

Annual Report of the
National Archives of

India

1985



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**ANNUAL REPORT
OF THE
NATIONAL ARCHIVES
OF INDIA**

827/87

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Published by
**THE DIRECTOR OF ARCHIVES
GOVERNMENT OF INDIA
NEW DELHI**

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**NATIONAL ARCHIVES OF INDIA
ANNUAL REPORT, 1985**

HIGHLIGHTS

The major events of the year include the visit of the Prime Minister, Shri Rajiv Gandhi, holding of an international seminar on '*Conservation of Traditional Records*' and fabrication of a prototype of leaf casting machine in collaboration with the Forest Research Institute, Dehradun.

The Prime Minister, Shri Rajiv Gandhi visited the National Archives on 3 December, 1985 in connection with an exhibition of original documents and photographs on '*Dr. Rajendra Prasad—A multi faced personality*' and release of a book entitled *Desh Bhakti Ke Geet*. This exhibition was put up by the Department on the occasion of the birth centenary year of the departed leader. During his visit, the Prime Minister evinced keen interest in the preservation methods used in the Department for the safe and healthy upkeep of records. Of special interest to him in this context was the hand-lamination process, a method of speedy repair of records that was innovated in the National Archives of India and adopted by a number of foreign countries as an easy and effective means of restoration of documents.

An international seminar on '*Conservation of Traditional Records*' was held from 16 to 21 December, 1985 at Vigyan Bhawan, New Delhi, under the joint auspices of South and West Asian Regional Branch of the International Council on Archives (SWARBICA) and the National Archives of India. The Seminar was inaugurated by Shri Y. S. Das, Secretary, Department of Culture, Ministry of Human



Resource Development, Government of India. Besides, delegates from Iran, Nepal, Pakistan and Sri Lanka, representatives from different State Archives in India participated in it.

The technique of re-inforcing brittle documents by casting a fine tissue over the document needed a small appliance akin to the one deployed in paper industry. The method adopted by most European Archives has shown encouraging results. Working in collaboration with the Paper and Cellulose Branch of the Forest Research Institute, Dehradun, the National Archives of India succeeded in getting a suitable prototype of leaf casting machine fabricated. The initial restoration samples turned out on the machine showed satisfactory performance. Further experiments for improvements in its design and automation are in progress.

STAFF

Shri Kanwar Rajinder Singh and Dr. Doonger Singh were appointed as Microphotographer and Archivist on 1 and 8 July, 1985 respectively.

PLAN SCHEMES

All the Plan schemes of the National Archives of India sanctioned during the V & VI Five Year Plan period were transferred to the Non-plan side. Besides, the scheme relating to the grant of financial assistance for preservation of manuscripts etc., which had been so far implemented by the Department of Culture was transferred to this Department with an outlay of Rs. 250 lakhs for the VII plan period, 1985-90.

The Government has also allocated a sum of Rs. 400 lakhs for the VII plan period for the expansion of on-going schemes and for implementation of the new ones. Further Rs. 1080 lakhs have been

provided for the capital works, which includes provision for Annexe, air-conditioning equipments for Stack area etc.

RECORDS

Accessions

Public Records

Pending completion of the construction of Annexe to the National Archives of India, accession of Public records was restricted to accept only such records that go to fill up the gap in the Department's holdings. The records thus received include 2,696 files of the predecessor bodies of the Ministry of External Affairs (1885-1954), 1,229 files of the Ministry of Education (1949-59) and 75 files of the Ministry of Finance (1945-57).

Private papers

The following additions were made to the private papers collections :

- (a) Smt. Pratima Sen Gupta (formerly Lt. Pratima Pal of Rani Jhansi Regiment of the Indian National Army) donated a few more items relating to Netaji Subhas Chandra Bose which comprised : (i) 10 xerox copies of letters of Netaji ; (ii) 8 books ; (iii) 2 recorded cassettes—'Chalo Delhi' and 'The voice of Netaji' ; (iv) 2 badges and 2 epaulettes.
- (b) Thirty one xerox copies of private correspondence (1978-85) relating to Mizo-Peace talks were received from Shri Hao-kholal Thangjam, ex-Minister of Manipur.
- (c) Shri Mahesh Dutt Misra donated 22 letters of Mahatma Gandhi covering the period

1945-47 and relating to the Indian National Congress, Harijan seva, Bangla language etc.

- (d) Shri Danial Latifi donated 203 items of his private papers to this Department. These cover the period 1937-85 and consist of his correspondence exchanged, among others, with Pandit Jawaharlal Nehru, Shri Morarji Desai, Smt. Indira Gandhi, Shri Rajiv Gandhi on a wide range of subjects including Indo-Chinese relations, Legal Procedures, Emergency, Constitutional changes etc.

Microfilms

The microfilm collection of records and private papers of Indian interest from abroad was enriched further with the acquisition of 524 rolls through purchases, cultural and other exchange programmes entered into with various Countries and Institutions. The major accessions were : (i) 107 rolls of Reading collection (1918-35) consisting Departmental files of Army, Education, Finance, Foreign, Home, Railway, Commerce, Industries & Labour, documents relating to Joint Committee for Indian Constitutional Reforms, Simon Commission, Round Table Conferences, letters to and from the Secretary of State for India etc., (ii) 67 rolls of Chelmsford collection (1916-21) comprising the Viceroy's correspondence with the Secretary of State for India and other personalities in England and abroad, Proceedings of the Military Requirements Committee, Report of the Naval Mission to India etc., (iii) 63 rolls of Brabourne Collection (1933-39) consisting of letters to the Secretary of State, India Office personnel, letters from the viceroy, copies of speeches etc., (iv)

32 rolls of Charles Bell collection (1856-1939) containing letters from the King of Bhutan, Dalai Lama, Military reports and notes on Tibet, Bhutan and Sikkim ; (v) 57 rolls of Butler collection (1881-1938) comprising correspondence exchanged with Lord MacDonnel, Hardinge, Willingdon, Reading, Chelmsford, Irwin and others ; (vi) 90 rolls relating to Transfer of Power (1942-48) including copies of Parliamentary debates, statements of Indian leaders, correspondence of Viceroy and Sir Stafford Cripps, Cabinet Mission Papers etc., and (vii) 79 rolls of papers of the Private Secretary to the Viceroy (1944-48) dealing with a wide range of subjects, including Muslim League, Punjab situation, Indian States, and the Cabinet Mission.

Checking and Arrangement

61,104 files, 7,404 bundles/boxes, 978 volumes, 8,954 letters, 6,422 promisory notes and 4,208 maps were checked and arranged in their proper sequence. Besides, 18,165 items belonging to private paper collections of Dadabhai Naoroji, Danial Latifi, Field Marshal K. M. Cariappa, Mahesh Dutt Misra and Raja Mahendra Pratap were also checked and arranged.

Reference Media

With a view to facilitate search amongst its holdings, the Department continued the work regarding preparation of finding aids to records for the benefit of the scholars. Accordingly, 15,571 files belonging to Punjab State Agency (1902-46), Western India State Agency (1879-1954), Sikkim Political Agency (1903-37) and Mysore Residency (1882-1948) were descriptively listed.

The Private Archives section completed check listing of 2,479 items of Dadabhai Naoroji Papers.

12,885 items of Field Marshal K. M. Cariappa papers, 656 items of Raja Mahendra Pratap papers, 203 items of Danial Latifi papers, 325 items of Indra Vidya Vachaspati papers and 22 items of Mahesh Dutt Misra papers. As for the Oriental records, 76 documents in Persian were descriptively listed, 2,505 documents of Inayat Jang Collection (1719-48) and 520 Persian/Urdu files were descriptively docketed, and 125 letters in Urdu/Hindi were subject-listed.

While Guide to Records in the National Archives of India (Pt. VIII) covering records of the Commerce and Industries Department, Indian Munitions Board, Board of Industries and Munitions, Commerce Department, Industries Department, and Industries and Labour Department (1905-48) was brought out, work on compilation of part IX of the Guide pertaining to the Military Department was taken up.

Research Services

With a view to provide better facilities to the Scholars, the Research Room was renovated and refurnished. As usual the Research Room was kept open for the benefit of the scholars from 9.00 A.M. to 8.00 P.M. and on holdings from 9.00 A.M. to 5.00 P.M. and the number of visits made by the scholars to the Research Room and Reading Room of the Library of the Department was 7715. As many as 359 scholars including 26 from overseas were newly enrolled. The averseas scholars came from Afghanistan, Canada, China, Czechoslovakia, F.R.G., G.D.R., Japan, Nepal, Newzealand, the U.S.A. and the U.K.

