	Patriotic poetry and writings in all regional languages banned by British Raj.	----- do -----	---- do ----
3.	Selections from Vernacular Native News Papers	Abstracts or summaries of Vernacular newspapers.	----- do -----	---- do ----
4.	Selections from Government of India/State Government Records.	Collection of most important records pertaining to various aspects of British Administration in India.	----- do -----	---- do ----
5.	Volumes of India Parliamentary Papers.	Reports of Parliamentary Committees and recorded proceeding of the Parliament.	----- do -----	---- do ----
6.	Volumes of Fort William College Collection	These old and rare books represent a variety of subject matters i.e. Glossaries, Works on History, Geography, Travelogues, etc.	----- do -----	---- do ----
7.	Journal and Periodicals	Calcutta Review, Modern Review, Journal of Asiatic Society of Bengal, Indian Review, Annual Register, Bengal Past and Present, etc.	----- do -----	---- do ----
8.	Gazettes	Notification of Government of India.	----- do -----	---- do ----
9.	Publication in Foreign Languages	--	----- do -----	---- do ----
10.	Army list	Contains names of Army Officers, their ranks and date of joining etc.	----- do -----	---- do ----
11.	Civil list	Provided a complete Directory of the Indian Civil and Administrative Service Officers.	----- do -----	---- do ----
12.	Gazetteers	These are handy reference books containing the information of various districts of India.	----- do -----	---- do ----
13.	Legislative Assembly Debates	Contains particulars of debates and discussions in Legislative Council, Lok Sabha and Rajya Sabha etc.	----- do -----	--- do -----
14.	Collection of treaties, Engagements and	Covers the agreement made by the East India Company and	----- do -----	---- do ----

	Sanads (by Aitchison)	British Government in India with the Princely Indian States and neighboring countries.		
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II – Records at Regional Record Office/Centre(s) :

A) RECORD OFFICE BHOPAL

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non – current public record	Central Board of Revenue (1860-1936)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	- do -	Commerce Deptt. (1860-1936)	- do -	- do -
3.	- do -	Communication Deptt (1860-1934)	- do -	- do -
4.	- do -	Education Health and Lands (1860-1938)	- do -	- do -
5.	- do -	Finance Deptt. (1863-1935)	- do -	- do -
6.	- do -	Home Deptt (1871-1921)	- do -	- do -
7.	- do -	Labour Deptt (1871-1935)	- do -	- do -
8.	- do -	Legislative Deptt. (1861-1937)	- do -	- do -
9.	- do -	PWD Deptt (1860-1935)	- do -	- do -
10.	- do -	Railway Deptt. (1863-1935)	- do -	- do -

11.	- do -	Revenue and Agriculture (1860-1937)	- do -	- do -
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Records of erstwhile Bhopal State

S.No	Name of the Department	Inclusive Years	English		Persian		Urdu		Remarks
			Files	Vols	Files	Vols.	Files	Vols	
1	Dafter Insha	1846- 1907	-	-	-	-	7487	8087	Access as per Public Records Rules, 1997
2.	Mutiny Papers	1857-1858	-	-	690	29			
3.	Kutub Hadbast Dehat	1845-1860							
4.	Acts and Rules of Bhopal Govt.	1845-1941	-	732				732	- do -
5	Administration Reports of Bhopal state	1905-1919		706					- do -
6.	Toshak Khana	1908-1915					464	100	- do -
7	Daftar Tarikh	1905-1931					548		- do -
8	Gazettes of Bhopal State	1908-1953						85	- do -
9	Municipal Board, Bhopal	1908-52					395		- do -
10	Jagir Sanads						1486		-do-
11	Maps and Plans of Bhopal State							775	-do-
12	Daftar Tanzimat	1843-1952					1299	370	- do -
13	Daftar Chief Justice of High Court	1899-1947					794	-	- do -
14	Marriage of Nawab Sultan Jahan Begum	1861-1906						401	-do-

15.	Police, Bhopal	1905-1914						9	-do-
16	Wazarat	1876-1905					1062		-do-
17	Military Sectt	1908-1912					1067		-do-
18	Muinul Muhami	1908-1915					2832		-do-
19	Vakalat	1851-1911					4010		-do-
20	External Affairs	1946-48					436		-do-
21	Boundary Disputes	1855-1891					169		-do-
22	Daftar Chaudharahat	1854-1925					595		-do-
23	Salandaran	1845-1861					515		-do-
24	Daftar Niabet-e-Mal	1890-1908					402		-do-
25	Chief Sectt	1908-1941					11705		-do-
26	Army and Civil List	1912-1947	140	71					-do-
27	Directorate of Education	1929							-do-
28	Judicial Sectt	1908-1914					2119		-do-
29	PWD	1912-1914					303		-do-
30	Finance Sectt	1908-1910					2282		-do-
31	Political Deptt.	1912-1949	26256				8750		-do-
32	Chamber of Princes	1916-1947	874						-do-
33	Revenue Settlement (20 years)						17600		-do-
34	Jama Kharch						10400		-do-
	Total		27270 + 1509 + 600 + 29 + 76720 + 27166 = 133290						

Gul Hayat Institute

Statement showing total holding of Provincial Gazettes

S.No.	State	Covering years	Total no. of Gazettes	Remarks
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1	Agra	1841- 1858	39	Access as per Public Records Rules, 1997
2	Andaman Nicobar	1876-1970	58	
3	Andhra Pradesh	1954-1970	315	
4	Assam	1889-1970	926	-do-
5	Bihar	1936-1970	352	-do-
6	Bihar and Orissa	1912-1935	409	-do-
7	Bombay	1873-1960	1401	-do-
8	Burma	1869-1941	480	-do-
9	Calcutta	1862-1975	1505	-do-
10	Coorg	1925-1956	170	-do-
11	Central Provinces	1878-1949	608	-do-
12	Ceylone	1913-1922	14	-do-
13	Delhi	1952-1970	868	-do-
14	Goa	1962-1970	862	-do-
15	Gujarat	1960-1970	336	-do-
16	Haryana	1966-1970	34	-do-
17	Himachal Pradesh	1956-1970	45	-do-
18	Hyderabad	1868-1953	454	-do-
19	Jammu and Kashmir	1952-1970	87	-do-
20	Kathiawar Political Agency	1863-1923	122	-do-
21	Kerala	1958-1970	239	-do-
22	Kutch	1952-1956	6	-do-
23	Lakshadweep	1965-1970	9	-do-
24	Madras	1864-1969	1392	-do-
25	Maharashtra	1962-1970	425	-do-
26	Manipur	1952-1970	32	-do-
27	Madhya Pradesh	1958-1970	272	-do-
28	Mysore State	1877-1970	787	-do-
29	Nagaland	1964-1970	12	-do-
30	North West Province	1867-1902	223	-do-
31	North West Frontier Province	1923-1947	220	-do-
32	Orissa	1936-1979	330	-do-
33	Oudh	1968-1977	24	-do-

34	Pondicherry	1964-1978	27	-do-
35	Punjab	1965-1978	364	-do-
36	Rajasthan	1876 and 1900 1951-1970	2 229	-do-
37	Sikkim	1967-1968	1	-do-
38	Sindh	1945-1951	195	-do-
39	Tripura	1952-1970	6	-do-
40	U.P	1963-1971	963	-do-
41	Western India State Agency	1924-1945	43	-do-

Miscellaneous

S.No.	Particulars of Record	Inclusive years	Total no. of Gazettes	Remarks
1	Civil Justice Committee reports	1924-25	69	Access as per Public Records Rules, 1997
2	Digest of Indian Law Cases report	1876-1932	144	-do-
3	Indian Law Reports	1875-1932	213	-do-
4	Law Reports	1878-1922	72	-do-
5	Minutes of Evidence taken before Royal Commission	1907-1933	141	-do-
6	Morns Law Cases	1936-1978	28	-do-

Private Papers :

S.No.	Name of Series	Year	Remarks
1	Pt. Chatur Narayan Malviya Collection comprises of personal papers, letters, maps and books.	-	Access as per Public Records Rules, 1997

Microfilms*

S.No.	Name of Series	Acc. No.		Total Rolls	Remarks
		From	To		
1.	Jayakar Papers	a) 1	490	490	

		b) 1451	1587	136	
2.	Foreign Acquisition	1	6028	5959	This series has many rolls in parts and many rolls not transferred from headquarters
3	Crown Representative Records	1	367	367	
4	Rampur Raza Library	1	722	678	This series has many rolls not transferred from headquarters.
5	Departmental Proceedings	a) 483 b) 3587	882 8100	396 4481	Many rolls were not transferred from headquarters in this series and many rolls are in parts
6	Parliamentary Papers	1	149	149	
			Total =	12656	
			Rolls		

* access as per Public Records Rules, 1997

B) RECORD CENTRE BHUBANESWAR

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Non – current public record	ASI, Bhubaneswar Circle (1901-1975)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2	- do -	ASI, Kolkata Circle (1902-74)	- do -	- do -
3	- do -	Bengal Chemicals and Pharmaceutical Limited Kolkata (1901-80)	- do -	- do -
4	- do -	Biecco Lawrie, Kolkata (1915-78)	- do -	- do -

5	- do -	Central Public Works Department, Bhubaneswar, Central Division I (1902-74)	- do -	- do -
6	- do -	Central Reference Library, Kolkata (1970-78)	- do -	- do -
7	- do -	Development Commissioner of Iron and Steel (1958-75)	- do -	- do -
8	- do -	Directorate General of Mines Safety (1901-44)	- do -	- do -
9	- do -	Directorate of Census Operation, Bhubaneswar (1960-78)	- do -	- do -
10	- do -	Government of India Stationery Department, Kolkata (1880-73)	- do -	- do -
11	- do -	Hindustan Fertilizer Corporation Ltd, Haladia (1972-78)	- do -	- do -
12	- do -	Mobile Civil Emergency Force, Kolkata (1963-84)	- do -	- do -
13	- do -	Office of the Chief Post Master General, Bhubaneswar (1900-75)	- do -	- do -
14	- do -	Welfare and Cess Commissioner, Bhubaneswar (1966-80)	- do -	- do -

Private Papers :

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Private Papers	Annapurna Maharana Collection (1934-79)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	- do -	Banke Bihari Das Collection (1946-71)	- do -	- do -
3.	- do -	Bansidhar Mishra alias Surat Ali Collection (1949-88)	- do -	- do -
4.	- do -	Debendra Kumar Dash Collection (1903-1918)	- do -	- do -
5.	- do -	Dr. Bibhuti Pattnaik Collection (1929-51)	- do -	- do -
6.	- do -	Dr. Smaran Nayak Collection	- do -	- do -
7.	- do -	Manmohan Chaudhury Collection (1946-98)	- do -	- do -
8.	- do -	Phularenu Guha Collection	- do -	- do -
9.	- do -	Rajani Kanta Das Collection (1948-88)	- do -	- do -
10.	- do -	Rama Devi Collection (1945-85)	- do -	- do -
11.	- do -	Surendra Nath Dwivedy Collection (1927-96)	- do -	- do -

Library Holdings

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Published work	Books (Oriya and English)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director-General, National Archives of India
2.	-do-	Journals (Oriya and Bengali)	-do-	-do-

C) RECORD CENTRE JAIPUR

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non – current public record	A.G. Office, Rajkot (Gujarat) Controller of Accounts (1948-1957)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	- do -	Central Board of Film Certification, Mumbai (1951-1981)	- do -	- do -
3.	- do -	Central Railway, Mumbai (1859-1979)	- do -	- do -
4.	- do -	Central Reserve Police Force, Ajmer (1871-1955) (1959-1965)	- do -	- do -
5.	- do -	Controller of Defence Accounts (officers) (1948-1957)	- do -	- do -
6.	- do -	Controller of Insurance, Shimla (1862-1978)	- do -	- do -

7.	- do -	Crown Representative Office, Bhavnagar, Vadodara and Rajkot (Political Agency) (1803-1948)	- do -	- do -
8.	- do -	Department of Census, Jaipur (1951-1981)	- do -	- do -
9.	- do -	Department of Customs, Mumbai (1855-1957)	- do -	- do -
10.	- do -	Forward Markets Commissioner, Mumbai (1953-1972)	- do -	- do -
11.	- do -	Hindustan Salt Ltd, Jaipur (1959-1969)	- do -	- do -
12.	- do -	India Government Mint, Mumbai (1919-1960)	- do -	- do -
13.	- do -	Indian Meteorological Department, New Delhi (1947-1971)	- do -	- do -
14.	- do -	Master of Mint, Mumbai (1820-1892)	- do -	- do -
15.	- do -	Port Health Organization, Mumbai (1921-1973)	- do -	- do -
16.	- do -	Salt Commissioner, Jaipur (1908-1978)	- do -	- do -
17.	- do -	Sambhar Salt Ltd, Sambhar (1871-1961) -	- do -	- do -
18.	- do -	Tariff Commission, Mumbai (1946-1974)	- do -	- do -

Private Papers

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Private Papers	Laxmi Devi Kala Collection	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	- do -	R. C. Sharma , Vyakul Collection (1700-1912)	- do -	- do -
3.	- do -	Raja Amar Singh Jagirdar of Ratlam Collection (1843-1883)	- do -	- do -
4.	- do -	Ram Narain Choudhary (Freedom fighter) Collection (1937-1950)	- do -	- do -
5.	- do -	Rawal Rajeswar Singh, Jagirdar of Samod Collection	- do -	- do -
6.	- do -	S. K. Haldia Collection	- do -	- do -
7.	- do -	S. S. Saxena (Freedom fighter) Collection	- do -	- do -
8.	- do -	Vijay Singh Pathak (Freedom fighter) Collection (1921-1940)	- do -	- do -
9.	- do -	Yugal Kishore Chaturvedi (Freedom fighter) Collection (1944-1979)	- do -	- do -

Miscellaneous

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non- Current Public record	Rajputana Residency Records (1832-1952)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	- do -	News Paper - Dainik Navjyoti, Ajmer (1937-1938)	- do -	- do -

D) RECORD CENTRE - PONDICHERRY

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non – current public record	Actes Tabelliones (1) French (1718-1739) (2)Tamil (1840-1893)	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India
2.	-do-	Archives Sous Verres (Archives between Glasses) (1701-1860)	-do-	-do-
3.	-do-	Arrete et Decision (1816-1962)	-do-	-do-
4.	-do-	Conseil de Gontantiauz Administratif (1751-1950)	-do-	-do-
5.	-do-	Conseil Prive (1867-1952)	-do-	-do-
6.	-do-	Correspondence Avec Diverses (1931-1946)	-do-	-do-
7.	-do-	Depaches Ministerielles (1814-1947)	-do-	-do-
8.	-do-	Etat Civil : Baptime (Baptism) (1676) Marriage, Entremets (Funeral), Birth, Death and Electoral	-do-	-do-

9.	-do-	French Judgments of Tribunal Superieur D'Appel (1810-1949)	-do-	-do-
10.	-do-	French records of Bemour Commune Panchayat (1892-1954)	-do-	-do-
11.	-do-	French records of Pondicherry Commune (Municipality) 1. Decision(1880-1939) 2. Correspondence (1880-1954) 3. Liberation(1888-1953)	-do-	-do-
12.	-do-	Government of India Records : a) Directorate of Tobacco Development, Madras (1948-1966) b) Office of the Commissioner of Central Excise, Madras (1916-1965) c) Office of the Commissioner of Customs, Madras (1877-1974) d) Office of the Assistant Commissioner of Central Excise, Guntur (1943-1974) e) Records pertaining to 'Towards Freedom' Project of National Archives of India, New Delhi (1911-1947) f) Base Fishery Survey of India, Visakapatnam (1959-1981) g) Office of the Commissioner of Customs, Nagapatinam, Tamil Nadu (1959-1980) h) Office of the Commissioner of Central Excise (1968-1979)	-do-	-do-
13.	-do-	Maps, Hans, etc (French administration) (1) Maps (1758-1965) (2) Hans (1683-1963)	-do-	-do-
14.	-do-	Maps of Ramanathapuum Zamindari (1884-1941)	-do-	-do-

15.	-do-	Photographs and Paintings (French Administration) (1760-1848)	-do-	-do-
16.	-do-	Tribunal de la Chaudrie (1) Registers (2) Bundles (1770-1889)	-do-	-do-
17.	-do-	Yanan Records (1) Registers(1860-1905) (2) Folders (1911-1954)	-do-	-do-

Miscellaneous

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non – current public record	a) 18 th Century Documents b) Library Books c) Rare Books (French) d) Gazettes/Periodicals	Conditioned access - as per PR Rules 1997 (Annexure - III)	Director General, National Archives of India

Private Papers

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Private Papers	Purushothamm Reddiar Papers (1934-1966)	Conditioned access - as per PR Rules 1997 (Annexure –III)	Director General, National Archives of India

Books and Gazettes

2.	- do -	Ramanathapuram Samasthanam papers (i) Palm Leaves (1800-1850) (ii) Printed Books, Reports, Periodicals (iii) Judicial Papers (1899-1947)	-do-	-do-
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Sr. No.	Category of the Document	Name of the document and its introduction in one line		Procedure to obtain the document	Held by/under control of
1.	Books	Library Books		Conditioned access - as per PR Rules 1997 (Annexure 'B')	Director General, National Archives of India
		Title	Year		
		i) Archives Administratif des Etablissements Francais Le 1 Inda	1823-1824		
		ii) Bulletin Le Loi's	1899-1915		
		iii) Bulletin des Actes Administratif	1832-1932		
		iv) Bulletin Officiel	1948-1924		
		v) Journal Officiel	1849-1954		
		vi) Conseil Coloniale	1873-1882		
		vii) Conseil General	1872-1955		
		viii) Asiatic Society of Bengal Proceedings	1866-1933		
		ix) Assembly Representatie de l 'Inde Francaise			
		(a) Reports	1950-1957		
		(b) Other Proceedings	1950-1957		
		x) Inruatres	1881-1937		
		xi) Pecueil de Legislation Coloniale	1923-1931		
		xii) Le Semaine Jurisdique`	1927-1936		

		xiii)Becueil General Des Lois Et Arrets	1925-1935		
		xiv)Quris Classeur de la France Doutre-mer	1892-1952		
		xv) Becueil general et Methodique de la legislation et de la regimentation des colonies Francaises	1930-1938		
		xvi)Repertoire du droil Administratif	1882-1910		
		xvii) Repertoire du Droit Francais rudence Francaise	1888-1927		
		xviii)Repertoire General Alphabetque droit du Francais	1886-1887		
		xix)Repertoire du Droit Administratif	1884-1909		
		xx)Recueil des Arrot du Conseil D'etat	1878-1934		
		xxi)Cable Dulecueil des Arrets du Conseil D'etaut	1849-1904		
		xxii)Revue Generale D'Administration	1887-1888		
		xxiii)Recueil General de Jurisprudence de Doctrine et de Legislation Coloniaies st. Maritimes	1897-1950		
		xxiv)Recueil General de Jurisprudence de Doctrine et de Legislation Coloniaies st. Maritimes	1951-1953		
		xxv)Le Moniteur des Judges de Paix	1858-1945		
		xvi)Jurisprudence cour ie cessation	1891-1894		
		xxvii) Becueil des Scmaires de la jurisprudence Francaise	1925-1939		
		xxviii) Becueil General des Lois Decrets et Arretes Avec Commemaries des dispositions D interest General	1923-1925		
		xxix) Decueil General des Lois Decrets et	1923-1925		

	Arretes Commentaries des Lois Norvelles xxx) Repertoire Analytique Applicable Aux Services Financiers Coloniaux	1928-1933	
	xxxii) le Regime Financier ies Territoires D' Cutre-Mer	1926-1927	
	xxxiii) le Regime Financier ies Colonies	1882-1932	
	xxxiiii) l' Evolution Actuelle du Regime Financier des Colonies	1927	
	xxxv) Tables Generales du Recueil Barests de Legislation de Doctrine et de Juresprudence Coloniales	1898-1930	
	xxxvi) Traite de legislation Coloniale	1908-1914	
	xxxvii) Is Mois Legislatif et Reglementaire	1924	
	xxxviii) Journal des Communes	1882-1884	
	xxxix) Recueil de legislation de Doctrine et de Jurisprudence Coloniales	1908-1938	
	xl) Revenue Generale	1883-1910	
	xli) Dictionnaire Formulaire des Parquete de la Police Judiciare	1928	
	xlii) Traite de Droit Commercial	1899-1901	
	xliiii) Lois Nouvelles	1924-1931	
	xliiiii) In Nouvelle Loi des Retraites Civiles et Militaries	1924	
	xlv) Codes et lois Pur la Frafnce l' Algerif and les Colonies	1903-1925	
	xlvi) Les Codes Annctes code des Lois Politiques et Administratives		
	xlvii) Code des Comptes de Gestion		

		<p>xlvi) Revue Internationale du Travail xlvii) Les codes Annctes Code Civil xlviii) Supplement Auo- Lois Annotees l) Budget des Recettes et Depensis (Servioz Local) li) Resume des Actes de de Pndicherry</p>			
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CHAPTER 7

A statement of Boards, Council, Committees and Other Bodies Constituted as its part

A – Archival Advisory Board

1.	Name and address of the Affiliated Body	Archival Advisory Board National Archives of India Janpath, New Delhi.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Board
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	Established in 1995 for the first time. 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
4.	Role of the Affiliated Body (Advisory/Managing/Executive/ Others)	Advisory Body
5.	Structure and Member Composition	See Annexure IV
6.	Head of the Body	Secretary, Ministry of Culture
7.	Address of main office and its Branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Normally once in a year
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them	No

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B. – Indian Historical Records Commission

1.	Name and address of the Affiliated Body	Indian Historical Records Commission, National Archives of India, Janpath, New Delhi-110001.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Commission
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	See Annexure V
4.	Role of the Affiliated Body (Advisory/Managing/Executive/ Others)	Advisory
5.	Structure and Member Composition	See Annexure V
6.	Head of the Body	Union Minister of Culture – President
7.	Address of main office and its Branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Annually
9.	Can public participate in the meeting?	Yes, only in paper reading sessions
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meeting available to the public ? if yes please provide information about the procedure to obtain them	Not so far

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C. – National Committee of Archivists

1.	Name and address of the Affiliated Body	National Committee of Archivists, National Archives of India, Janpath, New Delhi.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Committee
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	See Annexure VI
4.	Role of the Affiliated Body (Advisory/Managing/Executive)	Advisory
5.	Structure and Member Composition	See Annexure VI
6.	Head of the Body	Director General of Archives, National Archives of India
7.	Address of main office and its Branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Annually
9.	Can public participate in the meeting?	Yes, only in paper reading sessions
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meeting available to the public ? if yes please provide information about the procedure to obtain them	Not so far

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D. – Book Acquisition Committee

1.	Name and address of the Affiliated Body	Books Acquisition Committee, National Archives of India, Janpath, New Delhi.
2.	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	Selection of books for the National Archives of India Library on various subjects (Mainly Modern Indian History/Archives)
4.	Role of the affiliated Body (Advisory/ Managing/ Executive/Others)	Advisory
5.	Structure and Member Composition	<ol style="list-style-type: none"> 1. Shri Lov Verma, D. G. A. Chairman 2. Shri S.M.R. Baqar, D.D.A. (B) Member 3. Dr.Meena Gautam, D.D.A (MG) Member 4. Smt. Sunita Kalra, A.D.A. (Com) Member 5. Shri Sanjay Garg, A.D.A. (RM) Member 6. Dr. Pramod Mehra, A.D.A. (P) Member 7. Shri Rajesh Verma, ADA(PR) 8. Dr.C.L.Prajapati, Scientific Officer Member 9. Smt. Asha Sahni, Hindi officer Member 10. Smt. Janki Hinduja, ALIO, ASI Member 11. Smt. Mahjabi Akhtar, ALIO, NGMA Member 12. Director (i/c) Central Sect. Library 13. Smt. Pratibha Prashar, LIO, NML Member 14. Dr. S.M. Azizuddin Hussain, D/o History, Jamia Millia Islamia, New Delhi 15. Prof. K.C.Yadav, Gurgaon

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		16. Dr.Arvind Sinha, JNU 17. Dr.Sucheta Mahajan, Chairperson, Archives on contemporary history, JNU 18 Prof. S.R.Mehrotra Seva, Ambedkar Chowk, Shimla Member 19 Assistant Library and Information Officer, NAI Member Secretary
6.	Head of the Body	Director General of Archives
7.	Address of the main office and its branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Thrice a year
9.	Can public participate in the meeting	No
10.	Are minutes of the meeting prepared	Yes
11.	Are minutes of the meeting available to the public ? if yes please provide information about the procedure to obtain them	Not so far

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E. – Board of Studies

1.	Name and address of the Affiliated Body	Board of Studies, School of Archival Studies, National Archives of India, Janpath, New Delhi.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Board
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	See Annexure VII
4.	Role of the Affiliated Body (Advisory/Managing/Executive)	Advisory
5.	Structure and Member Composition	See Annexure VII
6.	Head of the Body	Director-General of Archives, National Archives of India
7.	Address of main office and its Branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Twice in a year.
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meeting available to the public ? if yes please provide information about the procedure to obtain them	Not so far

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F – Historical Documents Purchase Committee

1.	Name and address of the Affiliated Body	Historical Documents Purchase Committee, National Archives of India, Janpath, New Delhi- 110001.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Committee.
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	At first constituted in 1957 as Manuscripts Purchase Committee and renamed as Historical Documents Purchase Committee in 1958. Objective and activities are to advice about the acquisition of historical/archival records from private parties/individual by way of purchase or gift. (For details see Annexure VIII)
4.	Role of the Affiliated Body (Advisory/Managing/Executive/ Others)	Advisory
5.	Structure and Member Composition	1. Chairman, 2. Members (Non-official) - 4 3. Ex-Officio member -1 4. Member Secretary –1 (For details see Annexure VIII)
6.	Head of the Body	Director General of Archives, National Archives of India
7.	Address of main office and its Branches	Historical Documents Purchase Committee National Archives of India, Janpath, New Delhi- 110001
8.	Frequency of Meetings	The Committee may meet as often as may be necessary
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them	No.

