

Citizen's Charter

What is Archives?

Archives are the permanent non-current records of the Government and private agencies embodying experiences of people who built history. Archives are the historical and cultural treasure of the State. They provide material to write history and find facts of the written history. The Archives Department, Haryana came into existence in 1975. The State Archives Department is situated at Panchkula and its four Regional Repositories are located at Ambala, Gurgaon, Hisar and Rohtak.

Main Functions:-

- To survey and acquire the Public & Private Records of historical, political, administrative, economic, religious, social and cultural value.
- To guide and manage the Public Records, which is growing geometrically, the Department suggests various means to all the Government Offices to minimize their records by way of destroying their unwanted records.
- To provide records to various Government Departments, on their demand.
- To preserve old records on the scientific lines for posterity, so that valuable records may not be destroyed with the passage of time.
- To tape-record the memoirs of freedom fighters and eminent personalities of the State to bridge the gap between written and factual history.
- To provide research facilities to the bona-fide research scholars.
- To prepare Reference Media of the Records available in the Department to facilitate the research scholars.
- To hold the archival exhibitions to inculcate the archival consciousness among general public.

Procedure for consulting Archives:-

The research scholars wishing to consult the records are required to apply to the Director, Archives Department in the prescribed proforma (Annexure 'A') on any working day during the office hours. After getting permission, a research scholar is allowed to access the records. He/ She is required to submit the duly signed requisition slip to the staff of Research Room. A separate requisition is required to be used for every item of requisite material. Requisitions can be

made twice daily at 11.00 A.M. and 2.30 P.M. on all working days. For having microfilm/ xerox copies of the required research material, a research scholar is required to fill up the prescribed form attached with a duplicate list of desired records. On payment of the prescribed rates (Annexure 'B'), he/ she is supplied with microfilming/ xerox copies. While placing an order for this job, eighty percent of the estimated cost is required to be deposited in advance.

For supplying microfilm/ xerox copies of records to the research scholar, no time limit can be fixed as it entirely depends on the bulk of records requisitioned, the availability of records and working condition of equipments. However, the maximum time limit for these services is fixed for fifteen days.

Whom to consult if things go wrong:-

The redressal of complaints is given paramount importance. The Department ensures that every written complaint is acknowledged within fifteen days of receipt of complaint. In case of any difficulty the following officers of the Department can be contacted:

S.No.	Name of the Officer	Office Address & Ph. Nos.
Head Office		
1.	Sh. P. S. Dagar, IAS, Director Archives Department	Sinchai Bhawan, B-Block, 4 th Floor, Sector 5, Panchkula. Ph. No. 0172-2570688 Ph. No. 0172-2568509
2.	Dr. Rajwanti Mann, Deputy Director Archives	Sinchai Bhawan, B-Block, 4 th Floor, Sector 5, Panchkula. Ph. No. 0172-2568509
Regional Repositories		
3.	Shri Mahavir Singh Mann, Assistant Director Archives Regional Repository Ambala Division, Ambala.	Kothi No. 65/583, Old Treasury Road, Ambala City.
4.	Dr. Rajesh Kumar Srivastava, Assistant Director Archives Regional Repository Hisar Division, Hisar.	Room No. 245-46, 2 nd Floor, Mini Secretariat, Hisar.

5. Smt. Mridula Bhargava,
Assistant Director Archives
Regional Repository
Gurgaon Division, Gurgaon. Kothi No. 6-C,
Sector 14,
Gurgaon.
6. Shri Anurag Srivastava,
Assistant Director Archives
Regional Repository
Rohtak Division, Rohtak. Kothi No. 1296,
Sector 1,
Rohtak.

ANNEXURE 'A'

(Application form for permission to consult records)

To

The Director,
Haryana State Archives,
Chandigarh.

Sir/ Madam,

I hereby apply for enrolment as a research scholar for consulting records in the Research Room of the Haryana State Archives. 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 Haryana State Archives immediately after the publication.

1. Name, including Surname:
2. Father's/ Husband's Name:
3. Date of Birth:
4. Qualification:
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.

ANNEXURE 'B'

From

The Commissioner and Secretary to Government, Haryana
Archives Department.

To

The Director,
Archives Department,
Haryana, Panchkula.

Memo No. 2/27/2001-2A.A.M.

Dated 18-4-2002

Sub: Fixation of rates for Xeroxing.

Reference your letter No. 9/10-98 Abhi/1447 dated 5-10-2001 on the subject noted above.

2. Sanction of the Governor of Haryana is accorded to the fixation/ revision of rates for supplying xerox copies on the pattern of Government of India as under:-

	Indian Scholar	Foreign Scholar
1. Negative Microfilm:		
(a) Rate per exposure	Rs. 6.00	Rs. 40.00
(b) Minimum charges	Rs. 100.00	Rs. 450.00
2. Positive Microfilm:		
(a) Rate per meter	Rs. 46.00	Rs. 300.00
(b) Minimum charges	Rs. 100.00	Rs. 450.00
3. Photocopying;		
(a) Rate for size 600 sq. cm. or part thereof	Rs. 46.00**	Rs. 500.00**
(b) Minimum charges	Rs. 100.00	Rs. 500.00
4. Processing of 35 mm Microfilm	Rs. 145.00	Rs. 400.00
5. Special copying: As per estimate in each case depending upon the cost of labour and material.		
6. Xerox copies:	Rs. 3.00* per copy	Rs. 6.00 per copy
7. Cost of 35x30 meter Microfilms Spool & can:	Rs. 30.00	Rs. 30.00
8. Reader Printer copy:	Rs. 7.00 per copy	Rs. 30.00 per copy

* Rs. 1.50 per copy for individual Indian Scholar.

** The costs of making negatives when required will be extra.

Other charges: An extra charge will be applicable for delogging 100 pages of Rs. 25/-. Postage and packing charges extra on case to basis.

3. The aforesaid rates of xeroxing will be applicable from the date of issue of this letter.

4. This issues with concurrence of Finance Department conveyed by their U.O. No. 1/48/2002-3FD-III/440 dated 21.03.2002.

Sd/-
Under Secretary Archives,
for Commissioner & Secretary to Government,
Haryana, Archives Department