

### **Procedure followed in the Decision Making Process**

A person who intends to consult the records of Delhi Archives has to register himself at e-Abhilekh Portal of this department. The link of e-Abhilekh portal is available through Home>E-Abhilekh. No fee payment is required for registration process. Facility of offline registration is not available at the department. A person can register himself under any one of the three categories according to his status – Indian Scholar, Foreign Scholar and General Public. The following documents are required and need to be uploaded for registration process :

Category	Document	File Size
Indian Scholar	a) Self-attested copy of University ID	< 500 KB
	b) Self-attested copy of address proof	< 500 KB
	c) Passport size photo	< 150 KB
	d) Signature	< 150 KB
	e) Sponsorship letter from University	< 500 KB
Foreign Scholar	a) Letter of introduction from University	< 500 KB
	b) Accreditation Letter from Embassy	< 500 KB
	c) Self-attested copy of Passport	< 500 KB
	d) Self-attested copy of visa (showing date of expiry)	< 500 KB
	e) Passport size photo	< 150 KB
	f) Signature	< 150 KB
General Public	a) Self-attested copy of any valid ID Proof having photograph and complete address of the applicant, issued by the Government Authority such as Aadhar Card, Voter Card, Driving License, Passport etc.	< 500 KB
	b) Passport size photo	< 150 KB

### **Service Charges :**

S.No.	Items	Indian Scholar	Foreign Scholar
1	Plain Paper Copy (One sided)	Rs. 3.00 per copy	Rs. 6.00 per copy
2	Digital Copy of Images	Rs. 100 per image	Rs. 100 per image
3	Digital Copy of Maps	Rs. 100 per map	Rs. 100 per map