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**G – Grants Committee : Financial Assistance to State/Union Territory Archival Repositories,
Government Libraries and Museums**

1.	Name and address of the Affiliated Body	Grants Committee, Ministry of Culture, Government of India, Shastri Bhawan, New Delhi Secretariat: National Archives of India, Janpath, New Delhi-110001.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Committee.
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	Grants Committee is constituted under the above scheme every year for a period of one year. Main objective of Committee is to consider the proposals for financial assistance received under the aforesaid scheme from State/Union Territory Archival Repositories, Government Libraries and Museums. (For details see Annexure IX)
4.	Role of the Affiliated Body (Advisory/Managing/Executive)	Executive
5.	Structure and Member Composition	<ol style="list-style-type: none"> 1. Joint Secretary, Ministry of Culture, in-charge of Archival Libraries -Chairman 2. Director-General of Archives – Member 3. Director (Libraries/Archives)-Member 4. Four non official members i.e. an eminent historian an archivist, a librarian and a museuologist – Member 5. Representatives of five largest State Archives - Member 6. Deputy Director of Archives - Member Secretary
6.	Head of the Body	Joint Secretary, Ministry of Culture (Chairman)
7.	Address of main office and its Branches	Director General, National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	Once or twice a year depending on the availability of funds.
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them	Yes. Available on website ; www.nationalarchives.nic.in

H – Grants Committee : For financial assistance to Voluntary Organizations, educational institutions including private libraries and museums, universities/individuals for purchase, listing, cataloguing, evaluation of manuscripts/rare books

1.	Name and address of the Affiliated Body	Grants Committee, Ministry of Culture , Government of India, Shastri Bhawan, New Delhi Secretariat: National Archives of India, Janpath, New Delhi-110001.
2.	Type of Affiliated Body (Board, Council, Committees)	Committee.
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective /Main Activities)	Grants Committee is constituted every year to consider the applications under the above scheme. The Grants Committee will also consider for assistance for technical know how for scientific preservations, repair and renovation, reprography and microfilming of rare and valuable manuscripts/books. (For details see Annexure X)
4.	Role of the Affiliated Body (Advisory / Managing / Executive)	Executive
5.	Structure and Member Composition	1. Joint Secretary, Ministry of Culture, In-charge of Archival Libraries -Chairman 2. Director-General of Archives – Member 3. Director In-charge (Libraries/Archives)-Member 4. Representative National Museum – Member 5. Representative Rashtriya Sanskrit Sansthan – Member 6. Representative IGNC A – Member 7. Deputy Director of Archives - Member Secretary
6.	Head of the Body	Joint Secretary, Ministry of Culture (Chairman)
7.	Address of main office and its Branches	Director-General, National Archives of India, Janpath, New Delhi-110001.
8.	Frequency of Meetings	Once or twice a year depending on the availability of funds.
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them.	Yes. Available on website : www.nationalarchives.nic.in

I – RTI Sub-Committee

1.	Name and address of the Affiliated Body	RTI Sub Committee National Archives of India Janpath, New Delhi.
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Committee
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	2008 To examine the emerging issues and problems being faced by archival institutions in view of enactment of RTI Act 2005.
4.	Role of the Affiliated Body (Advisory/Managing/Executive/ Others)	Advisory Body
5.	Structure and Member Composition	<ol style="list-style-type: none"> 1. Joint Secretary, Ministry of Culture, & DG, NAI, Govt. of India – Chairman 2. Four Representatives of different States Archives – Members 3. One representative from Department of Administrative Reforms – Member 4. One representative from Delhi State Archives – Member 5. Deputy Director of Archives & CPIO Member Coordinator
6.	Head of the Body	JS & Director General of Archives
7.	Address of main office and its Branches	National Archives of India, Janpath, New Delhi-110001
8.	Frequency of Meetings	May meet as often as may be necessary till final submission of the report
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them	No

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J. National Conservation Policy Committee

1.	Name and address of the Affiliated Body	Committee to formulate National Conservation Policy
2.	Type of Affiliated Body(Board, Council, Committees, other Bodies)	Committee
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	2008 To look into various conservation aspects in order to safeguard the national documentary cultural heritage from the ravages of the tropical environment in India.
4.	Role of the Affiliated Body (Advisory/Managing/Executive/ Others)	Advisory Body
5.	Structure and Member Composition	<p>1. Dr. M.V. Nair, Chairman Director, NRLC Lucknow</p> <p>2. Dr.S.P Singh Member Director (Conservation) National Museum New Delhi</p> <p>3. Dr. K.K.Jain Member Head National Museum New Delhi</p> <p>4. Shri Pradeep Banerjee Member Conservator Vrindavan Research Institute Vrindavan</p> <p>5. Dr.R.K.Trivedi Member Research officer Institute of Heritage Management JNU</p> <p>6. Smt. Malabika Ghosh Member Chief Chemist National Library, Kolkata</p> <p>7. Dr. V.Jeyaraj Member Curator Govt. Museum, Chennai</p> <p>8. Dr. P.Perumal Member Conservator, Thanjavur Maharaja Saraswati Mahal, Library Thanjavur</p> <p>9. Dr.I.K.Bhatnagar Member</p>

		Former Dean National Museum New Delhi
		10. Shri K.K.Gupta Member Consultant National Manuscript Mission
		11. Director, INTACH Member
		12. Dr.C.L.Prajapati Member ADA, NAI
		13. Dr.Y.Joshi Member SO, NAI
		14. Dr.Meena Gautam Coordinator DDA, NAI
6.	Head of the Body	Dr.M.V.Nair, Chairman Director, National Research Laboratory Lucknow
7.	Address of main office and its Branches	National Archives of India, Janpath, N.D
8.	Frequency of Meetings	May meet as often as may be necessary till final submission of the report
9.	Can public participate in the meeting?	No
10.	Are minutes of the meetings prepared?	Yes
11.	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them	No

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CHAPTER 8

The names, designations and other particulars of the Public Information Officers

Name of the Public Authority : National Archives of India

Central Public Information Officer (CPIO) for National Archives of India, New Delhi -

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Dr.(Mrs.) Meena Gautam	Deputy Director and Central Public Information officer	011	23388557	23385967	archives @nic.in	National Archives of India, Janpath, New Delhi – 110 001

Public Information Officers : For various Regional Office/ Centers

Regional Office, Bhopal :

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Dr. Ansarul Haq	Assistant Director	0755	2660173	2660117		National Archives of India, Regional Office, Civil Lines (Near Hamidia College) Bhopal – 462 001

Record Centre, Jaipur :

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Shri D.R.Pratihar	Assistant Director	0141	2707499	2701815		National Archives of India, Record Centre, 10 –A Jhalana Institutional Area, Jhalana Doongri, Jaipur – 302 004

Regional Record Centre, Pondicherry :

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Mr. P.	Assistant	0413	2253104	2253104	nairepdy	National Archives of India, Record Centre,

CHAPTER 9

	Anandraj	Director				@hub.nic.in	Jeevanandapuram Lawspet, Pondicherry – 605 008
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Record Centre, Bhubaneswar :

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Dr. L. D. Mahapatra	Archivist	0674	2385846	2385846	nai@ori.nic.in	National Archives of India, Record Centre, 1078/3355, Shatabdi Nagar, P.O. Baramunda Colony Unit-8, Bhubaneswar – 751 003

Department Appellate Authority :

S. No	Name	Designation	STD code	Phone	Fax	E-mail	Address
1.	Sh. Lov Verma	Director General of Archives	011	23383436 23381198	23384127	archives@nic.in	National Archives of India, Janpath, New Delhi – 110001.

Procedure followed in decision making process

Administrative and Establishment matters decisions are guided by the procedures laid down in the Central Secretariat Manual of Office Procedure and General Financial Rules.

Defined criteria/rules to arrive at a particular decision for important matters, the different levels through which a decision process moves

As regards to the matter of disposal of business allotted to it, Hierarchy Procedure starting from Section level to the competent authority is followed.

Action on routine papers is initiated at the level of dealing LDC/UDC/Assistant level for further submission to JAO/AO and DGA whereas on technical side, action is initiated at the level of Assistant Archivists and Archivists and likewise in all technical divisions and on important papers at higher levels i.e. ADA > DDA

The very important policy decisions taken by DGA are sent to Ministry, for ratification by Joint Secretary and Secretary, Ministry of Culture.

(For power delegations see Annexure – XI)

Arrangements to communicate the decision to the public

- a) Press releases
- b) Official website
- c) Personal communication through Postal and Electronic means

Officers at various levels whose opinions are sought for the process of decision making

Section level – Archivist/Microphotographer/Scientific Officer/Superintendent

Division level – ADA and DDA/AO

Highest level - DGA

(For decision taking details see Annexure - XI)

The final authority that vets the decision

Director General of Archives

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FORMAT FOR THE IMPORTANT MATTERS ON WHICH THE DECISION IS TAKEN BY THE PUBLIC AUTHORITY

Sl. No.	1	2
Subject on which decision is to be Taken	Administrative	Financial
Guidance / Direction, if any	Central Secretariat Manual of Office Procedure	Central Secretariat Manual of Office Procedure and General Financial Rules
Process of Execution	Through Divisional Heads	Through Divisional Heads
Designation of the officers involved in Decision making	i) Director-General of Archives ii) Deputy Director iii) Assistant Director iv) Administrative Officer	i) Director-General of Archives ii) Administrative Officer
Contact information of above mentioned officers	National Archives of India, Janpath, New Delhi - 110 001 archives@nic.in	
If not satisfied by the decision, where and how to appeal	Director-General of Archives Mode of appeal : by submitting appeal through Postal or Electronic means.	

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CHAPTER 10

Directory of Officers and Employees (New Delhi HQs)

OFFICE OF DIRECTOR GENERAL OF ARCHIVES

S. No.	Designation	Name	S.T.D. Code	Office	Residence	Fax	Email Address	Address
1	2	3	4	5	7	8	9	10
1.	Director General	Lov Verma	011	2338 3436/ 2338 1198	26715273	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	PA to DGA	Yashpal	011	23383436		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

Administrative Division

1.	A.O	Manager Sah	011	23385000	23638730	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	Jr.A.O	Satinder Chadha	011	23385000		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Superintendent Estt. – I	Kishore Kumar	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Superintendent Cash Section	Ratan Singh	011	23384197		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
5.	Superintendent General Section	Ratan Singh	011	23384197		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

ORIENTAL RECORDS DIVISION

1.	DDA	S.M.R. Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sanjay Garg	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3..	Archivist	S.N.A. Jafri	011	23073010		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Archivist	Hifzul Kabir	011	23073010		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

PUBLICATION DIVISION

RECORD DIVISION

1.	DDA	Dr.Meena Gautam	011	23388557		2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Dr. Pramod Mehra	011	23073659		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Dr. Mahesh Narain	011	23073659		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

1.	DDA	Dr.Meena Gautam	011	23388557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Dr.P.Mehra	011	23073659		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist (R-I)	Meenakshi Varma	011	23073013		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Archivist (R-I)	S.K.Mishra	011	23073013		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
5.	Archivist (R-I)	Zakir Hussain	011	23073013		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
6.	Archivist (R-I)	Jagpal Singh	011	23070313		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
7.	Archivist (R-II)	J. M. Jareda	011	23073018		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
8.	Archivist (R-II)	V.K.Jain	011	23073018		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
9.	Archivist (R-II)	Hasan Raza	011	23073018		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
10.	Archivist (R-III)	Tejinder Ahluwalia	011	23073018		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
11.	Archivist (Cartography)	Raj Bala Jain	011	2338 7509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
12.	Archivist (DRR)	Kewal Ram Mina	011	23073010		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
13.	Archivist (Research Room)	Jaya Ravindaran	011	23073462		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

RECORD MANAGEMENT DIVISION

1.	DDA	S. M. R. Baqar	011	23389207	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sanjay Garg	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist (Record Management Section)	Dr.Arun Srivastava	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Archivist (Record Management Section)	Pranjana Sinha	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

CONSERVATION RESEARCH LABORATORY SECTION

5.	Archivist (Record Appraisal Section)	V. S. Rana	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
6	Archivist (Record Appraisal Section)	P.S.Jagarwal	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
7.	Archivist (Retention Schedule Section)	T. Hussain	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
8.	Archivist (Retention Schedule Section)	Girender Singh	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

PRESERVATION DIVISION

1	DDA	S.M.R Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Dr.C.L.Prajapati	011	2338 4801		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Scientific Officer (PR-I)	Ram Saroop	011	23389819		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Scientific Officer (PR-II)	R. N. Chabbra	011	23382475		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

1.	DDA	S.M.R Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Dr. C.L.Prajapati	011	23384801		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

REPROGRAPHY DIVISION

1.	DDA	S. M. R. Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sunita Kalra	011	23384797		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Microphotographer (Rep P I)	B. C. Majumdar	011	23385941		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
7.	Microphotographer (Rep P I)	A.K Jain	011	2338 5941		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Microphotographer (Rep P II)	Rajender Singh	011	23389819		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
5.	Microphotographer (Rep R & CU)	N. S. Mani	011	23070625		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
6.	Microphotographer (Rep S)	Jagmohan Singh	011	23382475		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

COMMITTEES AND COMMISSIONS

1.	DDA	Dr.Meena Gautam	011	2338557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Rajesh Verma	011	2338 4797		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Purabi Sarkar	011	23384797		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

COMPUTER SECTION

1.	DDA	S.M.R Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sunita Kalra	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Madhu Kaushik	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

EXHIBITION SECTION

1.	DDA	Dr.Meena Gautam	011	2338 8557	26160862	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Dr.Pramod Mehra	011	2338 9598		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Rajmani	011	23389598		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

GRANTS SECTION

1.	DDA	S.M.R. Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sanjay Garg	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Meena Kapoor	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Archivist	Ravinder Dhabia	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
5.	Archivist (P&B Section)	Shabiuddin Khan	011	2338 1467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
6.	Archivist	Sangeeta Mathur	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
7.	Archivist	Krishan Chander	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
8.	Archivist	Inam-Al-Kabir	011	23385077		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

HINDI SECTION

RTI CELL

1	DDA	Dr.Meena Gautam	011	23388557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	Hindi Officer	Asha Sahni	011	23385941		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

LIBRARY SECTION

1	DDA	Dr.Meena Gautam	011	23388557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Rajesh Verma	011	23073007		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	ALIO	S.S.Maan	011	23073007		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

PRIVATE ARCHIVES SECTION

1	DDA	Dr.Meena Gautam	011	23388557	29231107	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2	ADA	S.K.Dhanedhar	011	23381467		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3..	Archivist	Usha Kaul	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4.	Archivist	P.K.Roy	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
5	Archivist	Km. Nighat Sagufa	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

RECORD CENTRES SECTION

1.	DDA	S. M.R. Baqar	011	23389027	26111037	2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Sunita Kalra	011	23387509		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
3.	Archivist	Sohan Pal Singh	011	23384801		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.
4	Archivist	Ritu Rajeev	011	23384801		2338 4127	archives@nic.in	NAI, Janpath, New Delhi.

1.	DDA/ CPIO	Dr. Meena Gautam	011	23388557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	Archivist	Ashok Kaushik	011	23388557		2338 5967	archives@nic.in	NAI, Janpath, New Delhi.

SCHOOL OF ARCHIVAL STUDIES SECTION

VIGILANCE UNIT

1.	DDA	Dr. Meena Gautam	011	23388557	29231107	2338 4127	archives@nic.in n	NAI, Janpath, New Delhi.
2.	Archivist	Farid Ahmed	011	23388557		2338 4127	archives@nic.in n	NAI, Janpath, New Delhi.
3.	Archivist	Sudesh Sharma	011	23388557		2338 4127	archives@nic.in n	NAI, Janpath, New Delhi.
4.	Scientific Officer	Dr.Y.Joshi	011	23388557		2338 4127	archives@nic.in n	NAI, Janpath, New Delhi.
5.	Microphotographist (Rep S)	Jagmohan Singh	011	23382475		2338 4127	archives@nic.in n	NAI, Janpath, New Delhi.

1.	DDA	Dr. Meena Gautam	011	23388557	29231107	2338 5967	archives@nic.in	NAI, Janpath, New Delhi.
2.	ADA	Smt. Sunita Kalra	011	23384797		2338 5967	archives@nic.in	NAI, Janpath, New Delhi.

Regional Office/Centre(s)

Regional Office, Bhopal

1.	ADA	Ansarul Haq	0755	2660173		2660173		NAI Regional Office, Civil Lines (Hamidia College) Bhopal – 462 001
2.	Archivist	V.K.Juneja	0755	2660173		2660173		NAI Regional Office, Civil Lines (Hamidia College) Bhopal – 462 001

Regional Centre, Bhubaneswar

1.	Archivist in charge	L. D. Mahapatra	0674	2385846		2385846	nai@org.nic.in	NAI Record Centre, 1078/3355, Shatabdi Nagar P.O. Baramundfa Colony Unit – 8, Bhubneswar – 751003
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Regional Centre, Jaipur

1.	ADA	D.R. Pratihari	0141	2707499		2701815		NAI Record Centre , 10 – A , Jhalana Institutional Area, Jhalana Doongri Jaipur – 302 004
2.	Archivist	Rajula Jain	0141	2707499		2701815		-do-

3.	Scientific Officer	N. D. Manky	0141	2707499		2701815		-do-
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Regional Centre, Pondicherry

1.	ADA	Anand Raj	0413	2253104		2253104	naircpdy@hub.nic.in	NAI Regional Centre, Jeevanandapuram, Lawspet Pondicherry – 605 008
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Gul Hayat Institute

CHAPTER 11

The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations.

For the monthly remuneration received by each of National Archives of India Officers and Employees, including the system of compensation as provided in its regulations is at Annexure XII



Gul Hayat Institute

CHAPTER 12

The Budget allocated to each of its Agency (particulars of all Plans, proposed Expenditures and reports on Disbursement made)

Budget for the Year 2006—07 (Non-Plan)

(Rupees in Lakhs)

Sl. No.	Head	Proposed Budget 2006-2007	Sanction Budget 2006-2007	Amount released/ disbursed (no. of installments)	Total Expenditure
1	'2205'	1274.00	1156.00	--	1042.89

Budget for the Year 2007—08 (Non-Plan)

(Rupees in Lakhs)

Sl. No.	Head	Proposed Budget 2007-2008	Sanction Budget 2007-2008	Amount released/ disbursed (no. of installments)	Total Expenditure
1	'2205'	1257.02	1224.00	--	

Sub-Headwise Bifurcation of Budget B.E.2007-08 (Non-Plan)

Demand No. 19
Major Head 2205

(Rs. in lakhs)

Sub-Head	NAI	NAI	NAI	NAI	Total
	New Delhi	Bhopal	Jaipur	Pondicherry	
01.03.01-Salaries	556.00	44.00	40.00	20.00	660.00
01.03.03-OTA	1.50	-	-	-	1.50
01.03.06-Medical Treatment	15.00	3.00	1.50	0.50	20.00
01.03.11-D.T.E.	10.50	0.45	0.30	0.75	12.00
01.03.12-F.T.E.	7.00	-	-	-	7.00
01.03.13-O.E.	407.00	20.00	18.00	26.00	471.00
01.03.14-Rent, Rates & Taxes	15.00	-	-	-	15.00
01.03.16-Printing & Pub.	15.00	-	-	-	15.00
01.03.20-Other Admn. Exp.	9.00	-	-	-	9.00
01.03.26-Advt. & Publicity	3.50	-	-	-	3.50
01.03.31-Grant-in-Aid	2.50	-	-	-	2.50
01.03.34-Scholarship/Stipend	2.50	-	-	-	2.50
TOTAL	1044.50	67.45	59.80	47.25	1219.00

01.99.50-Inf. Technology/ other charges	2.00	1.00	1.00	1.00	5.00
GRAND TOTAL	10.46.50	68.45	60.80	48.25	1224.00

PLAN

(Rupees in Lakhs)

S.No.	Head	B.E.(2006-07)	(RE-2006-07)	Amount Released/ disbursed (no. of installments)	Remarks
	Major – Head 2205				
1	Salaries	48.00	46.00	42.36	
2	DTE	1.00	1.00	0.83	
3	FTE	1.00	-	-	
4	OE	143.00	81.25	80.50	
5	Printing and Publication	3.00	2.00	1.73	
6	Other Admn. Expenses	2.00	1.00	0.99	
7	Advt. & Publicity	12.00	12.00	11.79	
8	Grants –in-Aid	50.00	26.75 *	35.56	Tentative amount subject to receipt of bonds, etc.
9.	Machinery & Equipments	50.00	10.00	9.41	
	Major Head- 3601				
10	Grant-in-Aid	80.00	70.00	69.52	
	Major Head- 3602				
	Grant-in-Aid (U.T Govt.)	10.00	-	-	
	TOTAL	400.00	250.00	252.69	

* Rs 8.83 lakhs was re-appropriated from the Major Head 2552, P&B Division, Ministry of Culture.

Gul Hayat Institute

National Archives of India

Details of the Plan Budget for Different Activities under Different Schemes. (2006-2007)

(Rupees in lakhs)

Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned BE- (2006-07)	Amount Released /disbursed (no. of installments)	Actual Expenditure for the last year. (2005-06)	Responsible officer for the quality & complete execution of the work.
1	2	3	4	5	6	7	8	9
1. EXPANSION OF RECORDS MANAGEMENT PROGRAMME	Acquisition of Public Records Appraisal of Records Vetting of Record Retention Schedules Holding of Meeting of Archival Advisory Board. DGA's Report on Implementation of Public Records Act 1993 - publication of Orientation course for Departmental Record Officers Inspection of Departmental Record Rooms.	1973-74	All the Schemes are continuing schemes.	20.00	13.20	12.00	12.78	Director General of Archives
2. EXPANSION OF NATIONAL REGISTER OF PRIVATE RECORDS	Publication of Volumes of National Register of Private Records.	1957		10.00	7.45	4.13	5.09	-do-

3.EXPANSION OF REPAIR & REPAR-GRAPHY	Repair of Record (Sheets) Binding of Books/Volume Security Microfilming (preparation of microfilm rolls) Security microfiche Positive printing Supply of copies (Xerox/ Photo/Reader /Microfilm) to Scholars.	1974		80.00	143.50	68.27	54.56	-do-
EXPANSION OF SCHOOL OF ARCHIVAL STUDES Following courses would be conducted	One Year Diploma Course.	1976		19.00	17.75	14.61	11.68	-do-
	Short Term Courses							
	Records Management							
	Reprography							
	Servicing and repair of records							
	Care & Conservation of Books/ manuscripts/ archives							

	Archives Administration							
EXPANSION OF LIBRARY AND ADMINISTRATION	Purchase of Books	1977		30.50	15.00	7.10	72.79	-do-
	Computerization of catalogue of Library books							
LISTING OF RECORDS, REFERENCE MEDIA INCLUDING COMPUTERIZATION OF RECORDS	Listing of Private Papers	1968-69		22.00	38.00	35.16	21.68	-do-
	Listing of Oriental Records and Preparation of Catalogue/ Reference Cards of Acquired Document.							
	Computerization of Reference Media of records of Foreign Department/Ministry of External Affairs. Validation work of Record Series of Foreign and Political Department/Ministry of							

	States/ Ministry of Finance							
SETTING UP OF A RECORD CENTRE IN EASTERN ZONE	National Archives of India, Record Centre, Bhubaneswar	1996		16.00	9.60	6.34	4.05	-do-
	Survey & Accession of non-current records							
	Appraisal of Records							
	Vetting of Record Retention Schedules							
ACQUISITION OF MICROFILM COPIES OF RECORDS FROM ABROAD	a. W.O Series b. Cab. Series c. L/L. Series d. Middleton Papers e. Ramsay Macdonalds Papers f. L/P &J/7 Series.	1948		10.00	6.00	-	5.00	-do-
SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION OF MANUSCRIPTS/ RARE BOOKS TO NON-GOVERNMENTAL ORGS.	Grants Committee meeting	1986		52.98	55.00	35.56	46.60	-do-
SCHEME OF FINANCIAL ASSISTANCE TO STATE/ UNION TERRITORY ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES AND	Grants Committee meeting	1986-87		156.00	94.50	69.52	56.00	-do-

MUSEUMS								
Total				416.48	400.00	252.69	289.73	



Gul Hayat Institute

National Archives of India

2007-2008

Details of the Plan Budget for Different Activities under Different Schemes.

(Rupees in lakhs)

Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Outlay Proposed for the XI Five Year Plan	Amt. Sanct iond BE-(2007 -08)	RE 2007-08	Amt released (no. of instal ment s)	Actual Expen diture for the last year.(2 006-07)	Responsi ble Officer for the quality and complete execution of the work.
1	2	3	4	5	6		7	8	9
1.EXPANSI ON OF RECORD MANAGEM ENT PROGRAM ME	Acquisition of Public Records Appraisal of Records Vetting of Record Retention Schedules Holding of Meeting of Archival Advisory Board. DGA's Report on Implementation of Public Records Act 1993 - publication of Orientation course for Departmental Record Officers Inspection of Departmental Record Rooms.	1973-74	All the Schemes are continuing schemes.	19.50	2.20	1.00	0.80	12.0	Director General Of Archives
2. EXPANSIO N OF NATIONAL REGISTER OF PRIVATE RECORDS	Publication of Volumes of National Register of Private Records.	1957		9.00	1.30	-	-	4.13	-do-

3.EXPANSION OF REPAIR & REPAR-GRAPHY	Repair of Record (Sheets) Binding of Books/Volumes Security Microfilming (preparation of microfilm rolls) Security microfiche Positive printing Supply of copies (Xerox/Photo/Reader /Microfilm) to Scholars.	1974		100.00	82.00	69.00	66.57	68.27	-do-
EXPANSION OF SCHOOL OF ARCHIVAL STUDIES Following courses would be conducted-	One Year Diploma Course.	1976		1858.00	14.75	6.30	5.00	14.61	-do-
	Short Term Courses								
	Records Management								
	Reprography								
	Servicing and repair of records								

	Care & Conservation of Books/ manuscripts/archives								
	Archives Administration								
EXPANSION OF LIBRARY AND ADMINISTRATION	Purchase of Books	1977		204.00	28.0	5.00	4.95	7.10	-do-
	Computerization of catalogue of Library books								
LISTING OF RECORDS, REFERENCE MEDIA INCLUDING COMPUTERIZATION OF RECORDS	Listing of Private Papers	1968-69		90.00	35.00	15.00	14.83	35.16	-do-
	Listing of Oriental Records and Preparation of Catalogue/ Reference Cards of Acquired Document.								
	Computerization of Reference Media of records of Foreign Department/ Ministry of External Affairs. Validation work of Record Series of Foreign and Political								

	Department/ Ministry of States/ Ministry of Finance								
SETTING UP OF A RECORD CENTRE IN EASTERN ZONE	National Archives of India, Record Centre, Bhubaneswar	1996		12.00	8.50	5.00	5.00	6.34	-do-
	1. Survey & Accession of non- current records								
	2. Appraisal of Records								
	3. Vetting of Record Retention Schedules								
ACQUISIT ION OF MICROFI LM COPIES OF RECORDS FROM ABROAD	a. W.O Series b. Cab. Series c. L/L. Series d. Middleton Papers e. Ramsay Macdonalds Papers f. L/P & J/7 Series.	1948		5.00	6.00	5.00	5.00	-	-do-
SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVA TION OF MANUSCRIP TS/ RARE BOOKS TO NON- GOVERNME N-TAL ORGS.	Grants Committee meeting	1986		50.00	66.75	6.70	6.70	35.56	-do-
SCHEME OF FINANCIAL ASSISTANCE TO STATE/ UNION TERRITORY ARCHIVAL REPOSI TORIES, GOVERNME NT LIBRARIES AND MUSEUMS	Grants Committee meeting	1986-87		100.00	103.50	40.00	39.84	69.52	-do-
Total				2447.50	348.00		148.69	252.69	

Salary 2007-08					52.00		45.59		
Total					400.00	200.00	194.28		



Gul Hayat Institute

CHAPTER 13

The Manner of Execution of Subsidy Programme

No Subsidy Programme is run by the organization, however the following 'Grant-in-aid' schemes of Ministry of Culture are being operated by the Deptt.