During the period 39,391 files from the Public records, 1,502 microfilms and 7,349 items from the

Private collections and 25,841 books, periodicals, printed reports etc., were supplied to the scholars.

Search Cases

On behalf of the individuals and institutions from India and abroad, the Department undertook search for specific information from the Public records/Private papers and published material in its custody against the prescribed search fee. Details of such requests numbering 68 are given in Appendix-I & I-A.

Guide to the Sources of Asian History

On the recommendations of the Advisory Committee for the project 'Guide to the Sources of Asian History' which met at the National Archives of India, New Delhi on 7 January, 1985, it was decided to bring out six volumes of Guides to the records available with the National Archives of India and other State repositories and union territories. While Vols. I and II of the Guides would cover the record holdings of the National Archives of India, the other volumes would be for the records of States/Union Territory Archives and custodial institutions in possession of archival material. Write-ups on the records of the Ministries of Education, Home, External Affairs, Finance, Commerce and Industry, and Food and Agriculture including the bulk and list of significant documents to be incorporated in Vol. I of the Guide neared completion.

PUBLICATIONS

The Indian Archives

Volume XXXIII, No. 1 (January-June 1984) and No. 2 (July-December 1984) of the said bi-annual journal were published and distributed during the year under report.

National Register of Private Records

Compilation and editing work of the Vol. XIV of the National Register was completed, and the work on Vol. XV was taken up.

Bulletin of Research Theses and Dissertations

The work on Volume XIII is nearly complete. Covering the period 1983-84, it contains information pertaining to historical research of the post-1600 period as received from various universities, state archives, research institutions alongwith the information on researches conducted by Scholars in the Research Room of the National Archives of India

Catalogue of the books of Fort William College Collection in the National Archives of India Library

The Catalogue comprising 742 books in Arabic, English, French, German, Latin, Persian, Urdu etc., which once formed part of a much richer collection with the College of Fort William in Calcutta was brought out. These old and rare books are original works, compilations, extracts and translations, elucidating the manner and customs, laws and religions, languages and literature and social practices as prevalent both in the East and the West.

Catalogue of Patriotic Writings banned by the Raj

A Catalogue of speeches, articles, essays etc., written in almost all Indian languages and prescribed by the British Government during the freedom struggle, and now housed in the National Archives of India Library was brought out.

Desh Bhakti Ke Geet

This publication comprising selected patriotic poems in Hindi which were banned by the British Government and presently in the custody of the Department was brought out and distributed.

Indian Penal Code, 1860

This publication containing a descriptive list of records on the codification of the Indian Penal Code, 1860 which was a landmark in India's legal history was brought out.

PUBLICATIONS IN PROGRESS

Descriptive List of Persian Correspondence, Vol. III

Editing of the volume comprising correspondence between the Governor-General and the native rulers and other dignatories for the year 1803 made progress.

Catalogue of Mughal Seals, Vol. III

The work of final scrutiny and editing of 1,100 seals found on Mutiny papers made progress.

Catalogue of Acquired Manuscripts

The work of preparing catalogue of manuscripts acquired from private persons made progress.

Catalogue of Manuscripts of Fort William College Collection

Scrutiny and editing of the volume comprising 208 manuscripts in Arabic, Persian, Urdu, Sanskrit, etc., presently housed in the Library of the National Archives of India made progress.

Calendar of Acquired documents Vol. II

The work on this publication comprising 360 documents covering the period 1352-1754 was nearing completion.

Catalogue of Printed and Published Maps

The work on this publication comprising information on published topographical maps of various regions in India was nearing completion.

Azadi ke Tarane

A collection of 100 Urdu patriotic poems prescribed during the British Raj and lying in the Library of the National Archives of India was selected for printing and publication.

Annual Report of the National Archives of India

The report for 1984 was compiled and sent for printing.

Fort William—India House Correspondence, Vol. XIV

Printnig of the Volume was continued during the period under report.

The first volume in the series having since been brought out during the year ; the Department keeping up its endeavours for selection of material for the project from different series of public records, private papers and microfilm collections in the custody of the Department, as also from the records in the custody of various State Archives continued to collect material for the other volumes. In all 19,642 pages of material relevant to the project covering the period 1937-45 were selected from (a) records of the Hyderabad Residency and the State Agencies of Rajputana, Eastern and Western India, (b) private papers of C. Rajagopalachari, P. K. Malaviya, N. K. Bose, Dr. Sampurnanand, K. O. Falties and Linlithgow, (c) State Archives of West Bengal and Andhra Pradesh, and (d) History of Freedom Movement papers at the National Archives of India. Besides, 8,687 pages of extracts selected from the records/microfilms were sent to the Indian Council of Historical Research alongwith the list of their contents.

**RECORDS
MANAGE-
MENT**

The Records Management division of the Department continued to guide and assist the Central Ministries/Departments/Offices in various aspects of the management of their records. The main activities relate to the implementation of Archival Policy Resolution, appraisal of records, scrutiny of Retention schedules for records, inspection of Record Rooms, conducting Records Management Study etc.

Implementation of Archival Policy Resolution

On the basis of the data collected from various Central Government Offices, the 11th Report of the Director of Archives on the implementation of Archival Policy Resolution for the period 1983-84 was printed and distributed to all the Central Government Offices. Besides, the 12th Report (1984-85) was also compiled and sent to the Department of Culture for approval.

Appraisal of Records

Non-current records of as many as 18 Ministries/Departments of the Government of India were appraised during the period under review. The appraised records spanning the period 1873-1959 belonged to the following agencies : Ministries of Information and Broadcasting, Labour, Parliamentary Affairs & Petroleum ; and Departments of Finance, Military, Mines & Rehabilitation. (For details please see Appendix-II). Out of 95,431 files thus appraised, only 34,492 files were recommended for permanent retention and 60,939 files were marked for destruction, thereby resulting a saving of 300.40 linear metres of shelf-space and Rs. 60,939 per annum towards their shelving cost.

Scrutiny of Retention Schedules for Records

Spot study reports alongwith vetted Retention Schedules for records of the following agencies were

finalised and forwarded to all concerned for further necessary action : Ministries of Communication & Defence, Departments of Environment, Family Welfare & Health ; Directorate of Adult Education ; Directorate Generals of Supplies and Disposals, Technical Development, Archaeological Survey of India ; Offices of the National Institute of Communicable Diseases, Central Monitoring organisations, Farakka Barrage Control Board (New Delhi) ; Central Institute of Fisheries (Bangalore), Directorate General of Commercial Intelligence & Statistics, Assistant Drugs Controller of India, Central Reference Library, Ordnance Factory Board (Calcutta) ; Directorate of Marketing & Inspection, Central Agmark Laboratory, Indian Bureau of Mines, Market Planning & Design Centre (Nagpur) ; and Offices of the Controller of Defence Accounts (Navy), and Family Welfare Training and Research Centre (Bombay).

Records Management Study

Studies of records management problems of the following agencies were conducted during the period : Directorate of Inspection and Audit, Customs and Central Excise (New Delhi), Atomic Mineral Division, Crocodile Research Centre, India Government Mint (Hyderabad), Central Cattle Breeding Farm, Central Fodder Seed Production Farm, Central Training Institute for Poultry Production and Management, Central Institute of Coastal Engineering for Fishery (Bangalore) and National Test House (Madras).

Inspection of Record Rooms

In pursuance of instruction contained in the Office Memorandum issued to all Central Government Ministries/Departments by the Department of Personnel and Administrative Reforms regarding

annual inspection of Departmental Record Rooms, inspection of the Record Rooms of the following Ministries/Departments was carried out and on the spot advice, wherever found necessary was rendered : Ministries of External Affairs, Health & Family Welfare, Petroleum, Rural Development, Shipping and Transport, Works & Housing/Urban Development, Departments of Industrial Development, Personnel & Training, Revenue, Directorate of Estates, Central Water Commission, Indian Council of Agricultural Research and office of the Director General, All India Radio (New Delhi).

Advisory Work

The Department continued to provide advisory services to the State Archives and other Institutions on matters requiring special attention. The Director and other senior officers of the National Archives attended the meetings of the State Archival Councils of the Governments of Goa, Daman & Diu, Gujarat and Manipur which are the apex advisory bodies in archival matters in their States. The Director of Archives also visited the Maharashtra State Archives to render advice on some of their Records Management problems.

