

Annual Report of the
Imperial Record Department

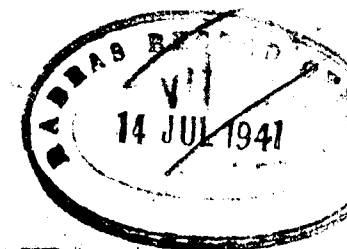
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ANNUAL REPORT

OF THE

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IMPERIAL RECORD DEPARTMENT

FOR THE YEAR 1940



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PRINTED BY MANAGER, GOVERNMENT OF INDIA PRESS, CALCUTTA
1941

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**ANNUAL REPORT OF THE IMPERIAL RECORD
DEPARTMENT FOR THE YEAR 1940.**

During the year under report Dr. S. N. Sen, M.A., Ph.D., B.Litt. (Oxon.), continued as the Keeper of the Records of the Government of India. Five of the senior members of the ministerial establishment retired from active service during the year under review. Two junior clerks also migrated to other departments. One post of an assistant and that of a clerk were converted into those of a technical assistant and a mechanic respectively. It may not be out of place here to mention that since 1936 this department has lost the services of eight out of ten senior members (one superintendent and nine assistants) of the permanent establishment. There is a tendency among the members of the staff to migrate to other offices for want of suitable prospects. This was brought to the notice of the Government of India and a scheme for the reorganisation of the staff of the Department was submitted for their consideration. In view of the prevailing financial stringency the Government of India were unable to accept the scheme but they have agreed to take it into consideration again in connection with the budget estimates for 1942-43 or as soon as the financial position shows sufficient improvement.

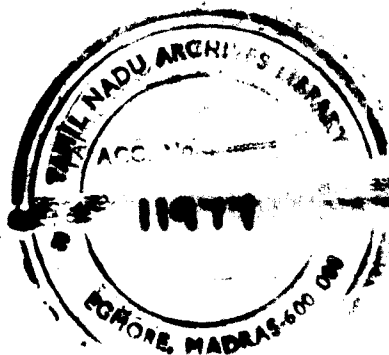
2. The Government of Bombay approached the Government of India for the loan of the services of the Keeper of the Records of the Government of India for a few days to advise them on the present system of the maintenance of the records in the Alienation Office, Poona, and to suggest improvements if necessary. Accordingly the Keeper of the Records of the Government of India inspected the Alienation Office in September and later forwarded his report and recommendation to the Government of Bombay in the form of a note. The note was subsequently printed and circulated among the ordinary and co-opted members at the public meeting of the Indian Historical Records Commission at Baroda on the 21st December in response to a request from the Government of Bombay. The Commission decided to defer the consideration of the note till the next session.

3. The Imperial Record Department used to refer all its scientific problems to technical experts in England and the United States of America but the conditions at New Delhi differ so widely from those of London and Washington that the practical utility of such advice as comes from outside is sometimes very limited. It has always been felt that scientific investigation arising from local problems should be locally conducted. The Government of India, therefore, appointed a technical assistant who is to be provided with a suitable laboratory. Out of the present year's saving a sum of Rs. 1,500 has been sanctioned by the Government of India for equipping the proposed laboratory and another sum of Rs. 500 has been provided for the same purpose in the next year's budget.

4. The Government of India were as before approached for funds for the vacuum fumagatorium and the laminating machines but it is

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not possible to get the machines from America at present and the possibilities of manufacturing them in this country are being explored. It is felt that the Universities and the provincial record rooms may also be prepared to purchase these machines if they are available in India.

5. Two Short and Mason recording hygrographs were installed inside the stack rooms with a view to collecting the necessary data for the installation of a suitable air-conditioning plant. Uptil now the hygrographs have revealed a minimum relative humidity of 9 per cent. and a maximum temperature of 105° F. inside the rooms. For about six months during the year the humidity remains much below the recommended optimum of 50 per cent. while the temperature remains very high. The divergence from the optimum conditions is really alarming and a prompt remedy, which can only be provided by air-conditioning, is urgently called for. This Department accordingly approached the Government of India with a proposal for air-conditioning the Imperial Record Department Building, but, in view of the present need for economy, it was not found possible to provide the necessary funds in the next year's budget though the paramount importance of the scheme was fully realised. The science of air-conditioning has, however, made such advances in recent years that we have it on the authority of Prof. J. N. Mukherji of the Calcutta University that it will be possible to air-condition the building by parts so that the total cost may be distributed conveniently over a number of years. The advice of the Central Public Works Department has been sought in this matter and their opinion is now being awaited.

6. During the year under review the Department received enquiries about practical problems of preservation from the following public institutions and offices:—

1. The Allahabad Public Library, United Provinces.
2. The Saraswati Bhavana Library, Government Sanskrit College, Benares.
3. The Record Room Deputy Collector, Bhagalpur.
4. The Punjab Record Office.
5. The Office of the Chief Commissioner, Delhi.

These enquiries were promptly attended to.

7. *Indian Historical Records Commission.*—The seventeenth session of the Indian Historical Records Commission was held at Baroda, on the 21st and 22nd December 1940. The public meeting on the first day was held at 10-30 A.M. in the College Hall. His Highness Maharaja Sir Pratapsingh Gaekwar, G.C.I.E., Sena Khaskhel Shamsher Bahadur who was to have opened the proceedings could not attend the function on account of two successive bereavements. His inaugural address was read by Dewan Bahadur Sir V. T. Krishnamachari, the Dewan of Baroda, in the presence of a large and distinguished gathering of ladies and gentlemen. In the unavoidable absence of Sir Girja Shankar Bajpai, K.B.E., C.I.E., I.C.S., Honourable Member in Charge of the Department of Education, Health and Lands and *ex-officio* President of the Commission, Sir Jadunath Sarkar, C.I.E., M.A., Hony. D.Litt., presided over the session. The presidential speech of the Honourable