A.

S.No.		
1	Name of Programme/ Scheme	Scheme of Financial Assistance for State Government/ Union Territory Archival Repositories, Government Libraries and Museums.
2	Duration of the Programme	Year to year basis.
3	Objective of the Programme	Financial Assistance is given to State/ Union Territory Archives, Government Libraries/ Museums for developmental activities and preservation of public records/ manuscripts/ rare books, etc.
4	Physical and financial targets of the programme (for the last year)	During 2005-2006 Budget Allocated under Major Head 3601, 3602 & NER = Rs.80.00 lakhs Grants Released Rs.72.46 lacs to 18 organizations 2006-2007. Budget Allocated under Major Head 3601, = Rs.80.00 lakhs Grants Released Rs.69.52 lacs to 23 organizations
5	Eligibility of Beneficiary	Archival Repositories of State Government/ Union Territory Administrations Libraries and Museums run by State Government/ Union Territory Administrations and other Governmental Institutions.
6	Pre-requisites for the benefit	i) State Government Recommendation ii) State Government 25% matching share assurance letter.
7	Procedure to avail the benefits of the programme	Archival Repositories, Libraries and Museums of State/ Union Territory Admn. should submit their application/ proposal recommended/ approved by State Archives to

		Joint Secretary, Ministry of Culture, Government of India, Shastri Bhawan, New Delhi-110 001.
8	Criteria for deciding eligibility	i) Number of manuscripts/ records/ rare books within its custody ii) Organizations having no pending utilization certificate of earlier grant given.
9	Details of the benefits given in the programme (also mention the amount or other help given)	Maximum limit of financial assistance under the Scheme is Rs.10.00 lakhs for each project.
10	Procedure for the distribution	By Inter Government Adjustment Advice issued by Principal Accounts Office, Ministry of Human Resource Development, New Delhi.
11	Where to apply or whom to contact in the office for applying	Joint Secretary, Ministry of Culture, Shastri Bhawan, New Delhi .
12	Application Fee (where applicable)	NIL
13	Other Fees (where applicable)	NIL
14	Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	See Annexure – IX
15	List of attachments (certificates/ documents)	i) State Government recommendation letter and ii) State Government matching share assurance letter.
16	Format of Attachments	See Annexure – IX
17	Where to contact in case of process related complaints	Deputy Director of Archives & Member Secretary, Grant Committee, National Archives of India, Janpath , New Delhi – 110 001.
18	Details of the available fund (At various levels like District Level, Block Level, etc.)	

19	List of beneficiaries	See Annexure – IX
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B.

S.No.		
1	Name of Programme/ Scheme	Scheme of Financial Assistance for Preservation of Manuscripts / Rare Books.
2	Duration of the Programme	Not Applicable.
3	Objective of the programme	To provide Financial Assistance for listing/cataloguing/ evaluation/ translation and publication of manuscripts/rare books, historical documents and photographs, charts, maps, etc. in their custody. It also provides financial assistance for microfilming of manuscripts/ rare books and for purchase of manuscripts.
4	Physical and financial targets of the programme (for the last year)	2005-2006 Budget allocated under Major Head 2205 = Rs.40 lacs Grant released = Rs.37,41,750 to 52 NGO/individuals 2006-2007 Budget allocated under Major Head 2005 and NER = Rs.58.83 lacs Grant released = Rs.34,45,885/- to 51 NGO's.
5	Eligibility of Beneficiary	Financial Assistance is provided to State/ National Level non-Governmental Organizations/ Individuals/ Universities including Deemed Universities having manuscripts/ rare books in their custody and no pending utilization certificates for the grant given earlier by the National Archives of India.
6.	Pre-requisites for the benefit	See Annexure – X
7.	Procedure to avail the benefits of the programme	The application should be submitted in the prescribed application form with all requisite papers.
8.	Criteria for deciding eligibility	Applications are considered by the Grants Committee which is constituted every year with the Joint Secretary, Ministry of Culture, as Chairman of the Committee. The grant is given on merit basis only.
9.	Details of the benefits given in the programme (also mention the amount or other help given)	See Annexure – X
10.	Procedure for the distribution	The financial assistance would be distributed through Cheque/ Demand Draft after receiving the Bond, Resolution of the Governing Body, Pre-Receipt, Terms & Conditions, a copy of the

		Certificate, if any grant is received or promised from any other Ministry, etc. for the project under consideration and the copy of the sanction letter issued by the National Archives of India. (duly signed).
11.	Where to apply or whom to contact in the office for applying	Application forms are to be sent to the Joint Secretary, Ministry of Culture, Shastri Bhawan, New Delhi-110 001.
12.	Application Fee (where applicable)	Not Applicable.
13.	Other Fees (where applicable)	Not Applicable.
14.	Application format (where applicable. If the application is made on plain paper please mention it alongwith what the applicant should mention in the application)	Application format and other details of the Scheme are at Annexure - X
15.	List of attachments (certificates/documents)	See Annexure – X
16.	Format of Attachments	<p>i. A copy of the Scheme of Financial Assistance for Preservation of Manuscripts/ Rare Books.</p> <p>ii) Bond, Resolution of the Governing Body, Pre-Receipt, Terms & Conditions, a copy of the Certificate, if any grant received from any other Agency.</p> <p>iii) A copy of the Sanction letter.</p>
17.	Where to contact in case of process related complaints	Deputy Director of Archives & Member Secretary, Grant Committee, National Archives of India, Janpath, New Delhi-110 001.
18.	Details of the available fund (At various levels like District Level, Block Level, etc.)	Not Applicable
19.	List of beneficiaries in the format given below	See Annexure – X

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CHAPTER 14

Particulars of recipients of concessions, permits or authorization granted by it

The organization provides Grant-in-Aid to individuals and institutions, a list of its beneficiaries is given vide Annexures IX and X



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Norms set by it for the discharge of its functions

Wherever applicable, the Department follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Culture, Ministry of Finance, Planning Commission. Ministry of Personnel, Public Grievances and Pensions, Cabinet Secretariat, etc. In other cases, norms laid down in Public Records Act and Rules 1993/1997, guidelines/circulars etc. of the Organization itself are followed, wherever applicable.

2. For day-to-day functioning of various Sections/Divisions/Centres, norms regarding the time limits for disposal of important receipts are fixed by senior officers, at dak stage, wherever necessary. Time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require ministerial consultation and reference to other ministry(ies), tend to take more time.



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Information available in an electronic form

Details of information related to various schemes which are available in electronic format

Grant-in-Aid Schemes (detailed in Chapter 13) and

Training Programmes of School of Archival Studies (Chapter 18) are available on official website :
nationalarchives.nic.in

Handbook is also available on website: nationalarchives.nic.in



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CHAPTER 17

Particulars of the facilities available to citizens for obtaining information

Research Room – The National Archives of India has a well equipped air-conditioned Research Room where various types of finding aids including guides, indexes, press lists, subject lists, descriptive lists, etc. are available to provide research facilities to the scholars. The Research Room is open from 9.00 A.M to 8.00 P.M on all working days and 9.00 A.M to 5.30 P.M on Saturdays. It remains closed on Sundays and National Holidays.

Library - A well maintained Library with computerized catalogue for users to provide research facility is available in the Department. The library remains open from 9.30 A.M. to 6.00 P.M. on all working days.

2. Since 1978, the NAI has been celebrating Archival Week with a view to informing the General Public of the Department's activities. The Exhibition unit of the archives is also entrusted with Public Outreach Programmes to inculcate archival awareness among the masses. A permanent museum on archival heritage of the country is also open to public since 6 July 1998.

Other facilities are also available to citizens for obtaining information :

- (i) Through personal contact/correspondence with officers at the Headquarters and Regional office/Centres.
- (ii) The relevant information is also available on the website of NAI, i.e www.nationalarchives.nic.in
- (iii) NAI journals, exhibitions, brochures and other important publications are sources of public information.

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CHAPTER 18

Other Useful Information

Frequently Asked Questions

Q. 1. How and what records are transferred to the National Archives of India?

Ans. The non-current records (25 years old or more) of Central Government and its predecessor bodies that have been marked for permanent retention by National Archives of India, after conducting the appraisal (the evaluation process), for which National Archives of India assists the record creating agencies, are transferred to NAI.

Q.2. Does the National Archives of India accepts the government records (public records) only?

Ans. No. It also receives the private records of historical importance by gift and purchase means which are kept with Private Archives and Oriental Records Division.

Q. 4. Is there any provision to consult the records?

Ans. Yes. The records may be accessed through research room as per conditions laid down in Public Records Rules, 1997.

Q. 5. What are the facilities available in the research room?

Ans. For assistance of visitors, reference media is available both in print and electronic form. Duplication facilities are also available at minimum cost. The online (LAN) search facility is available for a limited record series only.

Q. 6. Can the public purchase the finding aids?

Ans. Yes, the published Guides and Catalogues are available for sale which can be purchased from General Section or Book Sale Counter.

Q. 7. What type of electronic gadgets are allowed in research room?

Ans. Only laptops are allowed. Use of mobile phones, cameras and scanners is strictly prohibited.

Q. 8. Is the Department open for public viewing?

Ans. Yes. The Archives Museum and the Thematic Exhibitions, which are open for public. The visitors to the Department are taken on a conducted tour and apprised with its functioning and various other activities.

Q. 9. When do the exhibitions are held?

Ans. There is no specific time frame for the display of exhibitions. They are organized to coincide with events of National and historical importance.

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Q. 10. What is the nature and purpose of the exhibitions?

Ans. The exhibitions of educational nature are based on public records, private papers, proscribed literature and exclusive library material to inculcate archival awareness among the masses and to assist scholars in order to have an in depth knowledge about the subject theme.

Q. 11. Is there any entry fee to the exhibitions?

Ans. No.

Q. 12. What are the visiting hours of exhibitions?

Ans. The exhibition remains open for public from 10.00 am to 5.30 pm on all working days and sometimes on Saturdays and gazetted holidays also.

Q. 13. Are facilities provided for filming/documentaries?

Ans. Yes, filming of documents for films/documentaries is permissible as per rules on payment of prescribed fee.

Q. 14. Can the tissue papers and cellulose acetate foils are for sale also?

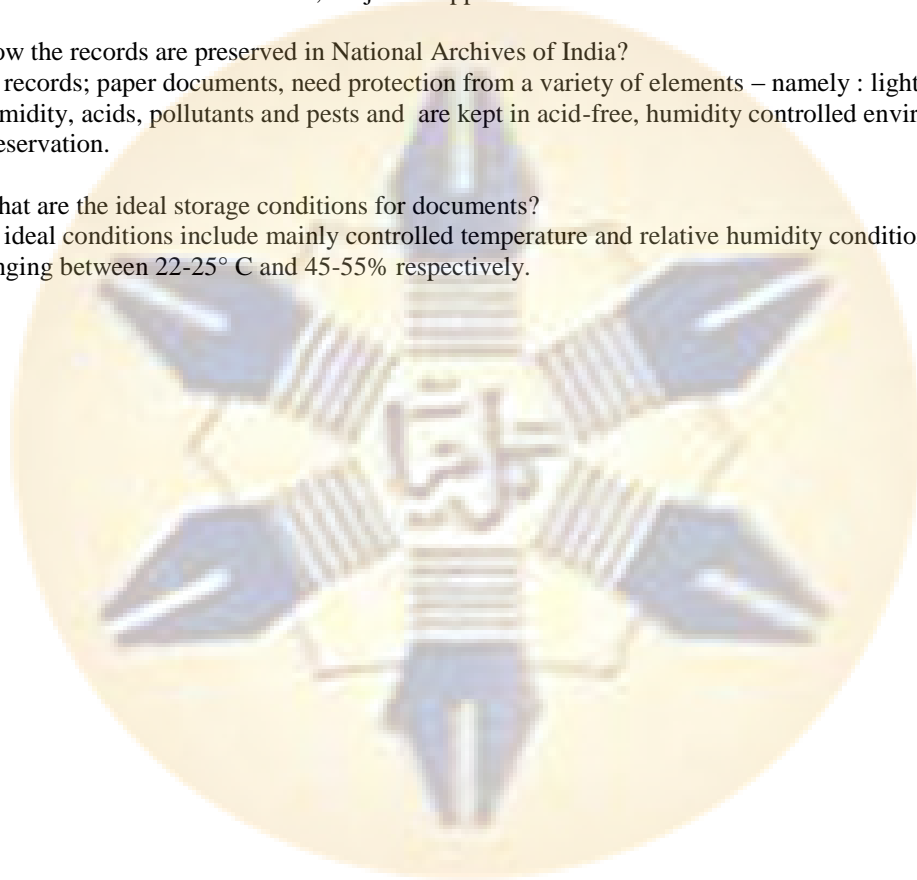
Ans. The organizations/institutions engaged in preservation activities may purchase the above materials from National Archives of India, subject to approval of DGA.

Q. 15. How the records are preserved in National Archives of India?

Ans. The records; paper documents, need protection from a variety of elements – namely : light, heat, humidity, acids, pollutants and pests and are kept in acid-free, humidity controlled environment for preservation.

Q. 16. What are the ideal storage conditions for documents?

Ans. The ideal conditions include mainly controlled temperature and relative humidity conditions i.e. ranging between 22-25° C and 45-55% respectively.



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Application format to seek information

To

Central Public Information Officer
National Archives of India
Janpath, New Delhi – 110 001

Re: Supply of information under Right to Information Act, 2005

Madam/Sir,

I request you to kindly supply me the following information:

Title/subject of information:

Particulars of information:

Area/field related _____

Year _____

Fee Details: Cash/DD/B.Cheque/ IPO/ No. _____; Dated _____

Yours faithfully,

Gul Hayat Institute

(Name of the person & Address)

Date:

Fee : As per the Right to Information (Regulation of Fee and Cost) Rules, 2005 vide Department of personnel and Training notifications dated 16th September, 2005 and 27th October, 2005, the fee structure is detailed below:

- (1) Application Fee: Rs.10/- (for obtaining information under sub-section (1) of section 6 to be submitted along with application by way of cash or by demand draft/ bankers cheque/IPO payable to the Administrative Officer, National Archives of India)
- (2) For providing the information under sub-section (1) of section 7, the mode of fee payment is same as above at the following rates:
 - (a) Rs.2/- for each page (in A-4 or A-3 size paper) created or copied;
 - (b) Actual charge or cost price of a copy in larger size paper
 - (c) actual cost or price for samples or models; and
 - (d) For inspection of records - - no fee for the first hour; for each subsequent hour (or fraction thereof) – Rs. 5/-
- (3) For providing the information under sub-section (5) of section 7, the mode of fee payment is same as above at the following rates:
 - (a) For providing information in diskette or floppy - Rs.50/- per diskette or floppy; and
 - (b) For information provided in printed form at the price fixed for the publication or Rs. 2/- per page of photocopy for extracts from the publication.

Note - No fee applicable for persons below the poverty line.

RIGHT OF THE CITIZEN IN CASE OF DENIAL OF INFORMATION AND PROCEDURE TO APPEAL

Department Appellate Authority

Appeal may be submitted on plain paper accompanied with complete details to
Director General,

National Archives of India, New Delhi.

(For contact details, please also see chapter 8)

Training Imparted to Public by Public Authority

Brief description : National Archives of India, an attached office under the Ministry of Culture is the repository of the Union Government of India and it has been conducting theoretical and practical training in Archives Keeping since 1941. In 1976, the Institute of Archival Training was formerly established in the Department, renamed as School of Archival Studies in 1980. The objective of the school has been to meet the demand for the trained custodians of archival and library wealth in various States/UTs and Government Departments. The School of Archival Studies runs both professional and sub-professional courses, which are open to both private and sponsored candidates. The school has trained so far more than 3000 professional Archivists in Diploma and other short Term Courses from Afro-Asian Countries and Indian State Archives, who have held important positions as Director General or Directors. Some of these are Malaysia, Nepal, Sri Lanka, Bangladesh and within India, the States of Assam, Bihar, Delhi, Gujarat, Jammu and Kashmir, Orissa, Rajasthan, Uttar Pradesh, West Bengal, etc.

A. One Year Diploma Course in Archives and Records Management (At Professional Level) –

SAS has been conducting One Year Diploma Course in Archival Studies at professional level, recently renamed as Diploma Course in Archives and Records Management. There are four Core papers on Archives Management, Public Records Management, Conservation and Reprography, Information and Communication Technology (ICT) and two optional/specialization papers on Business and Private Archives and Practices in Archives and Archival Library and Documentation. Besides four core papers, a student has to opt one optional/specialization paper as part of the Diploma Course. The curriculum also includes writing of Dissertation by the trainees on the basis of Archival Material.

Duration: The duration of the training programme is one year: The course starts in November – (November-October).

Objective: (i) To produce highly competent professionals in the field of Archives

records management, conservation, reprography and other related fields of Archival Science

- ii) To understand the principles and methods of description of archival materials according to standards adopted by the archival community in India and abroad and to familiarize with various perspectives concerning the nature and purpose of archival description.
- iii) To impart technical know how to the students in application of information technology in the management and preservation of archival documents.
- iv) To acquaint them with the records management practices

Eligibility:

M.A (History) second class (with minimum 50% marks in aggregate) with one optional paper in Modern Indian History (Post 1750 AD) from recognized university.

OR

M.A. in other streams of social sciences, i.e. Anthropology, Economics, Political Science, Sociology, Linguistics, etc with minimum 50% marks from a recognized university

OR

M.Sc in applied/physical sciences with minimum 50% marks from a recognized university.

Out of total 30 seats, 10 seats are reserved for candidates having Masters Degree in History and 10 seats for post graduates in other streams i.e. M.A. in Social Sciences, M.Sc in Applied/Physical Sciences, etc and 10 seats are reserved for sponsored candidates.

Reservation: Reservation of seats as per Government of India norms for SC/ST/OBC persons with disability

Financial and other form of help : Ten scholarships of the value of Rs.1500/- p.m. are awarded to the private candidates. Apart from this there is provision of six stipends @ Rs.1000/- each for sponsored candidates.

Contact Information for applying: Director General of Archives, School of Archival Studies, National Archives of India, Janpath, New Delhi –110001.

e-mail : archives@nic.in, Tel No. 01123388557. Fax No. – 01123384127, 01123385967

Application Fee: Application as per prescribed format alongwith attested copies of educational qualifications and Rs.100/- (applicants from India and SAARC countries) and US\$40 (for foreign applicants) through crossed Indian Postal Orders/Bank Draft in favour of Administrative Officer, National Archives of India, Janpath, New Delhi 110001, as Registration fee for

both private and sponsored candidates to be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi-110001. Sponsored candidates should apply through proper channel.

Course Fee: Rs.1500/-(for Indian candidates and for applicants from SAARC countries) or US\$500 (for foreign candidates other than SAARC countries) to be paid at the time of admission and is non-refundable.

Application Form: As per prescribed format at page 154

List of enclosures/ documents: Attested photocopies of all the mark-sheets, certificates, degrees upto post-graduate level alongwith copy of birth certificate are to be enclosed with the application form.

Submission of Application: Every year the admission notice of the course is published in the Employment News in the month of August alongwith full details and format of application form.

Selection Procedure : Total seats are 30. For 20 seats meant for private candidates. Admission would be made through a written test followed by an interview. Admission is made purely on merit basis. For sponsored candidate there is no entrance test and they are admitted purely on the basis of sponsorship of the employer/department and recommendation of the Selection Committee.

Procedure to inform the trainee about the training schedule: Through advertisement in Employment News, telephone and postal means and also on website of National Archives of India.

List of beneficiaries of training programme: Private and Sponsored candidates from Central/ State Government Offices, State/ Business Archives and Foreign Archival Institutions.

B) Short Term Certificate Courses (At Professional Level)

All the short term courses are for both private and sponsored candidates. Age limit for private candidates is 30 years and 50 years in case of sponsored applicants and is relaxable in case of sponsored candidates who are working in archival repositories or have been sponsored by their respective departments./ offices.

Reservation: Reservation of seats as per Government of India norms for SC/ST /OBC / person with disability

i) **Archives Management:** The course is planned to make the trainees aware of acquisition, arrangement, upkeep and retrieval of records.

Minimum Qualification: Degree in any discipline from a recognized university and should be below 30 years in age for private candidate and 50 years in case of sponsored candidates.

Duration: 6 weeks (One session – Feb. to March.)

Registration Fee: Rs. 100/- (Rupees hundred only) for trainees from India and SAARC countries and U.S.\$40.00 (forty U.S. dollars) for foreign trainees other than SAARC countries.

Course Fee: Rs.300/- for Indian trainees and from SAARC countries and U.S.\$300.00 for foreign trainees other than SAARC countries.

Selection Procedure: As per merit on the basis of marks obtained at graduation level.

ii) **Records Management:** The course is to train the trainee in creation, control and deposition of records.

Minimum qualification: Degree in any discipline from a recognized university and should be below 30 years in age for private candidate and 50 years in case of sponsored candidates.

Duration: 4 weeks (Two sessions – May and September)

Registration Fee: Rs.100/- for Indian candidate and from SAARC countries and US\$40.00 for foreign candidates other than SAARC countries.

Course Fee: Rs.200/- for Indian trainees and from SAARC countries and US\$200.00 for foreign trainees other than SAARC countries.

Selection Procedure: As per merit on the basis of marks obtained at graduation level

iii) **Reprography:** The course is designed to train personnel in the process of reproduction of documents and manuscripts, in microfilming, handling of automated information storage, retrieval and dissemination.

Minimum Qualification: Degree in second class from a recognized university, preferably in Science and should be below 30 years in age for private candidate and 50 years in case of sponsored candidates.

Duration: 6 weeks (Two sessions – April and September)

Registration Fee: Rs.100/- for Indian candidate and from SAARC countries and US\$40.00 for foreign candidate other than SAARC countries.

Course Fee: Rs.300/- for Indian trainees and from SAARC countries and US\$300.00 for foreign trainee other than SAARC countries.

Selection Procedure: As per merit, on the basis of marks obtained at the graduation level

IV) **Care and Conservation of Books, Manuscripts and Archives:** The course is designed to train personnel in the scientific methods of conservation, repair, rehabilitation, storage and handling of documentary heritage.

Minimum Qualification: Degree in second class from a recognized university, preferably in Science and should be below 30 years in age for private candidate and 50 years in case of sponsored candidates.

Duration: 8 weeks (Two sessions – July and November)

Registration Fee: Rs.100/- for Indian candidate and from SAARC countries and US\$40.00 for foreign candidate other than SAARC countries.

Course Fee: Rs.300/- for Indian trainees and from SAARC countries and US\$300.00 for foreign trainee other than SAARC countries.

Selection Procedure: As per merit, on the basis of marks obtained at the graduation level.

C) At Sub-Professional Level -

Servicing and Repair of Records: To train trainees in arrangement, supply, restoration and upkeep of records.

Minimum Qualification : High School, knowledge of English/ Hindi and should be below 30 years in age for private candidate and 50 years in case of sponsored candidates.

Duration: 6 weeks (May-June and September-October)

Registration Fee: Rs.100/- for Indian candidate and from SAARC countries and US\$40.00 for foreign candidate other than SAARC countries.

Course Fee: Rs.300/- for Indian trainees and from SAARC countries and US\$300.00 for foreign trainee other than SAARC countries.

Selection Procedure: As per merit, on the basis of marks obtained in the High School

Contact for information and for applying: Director General of Archives, School of Archival Studies, National Archives of India, Janpath, New Delhi –110001.

e-mail : archives@nic.in Tel. No. – 01123388557. Fax No. 01123384127, 011 23385967

Application Form: As per prescribed format at page 154

List of enclosures/ documents: Attested photocopies of all the mark sheets, certificates, degrees, birth certificate, etc. are to be enclosed alongwith application form as per prescribed format.

Procedure of Application: Every year the advertisement of the each course is published in the Employment News one month before commencement of the course as mentioned above with full details alongwith the format of application form.

FORMAT OF APPLICATION

NAME OF COURSE _____

1. Name of Applicant :
2. Father's/Husband's Name :
3. Date of Birth (Age as on closing date) :
4. Category : General/ SC/ST/OBC/PH
5. Postal Address & Telephone No., if any :
6. Permanent Address :
7. Name & address of the sponsoring Department, if employed :
8. Post held at present :
9. Details of crossed Indian Postal Order/Demand Draft :

10. What language (including Indian languages) can you read, write or speak. Give particulars and state the examination(s) if any passed in each.

11. Academic Qualification (enclose attested copies of testimonials):

Examination passed	Subject	Year of passing	Division	Percentage of marks	Name of university

Date

Signature of candidate

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Signature and Seal of the
sponsoring authority
Fax/Telephone No.

ANNEXURE – I
DUTIES OF EMPLOYEES
DUTIES OF ASSISTANT LIBRARY & INFORMATION OFFICER

1. Custody maintenance and administration of the National Archives of India Library.
2. Supervise the process of receiving the books; checking of Publisher's and Bookseller's catalogues for selection of books; preparation of book lists for Book Acquisition Committee's consideration.
3. Arrangement, stock verification of Library holdings and Cataloguing and classification of books housed in the Library.
4. Assisting the Director General of Archives in filling the existing gaps in the Library by acquiring books on Indian History and kindred top.
5. Assisting the Director General of Archives in building up of a microfilm library of rare books of Indian interest.
6. Compilation of bibliographical information on behalf of the National Archives Staff.
7. Compilation of analytical index to books and periodicals in use at the National Archives of India Library.
8. To impart training in One Year Diploma Course in 'Archives and Record Management'.
9. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF LIBRARY AND INFORMATION ASSISTANT

1. Deal the process of receiving the books, checking of Publisher's and bookseller's announcement for selection of books, preparation of book lists for Book Acquisition Committee's consideration..
2. Classification, Cataloguing and Checking of cards typed.
3. Bibliographies, Central Reference Services, Servicing and Circulation (Issue & Return of Books).
4. Issue of Pass Books and No Demand Certificates and sending reminders for books issued out.
5. Control of Periodical Literature subscription exchange and complimentary-Maintenance of proper records.

