

Home (1916) Department.
Education

Ordinary SERIES.

G.O. No. 1361

DATED 12 12 16

INDEXED

[Despatch Abstract.]

Photographs.

Recording papers relating to the arrangement and preservation of duplicate sets of ----- received with annual archaeological survey reports.

Public Dept. V

Disposal of the ^{extra set of} photographs
received with annual
Archaeological Survey Reports.

U.S.

In 1892, the Secy of State
desired to have two sets of the photographs
taken by the Archaeological Survey Dept
- So. 119 D 13-2-93. Two sets were
accordingly being forwarded to the
India Office along with the annual
reports until 1906, when the Secy of
State intimated that one set was
T sufficient - So. 415 of 4.6.06.
Two sets however continue to be
received from the Supt Arch. Survey
and the A.A.S. for Epigraphy and
the extra set is retained in the
Secretariat. No use is being made
of them here and they are merely
put away in bundles. They are
deteriorating ^{without} ~~for want of~~ special
preservation. In 1912 ~~at~~ the Secy
of State desired ^{pointed out that} to have only ^{one} ~~unmore~~
copies of photographs ^{should be sent to the} ~~and in economy~~
~~sending the orders to the~~ ^{Office and} Supt. Arch Survey

side also para 3 of minute
at p. 3 of So. 415 D 1.4.12 R

Dr. 161-2 D 1.3.12 17

S. 415-3 1.4.12 R

Para 3 of Office note at p. 3
of S. 415-3 1.4.12 R

was informed in reply to his query, ~~the Sept. directed~~ that the duplicate set ^{due} retained in the Secretariat should also be unmounted. It was then pointed out by the Office that no use was made of the photographs, but the question of their better preservation or their disposal otherwise was not raised then.

(See previous to 1906 - vide para 1)

2. In view of the facts that a separate set of photographs was not kept in the Secretariat when two sets were forwarded to the India Office, (2) that no use is made of them and (3) that the cost of photographic materials has ~~increased~~ greatly increased during the war, it is for consideration whether the submission of the extra set with the annual reports may not be discontinued. ~~Of~~ ^{it is} If ~~they are~~ ^{it is} discontinued, the bundles of photographs already received may, if submitted, be returned to the Sept. Arch. Survey and the A.A.S. for Epigraphy respectively.

3. If, on the other hand, they are to

continue. One ~~was~~ kept here, it is for consideration whether they may not be pasted in albums and kept in the library for reference, bound with copies of the respective annual reports in which they are referred to. Also, the photographs kept here may be returned to the Arch. Dept for being pasted, the volumes being bound in the Govt Press.

pen
21-3-16 It is a good thing this point was raised.

The proper preservation of the photographs is of course essential, & I am inclined to favour the endorsement of the supply. They should be kept in albums & portfolios but I doubt the wisdom of pasting; the last state of the prints may then be more than the first. Put up the bundles of prints first for me to see.

Chl
22-3-16

U.S.

The bundles of prints kept in the office are subd.

pen
23-3-16
JAS
23-3-16

I repeat that I have had time ~~only~~ to look through a few of

then bundles; but it is obvious that
 these photographs are a delightful collection
 containing prints of many unique examples.
 I think they should be retained in the
 Sect and properly kept. The system of
 albums doesn't commend itself; they would be
 dreadfully bulky & moreover the prints are
 all marked with their description reference
 etc on the back. They should be kept in
 my opinion in cardboard portfolios made to
 fit them and separate subjects being
 more or less kept in a separate portfolio
 each. Clark will please collect the
 prints, go through them (dust them) &
 report how many portfolios are wanted &
 about the probable cost will be.

E.H.H.
 13.4.16

M.D.R. with slip
 M.D.
 Received in R.O.
 on 17/4/16

Public Dept

u.s.

Submitted that the photographs have all been classified, and arranged by the year, and checked with the list given in the annual archaeological and epigraphical report from the year 1906 onwards. Some of the photographs are missing. The following two tables show how many of the prints are missing, and the years to which they relate:—

Statement of photographs received with the annual reports on archaeology.

