



**DIRECTORATE OF STATE ARCHIVES
DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF WEST BENGAL**

Main Office: 6, Bhawani Dutta Lane, Kolkata –700073

Telephone Numbers: (033) 2241-3966, 1044.

e-Mail: wb.state.archives@gmail.com

No. 207 SA(Dte)

Date. 07.05.2025

REVISED ORDER : Reprographic Charges

The scholars are hereby notified that from 7th May 2025

1. The Scholars can submit the requisition for taking photographs of documents once in a month at **free of cost**.
2. The upper limit of monthly requisition for taking photographs of the documents is **200 pages**.
3. In case of obtaining the copies of digitized documents, the cost per page will be **Rs.5/-**.
4. The one-third photo restriction will not apply to a file containing maximum **100 pages**.
5. Glass/Film Negative (digitized version) **Rs. 300/-** per Image.
6. Cartographic Record – **Rs. 500/-** per Image.

DIRECTOR
Directorate of State Archives
Department of Higher Education,
Government of West Bengal