

F.No.31-4/2014-Grants  
Government of India  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi-110 001  
Email: [archives@nic.in](mailto:archives@nic.in)

The 03 FEB 2015

MEMORANDUM

The Memorandum is issued to constitute 'Grants Technical Committee' regarding 'Policy for Management of Digital Data' that is generated with the financial assistance given to various State Archives, Museums, Registered Voluntary Organization, Individuals, etc., under the below given two schemes operated by NAI.

- a. Scheme of Financial Assistance to State/Union Territory Archival Repositories, Government Libraries and Museums.
- b. Scheme of Preservation and Conservation of Manuscripts, Rare Books, Old and Rare Documents, Records of History.

The Technical Committee is constituted hereby for the financial years 2014-15 and 2015-16 with the following members:-

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Director General of Archives<br>National Archives of India<br>Janpath<br>New Delhi-110 001   | - | Chairperson      |
| 2. | Representative from<br>Cultural Informatics,<br>Indira Gandhi National Centre<br>for Arts, Rajendra Prasad Road,<br>New Delhi-110001 | - | Member           |
| 3. | Representative from<br>National Informatics Centre,<br>A Block, CGO Complex, Lodhi Road,<br>New Delhi - 110 003.                     | - | Member           |
| 4. | Deputy Director of Archives,<br>(Reprography Division)<br>National Archives of India<br>Janpath, New Delhi-110 001                   | - | Member           |
| 5. | Assistant Director of Archives<br>(Computer Unit, NAI)<br>National Archives of India<br>Janpath, New Delhi-110 001                   | - | Member           |
| 6. | Micro-photographer,<br>(Computer Unit, NAI)<br>National Archives of India<br>Janpath, New Delhi-110 001                              | - | Member           |
| 7. | Archivist,<br>(State Scheme, Grants Section, NAI)<br>National Archives of India<br>Janpath, New Delhi-110 001                        | - | Member           |
| 8. | Archivist,<br>(NGO Scheme, Grants Section, NAI)<br>National Archives of India<br>Janpath, New Delhi-110 001                          | - | Member           |
| 9. | Deputy Director of Archives<br>(Grants Section, NAI)<br>National Archives of India<br>Janpath, New Delhi-110 001                     | - | Member Secretary |

Besides, the Chairperson may invite expert (s)/professional(s) to attend meetings of the Technical Committee and/or to tender their expert opinion on technical aspects of the proposal(s).

In case of unavoidable/unforeseen circumstances, an official member may depute his/her representative to attend meetings of the Technical Committee under prior intimation to the Member Secretary of the Technical Committee.

2. Tenure:

The term of the Members of the Technical Committee will be for a period of two financial years ending on 31 March, 2016. Members will be eligible for re-appointment for subsequent terms.

3. Meetings:

The meeting of the Technical Committee, at least one in a financial year, will be held in New Delhi. The date of meetings will be intimated to the Members of the committee well in advance.

4. Functions:


The scope of the Committee's activities is as per the following:

To act as a forum to decide the policy for management of Digital Data prepared by the various Government Institutions, Registered Voluntary Organizations, Individuals etc., with the financial assistance received by them under the two schemes operated by NAI. The Committee will consider various aspects of modern technical knowledge for better management of the Digital Data/Electronic records, Role and Responsibilities of National Archives of India, developing recordkeeping requirements. The Committee would recommend specific policy for management of the Digital data/records for their safe keeping of them considering the technological advancement in the field and its proper utility like easy access of these records to the end users in the public domain.

5. Allowances:

The Members attending the meeting will be paid TA/DA as admissible under the rules.

जाती फिर्मा  
Issued.....  
पत्रक नं. ....  
Disp. No. ....  
दिनांक.....  
Date.....

  
(Dr. M.A. Haque)  
Deputy Director of Archives (Grants)  
& Member Secretary  
Government of India

To,

All Members with a copy of both the Schemes.