



DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
18-A, SATSANG VIHAR MARG,
SPL. INSTITUTIONAL AREA, NEW DELHI-110067
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F. No. DA-E011(27)/5/2018-Records-3j

Dated : 06/01/2021

ORDER

All are hereby informed that the physical inspection of SR Office records/Index Register will be opening from 7th January, 2021 subject to following SOP under COVID-19 :

1. Only 2 applicants for each Sub-Registrar Office record per day will be allowed to visit the Department from 2:00 PM to 4:00 PM (Working days from Monday to Friday).
2. The interested applicants should send their requests through email to ddarchives@nic.in OR ajay.singh21@gov.in preferably two working days in advance to avoid any inconvenience along with copy of any photo bearing identity proof issued by the Government such as Aadhar Card, Voter ID, Driving License, Bank Passbook, Ration Card etc. along with Mobile Number.
3. Confirmation mail will be sent to the applicants with date and time of inspection. Only those persons will be allowed to visit the Department who have been confirmed through return mail.
4. Only one person will be allowed to do the physical inspection of records. No companion/ translator will be allowed to enter along with the applicant except 'Divyang'. However, applicant if deems fit, can engage his/ her authorized translator for the same.
5. The user has to adhere COVID-19 guidelines issued by the Government like to properly wear mask, carry personal hand sanitizer etc.
6. In case of fever, cold, cough or any kind of illness, the applicant will not be allowed to enter in the premises.
7. At the time of physical inspection of records, the applicant has to carry prescribed application for inspection of SR Office records (application for request of index register for the particular year OR details of document to be inspected), affixing Rs. 2/- court fee and receipt of payment (to be deposited on the counter from 10 AM to 1:00 PM on same day).

(Sanjay Kumar Garg)
Head of Office (Archives)