Year of report	Reference to the list of photographs	Total number of photos.	Size			Whether complete or not, and if not complete, the numbers missing	Size of the missing nos.		
			Full	Half	Quarter		Full	Half	Quarter
1905-06	pp 22-26 of the report recorded in Gp. 543 Pub. 20-7-06	329	40	87	186	16 Complete			
1906-07	pp 35-44 Gp 554 Pub. 12-7-07	289	88	78	123	20.			
1907-08	pp 30-38 Gp. 662 Pub. 17-8-08	233	68	70	95	Missing. Nos. 1678			1
1908-09	pp 34-43 Gp 536 Pub. 28-7-09	221	92	68	61	Complete			
1909-10	pp 101-111 Gp 648 Pub. 25-7-10	239	139	100		Missing No. 2167			1
1910-11	pp 120-128 Gp 997 Pub. 16-9-11	219	134	85		Missing Nos. 2281, 2384, 2408, 2415, 2416, 2417, 2424, 2430 and 2464			6 3
1911-12	pp 41-50 Gp 1039 Pub. 20-8-12	386	303	80	3	Missing 2525, 2536, 2676.			3
1912-13	pp 5-22 Gp 1055 Pub. 21-8-13	247	247			Complete			
1913-14	pp 11-13 Gp 1041 Pub. 25-8-14	110	110			Do			
1914-15	pp 8-11 Gp 1324 Pub. 11-9-15	103	103			Do			
		Total = 2376	1324	568	468	16			

∴ Balance in office = $\left. \begin{array}{l} \text{Full. 1313} \\ \text{Half. 565} \\ \text{Quarter. 468.} \\ \text{10" x 8". 16} \end{array} \right\} = 2362$

Statement of photographs received
with annual report on epigraphy.

Year of report	Reference to the list of photographs	Total number of photo.	Size			Whether Complete or not, and if not Complete, the numbers missing	Size of missing numbers		
			Full	Half	Quarter		Full	Half	Quarter
1905-06	p 62 of Ep. 492 Pub. 3 2. 7. 04 X	22	9	13		Whole set missing	9	13	
1906-07	p 60 of Ep. 503 Pub. 3 27. 6. 07 V	14	9	9		Missing Nos. 4, 7, 6, 7 and 8	5		
1907-08	pp 56-57 of Ep. 574 Pub. 3 17. 7. 08 Q	93	30	63		Complete			
1908-09	p 67 of Ep. 538 Pub. 3 28. 7. 09 W	45	18	7		Missing Nos. 13, 15, 16 & 20	4		
1909-10	pp 72-73 of Ep. 665 Pub. 3 28. 7. 10 W ²	87	22	23	41	Missing Nos. 13, 19, 21, 27, 29, 31, 33, 41, 53, 59, 67.	5	5	1
1910-11	pp 56-57 of Ep. 832 Pub. 3 28. 7. 11 U	61	4	48	4	Missing No. 103	1		
1911-12	p 55 of Ep. 919 Pub. 29. 7. 12 Y	33	17	15	1	Complete			
1912-13	pp 81-82 of Ep. 961 Pub. 3 2. 8. 13 M	68	37	29	2	Missing Nos. 182, 221.	1	1	
1913-14	p 58 of Ep. 920 Pub. 3 4. 8. 14 D	28	28			Complete			
1914-15	p 67 of Ep. 1260 Pub. 3 25. 8. 15 K	105	82	23		Whole set missing	82	23	
		Total =	536	258	230	48			

∴ Balance in office = $\frac{\text{Full. 151}}{\text{Half. 188}} \frac{\text{Quarter. 47}}{\text{}} = 386$

2. Submitted that it would be preferable (according to the Serial numbers marked on each) to arrange the photos in portfolios according to the year to which they relate, to facilitate reference to the reports of the respective years.

3. The following statements show roughly how many inches deep the ~~deep~~ collection of photos of each year is, and how many post folios will be required approximately to hold them:-

Archaeological Photos

1905-06.	2 inches.	} Full plate size 8" x 6"
1906-07.	1 1/2 "	
1907-08	2 "	
1908-09	2 "	
1911-12	3 "	
1912-13	2 "	
1913-14	1 "	
1914-15	1 "	} Full plate size 12" x 10"
	14 1/2 "	
1909-10	15 inches	
1910-11	12 inches	
	27 inches	

(A Collection of)
Assuming that photos of average size of 3 inches in depth may be comprised in one post folio, 5 post folios of the size 9" x 7", and 9 post folios of the size 13" x 11" will approximately be required.