Archival Legislation

The Bill on Public Records is still under the consideration of the Government of India. As regards the proposed Bill on Records of National Importance, the comments of the Education Secretaries of the States/Union Territory Governments were sought before proceeding further with the Bill.

During the year, the Department procured a Japanese Grant worth 20 million yen for the import of following Reprographic equipments and accessories : (i) Three Microfilm Cameras (Fuji M-2

**REPRO-
GRAPHIC
SERVICES**

and S-2, Canon-Canofile-200), (ii) One Microfilm Reader-Printer (Canon-NP-580), (iii) One Film Duplicator (Canon), (iv) Three Microfilm Readers (Fuji-1, Canon-2), One ultrasonic film splicer, and other accessories. Besides, one Automatic Film Processor (Kodak) and one Automatic Plain Paper Copier (Nelco) were also purchased. With the installation of these equipments, the Department hopes to meet adequately the ever increasing demands for microfilm/xerox copies of records from the Research Scholars and Institutions in India and abroad.

As part of its regular programme for micro-filming of records for conservation and security purposes, microfilming of the documents of the following Departments was completed: Foreign-Political (1836-40), Home-Public (1792-1802), General Commercial (1820-31), Public-Commercial (1803-17), Foreign-Secret (1858), Finance-Indexes (1811-59) and Home-Revenue Indexes (1834-67). The Department also continued microfilming of Home-Political files (1922-24) for the India Office Library and Records, London under the exchange programme and in this connection prepared 12,986 exposures. Besides, a new agreement was signed with the National Archives of Malaysia for exchange of records of mutual interest. The following figures indicate the output of reprographic work done during the year under report: 2,20,500 exposures of microfilm, 2,347 metres of positive prints, 1,042 enlargement prints and 69,973 xerox copies.

As many as 34 outside agencies/individual availed of technical information and guidance on various reprographic aspects (for details please see Appendix-III).

CONSERVATION

The Conservation Wing of the Department continued the work of repair and restoration of old and fragile documents, maps, records and manuscripts on palm leaves etc., by manual as well as mechanical processes. While the manual process was used for hand lamination, full pasting, tissue & chiffon repairs, mechanical process was limited to machine lamination only. The following figures would indicate the output of conservation works done during the year: Number of sheets of documents repaired—1,66,077, maps—79, guarding—57016 sheets, stitching—599 vols., 393 books, 5,482 misc. items, binding—698 vols., 416 books, 7,708 misc. items, air cleaning & fumigation—5,112 bundles, 288 carton boxes, 386 books & 25 vols., 18,934 vols., were treated with leather preservative mixture. Besides, 131 same size replicas of lac seals (1826-28) and 34 enlarged replicas of seals (1791 & 1794) were also prepared.

The year was an eventful one for the Conservation Division, as the implementation of the Government of India scheme regarding 'Financial assistance to the Institutions/agencies engaged in the preservation of manuscripts etc.' was transferred from the Department of Culture to the National Archives of India. The Department also continued to give technical advice/information on repair and rehabilitation of records and under this programme, necessary relevant information was provided to 38 institutions and 4 individuals (for details, please see Appendix IV).

Research Laboratory

Scientific investigations into the efficacy of preservative material to be used for repair and rehabilitation of records and films for reprographic purposes were carried out. In this connection efforts were

made to get high grade tissue paper manufactured indigenously through the Khadi and Village Industries Commission. Although the tissue paper developed by it (TR 200 CSF) showed promising results, yet its substance was found to be somewhat higher. The 'Commission' was therefore requested to reduce its substance. Samples of these tissue papers were still awaited.

Loss of flexibility, weakening of edges, biological growth, dust or dirt stains and fading of ink are some of the common defects noticed in palm leaf manuscripts on their ageing. The problem of restoration of flexibility of Palm leaf was investigated in the Conservation Laboratory and as a result of the investigations made it was observed that the treatment of palm leaf with polyethylene glycol, lemon-grass oil and water in the proportion of 1 : 4 : 20 and encapsulation of the same in polypropylene film enabled it to retain its flexibility.

Further, a research study conducted on the use of polyester based microfilm in Archival Institutions showed that even under varied conditions of temperature and relative humidity, these microfilms were much stronger and more flexible than the triacetate based films.

With a view to develop efficient professional and sub-professional hands for staffing Archive repositories and other similar institutions, the School of Archival Studies of the National Archives of India continued to conduct one year Diploma course and short-term courses of 8 weeks duration in various aspects of archival science. In this context, there was a noticeable increase in the number of trainees from abroad during the year under report. As many as 7 foreign trainees participated in the one year

Diploma course and other short-term courses. As part of the programme for improving its teaching faculty a Senior Fellow and a Junior Fellow joined the school. Besides, teaching, the Fellows would undertake consultancy services and research work, and prepare standard reading materials on different archival disciplines.

The different courses run by the School during the year were :

Diploma Course in Archival Studies (1984-85)

The course starting on 1 September, 1984 was completed on 31 August, 1985. Fourteen trainees including 4 from Malaysia, 1 each from Sri Lanka, Kenya and Uganda successfully completed the course (please see Appendix-V). As part of the training programme, 22 extension lectures were delivered by eminent persons in the field of archives administration, conservation, reprography, information, dissemination etc. (please see Appendix V-A). The trainees also undertook study tours of the State Archives of Rajasthan and Uttar Pradesh.

Diploma Course in Archival Studies (1985-86)

The 1985-86 session of the Diploma course commenced on 2 September, 1985 with 11 trainees on the roll. These, included 2 nominees of the State Archives of U.P. and Haryana, 4 private candidates and 5 trainees sponsored by the National Archives of Malaysia, and Governments of Somalia and Kenya.

Short Term Certificate Courses

The following certificate courses were conducted during the year under report : XXI and XXII courses in Records Management (17 April to 11 June '85 and 2 December '85 to 24 January '86) with 8 and

9 trainees respectively on the roll ; V course in Archives Administration (4 February to 31 March '85) with 2 trainees on the roll ; XI and XII courses in Reprography (2 April to 25 May '85 and 6 September to 30 October '85) with 4 & 5 Trainees respectively on the roll ; and XII and XIII courses in Care and Conservation of Books, Manuscripts and Archives (2 July to 24 August '85 and 1 November to 20 December '85) with 5 and 6 trainees respectively on the roll. Besides, XXI and XXII courses of Servicing and Repair of Records (7 May to 29 June '85 and 3 September to 25 October '85) with 11 and 5 trainees respectively on the roll were conducted for the sub-professionals (please see Appendix V-B to V-J).

PUBLIC RELATIONS

As part of the Department's effort to create archival consciousness in the country, 'Archives Week' was observed as well as lectures, exhibitions, open house programmes were organised during the year. Publicity displays on 'Enemies of Records' and 'Unity in Diversity' were put up at the entrance of the Ministry of Human Resource Development, Shastri Bhawan as well as in the National Archives of India building in New Delhi.

Archives Week

The 'Archives Week' was celebrated from 3 to 9, December 1985. An exhibition entitled 'Dr. Rajendra Prasad—A multifaceted personality' based on original documents, photographs, cartoons, extracts from published sources and newspaper clippings was mounted during the week. A publication entitled '*Desh Bhakti Ke Geet*', comprising 141 patriotic songs proscribed during the British rule was released by the Prime Minister Shri Rajiv Gandhi, who inaugurated the said exhibition on 3 December, '85.

A large number of people, representing cross section of the society including foreigners, and school and college students visited the exhibition.

Open House

With a view to familiarise the people with the working of the Archives, guided tours to a section of the muniment room, preservation and reprography units were arranged.

An interview given by the officers of the Department spelling out its significant functions and activities was broadcast over the All India Radio, New Delhi during the week.

Lecture

Prof. Ed. Moulton, Professor of History, University of Manitoba, Canada delivered a lecture on 'A. O. Hume and the Indian National Congress—A reassessment', on 18 March 1985.

Visitors

As many as 237 persons visited the Department : To name a few distinguished amongst them were : Shri K. P. Singh Deo, the then Minister of State for Culture, His Excellency Dr. N. C. G. Motura, High Commissioner of Zimbabwe in Delhi, Dr. Ernest G. Tabujara, Dr. Ruben Villereal, Prof. Rye (University of Philippines) and Mrs. Zakiah Hanum Nor, Director General, National Archives of Malaysia.

