

# **CITIZEN'S CHARTER OF DEPARTMENT OF DELHI ARCHIVES**

Department of Delhi Archives was established in the year 1972 with a sole aim to preserve the rich cultural heritage of Delhi in the form of files, manuscripts, gazettes, rare books, photographs, maps and other record materials for historical research purposes and for administrative use. The Department is in possession of rich and unique collections of original records relating to the events, which took place in the year 1802 onwards. The department is functioning in consonance with the Public Records Act 1993 & Public Records Rules 1997 which were duly notified vide Notification dated 21<sup>st</sup> January 1999, published in Delhi Gazette Part-IV.

## **1. Vision and Mission of the Department**

- To help in spreading a feeling of national pride for our documentary cultural heritage, ensuring its preservation for the posterity and awakening archival awareness.
- To encourage the Scientific Management, Administration and Conservation of Records under Government of NCT of Delhi.
- To encourage greater liberalization of access to archival holdings.
- To help in developing greater professionalism and a scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

## **2. Our Activities**

- Preserving the records of Government of NCT of Delhi in its custody, and regulating the Access and Record Management policy of the Government as per the provisions of the Public Records Act, 1993 and Public Records Rule, 1997.
- Preparing inventories, indices, catalogues and other reference media of the public and private records.
- Accepting records from public and private sources for safe custody and preparing the Reference Media thereof.
- Promoting utilization of available space and maintenance of equipment for preserving public and private records.
- Providing training in various aspects of Archival Science at professional and sub- professional levels.
- Bringing Archival Awareness among the general public through Exhibitions, Seminars, Lectures and Outreach programmes.
- Digitalization of archival records for quick access of information and to save the original from human vandalism.
- Facilitation of records for the users for Consultation.

### **3. Our Users**

- Bonafide Research Scholars (Indian & Foreign Nationals).
- All Government Departments including Autonomous Bodies/ Public Sector Undertakings/ Research Institutions/ Universities/ Libraries.
- Scholars for research and general public.

### **4. Types of services being provided**

- Providing facilities for the use of reference media, records and publications available among our holdings.
- Issuing of certified extracts of documents to the public for their use in accordance with rules laid down for the purpose.
- Providing assistance to documentary filmmakers and other professionals in locating, selecting and filming material of their interest.
- Organizing tours to our various Sections for the benefit of officials/trainees from educational and professional Institutes, as well as groups of individuals, with a view to apprising them with the different activities of the Department.
- Extending professional expertise to the Institutions by deputing officers to deliver lectures, conduct workshops on management, administration, digitization and preservation of records.
- Supply of certified copy of Sub-Registrar Office records within 30 days as per provisions of Right of Citizen to Time Bound Delivery of Services Act, 2011.
- Online Registration on E-Abhilekh Portal

### **5. Information Delivery System Under Right to Information Act 2005**

State Public Information Officer has been nominated for the redressal of queries / grievances under Right to Information Act 2005.

**State Public Information Officers:** Deputy Director (Archives), Department of Delhi Archives, 18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067

**First Appellate Authority:** The Additional Secretary (ACL), Department of Art, Culture & Languages, GNCTD, Room No.1005, B-wing, 10th Level, Delhi Secretariat, I.P. Estate, New Delhi-110002

## 6. Officers of Archives Department

Designation	E-mail
Secretary ( ACL)	<a href="mailto:secyart@nic.in">secyart@nic.in</a>
Director of Archives	<a href="mailto:dir.delhiarchives.archy@gmail.com">dir.delhiarchives.archy@gmail.com</a>
Deputy Director / Head of Office	<a href="mailto:ddarchives@nic.in">ddarchives@nic.in</a>
Archivist	<a href="mailto:geetika.singh1312@gov.in">geetika.singh1312@gov.in</a>

## 7. Additional Information

- **Address:** 18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067
- **Website:** <https://delhiarchives.delhi.gov.in/>
- **E- Abhilekh Portal:** <https://archives.delhi.gov.in/abhilekh/>
- **Social Media Accounts**
  - Instagram** [delhiarchivesofficial](#)
  - Facebook** <https://facebook.com/GNCTD>
  - X** [@Delhi\\_Archives](#)
- **Working Days & Hours** - Monday to Friday

**Research Room and Library :** 10 AM to 5 PM

### **Sub-Registrar Office :**

Timings for submission of application and payment

10 AM to 1 PM

Timings for inspection and receiving of certified copies

2 PM to 5 PM