6. Preparation of periodical literature for binding repair, sending and receiving them.
7. Re-organization of classes from time to time according to need, changing of cards, etc. wherever necessary.
8. To impart training in One Year Diploma Course in Archives and Record management.
9. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF JUNIOR ADMINISTRATIVE OFFICER

1. To act as Drawing and Disbursing Officer and also as Head of Office in the absence of Administrative Officer.
2. To exercise control over Cash, Accounts and Budget.
3. To assist the Administrative Officer in respect of:
 - i) General Administration
 - ii) Establishment
 - iii) Supply/Services
 - iv) Budget Accounts
4. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF SUPERINTENDENT

1. To supervise the work of Assistant, U.D.C's and L.D.C's.
2. To deal with most complicated and confidential nature of work.
3. To watch over the staff under him regarding performance of duties and maintenance of regularity and punctuality.
4. Marking and distribution of receipts.
5. Annual verification of the service of the staff under him writing of report thereon.
6. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF ASSISTANT MICROPHOTOGRAPHER GRADE II

To Undertake the following items of work under the Technical Control and guidance of the Microphotographer and Assistant Microphotographer Grade I looking after of microphotographic and sophisticated reprographic equipments.

1. Microfilm cameras, plain paper copiers, Auto film processors, Enlargers, & Film duplicators, etc.
2. To check the microfilm rolls, Xerox copies and photocopies.
3. Supply and Restoration of Microfilm for scholars.

4. Maintenance of Reprographic Stores.
5. To assist the Assistant Microphotographer Grade I in the mobile microfilming work which is undertaken on behalf of the Department.
6. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF ASSISTANT CHEMIST GRADE II

1. To receive the records and other documents from the stacks, Libraries, Departmental Record Room and outside agencies; to check and examine them; and to decide the type of repairs to be undertaken.
2. To check and examine the repaired documents and bound volumes for rectifying defects if any and return the same to the agency concerned.
3. To allot the work to the Preservation Assistant, Binders, Menders Grade I and Grade II and to render Technical guidance for the scientific treatment of documents and other allied materials and supervise the work.
4. To supervise the working of laminating machine, fumigation cycles, air-cleaning operations, etc.
5. To deal with routine files connected with the above work; maintain their inward and outward flow and prepare the drafts and monthly progress report of the branch.
6. To maintain the receipt and consumption records of preservative and repair materials.
7. To check the pH/concentration/normality of the de-acidification and other solutions used for chemical treatment of records from time to time for replenishing the same.
8. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF SPECIAL GRADE RECORD ATTENDANT

- (1) Reception and checking of records of disturbed series, amalgamation and separation of such series.
- (2) Assisting the Assistant Archivists in classifying and cataloguing of records.
- (3) Subject listing of records.
- (4) Maintenance of accession register of records up-to-date.
- (7) Handling of "closed period" records.
- (8) Assisting the Assistant Archivists in locating dislocated records.
- (9) Assisting the Assistant Archivists in practical training of diploma course and short-term trainees.
- (10) Supervision of the work of Record Attendants.
- (11) Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF FOREMAN (MECHANICAL)

- (1) General supervision including repair, overhauling and installation for upkeep and maintenance of all light and heavy machineries pertaining to photographic, Microfilming, Research Laboratory, Preservation and general office equipments.
- (2) To fabricate simple spare parts as & when necessary.
- (3) Correspondence works of W.S. Section, submission of reports, checking of water & electric Bills, purchase of oil and consumable spare parts, etc.
- (4) To help Assistant Engineer to look after maintenance of National Archives of India Building and Fire Protection arrangement at National Archives of India.
- (5) To help Assistant Engineer to control the operation of oil-fired Boiler, Water Booster Pumps, Lathe-machine, Grinding machine, Welding machine etc.
- (6) Any other allied work assigned to him by Assistant Engineer from time to time.

DUTES OF THE MECHANIC

1. Installation, repair, maintenance and overhauling of all heavy machinery including boilers and workshop machinery having mechanical arrangements.
2. Repair of mechanical instruments, apparatus and equipments, precision apparatus as and when required.
3. Preventive maintenance of all machinery and equipments.
4. Operation of lathe and allied workshop machinery as and when required for the fabrication of mechanical parts including operation of apparatus and equipments as and when necessary.
5. To help the Mechanics/Foreman/Assistant Engineer in their work on repair and servicing of machinery, etc., as and when required.
6. Any other allied work assigned by the Assistant Engineer from time to time.

DUTY LIST OF ACCOUNTANT

(National Archives of India, Regional Office, Bhopal)

1. To assist Head of the Office and Drawing & Disbursing Officer in all matters pertaining to Accounts.
2. Checking of all the pay bills every month and all Payment vouchers/Cash memos. Besides, works relating to Budget/G.P.F. and other advances of the staff members.
3. Verification of the Cash Book and Cash vouchers etc. maintained by Lower Division Clerk who is discharging the duties of Cashier before it is countersigned by the Drawing & Disbursing Officer.
4. Any other duty assigned by the Director General of Archives from time to time.

DUTIES OF ACCOUNTANT

1. Supervision of Accounts Branch. All matters pertaining to Accounts.
2. Budget/G.P.Fund and other advances admissible to the Government servant from time to time.
3. Maintenance of Cash Book, etc.
4. Any other duty assigned by the Director General of Archives from time to time.

DUTIES OF PHOTO ASSISTANT

1. To assist the Microphotographer, Assistant Microphotographer Grade I and Assistant Microphotographer Grade II in operating and maintaining reprographic equipments in the branch viz. microfilming camera; xerox; positive printers and other reprographic and photographic machines and to operate the same whenever required.
2. To prepare photographic solutions.
3. To process the films and prints.
4. To prepare documents for microfilming and other related reprographic work.
5. To maintain routine records relating to the work in the branch such as Diary, Indent/Bill Registers and other allied registers and files.
6. Any other duties as may be assigned by the Director General of Archives from time to time.

DUTIES OF STENOGRAPHER

1. Taking dictation and typing the same.
2. Movement and Diary of files of officers with whom they are attached.
3. Maintenance of Confidential Papers and record, which may not go to the Sections, etc.
4. Any other work assigned by the officers concerned and the Director General of Archives from time to time.

DUTIES OF RECORD ATTENDANT GRADE I

1. Reception and checking of regular records series.
2. Attending to requisitions for records, maintenance of requisition registers and maintenance of records.
3. Compilation and issue of reminders for records outstanding with borrowing agencies.
4. Checking of restoration Proforma and actual restoration.
5. Labeling of bundles, carton boxes etc.

6. Checking of records before & after repair and microfilming.
7. Supply of records for appraisal.
8. Compilation of weeding lists.
9. Periodical checking and re-arrangement of files within bundles.
10. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF RECORD ATTENDANT GRADE II

1. Taking out records from bundles for attending to requisitions.
2. Simple restoration.
3. Pagination of unnumbered papers.
4. Docketing and numbering of flattered records & loose papers.
5. Periodical checking and re-arrangement of displaced bundles, carton boxes, etc. of records.
6. Assisting Records Attendants Grade I and Special Grade Record Attendants in their work.
7. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF BOILER OPERATOR

1. Operation of Oil Fired Boiler in the workshop of the National Archives of India.
2. Repair of Oil Fired Boiler and its auxiliaries.

3. Operation of water softening plant of Oil Fire and its repairs.
4. Supervision of filling of the oil storage furnace oil.
5. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF SENIOR MECHANIC GRADE I

1. Maintenance of all the light and heavy machineries of this department pertaining to Reprographic, Preservation, Research-Laboratory, General Office and Work-Shop Branch.
2. Repairing and installation of equipments and machinery in use in the Department.
3. To fabricate simple spare-parts or to carryout repair works with the help of Lathe-machine and other allied machinery including Welding-plant.
4. Assembly, fitting, installation, maintenance and repair of plumbing pipes, fixtures and fitting for Water supply to the various machineries and cooling equipments.
5. Maintenance and fire-protection of building, in the complex of National Archives of India (done through C.P.W.D.).
6. Any other works assigned by the Director General of Archives from time to time.

DUTIES OF MENDER

1. To undertake mending minor repairs of documents including ordinary manual repair with Tissue, Chiffon, hand lamination, full pasting, etc.
2. To carry out all connected preparatory work for the above e.g. preparation of pastes and adhesives, pagination, cleaning, patch removal, washing, guarding, stitching, trimming, docketing application of leather preservation, dressing etc.
3. To handle the movement of apparatus and accessories involved in 1 and 2 above.
4. Any other duties as may be assigned by the Director General of Archives from time to time.

LOWER DIVISION CLERK

1. Diary/Issue
2. Maintenance of Postage Stamp account.
3. Typing
4. Maintenance of the account of Casual Leave and Restricted Holidays.
5. Preparation of Pay Bills.
6. Dealing with routine cases.
7. Helping Assistants, U.D.C's in maintaining the files.

8. Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF LABORATORY ASSISTANT

1. To prepare chemical solutions and other special formulation for use in Research Laboratory and other sections of Preservation Division.
2. To assist the Scientific Officer and Chemist working in the Laboratory in conducting experiment.
3. To maintain the Laboratory, equipments and machinery neat and tidy, and to guide the Laboratory Attendants for the above work.
4. To keep the stores and maintain their accounts as per audit practice.
5. To attend to routine purchase and query files and to maintain the file register, outward and inward flow of files in the Laboratory.
6. Any other duties as may be assigned by the Director General of Archives from time to time.

DUTIES OF SENIOR ELECTRICIAN GRADE I

1. To supervise the work of electricians or other skilled personnel working in Work-shop in respect of preventive maintenance of all the light and heavy machines of the department pertaining to Reprographic, Preservation, Research Laboratory, General-office and Workshop Branch.
2. Repairing and installation of equipments and machinery.
3. To repair and overhaul all the motors attached to machinery/equipment in the Department regularly for preventive maintenance. Carrying out of miscellaneous type of work of electrical nature e.g. wiring, lighting arrangement, operation of public address equipment, charging of batteries, etc. as and when necessary.
4. To help in getting maintenance and fire protection of buildings in the complex of National Archives of India done through C.P.W.D.
5. Any other works assigned by the Director General of Archives from time to time.

MOTOR VAN DRIVER

1. Driving of Motor Van.
2. Maintenance of Motor Van.
3. Maintenance of Log Book.
4. Any other duties that may be assigned by the Director General of Archives from time to time.

DUTIES OF GUARDS AND SWEEPERS

Guard Grade I) They act as security police of the Department during day and night time and actually to patrol the stack areas.

Guard Grade II /) They act as security police of the Department during day and Watchman.) night time and actually to patrol the stack areas.

Sweepers Sweeping and cleaning and maintain cleanliness in the building.
Any other duties assigned by the Director General of Archives from time to time.

DUTIES OF GESTETNER OPERATOR

1. To attend to the duplicating work.
2. Maintenance of duplicating machine.
3. Maintenance of proper record of duplicating paper.
4. Any other duty that may be assigned by the Director General of Archives from time to time.

DUTIES OF HELPER

1. To help the Mechanics and Electricians in maintenance of machinery etc. i.e. cleaning of machines, apparatus and equipment in the Workshop, and any other duty assigned to by his Incharge.
2. Dusting of racks and cleaning of records with Vacuum Cleaner; to deliver dak and files etc. to various offices and to officers in the office and to open and close the office rooms.
3. Lifting of Records.
4. Preparation of Maida paste.
5. Any other duty assigned by his Incharge from time to time.

DUTIES OF BOILER ATTENDANT

1. Operation of Electrode Boiler and its water softer.
2. To help the boiler-operator of oil-fixed boiler in respect to its operation and annual overhauling.
3. Cleaning of boilers and their auxiliaries.
4. Filling of oil for firing of oil-fired boiler.
5. Opening of valves for water and steam.
6. Any other allied work assigned to him by the Assistant Engineer from time to time.

DUTIES OF BINDER

1. To stitch and bind manuscripts, books and volumes.
2. To mount maps and prepare map jackets and other special folders needed for storing treaties and other special documents.
3. To attend to all preparatory work for the above e.g. marking ready adhesives, pagination, gathering collating, checking and trimming. Gold lettering and other finishing operations.
4. To operate electrical and mechanical apparatus and equipments for the above work.
5. Any other duties as may be assigned by the Director General of Archives from time to time.

DUTIES OF ELECTRICIAN

1. Maintenance of electrical motors, switch, gears, small electrical laboratory equipments such as heaters, stoves, iron & furnace etc. and to look after the servicing/repair of other electrical appliances such as room-coolers, table fans, pedestal fans, air circulators, table lamps, call bells, room heaters & heat convectors.
2. Armature and field winding of the defective small motors Assistant Chemist & DC in the Department.
3. Temporary wiring of the equipments in the department.
4. Operations of switches for the control of power to the different machines/equipments.
5. To help the Foreman (Mechanical) and Assistant Engineer in servicing/ repair as and when required.
6. The Director General of Archives may assign any other duties from time to time.

DUTIES OF PRESERVATION ASSISTANT

1. To undertake mechanical and manual repair and restoration of documents, charts, maps, illuminated documents,
2. To bind special documentary materials like birch bark, palm leaf, etc.
3. To carry out connected item of work such as de-acidification, removal of patches, preparation of solutions, envelopes, restoration of ink, flattening, pagination, clearing, arrangements, trimming, docketing, etc.
4. Air cleaning & fumigation of records, books, manuscripts and other materials.
5. Operation of mechanical & electrical appliances for treatment in chemicals.
6. The Director General of Archives may assign any other duties from time to time.

DUTIES OF ASSISTANT ENGINEER

1. To look after the installation, maintenance, servicing, repairs and overhauling of costly, light & heavy machinery, precision equipments and instruments pertaining to preservation, research laboratory and reprographic wing of the Department including sophisticated microfilm cameras, printers.
2. To look after routine maintenance of general office equipments, viz. Air coolers, fans, desert coolers, convectors, etc. and also the storage equipments and other ancillary aids available for the repository for storage and servicing of records.
3. To control the operations of the Lathe oil-fired Boiler, Electrode Boiler, electric-switch gears for electric supply to machinery, water booster pumps for water supply to building and machinery, public address system, slide projectors, etc.
4. To look after maintenance of National Archives of India, New Delhi building and its fire-protection arrangement including upkeep of radio active smoke detectors, fire alarm system, etc.
5. To fabricate simple spare parts of lathe not readily available.
6. To give technical advice on the purchase of all types machinery spares, furniture, library equipments and any other mechanical, electrical works connected with the existing and constructional requirements of Annexe building.
7. To design special equipments for display of exhibits any other item required according to archival suitability.
8. To maintain W.S. Store, prepare annual estimates of budget relating to W.S. purchase of Boiler oil and maintenance materials, imports to spare parts, if necessary.
9. To check bills relating to water and electricity consumed by this Department.
10. To look after all administrative work of the section including correspondence, submission of various reports.

DUTIES OF ASSISTANT AND UDC

The posts attached to the Administration are considered common cadre along with posts of the Central Government offices, such as Assistant, UDC, LDC and therefore, the duties attached to these posts are similar. However, the following duties are assigned to the posts in this Department:-

1. Initial verification of character and antecedents of Government servants on their first appointment & arranging of medical examinations on first appointment.
2. Officer of appointment and issue of appointment order to non-gazetted staff nominated by UPSC and SSC.

3. Opening of personal file and service book for newly recruited non-gazetted Government servants.
4. Advertising the posts to UPSC, SSC and Employment Exchange.
5. Preparations and passing of all types of bills.
6. Observation of various methods for issuing of Home Ministry Identity Card and CGHS Card.
7. Grant of children's educational allowance, tuition fees and passing the bills.
8. Processing of applications for allotment of Government residential accommodation and monthly waiting list for the allotment of Government residential accommodation received from the Directorate of Estates.
9. Fixation of pay under F.R. on the promotion of Government officers.
10. Preparation of T.A. Bills.
11. Issue of orders relating to LTC and preparation of bills.
12. Framing of Recruitment Rules and taking action for amendment.
13. Preparation and submission of various types of return.
14. Grant of advance of leave salary.
15. Maintenance of GPF Register for Class IV employees.
16. Grant of advance of GPF loan.
17. Checking of nomination forms for pension/family pension applications under the liberalized pension rules.
18. Maintenance of recruitment roster.
19. Purchase of all stationery items and machineries except those maintained by the technical sections.
20. Forwarding of applications for deputation posts and issue of orders.
21. Preparation of budget estimates/revised estimates and performance budget.

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DUTIES OF LABORATORY ATTENDANT

Laboratory Attendants prepare photographic solutions in the Research Laboratory, clean the photographic and processing equipment, keep the photo laboratory cameras, enlarger, recorders and other equipments clean and tidy. The machines require great care and delicate handling on the part of the staff. They also help in the preparation of de-acidification solutions and repair pastes used in repair of valuable documents.

DUTIES OF PEON / FARASH

Dusting of racks and cleaning of records with vacuum cleaners; to carry bundles from shelves to muniment rooms etc. and to deliver dak & files, etc. to various offices and to officers in the office. The Farash are required to open and close the office rooms.



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ANNEXURE – II

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 :-

2. (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
3. 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.

4. (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 :-

(a) supervision, management and control of the Archives;

(b) acceptance for deposit of public records of permanent, nature after such period as may be prescribed;

(c) custody, use and withdrawal of public records;

(d) arrangement, preservation and exhibition of public records;

(e) preparation of inventories, indices, catalogues and other reference media of public records;

(f) analysing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of records management system;

(g) ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;

(h) promoting utilization of available space and maintenance of equipments for preserving public records;

(i) tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards,

procedures and techniques of records management;

(j) survey and inspection of public records;

(k) organizing training programmes in various disciplines of Archives administration and records management;

(l) accepting records from any private source;

(m) regulating access to public records;

(n) receiving records from delinquent bodies and making arrangement for securing public records in the event of national emergency;

(o) receiving reports on records management and disposal practices from the records officer;

(p) providing authenticated copies of, or extracts from, public records;

(q) destroying or disposal of public records;

(r) obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

5. 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.

6. (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.

7. (1) The records officer shall be responsible for -

a) proper arrangement, maintenance and preservation of public records under his charge;

b) periodical review of all public records and weeding out public records of ephemeral value;

c) 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;

d) destruction of public records in such manner and subject to such conditions as may be prescribed under sub-section (1) of section 8;

e) 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;

f) periodical review for downgrading of classified public records in such

manner as may be prescribed;

- g) 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;
- h) compilation of annual indices of public records;
- i) compilation of organizational history and annual supplement thereto;
- j) assisting the National Archives of India or, as the case may be, the Archives of the Union territory for public records management;
- k) 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;
- l) 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).

8. (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 record 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.

9. (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.

10. 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.

11. No public records bearing security classification shall be transferred to the National Archives of India or the Archives of the Union territory.

12. (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.

13. (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.

14. (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 :-

- a) Secretary to the Government of India in the Ministry of Central Government dealing with Culture

Chairman, ex-officio;

- b) 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.

Members, Ex-Officio;

- c) two representatives not below the rank of Joint Secretary in the Union territory Administrations to be nominated by the Central Government.

Members;

- c) 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.

Members;

- d) Director General of Archives.

Member- Secretary, ex-officio;

- (3) The members nominated under clause (d) of sub-section (2) shall be paid such allowances as may be prescribed.

15. 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.
16. 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.
17. 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.
18. (1) The Central Government may, by notification in the Official Gazette, makes 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, namely:-
- (a) the period after which public records of permanent nature may be accepted under clause (b) of sub-section (2) of section 3;
 - (b) 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;
 - (c) 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;
 - (d) 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 (l) of section 6;
 - (e) the manner in which and the conditions subject to which public records may be destroyed or disposed of under sub-section (l) of section 8;
 - (f) 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;
 - (g) exceptions and restrictions subject to which public records may be made available to a research scholar under sub-section (1) of section 12;
 - (h) 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;
 - (i) the allowances payable to members of the Board under sub-section (3) of section 13;
 - (j) the matters with respect to which the Board may perform its functions under clause (d) of section 14;
 - (k) any other matter which is required to be, or may be, prescribed.
19. 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.**



Gul Hayat Institute

ANNEXURE- III
PUBLIC RECORDS RULES, 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,

- a. "Act" means the [Public Records Act, 1993](#) (69 of 1993);
- b. "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;
- c. "classified records" means the files relating to the public records classified as top-secret, secret, confidential and restricted in accordance with the procedure laid down in the Manual of Departmental Security Instructions circulated by the Ministry of Home Affairs from time to time;
- d. "custody" means the possession of public records;
- e. "defunct body" means a corporate or non-corporate body which has been wound up with no successor to carry on its functions;
- f. "Declassification" means downgrade the security classification after their evaluation;
- g. "file" means a collection of papers relating to the public records on a specific subject-matter consisting of correspondence, notes and appendix thereto and assigned with a file number;
- h. "form" means the form appended to these rules;
- i. "private records" means records lying in the possession of a private individual or with any non-governmental organization;
- j. "recording" means the process of closing a file after action on all issues considered thereon has been completed;
- k. "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;
- l. "retention Schedule of records" means a Schedule which provides the period of retention;
- m. "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;
- n. "Section" means the section of the Act;
- o. "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;
- p. 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 office 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, is 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 officer 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 Resource 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 those 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-7 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:-
 - (i) 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;
 - (ii) foreign national intending to consult the public records may be permitted only on the production of letters of introduction from their sponsoring institution and diplomatic Mission;
 - (iii) 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 Resource 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.
 - (iv) wherever microfilm rolls may be made available the original records shall not be supplied for consultation to research scholar.
 - (v) 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 as may be fixed by the Director General or head of the Archives, as the case may be, from time to time.

- (vi) 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.

(2) 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 rooms of the records creating agencies	Total numbers of files of 'A' & 'B' categories transferred to records rooms by the Sections 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
1	2	3	4

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 organization	No. of classified records due for reviewing	No. of files reviewed and down graded 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.
	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
1	2	3	4

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. No.	Total number of files recorded	Total numbers of files indexed	Total No. of files reviewed	Total number of files weeded out, if any	Remarks
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 (NEG/ 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.

Permanent Address
(in block letters)

Yours faithfully,
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 :

Gul Hayat Institute

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

Sd/- KASTURI GUPTA MENON,
Jt. Secy

Reprinted From:

The GAZETTE OF INDIA, Part II, Section 3, Sub-Section (ii), No. 41,
New Delhi, Saturday, October 9, 1999//Asvina, 17, 1921

DEPARTMENT OF CULTURE
CORRIGENDUM

New Delhi, the 29th September, 1999

S.O. 2857 – In the Notification of the Government of India, in the Department of Culture No. G.S.R number 43 dated the 9th January, 1997, published at page 725 to 740 of the Gazette of India, Part-II, Section-3, sub-section (i) dated the 18th January, 1997 – At page No. 734, in rule 2, –

- i) After clause (e), for “(g) file means a collection of papers relating downgrade the security classifications after evaluations” read “(f) down grading of classified records means to down grade the security classifications after their evaluation;”
- ii) In clause (g), for “collection if” read “collection of.”

(File No.16-8/99-R.M)
S.SATHYAMOORTHY, Joint Secretary



Gul Hayat Institute

ANNEXURE – IV
ARCHIVAL ADVISORY BOARD

Constitution : The Board, an advisory body, was constituted as per the provisions of Section 13 (1) & (2) of Public Records Act, 1993. The first Advisory Board was constituted on 1st November, 1995 vide Notification of The GAZETTE OF INDIA, Extraordinary, Part II, Section 3, No. 613. [NO. F. 16-2(a)/94-RM]

Composition :

The Board shall consist of the following members namely:

- a) Secretary to the Government of India in the Ministry of Central Government dealing with Culture *Chairman, ex-officio;*
- b) 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 *Members, ex-officio;*
- c) Two representatives not below the rank of Joint Secretary in the Union Territory Administrations to be nominated by the Central Government *Members;*
- d) 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 *Members;*
- e) Director-General of Archives *Member- Secretary, ex-officio*

The current Archival Advisory Board comprises of the following members nominated vide Section 13(2) (c) & (d) of Public Records Act 1993 vide order dated 27th January, 2006, notified in The GAZETTE OF INDIA, Extraordinary, Part II, Section 3, Sub-section (ii), No. 87.

[F.No.16-3/2004 RM]

Nominated Members :

1. **Professor Sumit Sarkar,**
Professor of History (Retd.),
New Delhi. **Member**
2. **Professor Neeladri Bhattacharya**
Professor of Modern Indian History,
J. N. U. , New Delhi. **Member**
3. **Dr. Mahesh Rangarajan,**
Historion, Delhi. **Member**

Functions :

The functions of the Board are :

- 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**

ANNEXURE – V
INDIAN HISTORICAL RECORDS COMMISSION

The Indian Historical Records Commission was set up by the Government of India in 1919 as an advisory body on matters connected with proper management of records and their use for historical research. It is headed by the Union Minister of Culture and comprises representatives from Central/State Govts. , Universities and Learned Institutions. The Commission has so far held 58 sessions and has contributed significantly to the growth of Public and Government interest in the scientific management and use of Archives.

CONSTITUTION OF THE INDIAN HISTORICAL
RECORDS COMMISSION - 1990.*

The Indian Historical Records Commission was set up by the Government of India in 1919 as a consulting body, whose opinion would carry weight with the public and which would make enquiries and recommendations regarding (i) treatment of archives for historical study, (ii) the scale and plan on which the cataloguing, the calendaring and reprinting of each class of documents should be undertaken. (iii) the sums required for encouraging research among, and publication of records, (iv) selection of competent scholars for editing documents, and (v) the problems of public access to records (Department of Education Resolution No.77 dated 21st March, 1919). With a view to promoting active cooperation of the various State Governments in India as also the universities and learned institutions in the country in the activities of the Commission, the Government of India by their Department of Education, Health and Lands Resolution No.F 92-9/40-E, dated 10th September, 1941, took steps to reform the Constitution of the Commission providing for the inclusion in it of nominees of the various State Governments in India as also those of the Universities and learned Societies.