Sir Girja Shankar Bajpai was sent to Baroda by a special messenger and was read by Dr. S. N. Sen on his behalf. The meeting on the second day which was confined to the members of the Commission was held in the compound of the Guest House from 9-30 A.M. to 12 noon. A Historical Exhibition which was organised in this connection by the Government of Baroda in the State Museum, was open to the public from the 22nd to the 25th December. A number of historical documents collected from the records in the custody of this Department were displayed at the exhibition and these proved very interesting to the public. His Highness paid a private visit to the exhibition on the 24th when the exhibits were explained to him by Drs. H. Shastri and S. N. Sen. On the 22nd after lunch the members visited the Makarpura Palace, Kutubuddin Ahmed's tomb, Bhadra Fort, gold and silver guns, Kirti Mandir and the Historical Exhibition. On the 23rd the members visited Dabhoi and Bhilupur by special train and Champaner by motor buses. As on the previous occasion, Research Reports from corresponding members, the programme of the Public Meeting, the papers to be read at the Public Meeting and the Agenda of the Members' Meeting of this session were printed in the form of separate brochures and distributed to the members in advance. (83)

8. Two meetings of the Standing Local Records Sub-Committee were held during the year on the 18th March and 30th November respectively in the office room of the Educational Commissioner with the Government of India in the Imperial Secretariat Building and were attended by all the four members of the Sub-Committee. Many important questions were discussed at the meetings, including those of the revision of the Historical Research Rules of this Department and the indexing of the records of the late Foreign and Political Department. The reports of the meetings were submitted to the Government of India and are being printed in volume XVII of the Proceedings of the Indian Historical Records Commission. In accordance with the orders of the Government of India a literary Sub-Committee of the Local Records Committee was formed with Dr. T. G. P. Spear and the Keeper of the Records of the Government of India. One of the duties of this sub-committee is to select papers for the public meeting of the Indian Historical Records Commission.

9. The rules regulating historical researches in the department have been revised with a view to affording greater facilities to *bond fide* research students and it is satisfactory to note that the number of visiting research workers has consequently gone up (22 as against 9 in the previous year). In view, however, of the difficulties which were at times experienced in providing them with suitable accommodation, it has been decided to regulate admission to the research room by tickets and not to issue more than 12 tickets at a time, the number being determined by the maximum space now available in the Library room. The Government of India have sanctioned an expenditure of Rs. 750 for the purchase of the necessary furniture. The liberalisation of the research rules has also added considerably to the labours of the Imperial Record Department staff. During the year under review nearly 10,000 foolscap pages of typescripts had to be scrutinised by the Imperial Record Department and this work is likely to be more heavy with the progress of time.

10. *Indexing Rules.*—The Government of India in the Department of Education, Health and Lands having approved of the proposal for the preparation of indexes on modern lines for the separated and classified records of the late Foreign and Political Department, it was found necessary to print a set of rules with explanatory notes for the guidance of indexers. 50 copies of the rules were accordingly printed in the form of a pamphlet.

11. *Typing of Faded Indexes.*—The writing in a large number of manuscript index and proceeding volumes has become indistinct and illegible in course of time. The volumes damaged by the bursting of sprinklers in 1938 have in this respect been very badly affected. It was, therefore, suggested to the Government of India that a part of the savings from the budget grant of this Department during the year 1939-40 might be utilised for preparing a typescript of the volumes most affected. The Government of India accepted this suggestion and six temporary clerks were appointed for a period of two months and eight volumes of Home, Legislative and Public Works Department Indexes were transcribed. The typescripts have been bound into ten volumes.

12. The indexing of Land Revenue records having been almost completed it became necessary to consider the question of indexing the late Foreign and Political Department records. These records were in the first instance divided into three different classes (A, B and C) according to their relative importance and into ten different categories according to the controlling authorities under whom they are likely to come when the proposed Federation takes place. The needs of the research students may however be best served by a consolidated index of the original series. The matter was discussed at the third meeting of the Standing Local Records Sub-Committee held on the 30th November and it was decided that A and B class records should be re-amalgamated in their original serial order and that one volume of cumulative index should be compiled for all A and B class records of all the series from the earliest time (i.e., 1761) to 1769 and from 1790 for successive quinquennia. The amalgamation of these records has accordingly been taken up. As stated in paragraph 18 of the last report a comprehensive scheme of indexing documents of the Company period classified as A and B was submitted to the Government of India. It was decided to retain the staff employed on this work for another year from March 1941 and the scheme will be re-considered by the Government in the light of further experience gained during this period.

13. *Manual of rules regulating access, etc.*—The research students in India have long felt the need of an official publication where the rules regulating access and admission to all the archives in British India and the Indian States would be available within a short compass for ready reference. The Indian Historical Records Commission recommended at their Calcutta session in 1939 that the Imperial Record Department should compile such a manual of the rules regulating access to the various provincial and state archives in India. Accordingly a Manual of Rules regulating Access to Archives in India and Europe has been compiled and printed. To make the publication more informative and useful relevant extracts from the International Guide

to Archives compiled by the League of Nations has been incorporated in the Manual. The first edition is almost exhausted and a second edition will have to be prepared to meet the increasing demand for this manual among the research students of Indian Universities.

14. *Acquisition of Historical Records from the Government of the North-West Frontier Province.*—The Government of the North-West Frontier Province had in their possession a mass of old records pertaining to the period prior to the constitution of the present province. Unable to provide for their preservation they offered to transfer them to the custody of the Imperial Record Department. The Government of the North-West Frontier Province made it clear that they would have no alternative but to destroy these records in case the Imperial Record Department was unable to take charge of them. A few specimen bundles were thereupon examined and it was found that the records dated from 1852 and were likely to prove of great historical interest as they dealt with such important topics as the Russian activities on the frontier and the Afghan and tribal affairs. It would have been a real loss if these old records had been permitted to perish and the Imperial Record Department readily agreed to take charge of them. These records are mostly in English and English translations of the Persian and Gurmukhi papers are generally available. They will be classified and catalogued in due time.

15. *Transfer of Military Records from Bombay.*—A large quantity of records of the Military Department pertaining to the Bombay Presidency was lying in the Provincial Secretariat Record Room. They relate to the period prior to the 1st April 1895 when the three presidency armies were united to form a General Indian Army under the immediate control of the Supreme Government. These records consisted of 8,793 volumes and occupied a running shelf space of about 2,700 ft. Some of these records were examined and were found to be of great historical value. A portion of these records was transferred from Bombay during the year under review and the balance was obtained soon afterwards.