CULTURAL EXCHANGE PROGRAMME

Items pertaining to exchange of microfilms of records of Indian interest and mutual exchange of Archivists were included in the finalised Cultural Exchange Programmes/Cultural cooperation with G.D.R., South Korea, Mexico, Morocco, Portugal Turkey, and the U.S.S.R.

Under the programme an Archivist was deputed to G.D.R. for a period of six weeks with effect from 7-9-85 with a view to select documents of Indian interest as also to acquaint himself with the archives and records management systems of that Country.

COMMITTEES AND CONFERENCES

Indian Historical Records Commission

The 49th Session of the Indian Historical Records Commission was held on 29-30, June 1985 at the Suraj Kund Tourist Complex in Faridabad under the auspices of the Government of Haryana. Shri K. P. Singh Deo, the then Union Minister of State for Culture and the President of the Commission delivered the Presidential address. In the absence of Shri Bhajan Lal, the then Chief Minister of the Government of Haryana, the Session was inaugurated on his behalf by Shri Jagdish Nehra, Education Minister of the State. Dr. R. K. Perti, Director of Archives, and the ex-officio Member-Secretary of the Commission, presented the Secretary's report.

An exhibition on 'Land Revenue Records' based on the records available in the National Archives of India/State Archives and other constituents of the Commission was mounted on this occasion. It was opened by the Education Minister of Haryana.

The pre-lunch session of the Business meeting was chaired by the Union Minister of State for Culture and on his request the post-lunch session was presided over by Dr. S. N. Prasad. As many as 25 resolutions on various subjects pertaining to archives and historical research were considered, 7 of which were passed.

The Academic session of the Commission held on 30 June 1985 was split over in two sessions comprising discussion on : (i) Papers based on original sources of the post-1600 period of Indian History and (ii) Symposium on 'Land Revenue Records'. These sessions were chaired by Shri B. R. Nanda and Dr. Raghubir Singh respectively.

National Committee of Archivists

On the invitation of the State Archives of the Government of Goa, Daman & Diu, the 34th Meeting of the National Committee of Archivist was held on 11-12 April 1985 at Panaji, under the Chairmanship of Dr. R. K. Perti, Director of Archives, National Archives of India, New Delhi. The meeting, *inter alia*, reviewed the progress made in the implementation of earlier resolutions passed by the National Committee of Archivists, and also considered new resolutions put forward by the members. A paper entitled, 'Micrographic Services in an Archives—Some Guidelines for their establishment', by Shri N. R. R. Chari, Deputy Director of Archives, National Archives of India, was also presented on the occasion.

Meeting of the State Representatives of the National Register of Private Records

The 11th Meeting of the State representatives of the National Register of Private Records was held on 12 April 1985 at Panaji, Goa under the Chairmanship of the Director of the Goa Archives. The proceedings of the meeting duly approved by the Chairman were forwarded to the State/Union Territory Archives and Regional Records Survey Committees for implementation.

Meetings (National)

Dr. R. K. Perti, Director of Archives attended the meeting of the Governing Council of Vrindaban Research Institute at Vrindaban; Staffing Pattern Committee of Rampur Raza Library at Rampur; and the State Names Authority of Delhi Administration. Shri S. N. Sharma, Deputy Director of Archives, attended the meetings of the Academic Committee of the Khuda Baksh Oriental Public Library held at Jamia Millia Islamia, New Delhi and of the Advisory Committee of the Documents Purchase Committee of U.P. State Archives held at Lucknow.

Besides, Officers of the National Archives of India also attended the Regional Records Survey Committee meetings of the State Governments of Bihar and Gujarat held at Patna and Gandhinagar respectively.

Meetings (International)

Dr. R. K. Perti, Director of Archives, in his capacity as the Chairman of the SWARBICA attended a seminar on 'Archives Awareness' held at Kathmandu, Nepal (30 September—4 October '85). He also participated in the following meetings: meetings of the Commission on Archival Developments and the Executive Committee of the International Council on Archives held at Ottawa (Canada) from 19-23, October '85, Round Table Conference on Archives held at Austin, Texas, U.S.A. & Executive Committee of the Commonwealth Archivists Association during 25-28 October '85 and the first International Congress on Records Management held at Manila from 18-25 November '85.

An officer of the Department was deputed to India Office Library and Records, London for a

period of 3 months with effect from 23 January 1985 for selection of records of Indian interest for being microfilmed for the National Archives of India. An Archivist was deputed to Canada for four weeks with effect from 13 April '85 to attend a Certificate Course in Records Management of the Federal Government of Canada, organised by the Public Archives of Canada.

OTHER MATTERS

Under the Fifth Five Year Plan, the Department had opened a State Cell at Bhubaneshwar for [the] implementation of the Scheme, 'Expansion of National Register of Private Records'. Having accomplished its task, the said Cell ceased to function with effect from 28 February 1985. Keeping up with its policy to rotate the said cell to various parts of the country, the possibilities of insituting the said cell in U.P. were being explored by the Department.

HINDI SECTION

To review the use of Hindi in the office work, four meetings of the Departmental '*Rajabhasa Kar-yanwayan Samiti*' were held during the year under report. A glossary in English-Hindi for use in day to day office work was compiled with a view to publish the same.

Apart from the usual translation of official correspondence from English to Hindi, the Section completed the following major translation works: Annual Report of the National Archives of India for the year 1984, XII Report of the Director of Archives on the implementation of Archival Policy Resolution and captions of the two exhibition brochures—'Dr. Rajendra Prasad—A multifaceted personality' and the exhibition on 'Land Revenue Records', held on the occasion of the 49th Session of the Indian Historical Records Commission.

Of the staff nominated for training in Hindi, Kum. Subdha Srivastava was awarded cash-prize for acquitting herself creditably in Hindi typing examination.

**REGIONAL
OFFICE
BHOPAL**

A total number of 17,872 files/volumes/Gazettes/private papers were checked and arranged in chronological order. The Office acquired the private papers of late Shri C. N. Malviya, a Gandhian Social Worker and ex-Prime Minister of the erstwhile Bhopal State. The collection includes personal correspondence, diaries etc., for the period, 1930-1977.

The work of preparing reference media to the record holdings was continued and in this connection the following items of work were completed : subject list of 6,374 files of Home (Public) and Education Department of the Government of India for the years 1910-28, check list of 1747 items of C. N. Malviya Papers (1930) and descriptive list of 155 documents of Mutiny Papers which are in Persian shikastah script. During the year research facilities were provided to 23 scholars coming from various Universities.

The Preservation Unit repaired 17,149 sheets of documents with tissue paper, 42 sheets with Chiffon, 269 sheets by solvent lamination, 896 sheets by machine lamination. Besides, 494 files were stitched and 105 volumes, books and registers were bound and 1097 volumes/bundles were air-cleaned & fumigated.

During the year under report, 6,683 files of the Office of the Controller of Insurance were appraised. Of these, 5,004 were marked for retention thus saving approximately 8.4 metres of shelf-space and Rs. 1,679/- per annum towards their shelving cost. The Centre acquired 134 files of Central Reserve

**RECORD
CENTRE
JAIPUR**

Police Force, Ajmer (1871-1955) and prepared a subject list of 2,858 files belonging to the office of the Controller of Insurance. A summary inventory of 325 manuscript pages of the records of the Department of Customs was also prepared.

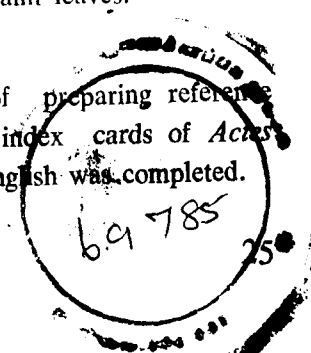
During the Archives Week, an exhibition of photographs, documents, cartoons etc., on 'Dr. Rajendra Prasad' was mounted from 3 to 9th December 1985, which received good response from the public.

The Preservation unit repaired 5,371 sheets of documents with tissue paper, hand laminated 20 sheets, deacidified 16,765 sheets, guarded 18,956 sheets, stitched 2,428 *jujs* (sections) fumigated 218 bundles, 1,845 files & 183 volumes and bound 86 volumes. The Reprography Unit continued micro-filming of Rajputana Residency Records and under this programme as many as 40,989 exposures were made. Besides, positive prints of 40 rolls and 2 strips were also prepared.

