Scott II-27—58,004—4-11-46.

E & PH (1946) Department.

P 2 SERIES.

G.O. NO. 1124 Edn

Dated 6.6.46

[Despatch Abstract.]

Madras Record office - Administration Report for 1944-46 - Recorded.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Pdl.No. 23/46.

Madras Record Office,
Chittoor, 9th May 1946.

161
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(2)

From

Rao Bahadur Dr. B.S.Baliga, Ph.D.,(Lond.),
Curator, Madras Record Office, C H I T T O O R.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, M A D R A S.

Sir,

Sub:- Madras Record Office - Administration report for 1945-1946.

25472

Ref:- G.O.No. 1106 Public (General) dated 6-7-1937.

In accordance with the orders of the Government referred to above I have the honour to submit the administration report of the Madras Record Office for the year 1945-1946.

This report follows so closely upon the report of the year 1944-45 that it is unnecessary to dwell at length again upon the peculiar problems incidental to the administration of the records from the places in the interior of the province to which they were removed for safety against enemy action in the beginning of 1942 and where they still remain. The year under report saw the end of hostilities in Europe as well as in Asia. The question of transferring the records back to Madras could not, however, be taken into consideration. In fact this question has had to be postponed in view of certain special and unforeseen circumstances which are described below.

When all the important records were removed to the interior a considerable amount of space naturally became vacant in the Record Office buildings in Madras. Part of this space, measuring more than 15,000 square feet of floor area, being entirely clear of racks or other fixtures was fit to be utilised for office accommodation without making alterations of any kind. This space was therefore immediately occupied by the offices mentioned below which then stood in urgent need of accommodation.

1. Chief Conservator of Forests.
2. Provincial Petrol and Tyre Rationing Officer.
3. Area Petrol and Tyre Rationing Officer.
4. Price Controller.
5. Director of Town Planning.
6. Inspector ~~General~~ of Local Boards and Municipal Councils.

7

7. The Paymaster of Carnatic Stipends.
8. Secretary, Central Road Traffic Board.
9. Provincial Motor Transport Controller.

The remaining space, and this in the aggregate amounted to a great deal, was occupied by iron racks which reached up to a height of more than 20 feet and which were connected to one another by iron gratings in such a way that they formed one huge structure which could be dismantled only with difficulty. This space could not easily be made available for office accommodation.

But a time soon arrived when, owing to the extraordinary influx of population into Madras in the later stages of the War and the consequent scarcity of accommodation, the Government were put to considerable inconvenience to provide accommodation to a number of public offices which had come into existence as a result of the War or which had been compelled to give up the accommodation till then enjoyed by them for the more urgent needs of the military authorities. When it was known that the Government were in urgent need of office accommodation for these offices the Record Office felt that it was its duty to come to their assistance and accordingly offered to find accommodation for these offices. It was suggested to the Government that the records which were dispersed in the various record blocks could be concentrated in a few of the blocks and that the racks and gratings in the blocks so emptied could be dismantled, though with some difficulty. When it was found that the space thus liberated would exceed more than 12,000 square feet of floor area the Government atonce fell in with the suggestion and issued orders for the immediate execution of the plan. The records of eight blocks were accordingly concentrated in four blocks and the empty racks in the four blocks were dismantled expeditiously with the assistance of the Rescue Squads of the city's A.R.P. Organization. The racks which were dismantled were removed to a separate place of storage by the authorities of the Public Works Department. The work was executed with so much expedition that, in less than a month

almost all the racks had been dismantled and the offices to which the space in the several blocks had been allotted had begun to move in. Particulars of the offices which came and occupied the Record Office buildings in this manner are shown below:—

1. Office of the Provincial Textile Commissioner.
2. Office of the Textile Control Officer.
3. Office of the District Veterinary Officer.
4. Office of the Executive Engineer, Civil and Hydraulic Division.
5. Office of the General Superintendent, Power Development.

Some idea of the space thus released and the service thus rendered to the Government can be obtained when it is realised that accommodation was found in this way for more than 320 Officers, Assistants, Clerks etc. As none of these offices has had to pay any rent for the accommodation provided for them the saving to the Government in rent alone till now must have amounted to not less than Rs. 50,000 and amounts every year to more than Rs. 20,000.