16. During the year under review this Department was visited by the Educational Commissioner with the Government of India (Mr. John Sargent) in January and again in July with the Joint Secretary (Mr. G. S. Bosman). Among the other visitors were the Honourable Mr. Justice B. N. Rao, Kt., the Honourable Mr. Justice Edgley of the Calcutta High Court, Dr. P. N. Banerji, M.L.A. (Central), formerly Minto Professor of Economics, Calcutta University, Professor Radha Kamal Mookerji, Head of the Department of Economics, Lucknow University, Prof. J. N. Mukherji of the Calcutta University, Dr. J. C. Ghose, Director of the Indian Institute of Science, Bangalore, Dr. Shyama Prasad Mookerjee, M.L.A., formerly Vice-Chancellor, Calcutta University, Dr. R. C. Majumdar, Vice-Chancellor, Dacca University and Mr. Arthur Hughes, I.C.S. (Bengal). They evinced a keen interest in the activities of this department. The latest methods of repairing and preservation were explained to them and they were specially impressed with the specimens of old records laminated with cellulose acetate foil by the National Archives of Washington. Prof. J. N. Mukherji kindly undertook to enquire of the leading Engineering Firms

of Calcutta whether they could undertake to manufacture for this department the laminating machine and the fumigatorium under the present abnormal conditions. He suggested that the purposes of fumigatorium might to a certain extent be served by causing a partial vacuum in a small room in case it is found impracticable to secure a steel chamber of the requisite strength and dimension. Dr. Ghose's presence at New Delhi was very opportune as it enabled the Keeper to obtain his expert opinion about certain problems of preservation.

17. Dr. S. N. Sen, M.A., Ph.D., B.Litt. (Oxon.), Keeper of the Records of the Government of India, attended the fourth session of the Indian History Congress held at Lahore on the 16th to 18th December 1940 as the representative of the Government of India and presided over the Modern Indian History Section of the Congress.

18. The following short articles based mostly on unpublished sources besides a Bengali monograph on Asoka were also published by Dr. Sen during the year under review:—●

1. The Dutch Expedition against Gheria, 1739.
2. Survival of some Asokan forms in 17th Century (in Bengali).
3. Postal Reforms of Warren Hastings.
4. Some Cold Weather visitors of Delhi.
5. A Note on Raghunathji Angria.
6. Some Notable Citizens of Calcutta (in Bengali).
7. A Bengali Letter of 1786 (in Bengali).
8. A Note on Monoel da Assumpcao.
9. Sarada Ukil and his Art.
10. A Letter from Cooch Behar (in Bengali).
11. The Modern Age in India (Presidential Address, Modern Indian History Section, Indian History Congress, Lahore).

19. Further details of the work done in the various sections of the Imperial Record Department during the year under report are given in the succeeding paragraphs under the respective sections.

Records Section.

1. *Accession of Records.*—The total number of bundles and volumes of records transferred by the Departments of the Government of India to the custody of the Imperial Record Department during the year under report was 433 and 96 respectively. Details are given below:—

- (1) *Commerce Department.*—Three bundles of 'C' Records of the several branches for 1928-32.
- (2) *Communications, Department of.*—Eleven bundles of 'B' and filed records for 1919-34.
- (3) *Director-General, Indian Medical Service.*—Thirty-six bundles of Personal files of the Indian Medical Service, Indian Medical Department General and Health Sections for 1936.
- (4) *Education, Health and Lands, Department of.*—Forty-one bundles of records of all branches for 1937.
- (5) *Finance Department.*—Thirty-one bundles of records of several branches for 1934.
- (6) *Home Department.*—Forty-two volumes of Diaries of Receipts and nineteen volumes of Issue Registers for 1907-32 and 1908-32 respectively.
- (7) *Imperial Council of Agricultural Research Department.*—Seventy-six bundles of 'B', Files and Deposit records for 1932-34.
- (8) *Labour Department.*—Twenty-eight bundles of records of several branches for 1934.
- (9) *Legislative Department.*—Eighty bundles of B, Files and Deposit records for 1921-24 and 35 volumes of Claim, Receipts and Cash Registers (Peace and Treaty).
- (10) *Railway Department.*—One hundred and twenty-seven bundles of 'A', 'B', and 'C' records for 1931-32.

2. Besides the above a number of printed reports were transferred by the Department of Education, Health and Lands about the disposal of which orders of the Department will have to be taken after two and five years.

3. The following transfer of records took place during the year:—

- (i) Some records of the Home Department (dealing with I. O. M.) were transferred to the office of the Private Secretary to His Excellency the Viceroy.
- (ii) The records of the Labour Department relating to the late Munitions Board were transferred to the Department of Supply.

4. The following statement shows in detail the total number of requisitions for records and the number of papers returned by the Departments of the Government of India during the year:—

No.	Name of Department.	Requisitioned.	Returned.
1	Commerce Department	997	892
2	Communications, Dept. of (including the office of the D. G., P. and T.).	509	544
3	Defence Department	46	54
4	Education, Health and Lands, Department of (including the office of the D. G., I. M. S.).	7,051	5,354
5	External Affairs Department	10	6
6	Finance Department (including the office of the C. B. R.).	6,366	5,096
7	Home Department	3,342	3,034
8	Imperial Council of Agricultural Research Department .	200	179
9	Labour Department	1,916	1,858
10	Legislative Department	338	283
11	Political Department	115	40
12	Railway Department (Railway Board)	3,090	2,576
13	Reforms Office	15	—
14	Supply Department	70	1
TOTAL		24,065	19,917

The totals for the previous years were 23,639 and 19,846 respectively.

5. In addition to the above a large number of records of the various Departments of the Government of India were consulted in this department in connection with search cases.

6. *Reminders for records.*—Reminders were issued to the various Departments of the Government of India for the return of papers taken by them in 1938 and still outstanding.

7. *Procedure for transfer of Records to the custody of the Imperial Record Department.*—Teak wood is very expensive and koil wood boards are liable to warp during the hot season. 5-ply vanista boards are being used in this Department for making bundles instead of heavy teak wood. This fact was brought to the notice of all the Departments of the Government of India through the Department of Education, Health and Lands. In order to avoid other difficulties experienced by this Department it has been decided that all Departments and their

attached and subordinate offices, while sending their records to this Department for custody, should comply with the following conditions:—

- (i) that the records should be accompanied by a typed list (in duplicate) in the prescribed form as such lists have to be permanently preserved in the Imperial Record Department to serve the purpose of detailed inventory;
- (ii) that the bundles should not be made more than 12" deep; and
- (iii) that 5-ply vanista boards of the size 14½" × 9½" should be used in making bundles.

