

1. PARTICULARS, FUNCTIONS AND DUTIES:

Particulars: The Archives Department is a Department of the Government of Haryana. The Minister in-charge is Minister for Archives, Haryana. The Commissioner & Secretary to Government, Haryana is the Administrative Secretary of the Archives Department. The Special Secretary and Under Secretary assist him at Secretariat level. There is no branch of the Administrative Department. The Director is the Head of the Archives Department, Haryana. The Deputy Director assists him at Directorate level and the Assistant Directors at Divisional level. The Deputy Director is the Head of the Office at Headquarters whereas the Assistant Directors are the Head of the Offices in respect of their Regional Offices at Divisional level. There is one Superintendent, who looks after the administrative work of the Archives Department, Haryana.

Functions and Duties: As per Allocation of the Business Rules, the following functions are performed by the Archives Department, Haryana:

1. Survey and acquisition of Public and Private Records of historical, administrative, political, economic, social and cultural value.
2. Service of records of Government Departments and donors.
3. Preservation of old records on the scientific lines for posterity so that the valuable records may not be destroyed with the passage of time.
4. Holding of archival exhibitions to inculcate the archival consciousness among general public.
5. Tape-recording the memoirs of freedom fighters and eminent personalities of the State to bridge the gap between written and factual history.
6. Providing research facilities to bona fide research scholars.
7. Establishment matters relating to officers and staff under the administrative control of the Department except matters allocated to the General Administration Department.