**RECORD
CENTRE
PONDICHERRY**

The Centre accessioned 447 printed publications, periodicals, proceedings, gazettes etc. Besides, 314 books were accessioned for the Reference Library. The Centre also checked and arranged 1,147 vols., 200 bundles of Palm leaves.

Under the programme of preparing reference media, translation of 2,860 index cards of *Actes Tabelliones* from French to English was completed.



In the Preservation Unit, 1,996 vols., 125 palm-leaf bundles and 10 files were fumigated, 225 documents were deacidified and 888 documents were hand-laminated.

As part of the Archives Week celebrations, an exhibition on 'Dr. Rajendra Prasad' was organised at the Chamber of Commerce Hall, Pondicherry from 3 to 9 December 1985. More than 400 people visited the exhibition.

APPENDIX I

Enquiries from Public Agencies dealt with by the National Archives of India

Sr. No.	Agency	Subject of Enquiry	Remarks
1	2	3	4
1.	Director, (CH) Deptt. of Culture, Shastri Bhawan, New Delhi.	Material on Haider Ali and Tipu Sultan.	Information Supplied
2.	Director, Historical Division, Ministry of Defence, Wing No. 1, West Block, 8, R.K. Puram, New Delhi.	War Cemeteries and Monuments of the first and second world wars located in India and the Middle East.	Do.
3.	Director, Department of Archives, Government of Maharashtra, Elphinstone College Bldg., Bombay.	Information relating to honorary titles conferred on the Natives during the British period.	Do.
4.	Office of the General Manager, Central Railways, Victoria Terminus, Bombay.	Information regarding Indian Railways.	Do.
5.	Deputy Secretary, (Litigation) Delhi Administration, Delhi.	Names and addresses of all religious institutions established in the 19th Century.	Do.
6.	Senior Librarian, Geological Survey of India, 29, Jawaharlal Nehru Road, Calcutta.	Availability of records relating to Geological Survey of India.	Do.
7.	Dy. Resident Commissioner, Manipur Government, 2, Sardar Patel Marg, New Delhi.	Administration Report of the Political Agency, Manipur for the period 1904-8 & 1934-36.	Do.
8.	Divisional Forest Officer, Department of Forest, Farming and Environmental Conservation, Nahan (H.P.).	Original Notifications declaring forests of erstwhile Sirmur State as Reserved and Protected forests.	Information not available.
9.	Ambassador of India, Embassy of India in Bhutan, Thimpu.	Availability of certain documents relating to Bhutan.	Do.

1	2	3	4
10.	Director (Exploration), Archaeological Survey of India, Janpath, New Delhi.	Availability of News Paper clipping "Vilayat Mahal's Claims challenged".	Information not available.
11.	Officer incharge, Historical Cell, Naval Head Quarters, New Delhi.	(a) Minutes of Official meeting relating to division of assets between the Royal Indian Navy and Royal Pakistan Navy. (b) Negotiations between Maharaja Ranjit Singh and the French during 1800-1815 with regard to expansion of French interests in India. (c) Jangirh Operation by the Indian Army.	Do. Do. Information Supplied.

APPENDIX I-A

Enquiries from Individuals and Private Institutions dealt with by the National Archives of India

Sr. No.	Agency	Subject of Enquiry	Remarks
1	2	3	4
1.	Singit Mithabairi, Regd. Office Conservatoire, Plot No. A/6, 10th Road, Juhu Palle Scheme, Bombay.	Information regarding manuscripts on Performing Arts.	Information Supplied.
2.	Ms. Marie Claude Baxtorf, Le Directeur Des Services D'Archives Du Département, De La Réunion, Le Chaudron, 97490 Sainte-clotilde, France.	Information regarding trade between French Factories and Mascarene Island in 18th Century & emigration of Indian Labourers to Reunion Island in 19th Century.	Do.
3.	Shri Paul Rich, Training and Career Development Department, P.O. Box No. 1300, Doha-Qatar.	Availability of records relating to British Residents and Agents in the Gulf and their influence on Education in that region.	Do.
4.	Shri Charles Keeskemeti, Executive Secretary, International Council on Archives, 60 Rue les Freres-Bourgeois Paris-75003.	Information regarding 40th Anniversary of the Conference for creating U.N. Organisation for Education, Science & Culture held at London during the period 1-16 November, 1945.	Do.
5.	Dr. Raghbir Singh, Director, Shri Natnagar Shodh Sansthan, Sitamau.	Information regarding Bakshi Bhavani Shankar, a confidential servant of Jiswant Rao Holkar.	Do.
6.	Shri P. S. Yadav, Kalidas Akademi, Ved Vyas Marg, Ujjain.	Information regarding <i>Natya-sastra Abhinavabharti</i> .	Do.
7.	Dr. A. S. Ray, B-958, Sector A-Mahanagar, Lucknow.	Report of the Committee on Prison Discipline, 1838.	Do.
8.	Smt. Jine Cohen, c/o Mr. Bryan Kenfall, Theatre Scene, Suite, 12-13 Henrietta Street, London, England WC1.	Mountain artillery mules & jackasses.	Do.

1	2	3	4
9.	Prof. G.C. Spivak, Wesleyan University Middle Town, Connecticut 06457 U.S.A.	Information regarding Rani Guleri, wife of Raja Karam Prakash of Sirmur.	Information supplied.
10.	Ch. Rahim Khan, Member of Parliament, (Lok Sabha), 11 Mahadev Road, New Delhi.	Information regarding the persons of Meo Community who took part in the Mutiny of 1857.	Do.
11.	Shri Hiro Shroff, Managing Trustee, National Archives of Oral History, Charitable Trust, 64, Sangita, Colaba, Bombay.	Information regarding Cartez issued by Portuguese to the ships leaving the coasts of India.	Do.
12.	Prof. B. Bhattacharya, Project-Director, RIN Uprising 1946, Block B, Flat No. 4, P1/7 CIT Scheme, VII-M Calcutta.	Full report of the Commission of enquiry into the RIN Mutiny February 1946.	Do.
13.	Ms. Jane Pixton, 16 Chislehurst Road, Richmond, Surrey, TW 10 6 PW England.	Information regarding Lord William Malcolm Hailey.	Do.
14.	Assistant Registrar (Estates) University of Delhi, Delhi.	Information regarding 'Reids Lines'.	Do.
15.	Shri Fabian Hutchinson, Tutor, Department of Indian Studies, University of Melbourne, Parkville VIC 3052, Australia.	Census Records	Do.
16.	Prof. Lawrence Sundaram, Retd. Principal, Lyola College, Sterling Road, Madras.	Information regarding Father Jerome D'Souza.	Do.
17.	Shri B. R. Nanda, S-174, Panchshila Park, New Delhi.	Home Department records pertaining to the then Central Provinces and Berar.	Do.
18.	Shri Rawat Saraswat, C/o Merwani Journal, D-282, Meera Marg, Bani Park, Jaipur.	Report on Archaeological exploration by Sir Aurel Stein along the dry bed of river Saraswati.	Do.
19.	Shri Benoy Krishna Mukherjee, Principal, Shri Ram Krishna Srada Siksha Mandir, Anur, Hooghly.	Evidence of Dardabhai Naorojee before the Indian Education Commission and Education Policy Resolutions, 1904 and 1913.	Do.

1	2	3	4
20.	Prof. Anand K. More, Bharwada (Katwalpura), Aurangabad.	Information regarding Urbanisation.	Information Supplied.
21.	The Rev. Mar Timotheus, Metropolitan of Malabar and India, H.T.M. Birth Centenary Building, Archangadi, Trichur.	Madras Government Political Department Prog. No. 21 dated 16th October, 1874.	Do.
22.	Shri Andre-Dullaie, 599, Rue Rougemont, Lohgueuil P. O. Canada J 4 J—2B 7.	Genealogy of all members of Imperial dynasty of Mughals of India and the Maharajah dynasty of Nungyal of Sikkim, Nizam-Shahides of Ahmednagar, Birid-Shahides of Bidar & Kutb-Shahides of Golconda.	Do.
23.	Kumari Anjali Ghosh 9-B Satyen Dutt Road, Calcutta.	Availability of post-Independence records on Economic development in Burma.	Do.
24.	Major (Retd) J.A. Fosbury 23, Warren Close, Fleet, Aldershot Hants, England.	Availability of material about Sir Robert Collie, North Hamilton, Agent to the Governor General, Central India Agency, Indore, 1857-58.	Do.
25.	Shri L. E. Bigshawe, 5, Celastrus Drive Chapel Hill, North Carolina 27514.	Material relating to the mission which went from the Panthay insurgents in Yunnan to London in 1872 for enlisting help.	Do.
26.	Shri John Kingsford 42, Montague Road, Richmond, London TW 10, 60 J, England.	Availability of material relating to the movement of ships to and from India, during the two World Wars.	Do.
27.	Dr. D. B. Sharma, Memorial Market Mil Godam Road Bikaner (Rajasthan).	Information relating to Sardar Sardul Singh Caveeshar, Baba Kharak Singh and Kesari Singh of Jodhpur State.	Do.
28.	Lt. Gen. G. S. Rawat, 10, Taglak Lane, New Delhi.	(a) Information regarding the office of Military Adviser-in-Chief of Indian States Forces. (b) Records concerning J & K Forces.	Do. Information not available.