8. *Procedure of weeding 'B' and 'deposit' papers of the Department of Education, Health and Lands.*—Previously the Department of Education, Health and Lands had to be supplied with a descriptive list of papers marked for destruction with their subject as shown on the docket covers. But as this involved a heavy amount of typing work which used to be done at the expense of more useful work, it was suggested that only a typed list of the files number together with the original papers should be supplied to the said Department. The Department of Education, Health and Lands having accepted this suggestion the papers marked for destruction in 1940 were supplied to them together with the list mentioned above. The papers retained by them after weeding have been restored to their proper places. This procedure will henceforth be adopted.

9. *Search cases.*—The staff had to attend to a large number of search cases instituted at the instance of the different departments of the Government of India and other Government offices as well as private parties who sought information from the records in this Department.

10. *Grant of facilities for historical research.*—A number of applications were received for personal access to the records of the Government of India and of His Excellency the Crown Representative or for copies of documents or information required for purposes of historical research. The following gentlemen made researches personally in the Imperial Record Department during 1940:—

- (1) Dr. Boolchand, M.A., Ph.D. (London), Benares Hindu University, Benares.
- (2) Col. R. H. Phillimore, D.S.O., Survey of India (Retd.), Dehra Dun.
- (3) Mr. V. S. Bandre, Government of Bombay.
- (4) Mr. Hari Ranjan Ghosal, M.A., Patna College.
- (5) Rai Bahadur G. C. Sen, Deputy Secretary, Public Health and Local Self-Government Department, Government of Bengal.
- (6) Lt.-Col. G. Pigot, Assistant Adjutant General, Army Headquarters, New Delhi.
- (7) Lady Lloyd, New Delhi.
- (8) Mr. Brij Raj Saran Bhatnagar, M.A., Lucknow.
- (9) Mr. Govindalal Mukherji, M.A., Allahabad University.

- (10) Mr. S. L. Bhalla, M.A., University of the Punjab, Lahore.
- (11) Mr. M. Siddiq Khan, M.A., University of Rangoon.
- (12) Dr. R. N. Bagchi, M.A., Ph.D. (London), Delhi University.
- (13) Mr. Anil Chandra Banerji, M.A., Calcutta.
- (14) Prof. Mukut Behari Lal, Benares Hindu University.
- (15) Dr. Hari Ram Gupta, M.A., Ph.D., Lecturer in History, Forman Christian College, Lahore.
- (16) Dr. T. G. P. Spear, M.A., Ph.D. (Cantab.), Delhi.
- (17) Mr. Mohibul Hasan Khan, B.A. (Hons.) (London), Amritsar.
- (18) Dr. Lakshmisagar Varshneya, M.A., D.Phil., Hindi Department, Allahabad University.
- (19) Dr. Mata Prasad Gupta, M.A., D.Litt., Allahabad University.
- (20) Mr. Virendra Kumar, M.A., Allahabad University.
- (21) Mr. Pran Nath Malhan, M.A., University of the Punjab.
- (22) Mr. Kuldip Narayan Channa, University of the Punjab.

11. During the year under review 9,608 pages of excerpts taken from the records were released to the research scholars after scrutiny.

12. The following publications based on the researches among the records of the Department were received as free presents and placed in the Library during the year 1940:—

- (1) Studies in the Early Political System of the East India Company (1765-74), Volumes I and II, by Mr. D. N. Banerji, M.A.
- (2) Studies in Early Governmental System of the Company in Bengal (1765-74), by Mr. D. N. Banerji, M.A.
- (3) Raja Rammohan Roy and the last Moghuls, a selection from official records (1803-1859), by Dr. J. K. Majumdar, M.A., Ph.D. (London), Bar.-at-Law.
- (4) The Indian Press, by Margarita Barns.
- (5) The Santal Insurrection of 1855-57 by Dr. K. K. Datta, M.A., Ph.D., P.R.S.
- (6) Alivardi and His Times by Dr. K. K. Datta, M.A., Ph.D., P.R.S.

13. During the year a sum of Rs. 255-5-0 was received as search and transcription fees and was duly credited to the Government. A sum of Rs. 35 was paid to the staff as honoraria for typing and search work of an urgent nature done outside the office hours.

14. *Indian Historical Records Commission.*—There were three deaths among the corresponding members during the year. One of the corresponding members resigned. Except in six cases the corresponding members whose terms expired were re-appointed for a fresh term and four new appointments were made, the total number of corresponding members at the end of the year being 54. A list showing the names of the members and corresponding members of the Indian Historical Records Commission corrected up to the 31st December 1940 will be found in Appendix I.

15. A proposal for the reconstitution of the Indian Historical Records Commission is now under the consideration of the Government of India. The new constitution has been drafted with a view to securing greater co-operation of the Provincial Governments, Universities and Indian States and to enlisting greater support of the public in general.

16. *Imperial Record Department Publications.*—The following publications were issued during the year:—

- (i) Proceedings of the Indian Historical Records Commission, Volume XVI.
- (ii) Index to the Land Revenue Records (1830-37).
- (iii) Calendar of Persian Correspondence, Volume VII.
- (iv) A Manual of Rules regulating access to Archives in India and Europe.
- (v) List of the Heads of Administrations in India and in India Office in England corrected up to 1st October 1938.

Copies of the publications (i), (ii) and (v) were distributed among the Departments of the Government of India, Provincial Governments, Universities, learned institutions, members of the Indian Historical Records Commission, etc. Some copies of them were also stocked with the Manager of Publications for sale. A few advance copies of (iii) and (iv) were received from the Press and placed along with other publications before the meeting of the members of the Indian Historical Records Commission at Baroda on the 22nd December.



Indexing Section.