Epigraphical Photos

(allowing for a margin of one inch on either side)

Epigraphical Photos

1906-07.	1/2 inch.	Full plate Size 8 1/2 x 6 1/2
1908-09.	1 inch.	
1909-10.	4 inches.	
1910-11.	3 "	
1911-12.	1 1/2 "	
1912-13.	1 inch	
1913-14.	1/2 "	11 1/2 inches.
1907-08.	5 inches.	
		Full plate Size 12" x 10"

On the same scale as that assumed for the Archaeological photos, four portfolios of the size 9 1/2" x 7 1/2" and two of the size 13" x 11" will approximately be required.

4. It is presumed that the portfolios will have to be prepared by the Press. ~~As S. C. P. may in that event be requested to state what the probable cost of preparing the portfolios will be.~~ A sample portfolio now is used in the Sectt. library for preservation of loose copies of monthly bulletins, journals &c

The file was received in H.O. on 17th April and two days after, the Easter holidays commenced, which ended on the 26th. The photos were kept in several bundles without any order or arrangement, without any reference to the reports connected with them. The task of arranging them in proper order by the year occupied a good deal of time. The delay this occasioned was unavoidable.

prior to their being bound at the end of each year is sub^d for perusal. It would seem sufficient if cardboard portfolios of this pattern are obtained for the preservation of Archaeological and Epigraphical photographs. It is not likely that the cost of the portfolios required will be high, and it is for orders whether the S.G.P. may be requested to supply them ^{at once} immediately.

5. It is sub^d that it would appear advantageous to have the portfolios with the photographs in them kept in the Secretariat library instead of among the records in the Public (B) section. For orders.

CPH
17.6.16

1 apr. / women when all the
moving was ^{at} to. E.H.
19.6.16

For the U.S.

With refer^{ce} to the U.S.'s marginal note above, a no. note to the S.G.P. is submitted for approval.

CPH
21.6.16

E.H.
22.6.16

* 5 Portfolios - 9" x 7"
9 do. - 13" x 11"
4 do. - 9 1/2" x 7 1/2"
2 do. - 13" x 11"

/ women who have been
much the cost will be
whether in the U.S. or not
possible. E.H.
19.6.

[The bundles of photo-prints are
in the City office now. They
will be sub^d to U.S. if so ordered.]

Ples^{es}

E.H.
19.6.

Only that the
photo-prints
are now in
the U.S.S. room.

CPH
21.6.16

Public dept.

385718 22-6-16

W.O. note.

It has been estimated that for the preservation of the loose photo prints relating to Archaeological and Epigraphical objects now in the office Cardboard portfolios of the following dimensions will be required:

	Length.	Breadth.	Thickness
5 Portfolios	9"	7"	3"
11 do.	13"	11"	3"
4 do.	9½"	7½"	3"

Submitted that the S.G.P. may be requested to advise whether the sort of portfolio herewith put up will be suitable for the purpose and if so to state whether the required number of portfolios can be manufactured at the Govt. Press, and what the Cost thereof will be.

C.D.U.
21.6.16

E.A.H.
22.6.16

Ct 3857
Public

Regd 22-6-16

pages 6 + 7 quite

Despatched with
23/6

To the S. G. P.
(with sample
portfolio)



Public Department.

U.O. Note No. 3857-1, dated 22nd June 1916.

++++

It has been estimated that for the preservation of the loose photo prints relating to Archaeological and Epigraphical objects now in the office card board portfolios of the following dimension will be required:-

		Length		Breadth		Thickness
5 Portfolios		9"	×	7"	×	3"
11 do		13"	×	11"	×	3"
4 do		9½"	×	7½"	×	3"

Submitted that the Superintendent, Government Press may be requested to advise whether the sort of portfolio herewith put up will be suitable for the purpose and if so to state whether the required number of portfolios can be manufactured at the Government Press, and what the cost thereof will be.

C.P.K.
21-6-16.

E.A.H.
22-6-16.

