

Citizen Charter 2018 - 19

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Introduction

The forerunner to Tamil Nadu Archives earlier known as Madras Record Office was a small repository of records in the Council Room set up by Lord William Bentinck. He centralized all the Secretariat records spread across various departments and appointed a record keeper to arrange and issue the records on requisition. Tamil Nadu Archives is headquartered in Egmore, Chennai.

There are Six District Record Centres functioning at Coimbatore, Tiruchirapalli, Salem, Thanjavur, Cuddalore and Madurai. The District Record Centres preserve permanent records of more than 30 years' old which are historically and administratively important transferred from the Collectorate and other Government Offices in the respective districts.

Tamil Nadu Archives comprises an Administrative unit, 9 Record Stacks, Research Hall, Preservation section, Gazetteer wing and Archival library.

The major activities of the Archives are to centralize all the permanent records, to store as per the archival policy, to preserve records for future generation by adopting prescribed archival management methods, to throw them open to historical research, to publish records regularly which are of historical and administrative interest and make them promptly and readily available for official reference in carrying out the day-to-day administration of the Government.

Services

The services the Tamil Nadu Archives facilitates to the public:

Sl. No	Description	Whom to Contact
1	Issues of certified extracts of Tamil Nadu Government Gazette.	Assistant Commissioner (Conservation), Tamil Nadu Archives, Egmore, Chennai-8.
2.	Issue of copies of Government Orders, Old Settlement Registers, FMB sketches, Inam Fair Registers, Standing Orders of Board of Revenue, Voter List, etc., under RTI Act 2005.	Public Information Officer, Tamil Nadu Archives, Egmore, Chennai-8.
3.	Sale of Archival publications.	Research Officer (Publication), Tamil Nadu Archives, Egmore, Chennai-8.
4.	Sale of District Gazetteers.	Editor, Tamil Nadu Archives, Egmore, Chennai-8.
6.	Conducting Endowment lectures.	Research Officer (Regional Committee for Survey of Historical Records), Tamil Nadu Archives, Egmore, Chennai-8.
7.	Facilitating bonafide scholars.	Research Officer (Research Hall), Tamil Nadu Archives, Egmore, Chennai-8.
8.	Tracing the family tree and other ancestral details.	Assistant Commissioner (Conservation), Tamil Nadu Archives, Egmore, Chennai-8.

Right to Information

Tamil Nadu Archives as a repository of records covering an extensive period of time, receives large number of application under RTI Act querying on aspects of Government Orders, Land Records, Voter List, Gazette, etc.,

Public Information Officer (GOs, Gazettes, Land Records, Voter List, etc.):	Research Officer, Tamil Nadu Archives & Historical Research, Egmore, Chennai -8.
Public Information Officer at District Record Centres:	Research Officers of Respective District Record Centres.
Appellate Authority:	Assistant Commissioner, Tamil Nadu Archives & Historical Research, Egmore, Chennai -8. Phone: 044 – 28190355, 28190855 Extn.206.

The procedure and fee structure for getting information are as follows: -

- A request for obtaining information under Section 6(1) of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer and must be accompanied by an **application fee of Rs.10/-** by cash (at APIO counter) or by demand draft or bankers cheque or a Court fee stamp or Treasury Challan.
- For providing information under Section 7 of the Right to Information Act, the **copy fees** as below: -
 1. Rupees two for each page (A4 or A3 size paper) photocopied.
 2. for inspection of records, no fees for the first hour; and a fee of Rs.5/- for every one hour (or Fraction thereof) thereafter.
 3. for providing information in electronic format, Rs.50/- (Fifty) per diskette or floppy.

4. for information provided in printed form, at the price fixed for such publication or rupees two for extracts from the publication.

- **Mode of payment** (whichever is convenient for the applicant) given below: -

1.	Cash	In person at APIO Counter of Tamil Nadu Archives.
2.	Demand Draft	Assistant Commissioner, Tamil Nadu Archives, Egmore, Chennai-8.
3.	Banker's Cheque	
4.	Treasury Challan	"0070 Other Administrative Services – 60 Other Service – 118 Receipts under Right to Information Act, 2005 – AA – collection of Fees under Right to Information (Fees) Rules 2005" (DP 0070 60 118 AA 0005)

- Persons below the poverty line are exempted from the payment of fees for seeking information under the Right Information Act, 2005 and necessary BPL certificate has to be attached.
- The required information, if available, it will be furnished within the prescribed period of 30 days from the date of receipt of the application.

Location and Contact details

Sl. No	State Level Officers	Location	Contact		
			Telephone	Fax	E mail
1.	Commissioner	Tamil Nadu Archives and Historical Research, Egmore, Chennai – 600 008	044 - 28190191 044 - 28191202	044 - 28194338	tnarchives_rh@nic.in
2.	Joint Commissioner		044- 28192154	---	---

	Office Telephone	-do-	044 - 28190355 044 - 28190855 (PBX)	---	---
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Sl No	District Level Officers	Location	Telephone	Fax	E mail
1.	Assistant Commissioner District Record Centre, Coimbatore.	Opposite to Tamil College, Siruvani Main Road, Perur, Coimbatore - 641 010	0422 - 2609474	0422 - 2609474	---
2.	Research Officer District Record Centre, Tiruchirappalli.	Old Collectorate Building, 2 nd Floor, Tiruchirappalli- 620 001	0431 - 2462848	0431 – 2462848	---
3.	Research Officer District Record Centre, Salem.	22, Chinnaya Pillai Street, North Maravaneri Extension, Salem-636 007	0427 - 2417158	0427 - 2417158	---
4.	Research Officer District Record Centre, Thanjavur.	2, Mission Church Road, Near - Indian Bank, Manambuchavadi, Thanjavur - 613 001	04362 - 273663	--	---
5.	Research Officer District Record Centre, Cuddalore.	2, K.K. Nagar, Beach Road, Cuddalore - 607 001	04142 - 295030	--	---
6.	Research Officer District Record Centre, Madurai.	Madurai Corporation Building, Arignar Anna Maligai, 3 rd Floor, Tallakulam, Madurai - 625 002	0452 - 2528311	--	---