It is needless to state that, unless and until these offices find other accommodation in the city and vacate the record blocks occupied by them, the records cannot be transferred back to Madras. Office accommodation being still scarce in the city it is difficult to state with any amount of certainty how long it will be before these offices are able to find accommodation elsewhere. The inconvenience to the Government Departments arising out of this protracted detention of the records, especially the current records, in the interior has already been fully described in the previous report. The additional work and responsibility thrown upon the Record Office thereby have also been stated in that report. It therefore only remains to state that the annual and special accessions which are made year after year, notwithstanding the peculiar circumstances now prevailing, have added more and more to the congestion in the buildings in the interior. The sooner therefore the Record Office is shifted back to Madras, the better it is in the interests of administration. In the

meantime

meantime every attempt has been made to continue the administration from the interior as efficiently and as regularly as possible. The various steps taken for this purpose have already been described in the report of the year 1944-45 lately submitted.

Management:-

Mr. V.J.George, who had been re-employed as Assistant Curator for one year, proceeded on leave preparatory to final retirement from 8th September 1945. In his place Sri M.C. Subramanian, M.A., the Special Assistant of the office, was appointed as Assistant Curator. He took charge of his office on 17th September 1945.

Establishment:-

There was no change in the establishment during the year except for the appointment of a new Assistant in the scale of Rs. 175 - 15/2 - 250 temporarily for 5 months in connection with an important note on certain aspects of the permanent settlement which was submitted to the Government.

Buildings:

No structural alterations were made to the buildings in the course of the year. But under this head may be mentioned the planting of part of the compound with casuarina seedlings. Although this was done in furtherance of the drive towards the supply of firewood to the city it is believed that it will ultimately prove beneficial to the records in mitigating the nuisance of dust in the record rooms.

Accessions and withdrawals:

The non-confidential records of the several departments of the Secretariat of the year 1941 which were due for transfer to the Record Office in the course of the year were taken in. These consisted of 350 bundles of which 314 bundles containing original files were transferred to Chittoor and 36 bundles of printed copies of Government orders were transferred to Egmore. The confidential records of 1941 having already

been transferred in the previous years no further accession in this series was made during the year.

Besides the Secretariat records mentioned above the office also took in during the year 2,017 items of survey records and 3,689 bonds, deeds and other strong room documents.

It has been stated in the previous report how, with the object of preventing damage or loss to the records of the offices created by the War, the Record Office had suggested the centralisation of these records, as and when they might be wound up, and how in accordance with this suggestion the records of the Cadets Training School, Adyar, had been transferred to the custody of this office. In pursuance of this suggestion the records of the Madras Provincial Selection Board numbering 4,650 files were transferred to this office during the year 1945-46, when the office of that Board was wound up. The Government also ordered that the records of the Director of War Publicity should similarly be transferred to this office and steps were taken to receive these records.

Mention has been made in the previous report about the essential records of the Account-General, Madras, and some of the city offices like the office of the Government Museum, the Connemara Public Library, etc., which had been transferred to this office as a measure of safety against enemy action. On the cessation of hostilities these records were transferred back to the respective offices.

Cataloguing:

All the records transferred to the office during the year have been catalogued.

Requisitions and Searches:

The following statement shows the number of requisitions received, the number of records furnished in response to them and the number of requisitions involving searches, undertaken

undertaken during this year as against the last year.

	1944-45.	1945-46.
Number of requisitions received	18,102	17,822
Number of records furnished	38,385	40,122
Number of Searches	445	506
Number of papers restored	...	37,112

The small decrease in the number of requisitions during the year is due to the re-transfer of the Accountant-General's Office records, for which in the two previous years this office used to receive about 3,000 requisitions. This work was specially attended to by a clerk of the Accountant-General's Office, so that, there has been really no reduction in the work of this office in the matter of requisitions from the Secretariat and other offices. In fact it will be seen that if about 3,000 requisitions furnished to the Accountant-General are deducted from the number of requisitions furnished in 1944-45, the number of requisitions furnished in 1945-46 will be found to be more by nearly 3,000 during this year. Nor was this all. A great many of the requisitions received during the year were either special, urgent, or telegraphic requisitions which had to be complied with at once, irrespective of the fact whether they involved searches or putting up of all back and further papers on given subjects. The compliance of these requisition both in and out of office hours put the office to severe strain. The number of searches also showed a marked increase during the year.

