

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Role of the Head of Archives under Public Records Act, 1993

The Head of Archives has been entrusted with the responsibility to supervise and coordinate all operations connected with the administration, management, preservation etc. of Public records as laid down in the Public Records Act, 1993.

These duties involve :-

1. Supervision, management and control of the Archives;
2. Acceptance for deposit of public records of permanent, nature after such period as may be prescribed;
3. Custody, use and withdrawal of public records;
4. Arrangement, preservation and exhibition of public records;
5. Preparation of inventories, indices, catalogues and other reference media of public records;
6. Analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system;
7. Tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards, procedures and techniques of records management;
8. Survey and inspection of public records;
9. Organizing training programmes in various disciplines of archives administration and records management;
10. Accepting records from any private source;
11. Regulating access to public records;
12. Receiving records from defunct bodies and making arrangement for securing public records in the event of national emergency;
13. Receiving reports on records management and disposal practices from the records officer;
14. Providing authenticated copies of, or extracts from, public records;
15. Destroying or disposal of public records;
16. Obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

Duties of Deputy Director (Archives)

1. Overall supervision of Archives and discharge the powers of Head of Office.
2. To perform duties like editing, annotating and publication of historical documents and other publications.
3. To supervise the work of the Assistant Archivist Grade-I, Archivist and other technical staff responsible for day-to-day supply and restoration of records and search cases.
4. To take action for appraisal and transfer of records of permanent nature to Delhi Archives.
5. To take action for accessioning and arrangement of records transferred to Delhi Archives by various Departments of Govt. of NCT of Delhi.
6. To implement the various provisions of Public Records Act 1993 and Public Records Rules 1997 by way of performing/ undertaking appraisal of records, vetting of records retention schedule, inspection of Departmental Records Rooms, tendering advice on Records Management conducting Records management studies etc.
7. To provide guidance to research scholars in the selection of research material for research work in Delhi Archives.
8. To organize exhibitions of documents for promotion of archival awareness.

9. To supervise and compile the Indexes and preparation of automated reference media of records housed in the Delhi Archives.
10. To supervise the work of Delhi Archives in the absence of Director.
11. To attend any work as assigned by the Director of Archives and other officers.

Duties of Archivist

1. To perform duties like editing, annotating and publication of historical documents and other publications.
2. To supervise the work of the Assistant Archivist Grade-I and other technical staff responsible for day-to-day supply and restoration of records and search cases.
3. To take action for appraisal and transfer of records of permanent nature to Delhi Archives.
4. To take action for accessioning and arrangement of records transferred to Delhi Archives by various Departments of Govt. of NCT of Delhi.
5. To implement the various provisions of Public Records Act 1993 and Public Records Rules 1997 by way of performing/ undertaking appraisal of records, vetting of records retention schedule, inspection of Departmental Records Rooms, tendering advice on Records Management conducting Records management studies etc.
6. To monitor the digitization, conservation and microfilming of archival records projects and units.
7. To initiate new projects and schemes in the department.
8. To provide guidance to research scholars in the selection of research material for research work in Delhi Archives.
9. To organize exhibitions of documents for promotion of archival awareness.
10. To supervise and compile the Indexes and preparation of automated reference media of records housed in the Delhi Archives.
11. To supervise the work of Delhi Archives in the absence of Deputy Director.
12. To attend any work as assigned by the Director of Archives and other officers.

Duties of Assistant Archivist Grade-I

1. Record Room (Public Record) - Custody, maintenance, servicing of Record, periodical checking of records with reference to their state of health and requirement of repair and rehabilitation preserved in the stack-block.
2. Private Archives - Custody, maintenance and survey.
3. Arrangement of Govt. of India and Delhi Gazette including correspondences of fresh arrival and issue of gazette notifications.
4. S.R. Office Records includes receipt of applications, issue of copies, acquisition of records, monitoring of Court Cases in r/o SR office records.
5. Survey, Appraisal and Acquisition of Public/ Private records from various Departments/ Autonomous Bodies of Govt. of NCT of Delhi.
6. Preparation of record retention schedule of un-common nature of records of Departments/ Autonomous Bodies of Govt. of NCT of Delhi.
7. Classification and weeding out of records in r/o the Departments of Govt. of NCT of Delhi.
8. Archival awareness programmes such as exhibitions, symposia, seminars, workshops, etc.
9. Reconstitution and holding of meeting of Regional records Survey Committee and its sub-committees.
10. Research Room.
11. To provide guidance to research scholars in the selection of research material for research work in Delhi Archives.
12. Helping the Archivist in organizing workshops, seminars and open house etc.

13. Implementation of Public Records Act in Govt. of NCT of Delhi and matters related thereon.
14. State Naming Authority cases.
15. Financial Assistance cases.
16. All correspondence/ Reports with National Archives of India, State/UT Archives and other Libraries/ Institutional Archives.
17. Matters related to meetings and resolutions/ recommendation of IHRC, National Committee of Archivists and Association of Indian Archivists etc.
18. All cases pertaining to Freedom Fighters and correspondence thereof.
19. Digitalization and Computerization of archival records.
20. Training Programme.
21. Conservation of Records under CFA scheme and outsourcing basis.
22. To assist in organizing the exhibitions, editing, annotating and publication of historical documents and other publications; compiling the guide and National Register of Private records.
23. Compiling different types of finding aids for records, private papers, maps, plan, charts and automated finding aids.
24. Selecting the documents for repair, preservation and microfilming purposes and attending the work of servicing of records.
25. Re-construction and updation of Website of the Department.
26. Updating of 'Guide to Records' and to gear up the Publication Programme.
27. To attend any other work assigned by Director of Archives and other.

