

# HARYANA STATE ARCHIVES

## PANCHKULA

### HISTORICAL RESEARCH RULES 1987

1. **Short Title** : These rules may be called "The Haryana State Archives Historical Research Rules."
2. **Definitions** : In these rules, unless the context otherwise requires :—
  - (a) "Government" means the Government of Haryana ;
  - (b) "Director" means the Director, Haryana State Archives ;
  - (c) "State Archives" means the Head Office of the Director, Haryana State Archives and includes its Repositories ;
  - (d) "Repository" means the Branch Office of the Haryana State Archives ;
  - (e) "Archives" means Records, Manuscripts and other documents, whether public or private, preserved in the Haryana State Archives ;
  - (f) "Records" means published or unpublished, public or private documents preserved in the Haryana State Archives ;
  - (g) "Oral Archives" means transcripts or tape-recorded evidence or statement ;
  - (h) "Printed material" means ;
    - (i) All the printed books specified in the Library Accession Register or Catalogues and available in the departmental library of the Haryana State Archives.

- (ii) Access to records beyond the 'open' period will be given only in very special cases. In case the information contained in the 'closed' records is used for publication, the manuscript would require to be submitted for scrutiny before publication, to the Director, Haryana State Archives.

Any Research Scholar, who uses the records in Haryana State Archives for purpose of historical research and publishes his/her work based on the materials from these records shall deposit with Haryana State Archives a copy of his/her work, free of charges, immediately after its publication.

- (iii) Request to consult 'closed' records or 'confidential' records, which are less than thirty years old should be made to the Director, Haryana State Archives, who will examine the case and obtain necessary permission from the concerned department, if necessary. Foreign Research Scholars are not allowed access to the 'closed' or 'confidential' records.

4. **Access to Private Papers :** Private papers of eminent persons and other acquired documents can be consulted by the Research Scholar subject to the conditions laid down by the donors. These papers will be made available to them in Research Room on all working days during office hours only.
5. **Access to Library Material :** Access to library material will be governed by the Library Rules prescribed for the purpose.
6. **Admission to Research Room :**
  - (i) Person wishing to examine the records shall apply in writing to the Director, Haryana State Archives in the prescribed form. No historical records shall be allowed

to be taken outside the Archives under any circumstances. Foreign Research Scholars wishing to consult records should produce introductions through their Diplomatic Representatives.

(ii) Indian Research Scholars who are enjoying the facility of National Readers Card Scheme in the National Archives of India or any other State Archives may also obtain permission to consult the records of the Haryana State Archives by submitting a copy (duly attested) of the Card received from the National Archives of India or from any other State Archives and getting the Card endorsed to the Director, Haryana State Archives. They will be treated as Research Scholars and will be allowed to work in the Research Room. They will also have to complete procedural formalities for consulting the records.

(iii) Permission to consult the records shall remain valid for two years from the date on which it is granted. If the permission is not availed of or if the consultation of records is not completed within the period, a further application shall be necessary for the extension of the permission.

(iv) No person shall be allowed more than ten documents and two volumes at a time. Records and Reference Books must be treated with great care.

#### **Supply of Records :**

(i) No record, Book, Microfilm shall be delivered to a Research Scholar until he/she has submitted to the staff of Research Room, a duly signed requisition slip prescribed for this purpose.

(ii) A separate slip must be used for every item of required material. Care should be taken in filling up the requisition slips legibly with correct and complete references in order to ensure quick service. Requisitions can be made twice daily at 11.00 a.m. and 2.30 p.m. on all working days.

(iii) Research Scholars will be held responsible for the material issued to them for study until they return it.

#### 8. Care of Records :

(i) A Research Scholar shall exercise every care in handling the requisitioned material and shall see that they are not damaged in any way.

(ii) It is forbidden to put any mark in pencil or ink on the documents or books.

(iii) No requisitioned material shall be transferred from one reader to another unless the staff of Research Room has been so informed and a fresh requisition form completed.

(iv) No books, papers or other articles should be laid upon the open pages of the requisitioned material.

(v) No Research Scholar shall lean or write on documents or put one document on top of another document or lay note book or paper on them when taking notes. A Research Scholar shall point out to the Incharge of Research Room any defect or damage to a document or book at the time of borrowing the records/books.

9. Reprographic Facilities : Xeroxing/Microfilming services are available at Haryana State Archives on a written request by the Research Scholar. For this purpose, Research

Scholars are required to fill in the prescribed form (in duplicate) alongwith a duplicate list of their requirements. These facilities are provided on payment as per prevailing rates. While placing an order for a specific job, eighty percent of the estimated cost will be required to be deposited in advance. As a rule, only a single copy for research purpose will be supplied to a Research Scholar.

10. **Information Service :** Research among 'open' records is undertaken by Haryana State Archives on behalf of individuals or institutions on payment of fee of Rs. 20/- per day.

11. **Revocation of Research Facility :**

(i) The privilege of personal consultation of records of the Research Room may, at the discretion of the Director, Haryana State Archives, be withheld in the public interest.

(ii) In case of any dispute regarding these rules and their interpretation, the decision of the Director, Haryana State Archives would be final and binding.

12. **General Rules :**

(i) Silence shall be maintained in the Research Room.

(ii) Smoking shall be strictly prohibited in the Research Room.

(iii) No person shall chew Paa or other similar substance while working in the Research Room nor shall place any article of food on tables meant to be used for keeping records.

(iv) No seat in the Research Room will be reserved for individuals.

(v) Research Room will remain open on all working days from 9.00 a.m. to 5.00 p.m. However, on the special request of Research Scholar, the Research Room may be opened in holidays also, but the discretion in this respect shall rest with the Department.