The most important of the searches undertaken during the year was a confidential one, dealing with several aspects of the permanent settlement. To do this search properly and thoroughly a very large mass of records covering more than a century had to be collected and studied, and detailed notes written throwing light upon a number of points demanding elucidation. This work could be completed only with the help of an Assistant specially appointed under me. Among other searches which required the study of a large number of papers and the writing of notes were (1) the possibility of finding uranium in some parts of the province (2) the legality or

otherwise of certain allowances paid as compensation to a certain inamdar for his loss of excise revenue, (3) the population of the areas transferred from Madras to Orissa and (4) histories of certain temples, choultries and public endowments. Besides these may be mentioned the following searches made during the year:

1. Dispute regarding the ownership of the site occupied by St. Thomas Church at Quilon in Travancore.
2. The problems incidental to the introduction of Indian languages as Official languages.
3. Amendments proposed to the Indian Registration Act to compel the registration of all decrees of Civil Courts affecting immovable property.
4. Formation of the Madras Children's Aid Society.
5. Powers of the Bench Magistrates.
6. Development of certain minor ports.
7. Conventions between the French and the British relating to certain irrigation channels.
8. Sangameshwaram project.
9. Origin of the S.P.C.A.
10. Medals awarded to the old Madras Army.
11. Crests and Banners of Madras.
12. Histories of certain political pensions of the Carnatic and Tanjore families.
13. Principles observed in the appointment of Kazis.
14. Original and Appellate jurisdiction of the High Court over European and British subjects in Indian States.
15. Life and career of Thomas Prendergast.

Mending and Preservation of Records:

In the previous reports it has been shown how, on account of the scarcity and high price of chiffon, this office has been compelled to economise the use of chiffon in mending. This scarcity of chiffon continued during the year under report also, with the result that the office had to restrict the use of chiffon only to records which stood in need of urgent mending. Nor could this office undertake the repairs of records of other offices, to the same extent as before for want of chiffon. Still, however, the urgent repairs were not neglected, and such repairs were undertaken in case of the manuscripts of the Government Oriental Manuscripts Library, Madras, and the Inam Fair Registers

Registers of the Chittoor, and Salem Collectorates. The office is now making efforts to get a fresh supply of chiffon, and, as soon as the chiffon position improves, due attention will be paid to the mending of records of other offices also. The office, being satisfied with the results of using paste prepared in the office itself of maida flour and mercuric chloride, continued to use this paste instead of the ready made and costly dextrine paste which it formerly used to purchase in large quantities.

The out-turn of the Mending Section during the year when compared to the out-turn of the previous year was as follows:-

1944-45.	Sheets.
1. Secretariat Volumes (6)	1,546
2. Collectorate Volumes (22)	3,131
3. Secretariat and Board of Revenue bundles (217)	119,795
Miscellaneous items.	
1. Manuscripts of the Government Oriental Manuscripts Library, Madras (46 volumes)	5,700
2. Printed Settlement Registers (3 volumes)	485
3. Madras Record Office Library Books (38 volumes)	1,390
4. Madras Record Office Registers (8 volumes)	690
	132,737

1945-46.	
1. Secretariat and Board of Revenue bundles (after 1800)	101,117
2. Manuscripts of the Government Oriental Manuscript Library, Madras	3,975
3. Inam Fair Registers of Chittoor and Salem Collectorates	2,682
4. Madras Record Office Library Books	12,073
5. Maps	32
6. Miscellaneous	27
	119,906

The fall in the total number of sheets mended during the year is due to the extremely bad condition of several series of the records taken up for mending and the difficulty of mending them properly.