1. Early in the year under review the classification of the pre-mutiny records was completed, and the staff thus set free was employed on the indexing of the Land Revenue Records (1830-59), the earlier records being in the custody of the Government of Bengal. A small volume of Index of the records for the period 1830-37 was printed as a specimen in order to furnish the Government of India with the necessary data for the Indexing scheme which is now under their consideration. The Land Revenue Series of Records includes documents containing valuable information both from the administrative point of view as well as from that of historical research, ready access to which has so long been denied by the absence of even manuscript indexes to them. They cover a variety of subjects including cultivation of silk, cotton and tea, coal, copper and lead mines, artificial irrigation, assessment of cotton growing lands, the defects of revenue survey then prevailing, abolition of several unjust taxes and the like. During the course of indexing it was found that there was a large number of technical revenue terms with which the average reader was not familiar and a glossary has been compiled for the convenience of such students. The publication has received the approbation of eminent historians and scholars whose opinion as to its usefulness appears as an appendix to the volume.

2. The indexing of the remaining records of the Land Revenue Series, viz., those for the period 1838-59, was also completed during the year. Many books of reference had to be consulted for explaining obsolete words and terms with which these records abound and for identifying unknown persons and places mentioned in them. The second volume of the index is almost ready for the Press.

Preservation Section.

1. The details of work done during the year under review are given below in tabular form:—

	Repairing (in pages).	Binding.			Preservation.			
		Big O.C.	Vols. bound by Govt. Press, Calcutta.	Vols. bound by Lathi Press, Delhi.	Fumigation of volumes.	Fumigation of bundles.	Application of leather preservative.	Rebinding of damaged.
Defence	..	..	18	..	..	..	550	..
Education, Health and Lands.	..	..	..	..	..	..	..	..
Finance	1,172	..	..	..	594	176	..	213
Foreign and Political (Late).	155,713	21	..	220	..	..	746	..
Home	1,326	..	..	..	..	..	56	..
Legislative	2,434	6	..	..	..	..	..	..
Industry and Labour (Late P.W.D.)	..	..	..	..	..	..	..	..
Revenue and Agriculture .	9,009	..	..	..	..	..	..	..
Commerce	..	..	..	..	..	..	..	..
Persian	..	..	4	..	..	..	..	..
TOTAL	169,656	27	22	220	534	176	1,340	213

2. *Repairing of original consultations.*—It will be seen from the above that the repairing work for the year under review was mainly confined, as previously, to the original consultations of the late Foreign and Political Department classed as A and B. Of the total number of 169,656 pages repaired, 20,060 pages were more or less damaged and brittle and had to be treated with chiffon or with Japanese tissue paper according to the condition and requirement of each, and 30,621 pages though less damaged, had to be repaired before they could be consulted.

by the research scholars and the staff or supplied to departments requisitioning them for purposes of reference. The remaining 118,975 pages involved ordinary repairs as well as flattening, guarding, gathering and stitching in shell covers.

3. *Binding of volumes.*—21 big and bulky O. C.s of the Foreign and Political Department and 6 Legislative Index volumes were bound in the office and 22 volumes (Proceedings and Indexes of Defence Department) were bound by the Government of India Press, Calcutta, after necessary repairs and guarding, etc., had been done by this Section.

4. The Government of India was approached with a proposal for rebinding 6,000 mutilated proceedings volumes in a period of five years. A sum of Rs. 5,000 was granted for the purpose in the budget of the financial year ending 31st March 1941. In all 677 volumes were rebound at a cost of about Rs. 3,000. Due to the war the full programme could not be completed for want of stationery and binding materials, most of which are imported from England.

5. *Fumigation by thymol.*—There are three cabinets for fumigating documents with thymol. About 534 volumes and 176 bundles of O. C.s some of which were badly infested with mildew, were treated in these chambers during the year.

6. *Spraying of Formaline Solution.*—Two hundred and thirteen volumes of old records damaged by insects were taken out and sprayed with formaline solution in batches of eight or ten and were then transferred to pamphlet boxes for three or four days, the pungent vapour of formaline acting as a deterrent or vermins of all sorts. Since adequate provisions could not be made of the safety of the operators engaged in spraying formaline, a poisonous material, its use has been suspended from September 1940. Nephthalene bricks are being used extensively as a precaution against insect ravages pending the introduction of vacuum fumigation.

7. *Treatment of leather bound volumes with preservative mixture.*—During the year under report 1,340 leather bound volumes were treated with a preservative mixture. The condition of volumes which were previously treated with the preservative was found satisfactory and it has been decided to apply the mixture to all leather bound volumes every three years.

8. Throughout the year this Section had to work under extremely difficult conditions owing to its supplies, which come from overseas, being cut off or unusually delayed.

9. *Care of Records and Books.*—General and special dusting, which was formerly supervised by the Records Section, was undertaken by the Preservation Section from September 1940. The records and publications were dusted and aired regularly with vacuum cleaners, which were also utilised in cleaning and dusting books and shelves in the library.

10. Of the sorters and daftaris in this Department some are employed in supplying requisitions and arranging the records in their proper order while others have to repair the records for preservation. For administrative convenience the designation of those engaged in the latter class of work has been changed into senior and junior menders.

Statement of Temperature and Relative Humidity during March 1940 to February 1941 as recorded by the two Short and Mason Hygrographs installed in the Record Rooms.

Month.	Temperature in Fahrenheit.				Relative Humidity.				Remarks.
	Ground Floor.		Second Floor.		Ground Floor.		Second Floor.		
	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	
1940—					Per cent.	Per cent.	Per cent.	Per cent.	
March	77.8	64.7	83.4	68.6	58	19	56	30	
April	93.0	71.9	96.0	73.8	31	9	36	16	Min. Humidity 9 per cent.
May	96.0	87.0	103.0	92.8	35	17	31	13	Min. Humidity 13 per cent. Max. Temperature 103° F.
June	97.0	90.0	101.0	90.8	60	31	40	20	Max. Temperature 97° F.
July	94.0	83.0	97.5	86.3	75	49	76	53	
August	88.9	83.0	91.8	84.0	83	65	80	57	Max. Humidity 83 per cent. Max. Humidity 80 per cent.
September	90.7	85.0	91.0	81.2	82	58	74	48	
October	84.7	81.0	86.2	81.3	67	55	65	42	
November	81.2	72.5	82.7	71.0	68	54	58	38	
December	72.3	61.6	71.3	50.5	67	52	61	36	Min. Temperature 50.5° F.
1941—									
January	63.8	61.2	64.6	51.2	75	54	80	41	Min. Temperature 61.2° F.
February	71.5	62.2	78.5	61.4	70	53	57	33	

From the above tables it will be seen that the relative humidity in the ground floor has risen from 9 per cent. in April to 83 per cent. in August and the temperature has dropped from 97° F. in June to 61.2° F. in January, so that the annual ranges of variation are 74 per cent. and 35.8° F. respectively. The relative humidity in the second floor has risen from 13 per cent. in May to 80 per cent. in August and the temperature has dropped from 103° F. in May to 50.5° F. in December, so that the annual ranges of variation are 67 per cent. and 52.5° F. respectively.

