

## How to Use the Archives

To use the Archives, Scholars are required to fill in a prescribed form. A reference letter from the concerned guide is a must. Once this pre-requisite is fulfilled permission to consult the records is granted. With the help of the Director of Archives/deputy directors/Archivist/Assistant Archivists., the Scholars/Public can avail the records/files required by him or her and even make use of the Archival Library. Archival publications can be purchased after remitting the cost in the Accounts Section. The Public can also avail gazette copies attested by the Officer concerned after applying for it. and remitting the prescribed fee.

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