

## Frequently Asked Questions

1. Where can I register myself for accessing digitized records of Delhi Archives?
  - Registration can be done online only by visiting <http://archives.delhi.gov.in/abhilekh>
2. Do I need to pay any registration fee ?
  - No. The registration is free of cost.
3. How can I register myself after visiting <http://archives.delhi.gov.in>?
  - Click on 'User Registration' and select your category viz. Indian Scholar/ Foreign Scholar/ General Public. Submit the form along with required documents and get your log-in ID and password on registered email id.
4. What are the documents required for registration?

Category	Document	Size
<b>Indian Scholar</b>	a) Self-attested copy of University ID b) Self-attested copy of address proof c) Passport size photo d) Signature e) Sponsorship letter from University	Less than 500 KB Less than 500 KB Less than 150 KB Less than 150 KB Less than 500 KB
<b>Foreign Scholar</b>	a) Letter of introduction from University b) Accreditation Letter from Embassy c) Self-attested copy of Passport d) Self-attested copy of visa (showing date of expiry) e) Passport size photo f) Signature	Less than 500 KB Less than 500 KB Less than 500 KB Less than 500 KB  Less than 150 KB Less than 150 KB
<b>General Public</b>	a) Passport size photo b) Self-attested copy of any Government ID having complete address	Less than 150 KB Less than 500 KB

5. What is the expected time for receipt of log-in ID and password?
  - For General Public, log-in ID and password will be generated instantly. For Indian Scholar, it may be generated within 2 days, whereas for Foreign Scholar it will be generated within 7 days, subject to approval.
6. What to do if password not received in mail box even after successful submission of the form?
  - First, check in SPAM mail also. If still not received, than click on FORGOT PASSWORD at the Log In page and generate a new password on your own.
7. How can I search digitized records on the portal after registration?
  - Log In with the registered email ID and Password. Then, search by using available filters.
8. Can I download any record from the portal?
  - Yes, you can download the required document on payment basis. Please note that the document download link will be expired after 48 hours of successful payment.
9. How to pay for any document available online?
  - Add the required document to the cart and then click on pay. You can made the payment online by using any Debit/Credit Cards, Net Banking, UPI etc.
10. Whom to contact in case of any issue related to E-Abhilekh portal?
  - The user can send a mail to [ddarchives@nic.in](mailto:ddarchives@nic.in) with all the details in case of any grievance.