These large and sudden variations are certain to bring about continuous hydration and dehydration as well as expansion and contraction of fibres composing the records. For the preservation of records, temperature conditions become genial, but only to a limited extent, during March, April and November while the optimum humidity is never attained except during March and June. Further data for another year are being collected.

Persian Section.

The compilation of the Calendar of Persian Correspondence, Volume VII (1785-87), was continued and the papers for 1787 were completed. A comprehensive Index was added and with it was incorporated the glossary of Indian technical terms relating to revenue, administration, etc., which abound in the papers calendered. The entire work containing in all 1935 letters was sent to the press. The proofs were examined, the volume was printed and twelve copies of the Calendar were placed before the Indian Historical Records Commission in December 1940. A distinguishing feature of the present volume is the incorporation of copious biographical, topographical and explanatory notes. Every effort has been made for the correct identification of the personal and place names occurring in the publication. This presented two-fold difficulties. Firstly, the transliterations from one language to another are not always correct, nor even methodical, in the original Persian text or the contemporary English translation. Secondly, while the particulars of the lives and doings of the highest chiefs can be had in almost any work of reference, the lesser men, who actually worked out the details and carried into effect a given policy, have sunk into oblivion, though in their time they filled such a large space in contemporary activities. Sustained accounts of their lives are few and far between. This is specially noticeable in the cases of Indian personages. The bare outlines of their career which have been given in the present volume as footnotes had therefore to be fished out from various printed works and pieced together laboriously from a mass of unclassified manuscript records. It is hoped that these notes will be of some help to the growing number of research scholars.

General Section.

1. All the books in the library are being labelled and numbered in accordance with the decimal system of cataloguing and classification.

2. About 9,017 requisitions for the supply of 9,167 copies of gazettes of the Government of India, the Provincial Governments and other publications were received from the Departments of the Government of India and their attached and subordinate offices. (As against 800 requisitions for the supply of 1,259 copies in the preceding year.) 9,022 volumes were received back and restored to their proper places.

3. 375 new publications were added to the library by purchase, free supply or exchange with Provincial Governments. About 355 volumes of old publications of various categories were received from the Department of Education, Health and Lands. That department also sent a number of colonial gazettes for the year 1939 to be stored in this office library with a view to weeding in January 1943.

4. Facilities were, as usual, afforded to research scholars and the staff of other offices for consulting non-confidential publications in the library.

5. Five copies of the issues of "Bengal: Past and Present" for the year 1939 and the first half year of 1940 were received from the Calcutta Historical Society and supplied direct to institutions in the United Kingdom.

6. Quarterly catalogues of books, confidential publications meant for official use only and proscribed publications, were, as usual, received and stored in this Department.

7. A list showing the names of publications received in the Books Distribution Section for distribution in India and for transmission to India Office or the High Commissioner for India in England will be found in Appendix II. In compliance with the orders of the Government of India no publication was distributed to residents in enemy and other European countries.

8. One complete set of 'Innermost Asia', Volumes I to IV and certain volumes of the English Factory Records were supplied to the Department of Education, Health and Lands for transmission to the State Library at the Viceroy's House. A portion of the surplus stock of publications in the Indian Texts and Record Series, referred to in paragraph 10 of the last year's report of the General Section, was distributed during the year to those who required them on payment of transit and certain other charges. The amount realised on this account was Rs. 201-12-9. A sum of Rs. 331-10-0 was received on account of sales from the surplus stock of publications in the Fauna of British India Series at reduced prices. A sum of Rs. 498-13-9 was received from the sale of the Imperial Record Department Publications. In addition, 3 sets of Innermost Asia, Volumes I to IV, by Sir Aurel Stein were sold for Rs. 532-9-3. Complete and incomplete sets of this publication were taken back from the Manager of Publications with whom they

had been placed for sale in 1936. All these amounts together with a sum of Rs. 63-2-0 being the sale of proceeds of old and useless packing cases, broken boards and irreparable electric heaters were credited to the Government.

9. One of the big rooms on the ground floor of this building which had been occupied by the Imperial Council of Agricultural Research Department was replaced at the disposal of this department. This has to a certain extent relieved the congestion due to insufficient accommodation and the whole of the Preservation Section has now been placed in this room. It has obviated one of the administrative difficulties as it is now possible for one assistant to supervise the ordinary work of the entire section.

10. As in the last year the inferior staff of this office were trained in fire drill by the Superintendent of the New Delhi Fire Brigade. At his suggestion the push buttons on the fire alarms in the building were replaced by five amp. switches to ensure satisfactory working of them. The system of sprinklers in the top floor of this building has been overhauled as they were often found leaking.

11. *Typing of faded documents.*—The typing of faded documents of the Secret Branch of the Foreign Department was continued down to the year 1799 and 1,200 documents were transcribed into 5,478 foolscap pages. The term of the two temporary typists engaged in this work has been extended till the end of February 1942.

12. 6,079 letters and cases were received during the year and 4,155 issued.

APPENDIX I.

List showing the names of the ordinary and the corresponding members of the Indian Historical Records Commission.

(Corrected up to the 31st December 1940.)

Ordinary members.