2. The Commission has since its inception held Fifty-Eight Sessions and has contributed significantly to the growth of public interest in the conservation and use of archives. The Government of India do recognize that it was through the initiative of the Commission and its different Committees that many new sources of information have been brought to light and saved for posterity, many collections of documents have been published and made accessible to scholars, facilities for the use of records have been materially enhanced and a new conscience has been aroused in the public mind in respect of the sanctity of historical evidence. While the Government of India note with deep appreciation these and other achievements of the Commission, they do feel at the same time that much work still remains to be done and that a host of important problems are still awaiting to be attacked. Many records collections are still without any guides or hand-book let alone comprehensive descriptive lists, and very few repositories, public or

* Ministry of Culture, Government of India, Resolution No. F.32-34/84-Lib.(P&A), dated 15.10.1990 and amended vide corrigendum, dated 14.02.1992, F: 18-15/96-Lib.II dated 25.11.96, and F.No. 18-20/2002-A&A dated 10.6.2002

private, have yet developed a well-articulated programme of documents-publication. Most of the collections still continue to be housed in primitive conditions and are subjected to the ravages of insect pests, moulds and other destructive agents. Very little systematic effort has been made to survey, describe, organize or make use of records in private custody, and particularly, those of institutional, religious or commercial provenance. Lack of trained archivists continues seriously to impede the archival work in the country and the training facilities available in the National Archives have hardly stimulated an adequate response among the owners of archival holdings. Government believe that these constitute very serious lacunae in the academic life of the nation and that greater and more whole-hearted cooperation between Keepers of Records and historical materials on the one hand and their use on the other is the only means by which these deficiencies could be removed.

3. In order to promote such cooperation the Government of India, in supersession of Ministry of Culture Resolution No.32-34/84-Lib. (P & A) dated 15.10.90 and all earlier Resolutions on the same subject, are pleased to sanction a reconstitution of the Commission on the following lines :-

The Commission shall consist of the following members :-

A. Ex-Officio Members

- | | |
|--|-------------------------|
| 1. Minister of Culture,
Government of India | <i>President</i> |
| 2. Secretary to the Government of India,
Ministry of Culture, New Delhi. | <i>Member</i> |
| 3. Additional Secretary to the Government of India
Ministry of Culture, New Delhi | <i>Member</i> |
| 4. Joint Secretary/Joint Educational Advisor,
to the Government of India, Ministry of
Culture, New Delhi. | <i>Member</i> |
| 5. Director General of Archives,
Government of India, National Archives of India,
New Delhi. | <i>Secretary</i> |
| 6. Deputy Director of Archives, Government of India,
National Archives of India, New Delhi
(Dealing with the commission) | <i>Joint- Secretary</i> |

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B. Nominees of the Government of India :

These shall be 20 eminent historians and archivists to be appointed by the Government of India on the basis of their specialized knowledge of the treatment of archives or their original contribution to the post 1600 period of Indian History.

C. Representatives of the Central Government and Semi-Government Institutions, one each from the following agencies :

1. Ministry of External Affairs, New Delhi.
2. Ministry of Home Affairs, New Delhi.
3. Ministry of Defence, New Delhi.
4. Department of Administrative Reforms and Public Grievances, New Delhi.
5. University Grants Commission, New Delhi.
6. Ministry of Culture (Financial Advisor), New Delhi.

D. Representatives of State Governments/Union Territories

One nominee each of the State Governments/Union Territories having an organized records repository of its own, the nominee being invariably the custodian of the Archives of the State/Union Territory.

2. Regional Records Survey Committees :

One representative each of various Regional Records Survey Committees from States/Union Territories having no organized record repository.

E. Representatives of Universities teaching post-1600 of Indian History :

One nominee each from every such University in India teaching post-1600 period of Indian History and encouraging among, and publication of original records and co-operating with the Commission in organizing its own archives and in conducting survey and exploration of records in private and semi-public custody as mentioned here under:

- (1) Aligarh Muslim University, Aligarh;
- (2) Allahabad University, Allahabad;
- (3) Andhra University, Waltair;
- (4) Annamalai University, Annamalai Nagar;
- (5) Assam University, Silchar;
- (6) Awadesh Pratap Singh University, Rewa;
- (7) Bangalore University, Bangalore;
- (8) Barkat-ullah University;
- (9) Benarasi Hindu University, Varanasi;
- (10) Berhampur University, Berhampur;
- (11) Bhagalpur University, Bhagalpur;
- (12) Bhimrao Ambedkar University, Agra;
- (13) Babasahib Bhimrao Ambedkar University, Muzaffarpur;
- (14) Bombay University, Mumbai;
- (15) Burdwan University, Burdwan;
- (16) Calcutta University, Kolkata;
- (17) Calicut University, Calicut;
- (18) Chaudhary Charan Singh University, Meerut;
- (19) Delhi University, Delhi;
- (20) Devi Ahilya Vishwavidyalay, Indore;
- (21) Dibrugarh University, Dibrugarh;

- 
- (22) Dr. Harisingh Gaur Vishwavidyalay, Sagar;
(23) Gauhati University, Guwahati;
(24) Gorakhpur University, Gorakhpur;
(25) Gujarat University, Ahmedabad;
(26) Gujarat Vidyapith, Ahmedabad;
(27) Guru Nanak Dev University, Amritsar;
(28) Himachal Pradesh University, Shimla;
(29) Jadavpur University, Calcutta;
(30) Jamia Millia Islamia, New Delhi;
(31) Jammu University, Jammu;
(32) Jawaharlal Nehru University, New Delhi;
(33) Jiwaji University, Gwalior;
(34) Jai Narain Vyas University, Jodhpur;
(35) Kalyani University, Kalyani;
(36) Karnataka University, Dharwar;
(37) Kashi Vidyapith, Varanasi;
(38) Kashmir University, Srinagar;
(39) Kerala University, Thiruvananthapuram;
(40) Kurukshetra University, Kurushetra;
(41) Lucknow University, Lucknow;
(42) Madras University, Chennai;
(43) Madurai Kamaraj University, Madurai;
(44) Magadh University, Bodh Gaya;
(45) The Maharaja Sayajirao University, Baroda;
(46) Marathwada University, Aurangabad;
(47) Mohanlal Sukhadia University, Udaipur;
(48) Mysore University, Mysore;
(49) Nagpur University, Nagpur;
(50) North Bengal University, Darjeeling;
(51) North Eastern Hill University, Shillong;
(52) Osmania University, Hyderabad;
(53) Patna University, Patna;
(54) Pondicherry University, Pondicherry;
(55) Poona University, Pune;
(56) Punjab University, Chandigarh;
(57) Punjabi University, Patiala;
(58) Rabindra Bharati University, Ranchi;
(59) Rajasthan University, Jaipur;
(60) Ranchi University, Ranchi;
(61) Rani Durgavati Vishwavidyalay, Jabalpur;
(62) Ravishankar Shukla University, Raipur;
(63) Sambalpur University, Sambalpur;
(64) Sardar Patel University, Vallabhvidyanagar;
(65) Saurashtra University, Rajkot;
(66) Shivaji University, Kolhapur;
(67) Sri Venkateswara University, Tirupati;
(68) Tripura University, Agartala;
(69) Utkal University, Bhubaneswar;
(70) Vikram University, Ujjain;
(71) Visva-Bharati, Santiniketan;

Representatives of Learned Institutions one each from the following :

1. Indian History Congress, New Delhi;
2. Asiatic Society, Kolkata;
3. Asiatic Society, Mumbai;
4. Bharata Itihasa Samshodhaka Mandala, Pune;

5. Gokhale Institute of Politics and Economics, Pune;
6. Indian Institute of Advanced Study, Shimla;
7. Nehru Memorial Museum and Library, New Delhi;
8. Indian Council of Historical Research, New Delhi;
9. Institute de Chandernagore, Chandernagore, West Bengal;
10. Heras Institute of Indian History and Culture, Mumbai;
11. Indian Institute of Islamic Studies, New Delhi;
12. Association of Indian Archivists, New Delhi;
13. Institute of Historical and Antiquarian Studies in Assam, Guwahati;
14. Indian Institute of Management, Ahmedabad;
15. Shri Natnagar Shodh Samsthan, Sitamau;
16. Socio-Economic Research Institute, Kolkata;
17. Central Records and Documentation Centre, Reserve Bank of India, Pune;
18. Parliamentary Museum and Archives, New Delhi;
19. Xavier Centre of Historical Research, Goa;
20. Rajwade Samshodhana Mandala, Dhule;

G. Corresponding Members

The selection of Members in this category will be confined to persons residing outside India and actively interested in records, only published work of sufficient merit being accepted as evidence of such interest. The corresponding members are to be selected and appointed by the Government of India.

4. The Government of India desire that nominees of the State Governments should be persons thoroughly conversant with archives and archival techniques and that the nominees of Universities, Learned Institutions and other 'Research Bodies should be men of academic distinction with considerable amount of original research work on the history of India of the post-1600 period to their credit. The nominees of all these bodies will become members of the commission after their nominations have been notified by the Government of India.

5. I. The Members of the Commission, other than ex-officio Members and also all the Corresponding Members of the Commission will be appointed for a term of five years as follows :

(1) All appointments and re-appointments for a full term of five years will be en-bloc with effect from the same date but on the expiry of their term, the members concerned will be eligible for re-appointment.

(2) Vacancy due to resignation or otherwise which may occur within the period of five years will not be filled for a full term of five years but only for the unexpired period of the term.

II. The scope of the Commission's activities shall be limited to the following :

(1) To act as a forum for exchange between creators, custodians and users of archives and historical documents, of ideas and experiences relating to treatment, preservation and users of archives, and to make recommendations to appropriate bodies, official or non-official in this behalf.

(2) To act as a forum for discussion on archives in relation to historical problems

requiring investigation, particularly in relation to those on which little or no work has been done, and to hold Academic Session. At this Academic Session papers based on newly discovered original records pertaining to the post-1600 period of Indian History be read and discussed. These papers should be written either by the Members of the Commission or communicated through them if written by other scholars. All such papers should be circulated in advance after getting them approved by an Editorial Committee to be constituted for the purpose.

(3) To promote the salvaging and use of material in private and semi-public custody (including institutional, religious and business records) in collaboration with universities, libraries, museums, learned societies, and particularly with the Regional Records Survey Committees and similar local bodies, and to act as a clearing house of information on the work done in this field.

(4) To act generally as an intermediary between records and historical manuscript repositories on the one hand and bodies interested in research on the other.

(5) To publish proceedings and bulletins embodying reports on its activities and on other matters promoting its objectives.

III. The Commission shall normally meet once a year at a place rich in archival materials being selected as the venue. Each session should include :

(1) A Public Meeting devoted to the report to be presented by the Secretary on the progress in the country.

(2) A Business Meeting for the discussion of the Secretary's Report as also the problems relating to keeping and use of archives that may be referred to it by the members and for review of programmes undertaken by different bodies under its auspices.

(3) Academic Session for reading and discussion of papers based on original records pertaining to the post-1600 period of Indian history. Such sessions shall be open to the interested public.

Corresponding Members will be entitled to participate in all the meetings of the Commission except its Business Meetings which they may attend only by special invitation.

The commission's meetings are to be presided over by the ex-officio President. He shall however, have the right to nominate a senior member to act as President in his absence.

6 Standing Committee :

The Commission may appoint one or more Committees to deal with the particular problems requiring investigation. Such Committees shall submit their reports to the Commission.

The Government of India shall set up a Standing Committee with the following composition and functions :

I Composition

- (a) Secretary to the Government of India,
Ministry of Culture. *Chairman, ex-Officio;*
- (b) Additional Secretary, Ministry of Culture
Member & Vice-Chairman, ex-Officio;
- (c) Joint Secretary/Joint Educational Advisor, Ministry of Culture *Member;*
- (d) Twelve Members of the Commission to be nominated by the Government of India, for a term of two years. The members shall be eligible for re-nomination.
- (e) Director General of Archives, Government of India, National Archives of India, New Delhi.
Secretary, ex-Officio;
- (f) Deputy Director of Archives, Government of India, dealing with Commission.
Jt. Secretary, ex-Officio;

II. Functions :

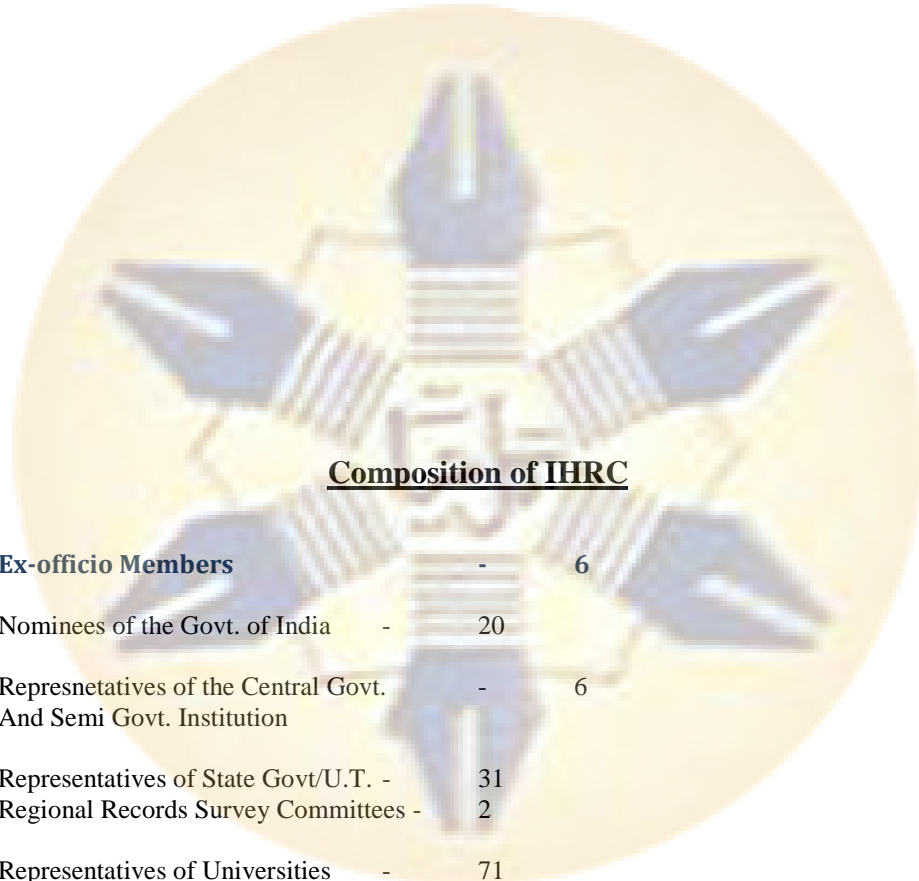
The Standing Committee will review the action taken from time to time on the recommendations made by the Indian Historical Records Commission, consider all reports and items referred to it and express its views on the agenda for the Commission's meeting, and perform such other functions as the Government of India or the President of the Commission may assign to it. It will ordinarily meet twice a year.

7. Travelling Allowance :

The traveling allowance of the Ex-Officio President, Secretary, Ministry of Culture (Ex-Officio Chairman of the Standing Committee), Additional Secretary, Ministry of Culture, (Ex-officio Vice-Chairman of Standing Committee) Joint Secretary/Joint Educational Advisor, Ministry of Culture, Secretary of the Commission, joint Secretary of the Commission, the nominees of Government of India, referred to in para 3 (A-B above) and such members of the Standing Committee who are Government officials attending the meeting(s) of the Commission and its Committees will be a charge on the Central Revenues, and the expenditure for the same will be debitable to the same head as their pay.

8. Non-officials appointed by the Government of India as Members of the Commission or its Committees will draw traveling allowances for attending meetings of the Commission or its Committees at rates admissible to Grade-I Officers of the Central Government and daily allowances at the highest rate admissible to Grade-I Officers of the Central Government for respective localities. The expenditure will be met from the budget grant of the National Archives of India. The State Governments, the Universities and other Constituent Institutions will be required to bear the traveling allowances of their nominees. The traveling allowance for non-official members other than Central Government nominees who may be appointed to serve on any Committee

of the Indian Historical Records Commission will be paid at the same rate as those of non-official members appointed by the Central Government as Ordinary Members.



Composition of IHRC

A.	Ex-officio Members	-	6
B.	Nominees of the Govt. of India	-	20
C.	Represnetatives of the Central Govt. And Semi Govt. Institution	-	6
D.(i)	Representatives of State Govt/U.T.	-	31
(ii)	Regional Records Survey Committees	-	2
E.	Representatives of Universities	-	71
F.	Representative of Learned Institutions-		20

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ANNEXURE – VI

NATIONAL COMMITTEE OF ARCHIVISTS

The National Committee of Archivists is a professional body of Archivists which was set up by the Government of India in 1953 to deliberate upon and find solutions of problems faced by Archivists in their day to day work. The Committee has so far held 41 meetings and has provided a useful forum for the State Archives to discuss problems of common interest like preservation of records, techniques of microfilming, norms for archival buildings, specifications for ink, paper, etc for permanent records.

Structure and Member Composition

- | | | | |
|------|--|---|------------------|
| i. | Director General of Archives, National Archives of India, Government of India. | - | Chairman |
| ii. | Deputy Director of Archives, National Archives of India, Government of India. | - | Member-Secretary |
| iii. | Representative of State Govts./Union Territories | - | 31 |

CONSTITUTION OF THE NATIONAL COMMITTEE OF ARCHIVISTS *

AIMS AND OBJECTIVES

To provide a professional forum :

- to discuss archival problems and to disseminate knowledge of their approved solutions;
- to achieve uniformity in professional practices;
- to draw attention to the advantages and disadvantages of new techniques and developments;
- to co-ordinate activities of common interest among archives offices in the country;
- to consider and recommend measures to accelerate archival developments in the country;
- to develop contacts and liaison with archival institutions in the Region as a whole;
- to solve problems by co-operative efforts at a professional level.

ROLE

The National Committee of Archivists will have purely advisory role. It will take decisions and make recommendations by consensus and not by voting.

COMPOSITION

The National Committee of Archivists will consist of :

- Director of Archives*, Government of India as Chairman & Convener.

* Amended vide Department of Culture, Dy. No. 3739/87 Lib., dated 26.10.87

* Re-designated as Director General of Archives, w.e.f. 1.6.90

- ii. A representative each of all State Governments/Union Territories, as follows :
 - (a) The senior-most professional archivist, who is not normally liable to transfer, from States and Union Territories which have organized archives offices,
 - Or (b) where there are no organized archives offices, the Secretary of the Regional Records Survey Committee, if it exists. (Those States having neither an Archives Office nor Regional Records Survey Committee will not be represented)
- iii. Heads of Archives Offices of Union Territories placed under the National Archives of India.
- iv. A Deputy Director of Archives/Assistant Director of Archives, Government of India as Member-Secretary.

TENURE

All appointments and reappointments shall be for a period of two years effective from the date of the first meeting and on the expiry of one term, the members concerned shall be eligible for re-appointment.

MEETINGS

The Committee will meet normally once in a year.



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ANNEXURE – VII

BOARD OF STUDIES

Board of Studies, an Advisory Body of School of Archival Studies is being constituted since 1980 comprising eminent persons in the various disciplines of Archival Science to give guidance to school in academic matters, to examine the course contents of the new curriculum taking into account the latest modern archival trends and training needs of the archival institutions in India and abroad.

Constitution of the Board: The Board is constituted with the following members*:

- | | | |
|----|--|-------------------------|
| 1) | Director General of Archives | <i>Chairman</i> |
| 2) | Expert in Business Archives/
Professional Archivist | <i>Member</i> |
| 3) | An eminent documentalist | <i>Member</i> |
| 4) | Prof. Of History/ Historian in
a University/ Organisation | <i>Member</i> |
| 5) | Prof. of Library Science/ Librarian
in a University/ Organisation | <i>Member</i> |
| 6) | One State Director of Archives | <i>Member</i> |
| 7) | Deputy Director of Archives/
Assistant Director of Archives(SAS) | <i>Member-Secretary</i> |

Terms of the Board:

- 1 The Board of Studies of the School of Archival Studies is hereby reconstituted with the following members for a period of two years w.e.f 28.12.2007 on account of expiry of the term of the previous board on 27.12.2007
2. The term of the members of the Board is initially for a period of two years. In the event of any vacancy either due to resignation, retirement or death etc. person or persons in the respective field of study will be appointed by the Director General of Archives. Members will also be eligible for appointment for subsequent terms.
3. The Board will examine the course contents of the new curriculum taking into account the latest modern archival trends and training needs of the archival institution in India and abroad.
4. The meeting of the Board will normally be held in New Delhi not more than twice a year. TA/DA to the non-official members for attending the meetings of the Board of Studies will be met from the budget grant of the National Archives of India, as per rules

The current members of the Board of Studies are:-

1.	Director General of Archives National Archives of India	Chairman	(ex-officio)
2.	Expert in Business Archives/ Professional Archivist	Member	Dr.S.Sengupta, 1B Ashray Eastern Park, 4 th Road, Santoshpur, Kolkata-700075
3.	Professor/ Professional belonging to the field of Information Technology	Member	Dr. Gautam Bose, Sr. Technical Director, National Informatic Centre, Ministry of Information Technology, Government of India, A-Block, CGO Complex, Lodhi Road, New Delhi-110003.
4.	Professor of History/ Historian in a University/ Organisation	Member	Dr.Arvind Sinha Associate Professor Centre of Historical Studies Jawaharlal Nehru University New Delhi-110067.
5.	Professor of Library Science/ Librarian in a University/ Organisation	Member	Dr. Gayas Makhdumi, Head of Department of Library & Information Science, Jamia Milia Islamiya University,New Delhi.

6.	One State Director of Archives	Member	Shri NShri N.Naryanan, Principal Commissioner Tamil Nadu State Archives 50-51 Gandhi Irwin Road Egmore, Chennai-600008
7.	Deputy Director of Archives/ Assistant Director of Archives Concerned with the School of Archival Studies, National Archives of India	Member Secretary	Dr. Meena Gautam

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ANNEXURE VIII

HISTORICAL DOCUMENT PURCHASE COMMITTEE

Composition

1. Director General of Archives
National Archives of India,
Janpath, New Delhi-110 001. Chairman
2. Prof. Iqtidar Husain Siddiqui,
61, Ahmad Nagar,
Civil Lines, Aligarh (U.P) Member
3. Prof. G.C.Tripathy
Professor and Head of the Kalakosh Divisoin ,
IGNCA, 5 Rajendra Prasad Road, New Delhi Member
4. Prof. Dilbagh Singh,
119, Uttara Khand,
New Campus, JNU,
New Delhi-110 067. Member
5. Pt. Satkari Mukhopadhyaya,
2071, K Block,
Chittranjan Park,
New Delhi-110 019. Member
6. Prof. Shah Abdus Salam,
19 -Ka, Hata Sangi Beg,
Shahgunj, Lucknow 226 003 Member
7. Deputy Secretary/Deputy Financial Advisor,
Ministry of Culture,
Shastri Bhawan
New Delhi-110 001 Ex- Officio Member
8. Deputy Director of Archives,
Divisional Head,
Oriental Records Division,
National Archives of India,
Janpath, New Delhi-110 001 Member-Secretary

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Tenure

The Committee shall be due for reconstitution once in two years commencing from the date of the first meeting. The term of the office of the Member shall also be for two years. The non-official Members may be re-appointed to the Committee, whenever it is reconstituted.

Meetings

The Committee may meet as often as may be necessary.

Functions

The Committee shall advise on the purchase of manuscripts and documents in private custody (including rare printed documents and books of historical value) and also private papers of eminent Statesmen, high Government Officials, Writers, Scientists and other Indians, who have played significant role in the country's history. The Committee may also recommend on its own, purchase of the materials mentioned above wherever expedient.

Procedure

All proposals for the purchase of private archives etc. will be referred to the Member- Secretary of the Committee in the first instance either at a meeting or by circulation, giving a factual report on the material offered, indicating its significance. The Committee, besides expressing an opinion as to whether the material can be purchased, shall also fix a reasonable price to be offered to its owner.

Notwithstanding the above, with a view to avoid inordinate delays in the small purchases, when the recommendations of the Committee cannot be obtained in any particular case or cases within a reasonable time even by circulation, if the material for purchase is of the value of Rs. 5000/- (Rupees five thousand) or less it may be purchased by the Director General of Archives as Chairman of the Committee, who will also indicate while giving his approval, the reasonable price to be offered to the owner. Information regarding such purchases made without prior reference to the Committee shall invariably be placed before the Committee at its next meeting along with the information, if any, regarding the acquisition made either by gift or by deposit etc.

Budget

The non-official Members will get traveling allowance for attending the meeting of Historical Documents Purchase Committee at the rates admissible to Group 'A' officers of the Central Government and daily allowance at highest rates admissible to Group 'A' officers of the Central Government for respective localities. The expenditure will be met from the Budget Estimate, O.E. (Non-Plan) of the National Archives of India.

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ANNEXURE - IX

SCHEME OF FINANCIAL ASSISTANCE TO STATE/ UNION TERRITORIES ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES AND MUSEUMS

1. TITLE

The Scheme will be known as the Scheme of Financial Assistance to Government Organizations under the State/Union Territories Administration for developmental activities and for preservation of public records/manuscripts, rare books, etc., available in their custody.

2. SCOPE

The objective of the Scheme is to support Archival Repositories, Government Libraries/Museums of State/Union Territory Administrations for their developmental activities and preservation of records, books and manuscripts.

The financial assistance will be given for :-

- a. Preservation/conservation/repair of public records/manuscripts/rare books i.e. printed publications only.
- b. Publication, listing, cataloguing and compilation of Guide to the records and manuscripts.
- c. Microfilming of historical records/manuscripts/rare books.
- d. Air-conditioning of the room where records/manuscripts/rare books are kept.
- e. Purchase of preservative and reprographic material/equipment. Equipment will include cardex, catalogue, card cabinet, plain paper copier, microfilm/microfiche cameras/readers, microfilm processor, lamination machine, computer, fumigation chamber etc.
- f. Construction including additions/alterations, renovation of building to agencies having collection of more than 5000 rare books/manuscripts/historical records.

3. TYPES OF GOVERNMENT INSTITUTIONS ELIGIBLE FOR ASSISTANCE

- i. Archival Repositories of State Governments/Union Territory Administrations.
- ii. Manuscripts/rare books, Libraries and Museums run by State Governments, Union Territory Administrations and other Government institutions.

4. EXTENT OF FINANCIAL ASSISTANCE

Grants under this Scheme would be provided for projects which are sponsored by the State Governments/Union Territory Administrations with the concurrence of the duly constituted Grants committee for the purpose.

- a) The maximum limit of financial assistance under this Scheme will be Rs.10.00 lakhs for State Archives/Libraries/Museums containing more than 5000 manuscripts/records, Rs.2.50 lakhs for Archives/Museums/Libraries having manuscripts/records between 2000-5000, Rs.1.00 lakh for Archives/Museums/Libraries having manuscripts/records between 500-2000. The grant will be provided in the ratio of 75 : 25 i.e. the central share being 75% and that of State Government/U.T., Administrations will be 25% of the total grant for each project/proposal in a given financial year.
- b) Every such project for which central assistance is released shall be completed within a span of eighteen months from the date from which the grant is received by the State Government/Union Territory Administrations.
- c) Normally no Archives/Library/Museum shall be considered for financial assistance under this Scheme for more than three consecutive years.