Duties of Assistant Micro-photographer

1. Overall Supervision of the Microfilming Unit including Microfilming, Photo Duplication, Digitisation/Scanning work etc.
2. Operation of Digital Microfilm Camera, Processor, Duplication machines, Camera, Scanner etc.
3. Periodical inspection of Microfilming Rolls/Microfiche and Digital Data.
4. Supply of copy of Microfilm/Microfiche to the users on demand.
5. Procurement of machinery/consumable for the Unit.
6. Any other duty assigned by the Director of Archives, Deputy Director of Archives or any other officer from time to time.

Duties of Preservation Supervisor

1. Overall supervision of the Preservation/Conservation Unit.
2. Conservation and preservation of highly brittle records.
3. Chemical treatment of the Archival Records.
4. Procurement of preservation material.
5. Supervision of outsource work.
6. Any other work assigned by the Deputy Director of Archives or any other officer.

Duties of Preservation Assistant

1. Minor repair/ preservation
2. Day to day maintenance of records.
3. Monitoring of cleanliness of records.
4. Fumigation of records.
5. Mending/sizing/tissue lamination/chiffon lamination etc.
6. Supervise the work of Book Binder
7. Any other work assigned by the Unit In charge or any other officer.

Duties of Xerox Operator

1. All works relates to Photo Duplication and plain paper copies.
2. To operate the Photo Duplication Machine/Photocopier.
3. To prepare and load the machine for operation.
4. To identify unsatisfactory machine output.
5. To maintain the log book of the machine.
6. Maintenance and routine repair of the machine.
7. To assist Assistant Microphotographer in microfilming work.
8. Any other work assigned by Assistant Microphotographer/ Deputy Director of Archives or any other officer.

Duties of Junior Librarian

1. Over all supervision of Library including the work/files related to the Library Section.
2. Work relating to acquisition and classification of books, processing, supply of books to scholars, references, staff and visitors.
3. Custody maintenance, arrangement, stock verification of Library holdings and Cataloguing and classification of books housed in the Library.
4. Assisting the Assistant Archivist/Archivist/Deputy Director of Archives in filling the existing gaps in the Library by acquiring books on Indian History and kindred topics.
5. Assisting the Assistant Archivist/Archivist/Deputy Director of Archives in building up of a Digital Library of rare books of Indian Interest.
6. Compilation of bibliographical information on behalf of the Department.
7. Compilation of analytical index to books/reports/magazines and periodicals etc. in use at the Department.
8. To update the information of Library Records on e-Granthalaya and website of the Department.
9. Any other work assigned by the Assistant Archivist/Archivist/Deputy Director of Archives.

Duties of Library Attendant

1. Shelving of books/reports.
2. Preparation & pasting of slips on books/journals/reports.
3. Shifting of books.
4. Display of journals/reports/rare books, etc.
5. Requisition and restoration of books/journals/reports.
6. As assigned by the Junior Librarian/Dy. Director/Director from time to time.

Duties of Record Attendant

1. Reception and checking of regular records series.
2. Attending to requisitions/ restoration of records, maintenance of requisition registers and maintenance of records.
3. Compilation and issue of reminders for records outstanding with borrowing agencies.
4. Checking of restoration Proforma and actual restoration.
5. Labeling of bundles, carton boxes etc.
6. Checking of records before & after repair and microfilming/ digitization.
7. Supply of records for appraisal.
8. Compilation of weeding lists.
9. Periodical checking and re-arrangement of files.

10. Any other duties assigned by the Record Incharge/ Deputy Director/ Director of Archives from time to time.

Duties of Book Binder

1. To stitch and bind manuscripts, books, rare books, files and volumes.
2. To mount maps and prepare map jackets and other special folders needed for storing treaties and other special documents.
3. To attend to all preparatory work for the above e.g. marking ready adhesives, pagination, gathering collating, checking and trimming. Gold lettering and other finishing operations.
4. To operate electrical and mechanical apparatus and equipments for the above work.
5. Any other duties assigned by the Unit Incharge / Deputy Director/ Director of Archives from time to time.

Duties of Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General Cleanliness & upkeep of the Section / Unit.
3. Carrying of files and other papers within the building.
4. Photocopying and other non-clerical work in the Section / Unit.
5. Assisting in routine office work like diary, dispatch etc., including on computer.
6. Delivering of Dak (outside the building).
7. Watch & ward of office and records.
8. Opening & closing of rooms.
9. Cleaning of rooms.
10. Dusting of furniture and records etc.
11. Cleaning of building, fixtures etc.
12. Any other work assigned by the Deputy Director of Archives or any other officer.