No.	Name	Date of appointment or re-appointment
1	Secretary to the Government of India, Department of Education, Health and Lands	<i>Ex-officio</i> President.
2	Sir Jadunath Sarkar, M.A., C.I.E., Hony. D. Litt., M.R.A.S. (Lond.), P255, Lansdowne Road Extension, Calcutta	20-2-39
3	Dr. Sir Shafat Ahmad Khan, M.A., Litt., D., Head of the Department of History, University of Allahabad, 31, Stanley Road, Allahabad	20-11-38
4	Rev. Father H. Heras, S.J., M.A., Director of the Indian Historical Research Institute, St. Xavier's College, Bombay	10-2-39
5	Dewan Bahadur Dr. S. Krishnaswami Aiyangar, M.A., Hony. Ph.D., M.R.A.S., 143, Brodie's Road, Mylapore, Madras	16-12-39
6	Dr. Gulshan Lal Chopra, M.A., Ph.D., Bar-at-Law, Keeper of the Records of the Government of the Punjab, Lahore	1-12-39
7	Lt.-Col. H. Bullock, Offg. Deputy Judge Advocate-General, North-Western Circuit, Headquarters, Northern Command, Murree	6-1-39
8	Khan Bahadur A. F. M. Abdul Ali, M.A., F.R.S.L., 3, Nawab Abdur Rahman Street, Calcutta	5-4-39
9	Keeper of the Records of the Government of Bengal, Writers' Building, Calcutta	<i>Ex-officio.</i>
10	Curator, Madras Record Office, Egmore, Madras	<i>Ex-officio.</i>
11	Keeper of the Records of the Government of India, New Delhi	<i>Ex-officio.</i> Secretary.

Corresponding members.

No.	Name	Centre	Date of appointment or re-appointment
(i) <i>Outside India.</i>			
1	Sir William Foster, C.I.E., formerly Superintendent of Records, India Office, Mountfield Court, 179, West Heath Road, London, N. W. 2	London	9-2-40
2	Mr. W. T. Ottewill, O.B.E., Superintendent of Records, India Office, Whitehall, London, S. W. 1	London	9-2-40

No.	Name	Centre	Date of appointment or re-appointment
3	Mr. H. G. Rawlinson, M.A., C.I.E., C/o Messrs. Thomas Cook and Son, Ltd., Berkeley Street, Piccadilly, London, W. 1	London	10-3-38
4	Mr. R. B. Ramsbotham, M.B.E., M.A., B.Litt., F.R.Hist.S., Cromwell's House, Woodstock, Oxford	London	17-11-39
5	Mr. U. Ba Dun, Bar-at-Law, Secretary, Burma Legislative Council, Rangoon	Rangoon	17-11-39
6	Mr. G. H. Luce, M.A., I.E.S., Lecturer in Far Eastern History, University College, Rangoon	Rangoon	27-8-40
	(ii) In India.		
	(a) Provinces.		
	Madras.		
7	Dr. K. R. Subramanian, M.A., Ph. D., Head of the Department of History and Economics, Maharaja's College, Vizianagram	Vizianagram	28-6-38
8	Rao Sahib C. S. Srinivasachari, M.A., Professor and Head of the Department of History and Politics, Annamalai University, Annamalai Nagar	Annamalai Nagar	17-11-39
9	Mr. K. A. Nilakanta Sastri, M.A., Professor of Indian History and Archaeology, Madras University, Madras	Madras	6-1-40
10	Mr. M. Venkatarangaiya, M.A., Reader in History, Andhra University, Waltair	Waltair	6-1-40
	Bombay.		
11	Mr. D. V. Potdar, B.A., Secretary, Bharata Itihasa Samshodhaka Mandala, Poona	Poona	17-11-39
12	Rao Bahadur G. S. Sardesai, B.A., P.O. Kamshot, District Poona	Poona	17-11-39
13	Dr. B. A. Saletore, M.A., Ph.D. (London), D. Phil. (Glessen), Prof. of History, S. L. D. Arts College, Ahmedabad	Ahmedabad	17-5-39
	Bengal.		
14	Dr. D. R. Bhandarkar, M.A., Ph.D., 6-A, Old Ballygunge Road, Calcutta	Calcutta	17-11-39
15	Dr. J. C. Sinha, M.A., Ph.D., Head of the Department of Economics, Presidency College, Calcutta	Calcutta	17-11-39
16	Hakim Habibur Rahman, Hakim Habibur Rahman Road, Dacca	Dacca	17-11-39

No.	Name	Centre	Date of appointment or re-appointment
17	Dr. R. C. Majumdar, M.A., Ph.D., P.R.S., Vice-Chancellor, Dacca University, Dacca	Dacca	26-11-39
18	Mr. K. Zachariah, M.A. (Oxon.), I.E.S., Principal, Islamia College, Wellesley Street, Calcutta	Calcutta	17-6-40
19	Mr. D. N. Banerjee, M.A., Head of the Department of Political Science, Dacca University, Dacca	Dacca	17-6-38
20	Mr. Lalita Prasad Dutta, M.R.A.S., F.R.S.A. (Lond.), P. O. Birnagar, Distt. Nadia, Bengal	Nadia	28-6-39
21	Dr. N. K. Sinha, M.A., Ph.D., Lecturer in History, Calcutta University, Calcutta	Calcutta	14-6-40
	United Provinces.		
22	Khan Bahadur Maulvi Zafar Hassan, B.A., Superintendent, Archaeological Survey of India, Northern Circle, Agra	Agra	17-11-39
23	Dr. Radhakumud Mookerji, M.A., Ph.D., P.R.S., Professor and Head of the Department of Indian History, Lucknow University, Lucknow	Lucknow	17-11-39
24	Mr. J. C. Taluqdar, M.A., Professor of History, St. John's College, Agra	Agra	3-12-39
25	Dr. Nandalal Chatterji, M.A., Ph.D., D. Litt., Lecturer, Department of Indian History, Lucknow University, Lucknow	Lucknow	13-7-38
26	Dr. Bool Chand, M.A., Ph.D., Professor of Political Science, Benares Hindu University	Benares	8-5-40
	Punjab.		
27	Lala Sita Ram Kohli, M.A., F.R.Hist.S., Principal, Government Intermediate College, Hoshiarpur	Hoshiarpur	17-11-39
28	Lala Ram Chand Manchanda, B.A., LL.B., Advocate, High Court, Lahore	Lahore	6-4-40
29	Sardar Ganda Singh, M.A., Lecturer in Sikh History, Khalsa College, Amritsar	Amritsar	26-6-39
30	Mr. J. F. Bruce, M.A., Professor of History, Punjab University	Lahore	2-7-40
	Bihar.		
31	Dr. Subimal Chandra Sarkar, M.A., Ph.D., M.R.A.S., Principal, Patna College, Patna	Patna	17-11-39
32	Mr. K. P. Mitra, M.A., B.L., Principal, D. J. College, Monghyr	Monghyr	9-7-40
33	Dr. Mohammad Nazim, M.A., Ph.D., Superintendent, Archaeological Survey of India, Central Circle, Patna	Patna	26-7-40