To

The Superintendent, Government Press, with sample portfolio.

Forwarded to the Superintendent, Government Press.

E. A. H.
Under Secretary.

No 143. O.B.
28-6-1916

I think that the portfolios usually made in the press (as sample A) will be equally suitable. This has been in use for about 15 years for specimen prints in the press, and under orders of Government similar boxes but much larger, and fastened by brass hooks instead of tapes, have been made for the Old Record Office for the preservation of important documents. None of these have the inner sliding case which is open to the objection that it is likely to cause wear or folding of the edges of the prints.

The cost of making the cases in the press style with marble paper sides will be

	Total Cost
9" x 7" x 3" . 13.0 each + 5 =	Rs. 4-1-0
13 x 11 x 3 . 13.5 . x 11 =	9-3-7
9 1/2 x 7 1/2 x 3 . 13.0 . x 4 =	3-4-0
	Rs. 16-8-7

If made as secretaries specimen the cost will be 8 as each set.



This will be 11/11/16

The total cost will be Rs 26-8-7

Done 28-6-16



P.T.O.

U.S.

A draft u.s. note requesting the S.G.P. to furnish Govt. with the necessary no. of portfolios of the type approved by the U.S. at p. 11 ante. is subd. for approval.

sym.
4.7.16
C.M.
4.7.16

E.M.
5.7.16

Public Dept.

[3857]

3857-2857-16

U.O. note.

With reference to
his u.o. note no. 143 O.B.
of 28.6.16, the S.G.P. may
be requested to furnish
~~the Chief Secretariat~~
with 20 portfolios of
the type made use of for
specimen prints in the Press,
with marble paper sides,
and of the following
dimensions:-

Length, Breadth, Thickness

5 Portfolios.	9" x	4" x	3"
" "	13" x	11" x	3"
4 "	9 1/2" x	7 1/2" x	3"

Is
The S.G.P.
(with sample portfolios
returned)

Dispatched with Encl
4/7

4-7-16
Cone
4-7-16

Encl
4/7

For the Regt

Submitted that the portfolios have been received. Action is being taken separately regarding the preservation of the photos in the portfolios. The papers may be recorded. A draft order is submitted for approval.

9.8.16.
Pdel.
10.8.16

11.8.16

Please report to me as soon as the prints have been put in the portfolios & handed over to the Library.

Please keep the current open till then to enable me to watch

11.8.16

Home (Edinburgh) Dph.

For the Registrar

The prints have been put in the portfolios and handed over to the Librarian, Chief Sect. Submitted that the file may be sent u.o. to the Registrar, Chief Sect. for perusal and return.

11.12.16
L. 12/16
R. C. S. 16

3857-1
5/12/16

L. 12/16

Chief Seeth

For the Registrar

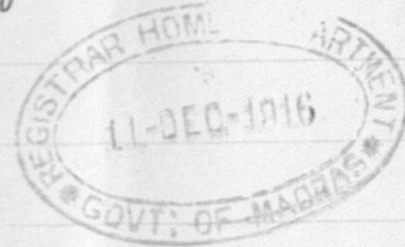
Subd that the file may be perused and returned. Portfolios twenty in number were received in the Seeth Library

La
9.12.16

Perused and returned
with thanks

Ytm
9.12.16

Regr Home (UO)



Home (Edn) Dept.

For the Registrar

~~Submitted~~ The draft may now issue.

ved
11.12.16

Lu
11.12.16

Ca
12/12/16

Photographs

Recording papers relating
to the arrangement and preservation
of duplicate sets of
received with annual arch Survey
reports.

READ AGAIN G.O. No. _____, dated _____ 191

" " " " _____, " _____ 191

READ ALSO:-

C. No. _____, From the _____, N _____, dated _____ 191

" " " " _____, " _____ 191

" " " " _____, " _____ 191

ORDER.

No. 1361, dated the 12th Dec 1916.

His

Recorded.

9.8.16.

Pdler
10.5.16

CR
11.8.16

When given for copying—
 When copied—
 When examined—
 When signed—

191 .

READ AGAIN G.O. No.
 191

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH RITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.—

A = Copy in full.
 B = Not to be copied.
 P = Copy abstract only.
 Q = Copy heading only.