5. PROCEDURE FOR SUBMISSION OF SCHEME/PROJECT

The Archival Repositories, Libraries and Museums of State/U.T. Administrations should submit their application/proposal recommended/approved by the State Archives to the Joint Secretary, Department of Culture, Government of India, Shastri Bhawan, New Delhi - 110001.

- a) The application should contain detailed description of each project for which the assistance is required, giving item-wise details of expenditure.
- B) An application for building grant should have the following documents :-
 - a. Plan approved by the local body viz Corporation/Municipality/Notified Area Authority if the proposed construction is a part of a bigger plan of construction, the portion to be constructed with the fund under the scheme should be marked with 'RED INK' in the Plan.

b. Detailed estimates of cost of construction/extension/repair of building should be based on PWD/CPWD prevailing rates or cost index duly authenticated by a registered firm of Architects/Building/Engineers/CPWD/PWD be attached. While submitting the estimates for a new building or extension/repair of the existing building, the cost may be given phase-wise in the manner indicated as under :-

I. In case on construction of the Ground Floor :

- i. Total cost of construction upto plinth level
- ii. Total cost of construction upto roof level
- iii. Total cost of remaining work

II. In case of construction work other than the Ground Floor :

- i. The cost of construction upto lintel level
- ii. The cost of construction when the roof has been laid
- iii. The cost of construction of the remaining work

The plans and estimates should be prepared taking into consideration the effect of possible escalation. Once the plans and estimates have been approved as reasonable, the grant will be assessed on the basis of these estimates, and they shall not be modified by the concerned organization without the prior approval of the Department of Culture, Government of India.

- iv. All projects may be submitted before the end of financial year so as to process the case well in time and action for release of funds will be taken accordingly.

6. PROCEDURE FOR APPROVING GRANTS

All the proposals/applications received under the Scheme will be placed before the Grants Committee for consideration, which will consist of the following members

- i) Joint Secretary, Incharge of Archival Libraries - Chairman
- ii) Director General, National Archives of India - Member
- iii) Director (Libraries/Archives) - Member
- iv) Four non-official members i.e. an eminent historian, An Archivist, a Librarian and a Museologist. - Member
- v) Representative of five largest State Archives - Member
- vi) Deputy Director of Archives - Member Secretary

7. CONDITIONS FOR GRANTS

Since the grant provided under the Scheme will be non-recurring nature, it will be made available on a year to year basis on merits of the proposal.

- a. The Joint Secretary, Department of Culture, Government of India will monitor the progress of each scheme/project for which financial assistance is provided under the Scheme.
- b. The Head of State/Union Territory Administrations Archives, Libraries and Museums will submit the progress reports of each project/scheme every quarter to the Joint Secretary, Department of Culture, Government of India. Such reports should continue to be furnished until the project is completed to the satisfaction of Joint Secretary, Department of Culture, Government of India. In case the Joint Secretary, Department of Culture, Government of India finds that progress is not satisfactory the release of further instalments, if any, of the grant for the project is liable to be withheld.
- c. The Joint Secretary, Department of Culture or an officer authorized by him may visit and inspect the Archival Repositories, Libraries and Museums of States/Union Territories and collect on the spot information on the progress of the Scheme/project financed under the scheme.
- d. The accounts for each project shall be maintained separately and shall be submitted as and when required for official purpose. They should be made available for inspection of the officers of the Government of India to test check the accounts of expenditure incurred on the projects financed under the Scheme.

- e. The amount granted under the approved scheme/project should not be diverted to any other project/scheme of the State Governments/Union Territory Administrations without prior permission of the Department of Culture, Government of India.
- f. The State Governments/Union Territory Administrations shall exercise reasonable economy in the actual working of approved project.
- g. The State Governments/Union Territory Administrations should ensure the completion of their project(s) within stipulated period of 18 months from the date of receipt of the grant amount and submit duly audited utilization certificate from the Government auditors authorized by the State Government/Union Territory Administrations.
 1. For construction work, the sanctioned grant will be released in three instalments, 50% as first instalment, 40% as second instalment and 10% as third and final instalment.
 2. The construction work is to be executed by the PWD or any Government agency of the respective State Government/U.T. Administration. The first instalment will be released after sanction of the grant and the second Instalment will be released on receipt of utilization certificate by Government Auditor counter signed by the Head of the Institution accompanied by progress report of the work. The third and final instalment would be released and reimbursed on receipt of utilization certificate for entire expenditure and statement of account duly audited by Government auditor, Completion Certificate of the State/PWD/CPWD Engineer duly counter signed by the Head of the Organisation together with the brief report on completion of work and at least one copy of photograph of the building duly authenticated.
 3. In case of grant for construction, an organization must complete the work within a period of two years from the date of receipt of first instalment unless permission of extension is granted by Department of Culture, Government of India. After the completion of work, the grantee Archives, Library, Museum is required to fix a tablet in a prominent place of the building displaying "Constructed with the assistance of Department of Culture, Government of India".
- h. When Government of India/State/Union Territory Administration have reasons to believe that the sanctioned money is not being utilized for the approved purpose, the payment of grant may be stopped and the earlier grants be recovered with 10% penal interest per annum.
- i. After utilising the grant including matching share, the following documents are required to be submitted :
 - i. Utilisation Certificate for entire expenditure and statement of accounts duly audited by Government auditor.
 - ii. GFR 19 form duly filled in for assets acquired out of the grant.
 - iii. List of items purchased/expenditure incurred.
- j. The Scheme will be monitored by a three member Sub-Committee and 30% of the grants sanctioned will be reviewed by the Central Government.

PART - I

**DEPARTMENT OF CULTURE, GOVERNMENT OF INDIA
APPLICATION FORM FOR FINANCIAL ASSISTANCE TO STATE/ UNION TERRITORIES ARCHIVAL
REPOSITORIES, GOVERNMENT LIBRARIES AND MUSEUMS FOR PRESERVATION OF PUBLIC
RECORDS/ MANUSCRIPTS/ RARE BOOKS, ETC.**

1. Name and complete postal address of the Archives/ Library/ Museum
2. Date of establishment of the institution
3. Nature and number of Public records/ Manuscripts/ Rare books held
4. A statement giving details of Financial Assistance received during the last Five years from the Central/ State Governments and any other source
5. Details of the project for which Assistance is sought
6. Estimated cost of the project with item wise details of financial assistance sought
7. Source from where 25% cost of the Project would be met
8. Financial assistance expected from the other source for the Project

Place :
Date :

Signature :
Name :
Designation :
Office Stamp :

PART - II

APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR CONSTRUCTION/ EXTENSION/ RENOVATION OF ARCHIVES/ LIBRARY MUSEUM BUILDING

1. Name & Address of Archives/ Library/ Museum
2. Date of establishment of the institution
3. Nature and number of public records/ Manuscripts/ Rare books held (category wise)
4. Is the institution located in own or rented building
5. Details of land owned for construction/ extension (with a copy of land record)
6. Total estimated expenditure (enclosed Architect's certificate)
7. Amount of financial assistance required for Completion of Construction/ extension/ Renovation work
8. Target date for completion of work (it should not exceed 2 years from the date of grant)
9. Is the plan for the construction approved by the local body/ PWD/ Corporation/ Municipality/ Panchyat & notified area authority (Demarcate the portion as to be constructed with assistance in Red Ink on the plan)
10. i) Is the total estimated cost of construction based on State PWD/ CPWD prevailing rates and duly authenticated by a registered Building Engineer/ PWD/ CPWD (detailed estimates to be attached)
- ii) In case of proposed constructions of the Ground floor :
 - a) The cost of construction upto plinth level
 - b) The cost of construction upto roof level
 - c) Total cost of remaining work
- iii) In case of construction for works of other than Ground floor
 - a) The cost of construction upto lintel level
 - b) The cost of construction when the roof has been laid
 - c) The cost of construction of the remaining work
11. Budget provision/ allocation for 25% contribution from the State Government

Place :
Date :

Signature :
Name :
Designation :
Office Stamp :

PART - III

RECOMMENDATION OF THE HEAD OF THE STATE ARCHIVES

The application of _____ has been examined and found to be covered under the Scheme. The application is forwarded for consideration.

Place :
Date :

Signature :
Name :
Designation :
Office Stamp :

LIST OF BENEFICIARIES – 2006-2007

SCHEME OF FINANCIAL ASSISTANCE TO ARCHIVAL REPOSITORIES, GOVERNMENT LIBRARIES AND MUSEUMS

Serial Number/ Code	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
				District	City	Town/ Village	House No.
1.	Rs.4,12,500/-	<u>BIHAR</u> Bihar State Archives,	All the applications for financial assistance are considered by the grants Committee constituted every year with the Joint Secretary, Ministry of Culture, as Chairman of the Committee and the grant is given on merit to merit basis only.		Patna		
2	Rs.1,08,750/-	<u>CHANDIGARH</u> Government Museum Art and Gallery,			.Chandigarh		
3	Rs.1,38,750/-	(GUJARAT) Government District Library,			Bhavnagar		
4	Rs.1,38,750/-	Government District Library,			Amreli		

5	Rs.71,250/-	Shree Bhagat Sinhjee Library,			Gondal		Gopal Nagar, Palika
6	Rs.2,81,250/-	(HIMACHAL PRADESH) Bhuri Singh Museum.			Chamba		
7	Rs.6,75,000/-	(KARNATAKA) Karnataka State Archives,			Bangalore		
8	Rs.4,50,000/-	Karnataka State Archives,			Bangalore		
9	Rs.1,87,500/-	District Central Library,		Uttar Kannada	Karwar		
10	Rs.56,250/-	<u>RAJASTHAN</u> Rajkiya Sarvajanik Zila Pustakalaya,			Jhunjhunu		
11	Rs.56,250/-	Rajkiya Zila Sarvajanik Pustakalaya			Karoli		
12	Rs.75,000/-	Rajkiya Sarvjanik Zila Pustakalaya.			Churu		
13	Rs.1,87,500/-	Maulana Abul Kalam Azad Arabic and Persian Research Insitute.			Tonk		
14	Rs.75,000/-	Government District Public Library			Dholpur		
15	Rs.37,500/-	Rajkiya Sarvajanik Pustakalaya.			Bhilwada		
16	Rs.8,50,000/-	<u>TAMIL NADU</u> Tamil Nadu State Archives			Chennai		

**SCHEME OF FINANCIAL ASSISTANCE TO ARCHIVAL REPOSITORIES, GOVERNMENT
LIBRARIES AND MUSUEMS, 2007-08.**

17	Rs.4,53,000/-	Department of archaeology, Library, Tamil Nadu			Chennai		Government of Tamil Nadu
18	Rs.5,00,000/-	(UTTAR PRADESH) Amir-ud-daula Public Library,			Lucknow		
19	Rs.5,00,000/-	(WEST BENGAL) Photo Archives of information and cultural affairs department.			Kolkata		
20	Rs.4,50,000/-	Lady Brabourne College.			Kolkata		
21	Rs.5,00,000/-	Paschim Banga Bangla Academi.			Kolkata		
22	Rs.5,85,000/-	Maulana Azad College Library.			Kolkata		
23	Rs.1,61,725/-	Distict Library,			Murishidabad		

Sr. No	Name of the Grantee Organizations	Amount Recommended
1	ANDHRA PRADESH A. P State Museum, Office of the Director Archaeology and Museums. Hyderabad	Rs.2,55,000/-
2	ARUNCHAL PRADESH Gazetteers Department, Reference Library, Chimpu, Itanagar	Rs.1,12,500/-
3	HARYANA Library of Financial Commissioners Office, Haryana Revenue (General) Department, Chandigarh	Rs.30,000/-
4	KERALA The State Institute of Languages Kerala, Nalanda,	

	Thiruvananthapuram.	Rs.2,25,000/-
5	Kerala Sahitya Academi, Thrissur	Rs.63,750/-
6	RAJASTHAN Rajkiya Sarvjanik Mandal Pustakalaya, Udaipur	Rs.1,00,000/-
7	Rajkiya Sarvjanik Zilla Pustakalaya, Sawai Madhopur	Rs.2,00,000/- (1st instalment of Rs.1,00,000/- released)
8	.Rajkiya Sarvjanik Zilla Pustakalaya, Banswara	Rs.75,000/-
9	Rajkiya Sarvjanik Zilla Pustakalaya, Doongarpur	Rs.75,000/-
10	. Rajkiya Mahatma Gandhi Sarvjanik Pustakalaya, Tonk.	Rs.63,750/-
11	Rajkiya Sarvjanik Zila Pustakalaya, Alwar	Rs.19,500/-
12	Government Public District Library, Sikar.	Rs.37,500/-
13	Rajkiya Sarvjanik Panchayat Samiti, Jhunjunu.	Rs.31,950/-
14	Rajkiya Sarvjanik Panchayat Samiti Pustakalaya, Pratapgarh	Rs.50,250/-
15	TAMIL NADU Principal Commissioner of Archives and Historical Research, Chennai.	Rs.7,50,000/-
16	UTTRAKHAND Uttrakhand State Archives Dehradun	Rs.3,00,000/-
17	WEST BENGAL Uttarpara Jaikrishna Public Library, Uttarpara	Rs.1,50,000/-

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ANNEXURE – X

SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION OF MANUSCRIPTS / RARE BOOKS

I. TITLE

This Scheme will be known as 'Scheme of Financial Assistance' to registered Non - Governmental Organizations which include Colleges, Libraries/ Museums/ Universities/ Deemed Universities and Individuals for preservation of manuscripts/ rare books.

II. SCOPE

Under this Scheme, Financial Assistance to registered voluntary organizations, educational institutions including private colleges, private libraries and museums, universities including deemed universities and individuals would be provided for listing, cataloguing, evaluation, translation and publication of manuscripts/rare books, historical documents and photographs, charts, maps, etc. in their custody. The scheme will also provide financial assistance for technical advice for scientific preservation, for repair and microfilming of rare books/ manuscripts. The assistance would be provided for purchase of manuscripts.

III. TYPES OF INSTITUTIONS/ORGANISATIONS ETC. ELIGIBLE FOR ASSISTANCE.

- (i) State/National level non-governmental organizations, educational institutions, including private colleges, libraries and museums, universities, deemed universities, etc.
- (ii) Freedom fighters, families of erstwhile princely houses, big Zamindars, individuals, temples, churches, khankas, mutts, having hereditary collections of manuscripts/ records of historical importance.

IV. EXTENT OF FINANCIAL ASSISTANCE.

- (i) The financial assistance will be of a non-recurring nature. It will be given in the ratio of 75:25 i.e., the Central Government's share will be 75% and the matching contribution of the grantee being 25%. In the case of Central Universities, the Government will bear 100% expenditure of a Project covered under the Scheme.
- (ii) The maximum limit of financial assistance under the Scheme would be Rs.2.00 Lakhs (Rupees Two Lakhs only) per year/ per project.

Exception:

If the Central Government is satisfied that an institution/library, etc. has done commendable work and has the competence and ability to continue it, recurring financial assistance may be continued upto three to five years for the specific project. The exact period for

which the grant is approved and the conditions under which it will operate will be communicated to the institution/ library etc. at the time of approving the project. _

- (iii) The grant under the scheme will be made after taking in to consideration the grant received or likely to be received from other sources for the same project.

V. PROCEDURE FOR SUBMISSION OF APPLICATIONS

The Organization should submit their application for financial assistance through the State Level Screening Committee constituted by all the State Governments with Director of Archives as Member Secretary. The State Level Screening Committee will forward the applications to the Joint Secretary, Ministry of Culture, Government of India, Shastri Bhawan, New Delhi 110 001, with their specific recommendations indicating the amount of grant and purpose for which grant is sought for.

Universities (including deemed universities) may send their applications directly through Registrar.

The application form should be submitted with the following documents:-

- i) Registration Certificate of the Organization.
- ii) Constitution of the Board of Management and the particulars of each member, if applicable.
- iii) Copy of the latest available audit and annual report, if applicable
- iv) A project report indicating duration and qualifications and experience of the experts engaged or proposed to be engaged on the project on contract basis.
- v) Financial Statement of the Project giving item-wise details of recurring and non-recurring expenditure separately and source from which grantee will meet the matching share.
- vi) Information relating to the grant received, promised or the requests thereof made, if any, to other bodies, e.g. Universities, Central/ State Governments, Central Social Welfare Board or local bodies/ quasi-government institutions for the project under consideration. The decision of these bodies on such request should be communicated to the Joint Secretary, Ministry of Culture, Government of India.
- vii) A Statement of full receipts and expenditure of the institution/ organization for the previous three years and a copy of the balance sheet for the previous year certified by

a Chartered Accountant or Government Auditor (if applicable).

VI. CONDITIONS FOR GRANT

- i) An institution/ organization in receipt of financial assistance shall be open to inspection by the Joint Secretary, Ministry of Culture, Government of India or his nominee. Similarly, the collection of manuscripts of an individual in receipt of financial assistance shall be open to inspection.
- ii) The accounts of the Project should be maintained separately and submitted as and when required. They are required to be made available for inspection by the Joint Secretary, Ministry of Culture, Government of India or his nominee. They shall also be made available for inspection by the Controller & Auditor General of India at his discretion.
- iii) The Institution/ Organization/ Individual shall maintain a record of all assets acquired wholly or substantially out of the Government grant. Such assets shall not be disposed of, encumbered or utilized for purposes other than those for which the grant was given without prior sanction of the Government of India.
If the Institution/ Organization/ Individual ceases to exist at any time, such properties shall revert to the Government of India.
- iv) When the State Government/ Government of India have reasons to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered with 10% penal interest.
- v) The Institution/ Organization/ Individual must exercise reasonable economy in the working of the approved Project.
- vi) The Institution/ Organization and collection of manuscripts of an individual must be open to all citizens of India without distinction of religion, race, caste, language or any of them.
- vii) The Grantee Institution/ Organization/ Individual shall furnish to Joint Secretary, Ministry of Culture, Government of India quarterly progress report of the Project indicating in details both the physical and financial achievements on each of the approved items, such reports shall continue to be furnished until the project is completed to the satisfaction of the Government of India.
- viii) If the Joint Secretary, Ministry of Culture, Government of India requires clarification on any point contained in the statement, the institution shall supply it within the time specified by the Ministry failing which the application will not be considered.
- ix) The Scheme would be monitored by a Sub-Committee and 30% of the grant sanctioned will be verified by the Central Government every year.
- x) In case of any dispute pertaining to the grant, final decision shall rest with Joint Secretary, Ministry of Culture, Government of India, New Delhi. The jurisdiction of any dispute arising out of the Grants Scheme will be in the National Capital Territory of Delhi.

APPLICATION FOR GRANT IN AID UNDER THE CENTRAL SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS ETC. FOR PRESERVATION OF MANUSCRIPTS/ RARE BOOKS.

FROM:

To

The Joint Secretary,
Ministry of Culture,
Government of India,
Shastri Bhawan,
New Delhi.

Through:

Subject: Grant-in-aid under the Central Scheme of Financial Assistance to Voluntary Organizations, Educational Institutions, Libraries, etc. for preservation, listing, cataloguing, evaluation, publication, etc., of manuscripts/rare books.

Sir,

I submit herewith an application (in duplicate) for a grant under the scheme named above. I certify that I have read the rules and regulations of the Scheme and I undertake to abide by them on behalf of the Institution/Management/University. I further agree to the following conditions:-

- (a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed of or utilized for purposes other than those for which grant is given. Should the Institution/Organization cease to exist at any time, such properties revert to the Government of India.
- (b) The accounts of the project shall be maintained properly and separately. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) Progress report on the project will be furnished at regular intervals as may be specified by the Government. The institution/organization will bear 25% of the approved expenditure on the project.

Yours faithfully,

Signature:

Name:

Designation:

Office Stamp:

**APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER THE
'SCHEME OF PRESERVATION OF MANUSCRIPTS / RARE BOOKS'**

1 Name and complete postal address of Institution / Organization / Individual etc.

2 Date of establishment/ registration as a Society or Trust under Indian Societies Registration Act, 1860. Details of Board of Management.

3 Nature and number of Manuscripts/ Holdings, their languages, subject and period to which they belong.

4 Audited accounts for the last three years alongwith copies of last year's balance sheet and annual report.

5 A statement giving details of financial assistance received during the last five years from the Central/State Government or any other source.

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6 Details of the Project for which assistance is sought alongwith details of experts to be engaged.

7 Estimated cost of the Project with item-wise details of financial assistance sought.

8 Source from where 25% cost of the Project would be met.

9 Financial assistance expected from any other source for the Project.

10 Recommendation of the concerned State Level Screening Committee. (To be filled by the concerned SLSC)

- Recommended (in prescribed proforma)
- Not Recommended

Place:

Signature:

Date:

Name:

Designation:

Office Stamp:

N.B: 1. Incomplete Applications will not be entertained.

2. Please attach additional sheets, where necessary, with proper pagination.

RECOMMENDATION OF THE STATE LEVEL SCREENING COMMITTEE/ARCHIVES

1. The application of _____ is forwarded duly recommended.
2. That a Senior Officer of the _____ Department has visited the institution / organization and a copy of his report is attached/has not visited the institution/organization
3. That institution/organization is recognized and or registered under Indian Societies Registration Act, 1860
4. The application has been examined and that is found to covered under the scheme.
5. Financial Assistance has/has not been given by the State Government. In case assistance has been given detail thereof.
6. That the institution/individual is in a position to meet the balance expenditure of the project.
7. Observation/recommendation of State Level Screening Committee/Archives on the project for which grant is sought.

Item(s)	Amount	Period
---------	--------	--------

Place:

Signature:

Date:

Name:

Designation :

Office Stamp:

Note: The Officer signing this certificate should be of or above the rank of an Under Secretary to the State Government/Archives

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LIST OF BENEFICIARIES 2006-2007

SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION OF MANUSCRIPTS/RARE BOOKS (NGOS)

No	Amount of subsidy	Parent/Guardians	Criteria of selection	Address			
				District	City	Town/Village	House No.
1.	Rs.1,50,000	ANDHRA PRADESH Iqbal Academy	All the applications for financial assistance are considered by the grants Committee constituted every year with the Joint Secretary, Ministry of Culture, as Chairman of the Committee and the grant is given on merit to merit basis only.				10-5-7/1, IInd Floor, Gulshan-e-Khaleel Mansab Tank Hyderabad-500 028
2	Rs1,12,500	Islamic Heritage Foundation					10-5-7/1, IInd Floor, Gulshan-e-Khaleel Mansab Tank Hyderabad-500 028
3	Rs.1,50,000	ASSAM Media Trust, Assam					Rupnagar, Bodoja U.N. Brahma Road P.O. Indrapur Guwahati-781 032
4	Rs.1,42,500	Srimanta Sankaradeva, Kalakshetra, Panjabari, Guwahati-781 037					
5	Rs.67,500	Gariakoth Prabhati,		Kamrup		Gariakoth,	
6	Rs.48,750	Kaliabar College		Nagaon			P.O. Kuwaritol, Distt. Nagaon-782 137
7	Rs.82,500	Institute of Tai Studies & Research,					P.O. Moranhat, Sibsagar-785 670
8	Rs.32,010	Department of Bangla, Cotton College,					Guwahati-781 001
9	Rs.90,000	CHANDIGARH					Lajpat Rai Bhawan, Sector 15- 'B'

		Dwarka Das Library, Servants of the People Society,				Chandigarh-160 015
10	Rs.97,500	GUJARAT Hazrat Pir Mohammed Shah Library and Research Centre				Pir Mohammed Shah Road Ahmedabad-380 001
11	Rs.56,250	Gujarat Vishvakosh Trust, Nr. Ramesh Park,				Opp. Bandhu Samay Society, Usmanpura, Ahmedabad-380 013
12	Rs.1,42,500	Gandhi Smarak Sangrahalaya, Gandhi Ashram,				Ahemdabad-380 027
13	Rs.52,500	J&K Proprietor, Hakim Collections, Hakim Bagh, (Individual)				Rawalpura, 190 005
14	Rs.75,000	Lala Dhani Ram Vidya Devi Anand, Art & Craft's Museum,				92, Panjtirhi, Jammu –180 001
15	Rs.26,250	Shri Badri Nath Handoo, Handoo Antique Museum and Library, (Individual)				House No. F-17, Street-20, Rajpura, Shaktinagar, Jammu Tawi-180 001
16	Rs.26,250	Shri Bihari Lal Sharma Owner, Shri Dalu Banshi's Beharilal Sh. Ghadadhar Pustakalaya, (Individual)				Uttar Bahini, House No-138, Hanuman Gali, Pacca Danga, Jammu (Tawi)

17	Rs.75,000	<u>KARNATAKA</u> Shrutskaveli Education Trust (R), National Institute of Prakrit Studies and Research,				Sridhavalatheertham, Shravanabelagola- 573 135
18	Rs.41,250	<u>KERALA</u> Ulloor Memorial Library and Research Institute				DPI Jn. Thycand P.O. Trivandrum- 695 014
19	Rs.46,875/-	Indira Ramakrishna Pillai SAHANA Bhakthivilas Road (Individual)				Thiruvananthapuram- 695 014
20	Rs.75,000/-	'Sreekrishnavilasom Grandhasala' Malayinkil,				P.O. Thiruvananthapuram- 695 571
21	Rs.52,500/-	Sreevaraham Vanitha Samiti Women & Children's Library,				Fort, Thiruvananthapuram- 695 023
22	Rs.56,250/-	<u>MADHYA PRADESH</u> 1008 Parashvnath Digamber Jain Terapanth Panchayati Bada Mandir,				Purani Saheli Prabandhak Kameti, Sarafa Bazar, Deedwana Oli, Ghast Ka Tajiya, Lashkar, Gwalior-474 001
23	Rs.15,000/-	Institute of Ethnobiology Jiwaji University				Gwalior-474011

24	Rs.97,500/-	Madhav Rao Sapre Smriti Samachar Patra Sangrahalaya Evam Shodh Sansthan,				Madhrarao Sapre Marg, Bhopal-462 003.
25	Rs.37,500/-	MAHARAS HTRA Sunder Sanskar Va Svadhyaya Mandal,				22, Lokmanya Nagar, Gangapur Road, Nashik-422 002
26	Rs.56,250/-	Indian Institute of Research in Numismatic Studies,				Anjaneri, Nasik – 422 213
27	Rs.7,500/-	Dr. Vidyagauri Narayan Tilak, A-8, Teachers' Quarters, Pune University Campus, (individual)				Ganesh Khind Road, Pune- 411 007
28	Rs.45,000/-	Liberal Friends Association				Swastik Nagar, Badnera Road, Amravati - 444 607
29	Rs.15,000/-	MANIPUR Shri Nameirakpa m Brajamani Warigkhie Jangjam Leibai Head (Individual)				Post Office Imphal – 791 005
30	Rs.22,500/-	Shri N.G. Khomva Singh Lamsang, Akhamthon (Individual)				West District P.O. & P.S Lamsang P.O. Akhamthong Mayong Langjing
31	Rs.15,000/-	Shri Thounaojam Biramangol Singh				Sagolband Loukham Leirak, Imphal West
32	Rs.11,250/-	ORISSA Nari Mangal Mahila Samiti, (NMMS)		Puri		At. Panchu Palla, P.O. Gualipada, Distt. Puri- 752 016

