

**Form - 9**

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

To

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

Dated:

Sir,

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

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

Yours faithfully,

Permanent Address  
(in block letters)

Signature :  
Name (in block letters)  
Local Address.

**FOR OFFICE USE**

Advance received vide receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.

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Services charges have come to Rs.

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Balance receipt vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ Rs.

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Cleared for photo copying transcription subject to following :

(1) \_\_\_\_\_

Signature of Archivist

Date :