

12 APR 2016  
Dated the \_\_\_\_\_

To,

All Ministries/Departments of the Government of India/ State U.T. Archives.

Subject: Use of standard quality paper, pen and ink for records of permanent nature as specified by Bureau of Indian Standards.

Sir/Madam,

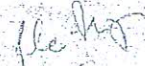
You are perhaps well aware that National Archives of India is the nodal repository of public records of permanent nature in the country. Therefore, it is its prime concern to ascertain that the records creating agencies use standard quality paper, pen and ink for creating records of permanent nature so that the longevity of these records is ensured. Needless to say that preservation of records is becoming costlier day by day due to the rising cost of preservative materials as also the space to be utilized for their safe up-keep and maintenance.

The National Archives of India has been striving to impress upon all the records creating agencies the importance and need of using Bureau of Indian Standard (BIS) mark standard quality paper, pen ink (both for fountain pen and ball point pen) for permanent records created by them. The BIS specifications are given below:

IS: 220:1988	Fountain pen in ferro-gallo tannate 0.1% iron content-specification (third revision) (Reaffirmed 2010)
IS: 5805:1993	Ink for ball point pen refill - specification (first revision) (Reaffirmed 2012)
IS: 1774:1986	Specification for paper for permanent and semi-permanent records (first revision) (Reaffirmed 2008)

You are also requested to direct all the organizations, attached and subordinate offices including public sector undertakings functioning under your control to obtain the said standards from Bureau of Indian Standards, Manak Bhawan, Bahadur Shah Zafar Marg, New Delhi-110002 and ensure the usage of standard quality paper and ink for records of permanent nature. This Department may also please be informed regarding the action taken in this regard at your end.

Yours faithfully,



(F.K. Roy)  
Assistant Director of Archives  
Government of India  
Tel No. 011-23381467  
Fax No. 011-2338 4127