

✚ Research / Reading Hall for Public

- Reading Hall for the members of the Public.

✚ Instructions for Public

- ✓ Mobile phones may be switched off or put on silent/ vibration mode before entering Reading / Research Room.
- ✓ Use of mobile cameras/ digital cameras, scanners, etc. is strictly prohibited inside Reading / Research Room.
- ✓ Bags, water bottles, beverages and edible items are not permitted inside the Reading / Research Room.
- ✓ Big bags, laptop bags and water bottles and eatables may be kept in the rack adjacent at Security Counter. Directorate of Archives and Archaeology does not hold any responsibility for items kept at the security counter.
- ✓ Requisitions may be handed over at least 15 minutes before the timings mentioned above. For any clarification RR staff may be contacted.
- ✓ Records may be reserved only for a week after which they shall be returned to the repositories.
- ✓ Documents may be handled with utmost care. They are not to be marked, folded, pinned, stapled or leaned upon.
- ✓ Do not keep any writing material on the records. Use lecterns for heavy volumes.
- ✓ Use of pencils is preferred over pens in the Research Room.

✚ Requisitioning of Records

- Application Forms, Requisition Slips, Lists, Catalogues etc. are available for consultation and obtaining certified copies of the documents.