1	2	3	4
29.	Dr. R. K. Gupta, Kamlesh Bhavan, Main Road, Baflagadh, Bhopal.	Information regarding Kohinoor	Information Supplied.
30.	Dr. Krishna Bihari Lal, (Retd.) Principal, Jawaharlal Nehru Memorial Degree College, Manmohan Nagar, Allahabad.	Requesting letter to British Govt. from Begam Hajrat Mahal.	Do.
31.	Prof. D. K. Biswas, Block B, Flat-6, 37, Belgachia Road, Calcutta.	Correspondence of Raja Ram Mohun Roy in various languages.	Information not available.
32.	Shri Anthony, J. Hope, 26, Mid-Dural Road, Galston NSW 2159, Australia.	Birth, marriage & death certificates of his father & grandfather.	Do.
33.	Shri Wayne Colwell, Curator National Historic Parks, 2630 Sheffield Road, Ottawa, Ontario, Canada K1A 1G2.	Information regarding Uniform of East India Company's Bombay European Regiment of 1785.	Do.
34.	Shri Richard Aldrich, 84, Madeley Road, Ealing Broadway, London W 5.	Influence of Commander-in-Chief, General Headquarters, India upon the decisions of Mountbatten & South East Asia Command in respect of Operations during World War II.	Do.
35.	Shri John Charles Barrett, Chein, MRSC, 333, Ifsley Road, Oxford OX 4, 4 DP England.	Family history of John Percival Barrett.	Do.
36.	Francesco F. Bartolomeo, 236, Van Sicklen Street, Brooklyn, New York 11223 U.S.A.	Indian soldiers killed in battle of the monastery during the Second World War.	Do.
37.	Shri P.H.G. Allen, 2, Carston Close, Lee Green, London, SE1/2 8 DZ.	Citation of awards for gallantry in the 18th Division of Royal Engineers.	Do.
38.	Lt. Col. Mustasad Ahmed, C/o Rajput Regimental Centre, Fatehgarh (U.P.).	Bengal Native Infantry.	Do.
39.	Shri J. N. Mane, Lecturer in Art History, University of Canterbury, Christ Church, New Zealand.	Architectural Drawings by Robert Speechly.	Do.

1	2	3	4
40.	Ms. Sharon Hurst, 6628 Eastridge Road, Mississauga, Ontario, (Canada), L5N 4B2.	Birth Certificate of Mr. Alfred William Silvester and Louise Silvester.	Information not available.
41.	Shri Gurjit Singh, Second Secretary (P&I), Embassy of India in Japan, Tokyo (Japan).	Availability of relevant material associated with the book on the education system in Japan by William Hastings Sharp.	Do.
42.	Shri J. Thakooree, Bois Des Amourettes, Old Grand Port, Royal Road, Mauritius.	Information regarding J. Thakooree's ancestors in India.	Do.
43.	Shri M. Turner, English Heritage, Historic Buildings & Monuments, Commission for England Fortress House, 23 Savile Row, London W 1 X 2 HE.	Plans of bomb diffusing magazine on Duck Islands London.	Do.
44.	Shri A.I. Marshall, 3, Robinsway, Hersham, Walton-on-Thames, Surrey, England.	Birth Certificate of Shri A.I. Marshall.	Do.
45.	Dr. Deviprada Bhattacharya, Vidyasagar Bhawan, 10, Raja Rajkrishna Street, Suite 11 Calcutta.	Names of the sepcys of Royal Garhwal Rifles, who disobeyed the British orders during Civil Disobedience Movement in Peshawar.	Do.
46.	Shri N.C. Deb, 'M' 537, New Ali-pore, Calcutta.	Information regarding India's National flower-Lotus.	Do.
47.	Shri Peter Jackson LL.B., Barrister-at-Law, 2, Pump Court, Temple, London E.C. 4.	Information on certain property confiscated by British/Indian authorities during the two World Wars.	Do.
48.	Shri T. Thomas, Ecclesiastical Records, The British Library, India Office Library & Records, 197 Blackfriars Road, London SE1 8N6.	Information regarding the father of Mr. Emmanuel Sahader, who migrated to Jamaica from India in 1895.	Do.
49.	Shri Gerard Colby, P.O. Box 523, Winooski, VT 05404, U.S.A.	Nelson Rockefeller's visit to India in January-March, 1931.	Do.
50.	Shri Mohammed Hussain Suleiman, Irrevocable General Power of Attorney, Post Box No. 1959, Madras.	Information regarding P. Kandaswamy Mudaliar Estates of Hyderabad.	Do.

1	2	3	4
51.	Shri D. Notiar, 18, Palermo R.D., London N.W.10, England.	Information regarding Genealogical Society in Saurashtra.	Information not available.
52.	Shri Michael P. Higgins, 233, Mariners Row, Columbia, South Carolina, 29210, U.S.A.	Customs records, Bombay Port relating to Merchant Ships, April-July 1872.	Do.
53.	Shri Rajiv Lochan, C/o Prof. Saberwal, 140 New Campus, Jawaharlal Nehru University, New Delhi.	Availability of records of Baroda State, 1902-1911.	Do.
54.	Shri V. Puri, Vernon Lodge, Cooch Behar Road, Darjeeling.	Agreement between Governor-General of India and Maharaja Jagaddipendra Narayan Bhup Bahadur of Cooch Behar.	Do.
55.	Shri Vimulchandra Das, Journalist, 33, Putrakar Nagar, Bandra East, Bombay.	Records in support of his claim in respect of freedom fighter's Pension	Do.
56.	Shri Steve Ruelberg, 4211, Loch Lane, San Leandro Calif, 94578 U.S.A.	Dates of death of former rulers—Maharaja Pratap Singh of Nabha, Raja Maloji Rao of Phaltan and Raja Praduman Singhji of Sangani, Kota.	Do.
57.	Dr. Jai Narayan Saksena, Katra Gulab Singh, Pratap Garh.	Availability of documents about Dr. Jai Narayan Lal Saksena of Indian National Army for the period, 1946-50.	Do.

APPENDIX II

Appraisal of Records in the National Archives of India

Name of the Ministry/Department	Inclusive years	No. of files appraised	Recommended for retention	Recommended for destruction
1	2	3	4	5
(i) Finance Department	1911-1946	29,420	12,028	17,392
(ii) Imperial Record Department	1911-1937	555	251	304
(iii) Military Department	1873-1881	9,578	6,738	2,840
(iv) History of Freedom Movement in India	1953-1956	734	405	329
(v) Reforms Office	1921-1939	1,607	1,598	9

Appraisal of Records in the Creating Agencies

	1	2	3	4	5
(i) Ministry of Information and Broadcasting	1930-1959	1,935	779	1,156	
(ii) Ministry of Labour	1946-1959	532	352	180	
(iii) Ministry of Parliamentary Affairs	1921-1959	187	155	32	
(iv) Ministry of Petroleum	1883-1959	955	819	136	
(v) Department of Mines	1941-1959	642	379	263	
(vi) Department of Rehabilitation	1952-1959	25,325	2,000	23,325	
(vii) Director General of Civil Aviation	1947-1959	2,209	183	2,026	
(viii) Director General of Posts & Telegraphs	1948-1959	2,739	1,226	1,513	
(ix) Crown Representatives Records at C.R.O., Baroda	1873-1947	12,926	6,088	6,838	
(x) Crown Representatives Records at D.R.O., Bhavnagar	1873-1943	537	415	122	
(xi) Crown Representatives Records at D.R.O., Rajkot	1918-1947	3,992	997	2,995	
(xii) Office of the Comptroller & Auditor General	1884-1959	852	79	773	
(xiii) Survey of India, Mussoorie	1914-1959	706	—	706	