33	Rs.71,250/-	Kedarnath Gaveshana Pratisthan,					Kedargauri Marg, Bhubaneswar- 751 002
34	Rs.15,000/-	<u>RAJASTHA N</u> Drishya Bharati Sanskritik, Evam Samajik Sanstha					121, Barkat Nagar, Tonk Phatak, Jaipur-302 015
35	Rs.1,12,500	<u>TAMIL NADU</u> Krishnamurti Foundation of India					64, Greenways Road, Chennai-600 028
36	Rs.1,23,750	The C.P. Ramaswami Aiyar Foundation,					1, Eldams Road, Alwarpet, Chennai-600 018
37	Rs.52,500	<u>TRIPURA</u> 'Educare' Capital Complex,					Type -11/C/4 P.O. Kunjaban Agartala-6
38	Rs.90,000	<u>UTTAR PRDESH</u> Bundelkhand Sangrahalaya Samiti,		Jala un			Bharat Chowk, Orai (Dist. Jalaun)-285 001
39	Rs.75,000	<u>WEST BENGAL</u> Treasurer and Acting Secretary Sanskrit Sahitya Parishat					168/1, Raja Dinendra Street, Kolkata-700 004
40	Rs.30,000/-	Society for the Preservation of Archival Materials and Monuments of Calcutta					A D 259, Salt Lake, Kolkata 700 064
41	Rs.18,750/-	Itihash Parikrama		Murshi dabad			5/2, Daihatta Road Post Office Khagra, Distt. Murshidabad-

							742 103
42	Rs.52,500/-	Bijan Panchanam Sangrahasala Gabesana Kendra,					Vidyasagarpur , P.O. INDA Kharagpur- 721 305
43	Rs.75,000/-	Bally Sadhran Granthagar,		Howrah			383, GT Road, (Govt. Adopted Town Library) P.O. Bally, Distt. Howrah- 711 201



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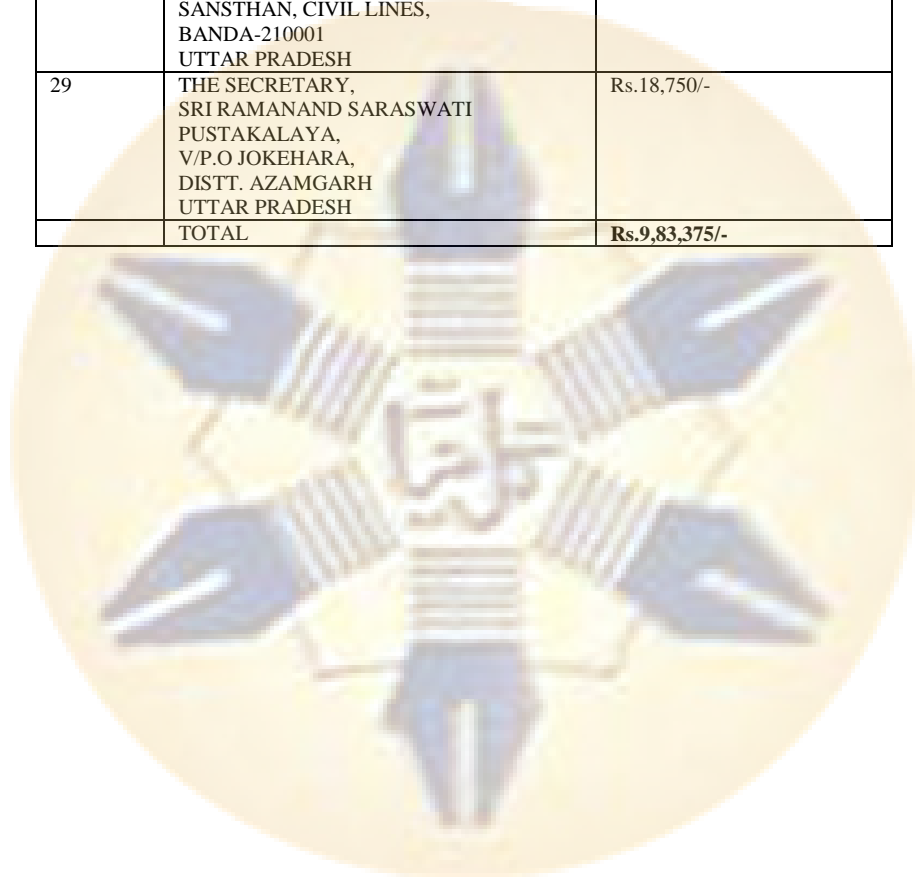
LIST OF BENEFICIARIES FOR 2007-2008

SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION OF MANUSCRIPTS/RARE BOOKS (NGO'S)

Sr. No	Name of NGO's	Amount Released
1	THE PRINCIPAL, PRAMATHESH BARUA COLLEGE, P.O. GOURIPUR, DISTT. DHUBRI-783 331 ASSAM	Rs.26,250/-
2	THE SECRETARY, KOLONG MUSEUM,C C/O KOLONG KALA KENDRA, P.O. PURANIGUDAM, VILL. ALICHIGA (MIKIRHAT), DISTT. NAGAON-782141 ASSAM	Rs.50,000/-
3	THE COORDINATOR, POST GRADUATE CENTRE, NORTH LAKHIMPUR, LAW COLLEGE COMPUS, P.O. NORTH LAKHIMPUR, DISTT. LAKHIMPUR, ASSAM	Rs.56,250/-
4	JAMIA ARCHIVES, JAMIA MILLIA, NEW DELHI	Rs.1,00,000/-
5	GROPIOUS WELFARE SOCIETY, NEW DELHI	Rs.20,000/-
6	BHAI VIRSINGH SADAN DELHI	Rs.75,000/-
7	NATRANG PRATISTHAN DELHI	Rs.67,500/-
8	THE PRESIDENT, THE INSTITUTE OF STUDIES IN BUDDHIST PHILOSOPHY & TRIBAL CULTURAL SOCIETY, TABO, DISTT. LAHAUL & SPITI, HIMACHAL PRADESH	RS.56,250/-
9	SECRETARY, STAKRIMO GONPA CULTURAL AND WELFARE SOCIETY, B.P.O PADUM ZANGSKAR, 194 302 DISTT. KARGIL JAMMU & KASHMIR	Rs.75,000/-
10	SHRI YASH PAL BAWA PRESIDENT, NARSING MANDIR SANGRAHALAYA, PATOLI MAGOTRIAN, P.O. TAMIPURA, JAMMU (TAWI) JAMMU & KASHMIR	Rs.13,125/-
11	THE PRINCIPAL, SRI DHARMASTHALA, MANJUNATHESHWARA COLLEGE, UJIRE-574 240 DAKSHINA KARNATAKA	Rs.37,500/-
12	HARISH EDUCATION SOCIETY , KARNATAKA	Rs.20,000/-
13	WRITERS FORUM, IMPHAL, MANIPUR	Rs.20,000/-
14	SHRI WAHENGBAM LUKHOI SINGH, NAMBOL KHATHONG, P.O. NAMBOL,	Rs.35,000/-

	DISTT. BISHNUPUR, BOP- DEIMAPOKPARN MANIPUR.	
15	SHRI NINGOMBAM, JILANGAMBA URIPOK, KHUMANTHEM LEIKAI, P.O. IMPHAL – 795001 MANIPUR	Rs.25,000/-
16	SHRI NODIA NGANGOICHA MOIRANGTHEM LEIKAI, MOIRANG, P.O. & P.S. MOIRANG – 795 133 BISHNUPUR DISTT. MANIPUR	Rs.45,000/-
17	SHRI YUMNAM, CHAOBA MEITEI, B.P.O. ATHOKPAM, THOUBAL DISTT – 795 138 MANIPUR	Rs.15,000/-
18	SECRETARY, PUBLIC LIBRARY CUM INFORMATION CENTRE, NAMBOL BAZAR, WARD NO. 7, BISHNUPUR DISTT. P.O. NAMBOL MANIPUR	Rs.20,000/-
19	SHRI G. BIJOY CHANDRAQ SHARMA, KONTHA KHAMAM MAMANG, P.O. MANTRI PUKHRI, P.S. HEINGANG DISTRICT, IMPHAL EAST MANIPUR	Rs.15,000/-
20	SHRI PUYAM PUNSHI MEITEI CARETAKER, PIYAM PUNSHI MEITEI LIBRARY, GAIROK WANGKHAM HAIDROM LEIKAI DISTT. THOUBAL MANIPUR.	Rs.7,500/-
21	THE CHAIRMAN, THE ANGLO KUKI WAR PATRIOTS MEMORIAL FOUNDATION, OLD LAMBULANCE, IMPHAL, MANIPUR	Rs.11,250/-
22	THE CHAIRMAN, ZONGAM ARTS & CULTURAL DEVELOPMENT ASSOCIATION, THANGZAM ROAD, HILL TOWN, P.O CHURACHANDPUR-795 128 MANIPUR	Rs.7,500/-
23	CHAIRMAN THE GRENADIERS ARCHIVES C/O. THE GRENADIERS REGIMENT CENTRE, JABALPUR-482 001 MADHYA PRADESH	Rs.48,750/-
24	SECRETARY, RURAL DEVELOPMENT AND SOCIAL SERVICES (RDSS) AT. PASCHIMA KACHHA VIA- BAHUGRAM, DISTT. CUTTACK – 754 200 ORISSA	Rs.26,250/-
25	MAHABIR CLUB, ORISSA `	Rs.37,500/-
26	GENERAL SECRETARY AKHIL BHARTIYA BISNOI	Rs.9,000/-

	MAHASABHA, MUKTIDHAM MUKAM, (NOKHA) BIKANER RAJASTHAN	
27	PRINCIPAL, TAMIL NADU THEOLOGICAL SEMINARY ARASARADI MADURAI-625 016 TAMIL NADU	Rs.26,250/-
28	THE DIRECTOR/ SECRETARY, CHAND DAS SAHITYA SHODH SANSTHAN, CIVIL LINES, BANDA-210001 UTTAR PRADESH	Rs.18,750
29	THE SECRETARY, SRI RAMANAND SARASWATI PUSTAKALAYA, V.P.O JOKEHARA, DISTT. AZAMGARH UTTAR PRADESH	Rs.18,750/-
	TOTAL	Rs.9,83,375/-



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ANNEXURE – XI

**SCHEDULE OF DELEGATION OF POWERS/ADMINISTRATIVE AND FINANCIAL TO
DIFFERENT OFFICERS OF NATIONAL ARCHIVES OF INDIA, REGIONAL OFFICE AND
RECORD CENTERS.**

S.No	Nature of Power	Extent of Delegation	To whom delegated	Conditions and limitations
1.	Creation of Posts	All posts which are equivalent to group 'B', 'C' and 'D' in hqrs office and Regional Office /Record Centers	Ministry of Culture	
2.	Appointments	Group 'A' level Group 'B', 'C' and 'D' levels	Ministry of Culture Head of Department	
3.	Constitution of Selection/Departmental Promotion Committees	Group 'A' level	Ministry of Culture	
4.	Fixation of pay on first appointment, promotion and reversion, etc	Group 'A', 'B', 'C' and 'D' levels	Head of Department	
5.	Crossing of efficiency bar in a time scale of pay	All cases	Does not exist in the present pay scales.	
6.	Forwarding of applications for outside posts	For group 'A' 2. For all others	Ministry of Culture Head of Department	
7.	Grant of leave of different kinds (other than casual leave)	1. For DDAs & ADAs 2. Group 'B' Gazetted 3. For all others	Head of Department Concerned DDAs A.O. / ADA concerned	
8.	Acceptance of resignation of employees	1. For officers of Group 'A' level 2. For all others	Ministry of Culture	

			Head of Department	
9.	Attestation of entries in service book	Full powers	A.O. / Jr. A.O.	
10	Controlling officers for purposes of tours	1. Foreign Tours 2. Within India	Ministry of Culture Head of Department	
11	Grant of advances of TA on tour	1. For Group 'A', 'B', 'C' & 'D'	Head of Department	
12.	Sanction of Air travel for non entitled officers	Full powers	Ministry of Culture	
13.	Grants of advances for purchase of conveyances and personal computers	For Group 'A', 'B', 'C' & 'D'.	Head of Department	
14	Sanction of festival advances	Full powers	Head of Office	
15	Sanction of advances for purchase of bicycles	Full powers	Head of Office	
16.	Grant of over time allowance	Full powers	Head of Department	
17.	Reimbursement of Medical Expenses	Full powers	Head of Department	
18.	Supply of uniforms to entitled staff	Full powers	Head of Department	
19.	Grant of Honorarium	Full powers	Head of Department	
20.	Hiring of office premises (including payment of rent in advance or deposit of a fixed sum which is refundable /adjustable)	Full powers	Head of Department	
21.	Hiring of premises for residential/guest house purpose	Full powers	Head of Department	
22.	Repairs and alterations to hired office/residential premises	Full powers	Head of Department	
23.	Termination of service under CCS (Temporary Service)	For officers of Group i) A level ii) 'B', 'C' & 'D'.	Ministry of Culture Head of	

	Rules		Department	
24.	Satisfactory completion of probation period of extension thereof	1. For Group 'A', 'B', 'C' and 'D'	Head of Department	
25.	Transfer	1. For Group A, B, C & D.	Head of Department	
26.	Advances of Pay on transfer/leave	1. For Group A, B, C & D	Head of Department	
27.	To permit undertaking delivery of lectures, attending seminars/meetings/workshops and acceptance of honorarium/fee therefor, if any	Full powers	Head of Department	
28.	Deputation for attending courses and training programmes in India	Full powers	Head of Department	
29.	Declaraing an officer equivalent to Group 'A' level as Head of Office	Full powers	Not applicable in this department.	
30.	Hospitality and Entertainment	1. Full powers 2. Upto Rs.500/- p.m 3. Upto Rs.300/- p.m	Ministry of Culture Head of Department Head of Office	
31.	Legal charges 1. To institute and conduct legal proceedings in matters connected with statutory functioning of the Council and to engage lawyers in such cases and to make payments to them of fee mutually settled 2. To institute and conduct legal proceedings in other matters and to	Full powers Full powers	Head of Department Head of Department	

	defend all legal proceedings			
32.	To prefer appeal against the orders of Courts	Full powers	Head of Department	
33.	Purchase of stationary stores	1. Upto Rs.10,000 on each occasion 2. Full powers	Head of Department Head of Department	
34.	Purchase of fixture and furniture	Full powers	Head of Department	
35.	Payment of rent for office/residential premises (at approved rates), Electricity, Gas and Water charges	Full powers	Head of Department	
36	Hiring of office furniture and repairs	Full powers	Head of Department	
37	Freight and Demurrage charges	Full powers	Head of Department	
38.	Postal and Telegraph charges	Full powers	Head of Department	
39.	Telephone/Fax/e-mail charges	Full powers	Head of Department	
40	Installation of office/residential telephones 1. All telephones in respect of headquarters office and residential telephones in respect of headquarters and Record Centers /Regional Office 2. Office telephones of Record Centers	Full powers Full powers	Head of Department Head of Department	
41.	Printing and Binding	Full powers	Head of Department	
42	Purchase of Books and Periodicals other than for library	Full powers	Head of Department.	
43	Maintenance and upkeep of motor vehicles	Full powers	Head of Department	

44	Purchase of motor vehicles	Full powers	Ministry of Culture	
45	Petty works and repairs	Full powers	Head of Department	
46	Hiring of conveyances	Full powers	Head of Department	
47	Payment of conveyance charges incurred by the employees	Full powers	Head of Department	
48	Purchase of office equipment including typewriters, word processors, intercom equipment, calculators, dictaphones, tape records franking machines, adresographs, filing/indexing systems, xerox machines, microfilm cameras, almirahs, carton boxes, plywood boards, conservation and preservation equipment & material	Full powers	Head of Department	
49	Purchase of computers , Air conditioners and heaters	Full powers	Head of Department	
50	Appropriation and re-appropriation of funds	Full powers	Ministry of Culture	
51	Write off losses of stores or money 1. Not due to theft, fraud or negligence 2. Other cases	1. Full powers 2. Upto Rs.25,000 in each case 3. Upto Rs.5,000 in each case 4. Upto Rs.1,00,000 in each case 5. Upto Rs.10,000 in each case 6. Upto Rs.2,000/- in each case	Head of Department -for all cases	
52.	Purchase of items for canteen	Full powers	Head of Department	

ANNEXURE - XII

**MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES
(AS ON 31st MARCH 2008)**

**NATIONAL ARCHIVES OF INDIA
Janapth, New Delhi**

Sl.No.	Name	Designation	Monthly Remuneration	Compensation/Compensatory Allowance	The Procedure to Determine the Remuneration as given in the regulation
1.	Sh. S.M.R. Baqar	Deputy Director of Archives	36,791	-----	As per Govt. Rules
2.	Dr. Meena Gautam	Deputy Director of Archives	40,538	-----	-do-
3.	Smt. Sunita Kalra	Assistant Director of Archives	32,198	-----	-do-
4.	Sh. Sanjay Garg	Asstt. Director of Archives(R&P)	31,187	-----	-do-
5.	Sh. S.K. Dhanedhar	Assistant Director of Archives	33,248	-----	-do-
6.	Sh. Pramod Mehra	Assistant Director of Archives	38,452	-----	-do-
7.	Sh. Rajesh Verma	Assistant Director of Archives	33,419	-----	-do-
8.	Sh. C.L. Prajapati	Assistant Director of Archives	31,239	-----	-do-
9.	Sh. Manager Sah	Administrative Officer	22,167	-----	-do-
10.	Sh. Asha Sahani	Hindi Officer	28,915	-----	-do-
11.	Sh. A.K. Dey	Microphotographer	---	-----	On Deputation
12.	Sh. B.C. Majumder	Microphotographer	22,062	-----	As Per Govt. Rules
13.	Sh.Kanwar Rajinder Singh	Microphotographer	28,146	-----	As Per Govt. Rules
14.	Sh. Jagmohan Singh	Microphotographer	24,555	-----	-do-
15.	Sh. N.S. Mani	Microphotographer	21,839	-----	-do-
16.	Sh. A.K. Jain	Microphotographer	21,990	-----	-do-
17.	Sh. Ram Swaroop	Scientific Officer	26,574	-----	-do-
18.	Ms. Dr. Yoshadhora Joshi	Scientific Officer	26,488	-----	-do-
19.	Sh. R.N. Chhabra	Scientific Officer	26,094	-----	-do-
20.	Sh. J.C. Dabi	Archivist	34,253	-----	-do-
21.	Km. Tejinder Ahluwalia	Archivist	32,586	-----	-do-
22.	Sh. Arun Kumar Srivastava	Archivist	30,919	-----	-do-
23.	Smt. Minakshi Varma	Archivist	28,437	-----	-do-

24.	Sh. J.B. Balani	Archivist	3	-----	-do-
25.	Sh. Girender Singh	Archivist	30,919	-----	-do-
26.	Sh. K.R. Meena	Archivist	23,529	-----	-do-
27.	Sh. Tassadaque Hussain	Archivist	32,586	-----	-do-
28.	Sh. Syed Nisbat Ali Zafri	Archivist(OR)	37,652	-----	-do-
29.	Sh. Hifzul Kabir	Archivist(OR)	33,419	-----	-do-
30.	Km. Nighat Shagufa	Archivist (OR)	25,581	-----	-do-
31.	Sh. P.S. Jagarwal	Archivist	26,607	-----	-do-
32.	Ms. Sangita Mathur	Archivist	25,068	-----	-do-
33.	Sh. Inam-ul-Kabir	Archivist	29,252	-----	-do-
34.	Smt. Purabi Sarkar	Archivist	32,506	-----	As Per Govt. Rules
35.	Sh. S.K. Misra	Archivist	23,016	-----	-do-
36.	Smt. Meena Kapoor	Archivist	35,921	-----	-do-
37.	Smt. Manju Sehgal	Archivist	34,253	-----	-do-
38.	Smt. Usha Kaul	Archivist	35,921	-----	-do-
39.	Sh. Sohan Pal Singh	Archivist	30,919	-----	-do-
40.	Sh. Jagmohan Jareda	Archivist	30,085	-----	-do-
41.	Sh. Jagpal Singh	Archivist	27,749	-----	-do-
42.	Sh. P.K. Roy	Archivist	29,252	-----	-do-
43.	Sh. Ashok Kaushik	Archivist	33,419	-----	-do-
44.	Smt. Ravinder Dabhia	Archivist	32,586	-----	-do-
45.	Sh. Syed Farid Ahmed	Archivist	30,919	-----	-do-
46.	Sh. Shabiuddin Khan	Archivist	19,947	-----	-do-
47.	Smt. Ritu Rajeev	Archivist	24,042	-----	-do-
48.	Sh. V.S. Rana	Archivist	34,253	-----	-do-
49.	Dr. Mahesh Narain	Archivist	32,586	-----	-do-
50.	Sh. Raj Mani	Archivist	30,085	-----	-do-
51.	Sh. Zakir Hussain	Archivist	35,728	-----	-do-
52.	Smt. Pranjana Sinha	Archivist	25,000	-----	-do-
53.	Smt. Jayaprabha Ravindran	Archivist	25,000	-----	As Per Govt. Rules
54.	Sh. Lalatendu Das Mohapatra	Archivist	26,202	-----	-do-
55.	Smt. Madhu Kaushik	Archivist	33,419	-----	-do-
56.	Smt. Satinder Chadha	Junior Administrative Officer	23,704	-----	-do-

57.	Sh. Shiv Raj Singh Mann	A.L.& I.O.	30,240	-----	-do-
58.	Sh. A. Agnihotri	Assistant Chemist Grade I	19,435	-----	-do-
59.	Smt. Sutapa Chakravarty	Assistant Chemist Grade I	20,964	-----	-do-
60.	Sh. M.N. Khulbe	Assistant Chemist Grade I	22,503	-----	-do-
61.	Sh. K.K. Sahni	Assistant Micro. Grade I	26,094	-----	-do-
62.	Sh. Satwant Singh	Assistant Micro. Grade I	23,016	-----	-do-
63.	Sh. K.K. Sinha	Assistant Micro. Grade I	17,585	-----	-do-
64.	Sh. Mirza Mumtaz Baig	Assistant Archivist (OR)	21,990	-----	As Per Govt. Rules
65.	Sh. Krishan Chandra	Archivist	29,252	-----	Promoted as Archivist on April 2008
66.	Sh. V.K. Jain	Archivist	24,042	-----	As Per Govt. Rules
67.	Sh. Dharamvir Singh	Assistant Archivist	19,101	-----	-do-
68.	Sh. Ashok Kumar	Assistant Archivist	----	-----	On Deputation
69.	Sh. Mohd. Hassan Reza	Assistant Archivist	23,016	-----	Promoted as Archivist on April 2008
70.	Sh. Sudesh Sharma	Archivist	30,919	-----	-do-
71.	Smt. Rajbala Jain	Archivist	25,863	-----	-do-
72.	Smt. Kalpana Shukla	Assistant Archivist	17,832	-----	-do-
73.	Sh. Pradeep Kumar	Assistant Archivist	18,548	-----	As per Govt. Rules
74.	Sh. Naoroibam Singh Raju	Assistant Archivist	18,548	-----	-do-
75.	Dr. Gollalappa Appasaheb Biradar	Assistant Archivist	18,548	-----	-do-
76.	Sh. Mujaffer-e-Islam	Assistant Archivist(OR)	24,042	-----	-do-
77.	Sh. Mohd. Irfan	Assistant Archivist(OR)	24,042	-----	-do-
78.	Sh. Mohd. Asghar	Assistant Archivist(OR)	22,503	-----	-do-
79.	Sh. Fajjan Ahmed	Assistant Archivist(OR)	21,990	-----	-do-
80.	Sh. Udai Shankar	Assistant Archivist	16,303	-----	-do-
81.	Miss Anu	Assistant Archivist	16,303	-----	-do-
82.	Smt. Sumita Das	Assistant Archivist	13,513	-----	-do-
83.	Smt. Anumita Benerjee	Assistant Archivist	16,303	-----	-do-
84.	Sh. Satya Narain Misra	Assistant Archivist	14,778	-----	As Per Govt. Rules

85.	Smt. Santosh Tyagi	Library Information Assistant	27,584	-----	-do-
86.	Sh. Shiv Raj Singh Mann	Library Information Assistant	28,264	-----	-do-
87.	Smt. Vandana Devi	Library Information Assistant	17,650	-----	-do-
88.	Sh. Akhilesh Kr. Neema	Library Information Assistant	17,650	-----	-do-
89.	Smt. Premlata Thukral	Superintendent	20,344	-----	-do-
90.	Sh. Chandeshwar Prasad	Superintendent	19,894	-----	-do-
91.	Sh. Ratan Singh	Superintendent	16,355	-----	-do-
92.	Sh. Kishore Kumar	Superintendent	18,227	-----	-do-
93.	Sh. Naveen Kumar Saxena	Steno Gr. 'C'	23,016	-----	-do-
94.	Sh. P. Mohan	Steno Gr. 'C'	19,276	-----	-do-
95.	Smt. Simi Thukral	Steno Gr. 'C'	18,274	-----	-do-
96.	Sh. Sushil Kumar	Junior Hindi Translator	17,201	-----	-do-
97.	Smt. Shashi Mehta	Assistant	17,458	-----	-do-
98.	Sh. Rana Pratap	Assistant	17,173	-----	-do-
99.	Sh. Yash Pal	Assistant	17,073	-----	-do-
100.	Sh. Bhagat Singh	Assistant	13,196	-----	-do-
101.	Sh. Gulab Madnani	Assistant	17,942	-----	-do-
102.	Smt. Rita Kamra	Assistant	15,919	-----	-do-
103.	Sh. Deepak Mishra	Assistant	13,196	-----	-do-
104.	Smt. Harshbala Sachdeva	Assistant	15,919	-----	-do-
105.	Sh. Bharat Singh	Assistant	14,764	-----	-do-
106.	Sh. Joshep Mathew	Assistant Chemist Gr.II	20,064	-----	-do-
107.	Sh. S. Balasubramaniam	Assistant Chemist Gr.II	16,105	-----	-do-
108.	Sh. Hari Ram	Assistant Micro. Gr.II	19,766	-----	-do-
109.	Sh. Chandrasekaran	Assistant Micro. Gr.II	17,842	-----	-do-
110.	Sh. Parmeshwar Mehto	Assistant Micro. Gr.II	14,782	-----	-do-
111.	Sh. Brahm Prakash Ravi	Assistant Micro. Gr.II	14,782	-----	-do-
112.	Sh. Ram Dhan	Assistant Micro. Gr.II	15,417	-----	-do-
113.	Smt. Usha Khandwal	Assistant Micro. Gr.II	14,540	-----	-do-
114.	Sh. Rajesh Kumar	Assistant Micro. Gr.II	16,688	-----	-do-
115.	Sh. Rajinder Sharma	Assistant Micro. Gr.II	17,842	-----	-do-
116.	Sh. Ajay Kumar Srivastava	Assistant Micro. Gr.II	---	-----	On Deputation
117.	Sh. Sewa Ram	Assistant Micro. Gr.II	18,227	-----	As Per Govt. Rules