No.	Name	Centre	Date of appointment or re-appointment
34	Dr. K. K. Basu, M.A., Ph.D., Professor of History, T. N. J. College, Bhagalpur	Bhagalpur	17-6-38
35	Dr. Kalikinkar Datta, M.A., P.R.S., Ph.D., Lecturer, Patna College, Patna	Patna	18-3-39
36	Mr. S. A. Shere, M.A., Curator, Patna Museum, Patna	Patna	31-3-39
<i>Assam.</i>			
37	Rai Bahadur Dr. S. K. Bhuyan, M.A., Ph.D. (Lond.), B.L., Professor, Cotton College, Gauhati, and Hony. Provincial Director, Department of Historical and Antiquarian Studies, Assam	Gauhati	17-11-36
38	Mr. S. C. Goswami, Inspector of Schools, Assam	Assam	1-4-39
<i>North-West Frontier Province.</i>			
39	Mr. S. M. Jaffar, B.A., M.B.A.S. (Lond.), Khudadad Street, Peshwar City	Peshwar	8-5-40
<i>Delhi.</i>			
40	Dr. T. G. P. Spear, M.A., Ph.D. (Cantab.), Information Officer, Defence Department, New Delhi	Delhi	26-11-39
<i>(b) Indian States.</i>			
41	Mr. R. M. Crofton, I.C.S., Director-General, Revenue Department, H. E. H. the Nizam's Government, Hyderabad (Deccan)	Hyderabad	17-11-39
42	Syed Khureshed Ali, Dipotor, Daftar-e-Divani, Mal and Mulki, H. E. H. the Nizam's Government, Hyderabad (Deccan)	Hyderabad	17-11-39
43	Rao Sahib C. Hayavadana Rao, B.A., B.L., Editor, the Mysore Economic Journal, Siddicuttu, Bangalore	Bangalore	17-11-39
44	Mr. R. K. Ranadive, M.A., Manager, Huzur Political Office, Baroda	Baroda	22-8-39
45	Rani Lalshimbi Rajwade, Gwalior	Gwalior	25-2-40
46	Dr. Prakash Chandra, M.A., LL.B., Ph.D. (Lond.), Professor of Civics and Political Science, Victoria College, Gwalior	Gwalior	30-6-38
47	Mr. C. V. Chandrasekharan, M.A. (Oxon.), F.R. Hist.S., Pro-Vice-Chancellor, University of Travancore, Trivandrum, and Director of Public Instruction, Travancore	Travancore and Cochin	10-2-40
48	Mr. R. V. Poduval, B.A., Director of Archaeology, Travancore State, Trivandrum	Trivandrum	15-7-38

No.	Name	Centre	Date of appointment or re-appointment
49	Rao Bahadur Sardar M. V. Kibe, M.A., Saraswati Niketan, Indore State, Indore	Indore	25-2-40
50	Srimati Kamalabai Kibe, Indore	Indore	25-2-40
51	Pandit Biseshwar Nath Ren, Superintendent, Archaeological Department, Jodhpur	Jodhpur	26-3-38
52	Mr. Paramananda Acharya, B.Sc., State Archaeologist, Mayurbhanj State, Baripada, Orissa	Mayurbhanj	30-11-40
<i>(c) Foreign Possessions in India.</i>			
53	Mons. Alfred Lchurax, Chandernagore, French India	Chandernagore	2-12-39
54	Cavaliere Pandurango Pisurlencar, Member, Lisbon Academy of Sciences, and Curator, Historical Records of Portuguese India, Nova Goa	Nova Goa	17-11-39

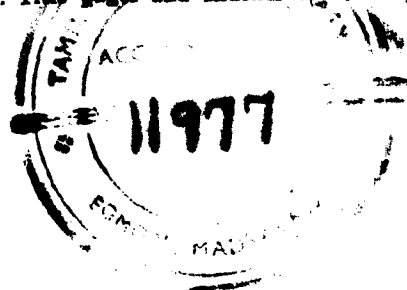
APPENDIX II.

*List of publications received in the Book-Distribution Section—**(a) for distribution in India—*

1. Specimens of Arabic and Persian Palaeography by A. J. Arberry, Litt.D.
2. Catalogue of the Arabic Manuscripts in the Library of the India Office, Vol. II, Part 4 (Kalam), by R. Levy.
3. Index to the Land Revenue Records, 1830-37.
4. India Office and Burma Office List, 1940.
5. Hakluyt Society Publications—
The Voyage and Colonising Enterprises of Sir Humphrey Gilberts, Vols. I & II (Second Series—Vols. LXXXIII & LXXXIV respectively).
6. List of the Heads of Administrations in India and of the India Office in England, corrected up to 1st October 1938.
7. Fauna of British India Series—
(i) Diptera, Vol. VI (Calliphoridae) by R. S. White, D. Aubertin & J. Smart.
(ii) Correction slip to Diptera, Vol. VI, Calliphoridae.
8. Pali Text Society Publications—
(i) Manorathapurani, Vol. IV.
(ii) Paramattha-Dipani Theragatha Atthakatha, Vol. I.
9. Army and Air Force (Annual) List, 1940.
10. Indian Historical Records Commission Proceedings, Vol. XVI, 1939.

(b) for transmission to the India Office—

1. Royal Asiatic Society of Bengal, Journal, Science, Vol. IV, 1938, No. 2.
2. Royal Asiatic Society of Bengal, Journal, Letters, Vol. IV, 1938, No. 4.
3. Royal Asiatic Society of Bengal, Year Book, Vol. V, 1939.
4. Bibliotheca Indica, Nos. 1492, 1500, 1522, 1524, and 1528 to 1536 inclusive.
5. Royal Asiatic Society of Bengal, Journal, Letters, Vol. V, 1939, Nos. 1-3.
6. Royal Asiatic Society of Bengal, Journal, Science, Vol. V, 1939, Nos. 1-2.
7. Royal Asiatic Society of Bengal, Year Book, Vol. V, 1940.
8. Title pages and Indexes to Vol. IV, 1938.
9. Title pages and Indexes to Vol. V, 1939.



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