APPENDIX III

List of Institutions who availed of Technical Information/Advice on Reprographic Services

1. All India Radio, New Delhi.
2. Anthropological Survey of India, New Delhi.
3. Arabic and Persian Research Institute, Government of Rajasthan, Tonk.
4. Army Headquarters, New Delhi.
5. Central Board of Secondary Education, New Delhi.
6. Central Council of Research in Ayurveda and Siddha, New Delhi.
7. Central Electronics Engineering Research Institute, Pilani, Rajasthan.
8. Central Research Institute of Yoga, New Delhi.
9. Central Secretariat Library, New Delhi.
10. Computer Data Co-ordination Office, U.P. Financial Corporation, Delhi.
11. Department of Archives, Government of Pakistan, Islamabad.
12. Department of Assessment and Collection, Municipal Corporation of Delhi, Delhi.
13. Directorate of Archives, Archaeology and Museums, Panaji, Goa.
14. Gujarat State Archives, Gandhinagar.
15. Haryana State Archives, Chandigarh.
16. Himachal Pradesh State Archives, Simla.
17. Indian Agricultural Research Institute, New Delhi.
18. Indian National Scientific Documentation Centre, New Delhi.
19. Institute of Himalayan Geology, Dehra Dun.
20. Jammu & Kashmir Academy of Arts, Culture and Language, Srinagar.
21. K.S.G. Sanskrit University, Darbhanga, Bihar.
22. Librarian, CEMPDIL, Ranchi.
23. Metallurgical Engineering Consultants, Ranchi.

APPENDIX III—Concl'd.

24. Ministry of External Affairs, Government of India, New Delhi.
25. Nehru Hospital, Chandigarh.
26. Office of the Inspector General of Police, Technical Services, Lucknow, U.P.
27. Oriental Manuscripts Library and Research Institute, Hyderabad.
28. Public Relations Department, Government of Punjab, Chandigarh.
29. Punjab State Archives, Chandigarh.
30. Rajasthan State Archives, Bikaner.
31. Secretariat Establishment of the Government of Haryana, Chandigarh.
32. U.P. State Archives, Lucknow.
33. Visva Bharati University, Shantiniketan.
34. Smt. Coil Sulbiau, California, U.S.A.

APPENDIX IV

List of Institutions and Individuals who availed of Technical Information on Repair and Preservation of Records, Mss. etc.

1. Archaeological Survey of India, New Delhi.
2. Birla Museum, Pilani, Rajasthan.
3. Central Jain Oriental Library, Sri Jain Sidhant Bhavan, Arrah, Bihar.
4. Central Library, T. & D. Centre, Bokaro Steel Plant, Bokaro Steel City, Dhanbad.
5. Department of Agriculture & Cooperation, New Delhi.
6. Department of Languages & Culture, Government of Himachal Pradesh, Simla.
7. Department of Science & Technology, Simla.
8. Department of Space, SHAR Centre, Sriharikota Range, Nellore, Andhra Pradesh.
9. Directorate of Archives, Archaeology & Museums, Panaji, Goa.
10. Forest Research Institute, Dehra Dun.
11. Guru Nanak Dev University, Patiala.
12. Haryana State Archives, Chandigarh.
13. Indian Association for the Study of Conservation of Cultural Property, C/o National Museum, New Delhi.
14. Indian Environmental Society, New Delhi.
15. Indian Institute of Research in Numismatic Studies, Anjeneri, Nasik, Maharashtra.
16. Indian Institute of Technology, Hauz Khas, New Delhi.
17. Indian National Trust for Art & Cultural Heritage, INTACH Conservation Centre, Hig-44, Aliganj Scheme, Lucknow.
18. Kerala State Archives, Trivandrum.
19. Kuppuswami Sastri Research Institute, 84, Royapettah High Road, Mylapore, Madras.
20. Library, D.A.V. College, Jalandhar.

21. Maharaja Mansingh Pustak Prakash, Research Centre, Mohrangarh Museum, Fort, Jodhpur.
22. M/s. Haralalka Eastern, 5, Lenin Sarani, Calcutta.
23. National Archives of India, Record Centre, Pondicherry.
24. National Archives of Sri Lanka, Colombo.
25. National Research Laboratory for Conservation of Cultural Property, Lucknow.
26. National Spiritual Assembly of the Bahais of India, New Delhi.
27. Office of the Director General of Works (Architectural Wing), C.P.W.D., Nirman Bhawan, New Delhi.
28. Office of the Prime Minister, Antiquities & National Archives, Dar-es-Salaam, Tanzania.
29. Office of the Registrar, Trade Mark Registry, Bombay.
30. Publication Division, Patiala House, New Delhi.
31. Punjab State Archives, Chandigarh.
32. Pustakadhyaksh, Rajkiya Zila Pustakalaya, Alwar.
33. Rajasthan State Archives, Bikaner, Rajasthan.
34. Rabindra Bhawan, Visva Bharati, Santiniketan.
35. Restoration Department, Museum of City Council, Veszprem, Hungary.
36. Rotaract Club of Ambarnath, 1, Sudha Bhuvan Vadoli Section, Ambarnath, Thane.
37. Secretary, Arya Samaj, Dayanand Marg, Delhi.
38. Uttar Pradesh State Archives, Lucknow.
39. Shri Vishwa Bhandhu Gupta, M.P., Managing Director, 'The Daily', Tej Bahadur Shah Zafar Marg, New Delhi.
40. Shri A. M. Brown, Secretary ICA/CCR, Scottish Record Office, H.M. General Register House, Edinburgh, EH1 3 YY.
41. Shri M.M.S. Bedi, Sagar University Library, Sagar.
42. Prof. B.R. Sharma, 436, 8th Main Sarasvatipura, Mysore.

APPENDIX V

List of trainees, who appeared in the examination of Diploma Course in Archival Studies 1984-85.

Sr. No.	Name	Marks obtained (Out of 600)	Subject of Dissertation
1.	Km. Geeta Joshi	422 I Division	Descriptive list of legislative Department proceedings, 3 September—8 October, 1836.
2.	Shri Rudolf Massaar	410 I Division	Descriptive list of legislative Department proceedings, January, 1839.
3.	Shri G. Savumthararaj	409 I Division	Descriptive list of legislative Department proceedings, 4-25 March, 1839.
4.	Shri Sanjay Garg	397 I Division	Descriptive list of legislative Department proceedings, July-August, 1838.
5.	Shri Prabhakaran Nair	390 I Division	Descriptive list of legislative Department proceedings 1-15 July, 1839.
6.	Smt. Noorzilla bte Salleh	388 II Division	Descriptive list of legislative Department proceedings, 29 April—17 May 1839.
7.	Km. Mary Basaasa	382 II Division	Descriptive list of legislative Department proceedings, 4-25 February, 1839.
8.	Shri F.O. Chirande	378 II Division	Descriptive list of legislative Department proceedings, December, 1838.
9.	Shri Jawaharlal Gupta	369 II Division	Descriptive list of legislative Department proceedings, 1—22 April, 1839.
10.	Shri Shabi-uddin Khan	364 II Division	Descriptive list of legislative Department proceedings, 28 May—25 June, 1838.
11.	Shri Ganapati Prasad Chawdhary	364 II Division	Descriptive list of legislative Department proceedings, 19 March—21 May, 1938.
12.	Km. Noriah Jalil	348 II Division	Descriptive list of legislative Department proceedings, 3—24 June, 1839.
13.	Shri P. Manemperi	345 II Division	Descriptive list of legislative Department proceedings, 5 January—12 May, 1838.
14.	Km. Ratna Ghosh	329 II Division	Descriptive list of legislative Department proceedings, 30 October—29 December, 1837.