118.	Sh. Jatinder Kumar Luthra	Assistant Micro. Gr.II	16,688	-----	-do-
119.	Sh. Vijay Pal Singh	Boiler Operator	12,826	-----	-do-
120.	Sh. Hans Ram Kohli	Foreman	14,764	-----	-do-
121.	Sh. K.K. Mongia	UDC	14,764	-----	-do-
122.	Sh. Vipin Kumar	UDC	12,712	-----	-do-
123.	Sh. Khushal Mani	UDC	10,129	-----	-do-
124.	Sh. Pawan Kumar	UDC	12,456	-----	-do-
125.	Sh. Hem Raj	UDC	13,682	-----	-do-
126.	Sh. Ashok Kumar	UDC	10,975	-----	-do-
127.	Smt. Sunita Kainth	<u>UDC</u>	10,552	-----	-do-
128.	Smt. Dhanwant Kaur	UDC	10,764	-----	-do-
129.	Sh. S.K. Wahal	Assistant	12,636	-----	-do-
130.	Sh. Rajeev Mehra	-do-	13,995	-----	-do-
131.	Smt. Kanta Kumari	UDC	10,975	-----	-do-
132.	Km. Alka Arora	UDC	13,482	-----	-do-
133.	Sh. Laxmi Chand Meena	UDC	11,248	-----	-do-
134.	Smt. Anita Puri	Steno Gr. 'D'	17,650	-----	-do-
135.	Sh. Yash Pal Singh	Steno Gr. 'D'	15,855	-----	-do-
136.	Sh. Vivek Sehgal	Steno Gr. 'D'	13,738	-----	-do-
137.	Sh. Harish Chand	UDC	12,456	-----	-do-
138.	Sh. Brajesh Kumar	LDC	9,495	-----	As Per Govt. Rules
139.	Smt. Nidhi Dhingra	UDC	11,430	-----	-do-
140.	Sh. Anil Kumar	UDC	11,430	-----	-do-
141.	Smt. Anju Antal	LDC	11,430	-----	-do-
142.	Sh. Syed Mohd. Abbas	LDC	8,923	-----	-do-
143.	Smt. Tripta Mahajan	LDC	10,432	-----	-do-
144.	Sh. Vijay Kumar	LDC	11,761	-----	-do-
145.	Smt. Iswari Devi	LDC	10,240	-----	-do-
146.	Sh. Prem Prakash	LDC	10,047	-----	-do-
147.	Smt. Vibha Sharma	LDC	8,337	-----	-do-
148.	Sh. Dinesh Kumar	LDC	9,855	-----	-do-
149.	Smt. Rajni Malik	LDC	8,179	-----	-do-
150.	Sh. Prakash Chand	LDC	9,855	-----	-do-
151.	Sh. Manoj Kumar	LDC	8,179	-----	-do-

152.	Sh. Sanjeev Kumar	LDC	9,855	-----	-do-
153.	Sh. Rajesh	LDC	9,855	-----	-do-
154.	Sh. Chandra Mohan Nigam	LDC	8,179	-----	-do-
155.	Sh. Prashant Kr. Kundu	LDC	10,155	-----	-do-
156.	Sh. Pradeep Kumar	LDC	8,020	-----	-do-
157.	Sh. Bhoodeo Singh	LDC	9,471	-----	-do-
158.	Sh. Neeraj Sharma	LDC	7,385	-----	-do-
159.	Sh. Suresh Kumar Chauhan	LDC	7,585	-----	As Per Govt. Rules
160.	Smt. Manju Dhondyal	LDC	6,751	-----	-do-
161.	Sh. Madhu Sudhan Das	Spl. Gr. Record Attendant	9,431	-----	-do-
162.	Sh. Sohan Lal	Spl. Gr. Record Attendant	12,174	-----	-do-
163.	Sh. Sushil Kumar Chakravarty	Spl. Gr. Record Attendant	9,675	-----	-do-
164.	Sh. Raj Mahal Sah	Spl. Gr. Record Attendant	10,108	-----	-do-
165.	Sh. Suraj Bhan	Spl. Gr. Record Attendant	11,353	-----	-do-
166.	Sh. Diwakar Prasad	Spl. Gr. Record Attendant	9,431	-----	-do-
167.	Sh. Ramesh Chander	Spl. Gr. Record Attendant	9,431	-----	-do-
168.	Sh. Jagat Singh	Spl. Gr. Record Attendant	10,108	-----	-do-
169.	Sh. Ravinder Singh	Spl. Gr. Record Attendant	11,353	-----	-do-
170.	Sh. Abrar Khan	Spl. Gr. Record Attendant	9,600	-----	-do-
171.	Sh. J.N. Srivastava	Spl. Gr. Record Attendant	9,431	-----	-do-
172.	Sh. C.P. Singh	Spl. Record Attendant	10,080	-----	-do-
173.	Sh. Bhagwan Das	Spl. Gr. Record Attendant	11,353	-----	-do-
174.	Sh. Ram Naresh Mehto	Gestetner Operator	9,123	-----	-do-
175.	Sh. Permanand Rabha	Preservation Assistant	11,483	-----	-do-
176.	Sh. Bhagwan Mehto	Preservation Assistant	10,944	-----	-do-
177.	Sh. Ram Mehar Singh	Preservation Assistant	12,096	-----	-do-
178.	Sh. Sri Ram	Preservation Assistant	14,251	-----	-do-
179.	Sh. T.S. Rawat	Preservation Assistant	12,033	-----	-do-
180.	Sh. Vijay Pal Malha	Preservation Assistant	11,610	-----	As Per Govt. Rules
181.	Sh. Hari Shankar Sharma	Preservation Assistant	11,610	-----	-do-
182.	Sh. Kishan Singh	Preservation Assistant	11,398	-----	-do-

183.	Sh. Devendra Pal	Preservation Assistant	11,187	-----	-do-
184.	Sh. Mohan Dutt	Preservation Assistant	13,482	-----	-do-
185.	Sh. Mahesha Nand	Preservation Assistant	10,584	-----	-do-
186.	Sh. Sri Nivas Bansal	Preservation Assistant	11,746	-----	-do-
187.	Sh. Sushil Basumatari	Preservation Assistant	11,528	-----	-do-
188.	Sh. Ashok Kumar	Preservation Assistant	11,224	-----	-do-
189.	Sh. Puran Lal	Preservation Assistant	9,325	-----	-do-
190.	Sh. Ramesh Chandra	Preservation Assistant	9,710	-----	-do-
191.	Sh. Jagtar Singh	Preservation Assistant	11,964	-----	-do-
192.	Sh. Shyam Sunder	Preservation Assistant	9,325	-----	-do-
193.	Sh. Ramesh Kumar	Preservation Assistant	11,224	-----	-do-
194.	Sh. Bhupander Kumar	Preservation Assistant	9,036	-----	-do-
195.	Sh. Hari Shankar	Preservation Assistant	9,933	-----	-do-
196.	Sh. Jagdish Singh Rawat	Preservation Assistant	9,036	-----	-do-
197.	Sh. Sanjay Kumar	Preservation Assistant	9,817	-----	-do-
198.	Sh. Laxmi Narain	Preservation Assistant	9,817	-----	-do-
199.	Sh. Chandra Sekhar	Preservation Assistant	11,661	-----	-do-
200.	Sh. Ranjit Kr. Rajbanshi	Preservation Assistant	9,685	-----	-do-
201.	Sh. Umesh Kumar	Preservation Assistant	11,441	-----	As Per Govt. Rules
202.	Sh. K.G. Thomas	Staff Car Driver	12,742	-----	-do-
203.	Sh. Basant	Mechanic	10,471	-----	-do-
204.	Sh. Sohanlal	Mechanic	16,688	-----	-do-
205.	Sh. Omprakash	Electrician	11,173	-----	-do-
206.	Sh. Ravi Kant	Electrician	8,337	-----	-do-
207.	Sh. Shankar Lal	Lab. Assistant	11,309	-----	-do-
208.	Sh. Sujan Singh	Photo Assistant	12,174	-----	-do-
209.	Sh. Ashrafi Ram	Photo Assistant	9,431	-----	-do-
210.	Sh. Kishan Lal	Photo Assistant	10,240	-----	-do-
211.	Sh. Satya Pal Singh	Photo Assistant	9,282	-----	-do-
212.	Sh. Hemant Kumar	Photo Assistant	10,047	-----	-do-
213.	Sh. Puran Sharma	Photo Assistant	9,146	-----	-do-
214.	Sh. Vijay Singh	Photo Assistant	8,020	-----	-do-
215.	Sh. Chander Bhan	Photo Assistant	12,04	-----	-do-
216.	Sh. Inderjeet Singh	Photo Assistant	9,855	-----	-do-

	Chauhan				
217.	Sh. Ram Dass	Binder	11,564	-----	-do-
218.	Sh. Surender Singh Yadav	Binder	8,654	-----	-do-
219.	Sh. Prakash Singh Negi	Binder	9,329	-----	-do-
220.	Sh. Shashi Kant Giri	Binder	9,040	-----	-do-
221.	Sh. Jagbir Singh	Binder	9,040	-----	-do-
222.	Sh. Charan Singh	Binder	8,189	-----	-do-
223.	Sh. Ashok Kumar	Binder	9,509	-----	As Per Govt. Rules
224.	Sh. Satvir Singh	Binder	9,868	-----	-do-
225.	Sh. Raj Kumar	Binder	7,953	-----	-do-
226.	Sh. Ashok Kr. Sharma	Binder	10,107	-----	-do-
227.	Sh. Jai Chand	Binder	10,240	-----	-do-
228.	Sh. Narender Singh II	Lab Attendant	7,754	-----	-do-
229.	Sh. Nucle Dax	Lab Attendant	9,389	-----	-do-
230.	Sh. Mahender Singh	Lab Attendant	9,334	-----	-do-
231.	Sh. Ram Lakhan Sah	Lab. Attendant	9,463	-----	-do-
232.	Sh. Rohtash Singh	Mender	8,999	-----	-do-
233.	Sh. Jagan Nath	Mender	9,573	-----	-do-
234.	Sh. Virender Kumar	Mender	8,401	-----	-do-
235.	Sh. Naval Singh	Mender	7,902	-----	-do-
236.	Sh. Manwar Singh	Mender	7,902	-----	-do-
237.	Sh. Laxman Singh Gusain	Mender	6,898	-----	-do-
238.	Sh. Bharat Bushan Gupta	Mender	8,295	-----	-do-
239.	Sh. Dinesh Kr. Saxena	Mender	6,898	-----	-do-
240.	Sh. Umesh Kr. Yadav	Mender	6,898	-----	-do-
241.	Sh. A.R. Arumugam	Mender	6,958	-----	-do-
242.	Sh. C. Balakrishnan	Mender	7,957	-----	-do-
243.	Sh. Om Prakash	Mender	9,748	-----	-do-
244.	Sh. Mahesh Chand	Mender	9,123	-----	-do-
245.	Sh. Ram Lal Prasad	Boiler Attendant	10,159	-----	-do-
246.	Sh. Narender Singh I	Record Attendant	7,754	-----	-do-
247.	Sh. Bal Kishan	Record Attendant	8,975	-----	As Per Govt. Rules
248.	Sh. Naresh Kumar	Record Attendant	9,030	-----	-do-
249.	Sh. Hari Lal Saxena	Record Attendant	8,684	-----	-do-

250.	Sh. Hem Chand	Record Attendant	11,238	-----	-do-
251.	Sh. Madan Lal	Record Attendant	10,231	-----	-do-
252.	Sh. Charan Singh	Record Attendant	10,767	-----	-do-
253.	Sh. Binda Ram	Record Attendant	10,767	-----	-do-
254.	Sh. Kanhiya Lal	Record Attendant	8,684	-----	-do-
255.	Sh. Maharaj Singh	Record Attendant	8,494	-----	-do-
256.	Sh. Jagmohan Singh	Record Attendant	8,554	-----	-do-
257.	Sh. Kishan Chand	Record Attendant	8,554	-----	-do-
258.	Sh. Mantu Chakravarty	Record Attendant	8,494	-----	-do-
259.	Sh. Ram Kishan	Record Attendant	7,962	-----	-do-
260.	Sh. Mahesh Kr. Mehto	Record Attendant	7,902	-----	-do-
261.	Sh. Satish Kumar	Record Attendant	9,053	-----	-do-
262.	Sh. Ranbir Singh	Record Attendant	7,902	-----	-do-
263.	Sh. Dhaneshwar Kumar	Record Attendant	7,957	-----	-do-
264.	Sh. Bindeshwar Mehto	Record Attendant	9,008	-----	-do-
265.	Sh. Shiv Kumar Mehto	Record Attendant	7,754	-----	-do-
266.	Sh. Umed Singh	Record Attendant	10,767	-----	-do-
267.	Smt. Shobha	Record Attendant	7,606	-----	-do-
268.	Sh. Ram Saran	Record Attendant	8,953	-----	As Per Govt. Rules
269.	Sh. Ashok Kumar Sharma	Record Attendant	8,739	-----	-do-
270.	Sh. Sudesh Kumar	Record Attendant	7,957	-----	-do-
271.	Sh. Raj Pal Singh	Peon	8,975	-----	-do-
272.	Sh. Raghu Raj Singh	Peon	8,975	-----	-do-
273.	Sh. Ranjeet Singh	Peon	8,346	-----	-do-
274.	Sh. Om Prakash I	Peon	9,113	-----	-do-
275.	Sh. Om Prakash II	Peon	7,581	-----	-do-
276.	Sh. Mahak Singh	Peon	9,513	-----	-do-
277.	Sh. Vinod Kumar	Peon	8,076	-----	-do-
278.	Sh. Syed Asadar Hussain	Peon	6,717	-----	-do-
279.	Sh. Deepak Lakhwar	Peon	6,717	-----	-do-
280.	Sh. Kanchan Prasad	Peon	8,076	-----	-do-
281.	Sh. Suresh Kumar Yadav	Peon	6,777	-----	-do-
282.	Sh. Kesher Singh Pundir	Peon	6,717	-----	-do-

283.	Sh. Mohd. Suleman Mia	Peon	8,076	-----	-do-
284.	Sh. Chander Pal	Peon	6,717	-----	-do-
285.	Sh. Devender Singh	Peon	8,076	-----	-do-
286.	Sh. Dinesh Kr. Sharma	R.A.	8,462	-----	-do-
287.	Sh. Saheb Singh	Peon	6,777	-----	As Per Govt. Rules
288.	Sh. Jitender Mehto	Peon	8,076	-----	-do-
289.	Sh. Brij Mohan	Peon	6,717	-----	-do-
290.	Sh. Om Prakash III	Peon	6,717	-----	-do-
291.	Sh. Ram Pal	Peon	6,777	-----	-do-
292.	Sh. Nanag Ram Meena	Peon	8,076	-----	-do-
293.	Sh. Shiv Kumar	Peon	5,881	-----	-do-
294.	Sh. Vikram	Peon	7,078	-----	-do-
295.	Sh. Sachin Malik	Peon	5,881	-----	-do-
296.	Sh. Mahesh Chand	Peon	6,389	-----	-do-
297.	Sh. Surinder Singh	Guard	7,902	-----	-do-
298.	Sh. Preet Singh	Guard	7,902	-----	-do-
299.	Sh. Pillan Das	Guard	9,419	-----	-do-
300.	Sh. Chaneshwar Mehto	Guard	8,684	-----	-do-
301.	Sh. Om Prakash	Guard	8,346	-----	-do-
302.	Sh. Gyan Dass Yadav	Helper	10,755	-----	-do-
303.	Sh. Dheeraj	Helper	8,050	-----	-do-
304.	Smt. Kanta Rai	Helper	7,098	-----	-do-
305.	Smt. Santra Devi	Helper	6,844	-----	-do-
306.	Sh. Rakesh Kumar	Helper	6,717	-----	-do-
307.	Sh. Vishwa Nath Mehto	Helper	9,334	-----	-do-
308.	Smt. Parmita Devi	Farash	7,098	-----	-do-
309.	Smt. Shanti Devi	Farash	6,844	-----	As Per Govt. Rules
310.	Sh. Umed Singh	Farash	9,513	-----	-do-
311.	Sh. Karam Vir Singh	Farash	7,962	-----	-do-
312.	Sh. Idrish Mia	Farash	9,513	-----	-do-
313.	Sh. Munne Lal	Safaiwala	10,755	-----	-do-
314.	Smt. Sakuntala Devi	Safaiwala	8,050	-----	-do-
315.	Sh. Ram Kanwar	Safaiwala	8,050	-----	-do-
316.	Sh. Surinder Kumar	Safaiwala	7,902	-----	-do-

317.	Sh. Sopali	Safaiwala	7,754	-----	-do-
318.	Sh. Kishan	Safaiwala	9,389	-----	-do-
319.	Smt. Sunita	Safaiwala	6,797	-----	-do-
320.	Sh. Narain Singh	Safaiwala	8,999	-----	-do-
321.	Sh. Sonu	Safaiwala	6,717	-----	-do-
322.	Smt. Santi Devi	Safaiwala	7,694	-----	-do-
323.	Sh. Bhagat Singh	Bearer	8,427	-----	-do-
324.	Sh. Bhag Singh	Bearer	8,367	-----	-do-
325.	Sh. Gopal Singh	Bearer	10,077	-----	-do-
326.	Sh. Atma Ram	Wash Boy	8,230	-----	-do-
327.	Sh. Kailash	Safaiwala	8,230	-----	-do-



Gul Hayat Institute

ANNEXURE XIII

THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

- 1 (1) This Act may be called the Right to Information Act, 2005.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
- 2 In this Act, unless the context otherwise requires,—
 - (a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
 - (i) by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
 - (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
 - (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
 - (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under

- sub-section (3) of section 12;
- (e) "competent authority" means—
- (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of a High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
 - (v) the administrator appointed under article 239 of the Constitution;
- (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) "public authority" means any authority or body or institution of self- government established or constituted—
- (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government, and includes any—
 - (i) body owned, controlled or substantially financed;
 - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) "record" includes—
- (a) any document, manuscript and file;
 - (b) any microfilm, microfiche and facsimile copy of a document;
 - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (d) any other material produced by a computer or any other device;
- (j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—
- (i) inspection of work, documents, records;
 - (ii) taking notes, extracts or certified copies of documents or records;
 - (iii) taking certified samples of material;
 - (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- (k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- (l) "State Chief Information Commissioner" and "State Information Commissioner"

mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

- (m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

- 3** Subject to the provisions of this Act, all citizens shall have the right to information.
- 4** (1) Every public authority shall—
- (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
 - (b) publish within one hundred and twenty days from the enactment of this Act,—
 - (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;

- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed and thereafter update these publications every year;
- (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- (d) provide reasons for its administrative or quasi-judicial decisions to affected persons.
- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.
- (3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.
- Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.
- 5 (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.
- (2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:
- Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.
- (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and

render reasonable assistance to the persons seeking such information.

- (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
 - (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.
- 6 (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—
- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
 - (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
- (3) Where an application is made to a public authority requesting for an information,—
 - (i) which is held by another public authority; or
 - (ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

- 7 (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a

person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
 - (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
 - (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
- (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
- (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.
- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
- (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
- (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
 - (i) the reasons for such rejection;
 - (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the appellate authority.
- (9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8 (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- (f) information received in confidence from foreign Government;
- (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
- (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

- 9 Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
- 10 (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.
- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—
- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - (c) the name and designation of the person giving the decision;
 - (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.
- 11 (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:
- Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.
- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make

representation against the proposed disclosure.

- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
- (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

- 12 (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
 - (a) the Chief Information Commissioner; and
 - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
 - (i) the Prime Minister, who shall be the Chairperson of the committee;
 - (ii) the Leader of Opposition in the Lok Sabha; and
 - (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.
- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

- 13 (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:
Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:
Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.
- (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
- (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:
Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.
- (5) The salaries and allowances payable to and other terms and conditions of service of —
- (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
- (b) an Information Commissioner shall be the same as that of an Election Commissioner:
Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:
Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:
Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 14** (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehavior.

CHAPTER IV

The State Information Commission

- 15** (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The State Information Commission shall consist of—
- (a) the State Chief Information Commissioner, and
 - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a

committee consisting of—

- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
 - (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
 - (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
 - (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.
- 16** (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
- Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:
- Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:
- Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.
- (3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
 - (4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign

from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

- (5) The salaries and allowances payable to and other terms and conditions of service of—
- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
 - (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 17** (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
 - (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

- (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

- 18** (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
 - (b) who has been refused access to any information requested under this Act;
 - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
 - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
 - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
 - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give

oral or written evidence on oath and to produce the documents or things;

- (b) requiring the discovery and inspection of documents;
 - (c) receiving evidence on affidavit;
 - (d) requisitioning any public record or copies thereof from any court or office;
 - (e) issuing summons for examination of witnesses or documents; and
 - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.
- 19** (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:
- Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:
- Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
- (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
 - (i) by providing access to information, if so requested, in a particular form;
 - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (iii) by publishing certain information or categories of information;
 - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
 - (v) by enhancing the provision of training on the right to information for its officials;
 - (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
 - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
 - (c) impose any of the penalties provided under this Act;
 - (d) reject the application.
- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.
- 20** (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:
- Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:
- Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.
- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading

information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

- 21** No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.
- 22** The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.
- 23** No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.
- 24** (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:
- Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:
- Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.
- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify: Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:
- Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.
- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

- 25 (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
- (3) Each report shall state in respect of the year to which the report relates,—
- (a) the number of requests made to each public authority;
 - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
 - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
 - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
 - (e) the amount of charges collected by each public authority under this Act;
 - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
 - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26 (1) The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
 - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

- (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
- (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;
- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
- (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
- (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
- (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
- (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
- (h) the notices regarding fees to be paid in relation to requests for access to an information; and
- (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27 (1) The appropriate 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, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (b) the fee payable under sub-section (1) of section 6;
- (c) the fee payable under sub-sections (1) and (5) of section 7;
- (d) the salaries and allowances payable to and the terms and conditions of service of

the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;

- (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
- (f) any other matter which is required to be, or may be, prescribed.

- 28** (1) The competent authority 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, namely:—
- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
 - (ii) the fee payable under sub-section (1) of section 6;
 - (iii) the fee payable under sub-section (1) of section 7; and
 - (iv) any other matter which is required to be, or may be, prescribed.
- 29** (1) Every rule made by the Central Government 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.
- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
- 30** (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:
- Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.
- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
- 31** The Freedom of Information Act, 2002 is hereby repealed.

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THE FIRST SCHEDULE

[See sections 13(3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner/Information Commissioner/State Chief Information Commissioner/State Information Commissioner

swear in the name of God

solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau.
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.- CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

ANNEXURE XIV

(TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (i) OF THE GAZETTE OF INDIA)

GOVERNMENT OF INDIA

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, Dated the 16th September, 2005

NOTIFICATION

GSR...., In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:

1. Short title and commencement – (1) These rules may be called the Right to Information (Regulation of fee and cost) Rules 2005
(2) They shall come into force on the date of their publication in the official gazette.
2. Definition: In the rules, unless the context otherwise requires:
 - a) Act means the Right to Information Act 2005
 - b) Section means section of the Act
 - c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act
3. A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority
4. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - (b) actual charge or cost price of a copy in larger size paper;
 - (c) actual cost or price for samples or models; and
 - (d) for inspection of records, no fee for the first hour; and a few of rupees five for each fifteen minutes (or fraction thereof) thereafter
5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:
- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication

(HARI KUMAR)
Director

(F.No. 34012/8(s)/2005-Estt(B))

The Manger
Government of India Press
Mayapuri, New Delhi

Gul Hayat Institute

TO BE PUBLISHED IN PART-II, SECTION 3, SUB-SECTION (i) OF THE GAZETTE OF INDIA, EXTRA-ORDINARY DATED THE 27TH OCTOBER, 2005)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, dated the 27th October, 2005

Notification

G.S.R.....(E)._ In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules to amend the Right to Information (Regulation of Fee and Cost) Rules, 2005, namely :

1. Short title and commencement –
 - (1) These rules may be called the Right to Information (Regulation of Fee and Cost) (Amendment) Rules, 2005.
 - (2) They shall come into force on the date of their publication in the Official Gazette
2. In the Right to Information (Regulation of Fee and Cost) Rules, 2005, in rule 4, for clause (d), the following clause shall be substituted, namely.-

“(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).”

[F.No. 34012/8(s)/2005-Estt. (B)]

(T.Jacob)
Joint Secretary to the Government of India

Note.- The Principal rules were published in the Gazette of India vide Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) notification No. 34012/8(s)/2005-Estt. (B) dated 16th September, 2005 [G.S.R. No. 336 dated 1st October, 2005, Part II, section 3, sub-section (i)]

(T.Jacob)
Joint Secretary to the Government of India
To
The Manager,
Government of India Press,
Mayapuri, New Delhi.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training)

NOTIFICATION

NEW DELHI, the 17th May, 2006

GSR 294 (E) – In exercise of powers conferred by clauses (b) and (c) of sub-section (2) of Section 27 of the Right to Information Act 2005 (22 of 2005), the Central Government hereby makes the following rules further to amend the Right to Information (Regulation of Fee and Cost) Rules, 2005 namely:

1. Short title and commencement –
 - (1) These rules may be called the Right to Information (Regulation of Fee and Cost) (Amendment) Rules, 2005.
 - (2) They shall come into force on the date of their publication in the Official Gazette
2. In the Right to Information (Regulation of Fee and Cost) Rules, 2005,
 - (a) in rule 3, after the words “bankers cheque” the words “or Indian Postal Order” shall be inserted
 - (b) in rule 4, after the words “bankers cheque”, the words “or Indian Postal Order” shall be issued
 - (c) in rule 5, after the words “bankers cheque”, the words “or Indian Postal Order” shall be inserted.

(F.No.34012/8(S)/2005-Estt (B)

—C.B.PALIWAL, Jt. Secretary

Note: The principal rules were published in the Gazette of India, Extraordinary, Part II Section 3, Subsection (i) dated the 1st October 2005 vide number GSR 336 dated the 16th September, 2005 and were amended vide number GSR 649(E) dated the 27th October 2005