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**General Instructions for Research Scholars
National Archives of India**

1. After registration in the Research Room (RR), Research Scholars (RS) may check the reference tools like Guides, Indices, Subject Lists, etc. available in the Reference Zone (RZ) of National Archives of India and subsequently submit Requisition Slips for the selected records through the Reference Zone.
2. Online search portal www.abhilekh-patal.in may be browsed for references and for digitized records.
3. Requisition slips may be submitted only for non-digitized records.
4. Physical files of digitized records available online shall not be issued for consultation.
5. Research Scholars shall receive records requisitioned by them in RR for consultation.
6. Research Scholars may use only pencils to take notes inside the Reference Zone and Research Room.
7. Only black ball point pens provided by NAI shall be used to fill in the Requisition Slips and Photocopy Orders. In no other case are pens to be used in the RZ or RR areas.
8. Requisition slips are dispatched to the repositories at 10.30 AM, 12.30 PM, and 3.00 PM; therefore, requisition slips should be submitted at least 30 minutes prior to these time deadlines.
9. The total number of requisitions permitted in a day is 15 and in no time slot shall a requisition of more than ten (10) records be accepted from one RS. For bound Volumes/Indices, only five (05) requisitions would be accepted in one lot from an RS.
10. Incomplete and incorrect Requisition Slips shall not be forwarded to the repositories.
11. Research Scholars present in the Reference Zone/Research Room may submit an advance lot of 10 requisitions.
12. Proxy/ Duplicate Requisitions Slips shall not be entertained.
13. Requisition Slips may be used judiciously to save paper & minimize wastage.
14. Records not received by the scholar within four days of requisitioning them shall be returned to the concerned repository.
15. Records may be reserved only for seven working days after which they shall be returned to the repositories without any notice.
16. Lecterns /reading stands may be used for reading heavy volumes.
17. For availing reprographic services, requisitions duly filled in Form 9, Public Record Rules, 1997 (complete in all respect) along with the files (duly flagged) should be submitted to the staff of RR.
18. Payment for photocopies/digitized images shall be deposited in the Cash Counter of NAI at time slots displayed there.
19. Researchers may submit multiple duplication orders in any given month but the total number of pages should not exceed 500 pages in a month per RS.
20. No photocopy order will be entertained if the documents/files are not issued in the applicant's name.

21. Daily attendance of researchers is to be recorded in the Register at the entrance. This forms the basis for any official verification.
22. RR personnel reserve the right to return/remove unattended records on the tables/shelves.
23. Researchers are advised to seek advance gate pass to access the Research Room on holidays (including Saturdays). RR Staff may be contacted one day in advance, in person, latest by 4.00 pm to avoid inconvenience.
24. Do not keep any writing material on the records issued for consultation.
25. Documents should be handled with utmost care and are not to be marked, folded, pinned, stapled or leaned upon.
26. Researchers shall not use mobile phones in the RR. Mobile phones may be kept in the locker or in the pouch provided either in the switched off or silent/vibration mode before entering the Research Room.
27. Mobile phones or cameras are not to be used inside the Research Room, especially to take pictures of the records. Action against Research Scholars violating the laid down discipline shall be taken as per the following procedure:
 1. In the first instance, a reader/ scholar may be let off with a warning and after deletion of the photographs on his/her mobile phone.
 2. If a reader/ scholar is found repeating the offense, his/ her registration would be suspended for one month i.e. the reader would not be allowed to visit the NAI during this period.
 3. A three time offender would be banned from the NAI for a period of one year.
29. Chewing gum, chewing of Paan/ Paan parag, edible items, water bottles, beverages are not permitted inside the RR.
30. Large bags, personal reading material like books/ novels are not allowed in the RR near/ on the tables for researchers. They may be kept in the designated space.
31. RSs are strictly advised not to browse documents reserved by other scholars. In case of any requirement for records issued to another researcher, the Archivists of the RR may be approached for assistance.
32. No records/ reference media are to be taken out of the RR/RZ. Any such act would be viewed seriously and attract a penalty as deemed fit.

This issues with the approval of Director General of Archives.


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