APPENDIX V-A

Details of Extension lectures

Sl. No.	Name of the Speaker	Topic
1.	Smt. Zakiah Hanum Nor, Director General, National Archives of Malaysia.	Establishing a New Archives.
2.	Shri D.R. Kalita, Indian Institute of Technology, New Delhi.	International Organization, UNESCO, UNISIST IFLA, FID—their programmes and activities.
3.	Shri S.C. Biswas, Director, Central Secretariat Library, New Delhi.	Reference Services.
4.	Shri S. K. Bhatnagar, Nehru Memorial Museum & Library, New Delhi.	Archives Library and Clientele.
5.	Prof. P. B. Mangla, Delhi University.	Indexing & Abstracting.
6.	Dr. S.V. Desikachar, Ex-Director, Karnataka State Archives.	Retrieval tools.
7.	Shri Y.P. Kathpalia, Ex-Assistant Director of Archives, National Archives of India, New Delhi.	Role of the Environmental factors in preservation of Archival materials.
8.	Shri K. L. Luthra, NCERT, New Delhi.	Information Documentation Centres and the Archives—A comparative study.
9.	Shri S.S. Rekhi, Archivist (Retd.), National Archives of India, New Delhi.	Indexing of Records.
10.	Miss D. G. Kesani, Ex-O.S.D., National Archives of India, New Delhi.	Archives & Common man.
11.	Shri M.D. Ahluwalia, Ex-Deputy Director of Archives, National Archives of India, New Delhi.	Records Management in India.
12.	Prof. T. N. Kaula, Lucknow University.	Role of a Library in an Archival Organisation.
13.	Shri T. S. Sinha, Director, Bihar State Archives.	Problems in setting up of an Archival Institution.

Sl. No.	Name of the Speaker	Topic
14.	Shri T. Kashinath, Ex-Director, Photo Division.	Photography as an aid in Reproduction.
15.	Dr. N. H. Kulkarnee, Ex-Deputy Director of Archives, National Archives of India, New Delhi.	Editing of Records.
16.	Dr. S. M. Nair, Director, Natural History Museum, New Delhi.	Enemies of Records.
17.	Prof. M. S. Jain, History Department, Rajasthan University, Jaipur.	British Indian Administrative Reforms (1858 to 1896).
18.	Prof. K. N. Panikkar, Jawahar Lal Nehru University, New Delhi.	Indian Administration—1733 to the Charter Act of 1833.
19.	Shri J. K. Jain, Director, Rajasthan State Archives, Bikaner.	Reference Services.
20.	Shri D. S. Saxena, Joint Director, Institute of Secretariat Training & Management.	Office Management Principles & Procedures.
21.	Shri R. C. Gupta, Director, Institute of Secretariat Training & Management.	Human Relations in an Organisation.
22.	Prof. R. L. Sakla, Department of History Delhi University.	Characteristics of Administrative changes in India 1909-1937.

APPENDIX V-B
Records Management-XXI Course (17 April-11 June 85)

Sr. No.	Name	Sponsored by
1.	Shri Mahinder Singh . . .	Office of the Comptroller & Auditor General of India, Delhi.
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5.	Shri D. R. Pratihari . . .	National Archives of India, Bhopal.
6.	Shri B. S. Dahiya . . .	Air Headquarters, New Delhi.
7.	Shri M. Moinuddin . . .	Andhra Pradesh State Archives, Hyderabad.
8.	Smt. Isatou Conteh . . .	Government of Gambia.

APPENDIX V-C
Record Management—XXII Course (1 December, 1985—24 January, 1986)

Sr. No.	Name	Sponsored by
1.	Shri M. W. Ansari . . .	Signal Training Centre, Jabalpur.
2.	Shri Malik Mohammed Fakhrullah . . .	Madarsa Arabia Balai, Qila Mohalla Sarai iRahman, Aligarh.
3.	Shri Mohammad Abul Kalam . . .	Manipur State Archives, Imphal.
4.	Shri R. B. Saxena . . .	Ministry of Defence, Sena Bhawan, New Delhi.
5.	Shri Paramjit Singh . . .	Ministry of Urban Development, New Delhi.
6.	Shri J. M. Visharaj . . .	Directorate of Estates, New Delhi.
7.	Shri Hla pe . . .	National Archives, Burma.
8.	Shri U. Khin Maung Win . . .	Do.
9.	Kum. Nirmala Sharma . . .	National Archives of India, New Delhi.

APPENDIX V-D

Archives Administration—V Course (4 February—31 March, 1985)

Sr. No.	Name	Sponsored by
1.	Shri R. K. Naik	Department of Culture, Government of Madhya Pradesh, Bhopal.
2.	Mrs. Isatou Conteh	Government of Gambia.

APPENDIX V-E

Reprography-XI Course (2 April—25 May, 1985)

Sr. No.	Name	Sponsored by
1.	Shri K. D. Kukalekar	Directorate of Archives, Archaeology & Museum, Panaji, Goa.
2.	Shri Rajeev Sharma	Department of Language & Culture, Government of Himachal Pradesh, Shimla.
3.	Shri O. P. Thapliyal	The Secretary, Vidhansabha, Government of Madhya Pradesh, Bhopal.
4.	Shri S. K. Datta	State Archives of West Bengal, Calcutta.

APPENDIX V-F

Reprography-XII Course (6 September—30 October 85)

Sr. No.	Name	Sponsored by
1.	Shri Christopher Chiwara	National Archives of Zimbabwe.
2.	Shri Fareed Ahmad	Arabic and Persian Research Institute, Tonk Rajasthan.
3.	Shri Parmod Krishan	INSDOC, New Delhi.
4.	Shri Tikam Singh	NCERT, New Delhi.
5.	Shri P. D. Avasthi	Chief of Naval Staff, Naval Headquarters, New Delhi.

APPENDIX V-G

Care & Conservation of Books, Manuscripts and Archives-XII Course (2 July—24 August, 1985).

Sr. No.	Name	Sponsored by
1.	Shri B. R. Bharti	Department of Historical & Antiquarian Studies, Guwahati, Assam.
2.	Shri Gin Khaw Kam	Directorate of Education, Government of Mizoram, Aizawl.
3.	Km. Joshi Bindu Vasani	Gujarat Vidyapith, Ahmedabad. Rajanikant.
4.	Shri Tushar Kanti Singha	Visva Bharati, Shantiniketan, West Bengal.
5.	Shri Walter Murindagomo	National Archives of Zimbabwe.

APPENDIX V-H

Care & Conservation of Books, Manuscripts and Archives—XIII Course (1 November—20 December, 1985)

Sr. No.	Name	Sponsored by
1.	Km. Sushma Gautam	Ministry of Information & Broad-casting, New Delhi.
2.	Fr. C. C. Cherian	The Principal Orthodox Theological Seminary, Kerala.
3.	Shri Basavaraj S. Kademani	Centre for Cellular and Molecular Biology, Hyderabad.
4.	Shri Saroj Kumar Varma	Office of the Accountant General, Gwalior.
5.	Shri Bhagwati Prasad Gaur	Directorate of Education, Andaman & Nicobar Administration, Port Blair.
6.	Shri Hemant Kumar	Awadh Bihari Singh College, Vaishali, Bihar.

APPENDIX V-I

Servicing & Repair of Records—XXI Course (7th May—29th June, 1985)

Sr. No.	Name	Sponsored by
1.	Shri Shiv Lal . . .	State Archives of Haryana, Chandigarh.
2.	Km. K. Jentuna Gangmei .	State Archives of Manipur, Imphal.
3.	Shri Sukdev Mandal . .	State Archives of West Bengal, Calcutta.
4.	Shri Tara Chand . .	Ministry of Information & Broadcasting, New Delhi.
5.	Shri Ram Mehar Singh .	Do.
6.	Shri Sahab Singh . .	Ministry of Defence, New Delhi.
7.	Shri Puran Singh . .	Do.
8.	Shri Ram Babu . .	Directorate of Marketing and Instruction, Faridabad.
9.	Shri Shiv Lal . . .	Do.
10.	Shri Hamza Mir . .	State Archives Department, Jammu & Kashmir Srinagar.
11.	Shri Muhammad Abdul Ha-feeze Ansari.	State Archives of Andhra Pradesh, Hyderabad.

APPENDIX V-J

Servicing and Repair of Records—XXII Course (3 September—25 October 1985)

Sr. No.	Name	Sponsored by
1.	Shri Naresh Kumar . .	State Archives of Haryana, Chandigarh.
2.	Shri Dharam Singh . .	Department of Language & Culture, Government of Himachal Pradesh, Shimla.
3.	Shri Jigat Mohan Ghosh .	State Archives of West Bengal, Calcutta.
4.	Shri Syed Maqsood Ali Shah	Natural Handicrafts and Handloom Museum, New Delhi.
5.	Shri Prem Parkash Jindal .	M/s Dhawan Printers & Packers, Shastri Nagar, New Delhi.