Binding:

The out-turn of binding work is as follows:-

	Number of bundles in 1944-45.	Number of bundles in 1945-46.
1. Secretariat volumes (after 1800)	25 x 28	6 x 6
2. Board of Revenue volumes	...	2 x 2
3. Secretariat bundles(G.Os.)	49 x 49	58 x 58
4. Board of Revenue bundles	...	51 x 56
5. Library Books (Madras Record Office and the manuscripts of the Government Oriental Manuscripts Library)	124 x 124	273 x 273
6. Fort St. George Gazette volumes	285 x 285	76 x 76
7. Printed Settlement Registers	...	6 x 6
8. Inam Fair Registers	...	8 x 8
9. Registers etc., for use in the office	...	127 x 127
10. Maps mounted	3 x 3	8 x 8
11. File boards for use in the office	...	121 x 121
12. Collectorate volumes	43 x 43	...
13. Miscellaneous items	90 x 90	12 x 12
	619 x 622	748 x 753

Enquiries on archive preservation:

Several enquiries on some aspect or other of archive preservation were received during the year. The Government of Bengal wanted to know the nature of the paste used in this office and its suitability for mending purposes. They were furnished with full particulars regarding the preparation of maida flour paste and informed that it had been found quite satisfactory. The Imperial Secretariat Library, Calcutta, from which an enquiry was received, was supplied with information about the chemicals used and the measures adopted in this office for preserving books and manuscripts. The Government Oriental Manuscripts Library, Madras, was, upon enquiry, told as to how the manuscripts could be protected while they were being removed from Tirupati to Madras. Shortly after the manuscripts were

transferred

transferred to Madras, the Curator of that Library brought to the notice of the Record Office that he had noticed a thin layer of whitish powder settling on the manuscripts, and, suspecting it to be salt (the Library being situated very close to the sea), enquired whether this would be injurious to the manuscripts in any way. As the whitish powder had been dusted away when I visited the Library I was not in a position to offer any definite advice. I have however advised the Curator to see whether the deposit is formed again and, if so, to report it to me so that the necessary advice might be given. Another enquiry received was from the Director of Public Health, Madras, asking as to how the old birth and death registers of the various Municipalities could be mended and preserved. He was informed of the methods followed in this office for preserving and mending the records. He was also informed that this office would undertake the mending of such of the registers as are in a bad condition but that this could be done only after the chiffon position improved.

Weeding and Destruction of Records:

The two clerks engaged upon this work examined during the year the records of the Military Department from 1791 to 1793. Their out-turn during this and the previous year are given below:-

Nature of records	Period	No. of bundles	No. of pages
1944-45.			
Military Dept.			
Consultations Miscellaneous series	January 1788 to October 1791	82	13,173 pages covering 23,382 pages in the volumes.
1945-46.			
Military Dept.			
Consultations ...	October 1791 to December 1793.	51	11,138 pages covering 19,996 pages in the volumes.
Miscellaneous series	1791 - 1793		

The out-turn would have been greater had it not been found necessary to divert one of the clerks for some time on urgent and important searches undertaken for the Revenue Department and had it not been found difficult to appoint a substitute in the place of a clerk who went on leave for about 3 months. Some interesting papers on the following subjects were unearthed in the course of weeding:-

1. War against Tipu Sultan.
2. Assumption of the country of the Nawab of Arcot.
3. Revolt of the poligars of Tinnevelly.
4. Settlement of the claims of the creditors of the Nawab of Arcot.
5. Capture of Pondicherry.
6. Erection of a statue to Lord Cornwallis.

Publication of old records:

As the scarcity of paper continued to exist throughout the year the work of the publication section was confined chiefly to the preparation of typescripts and the editing of these typescripts with a view to keeping them ready to be sent to the press as soon as the paper position improves. A certain amount of proof work connected with the volumes already in proof stage was also attended to. The progress made by the section is shown below:-

Typing:- The following 23 volumes (consisting of 7,418 pages) were typed during the year.

Military Department Indexes	(1804-1806)	... 3 volumes
-Do-	(1847-1850)	... 15 "
Public Despatches to England	(1754-1758 and 1761-1764)	... 5 "

Editing:- 6,646 pages of typescripts of the following 22 volumes were edited for the press in the course of the year.

Military Department Indexes	(1842-1844)	... 10 volumes
-Do-	(1847-1849)	... 8 "
-Do-	(1801-1804)	... 4 "

The following records are in the various stages of publication:-

(A) Records of Fort St. George 1751-65.

1. Diary and Consultation Book		1756 (volume 86)
2.	-Do-	1757 (" 87)
3.	-Do-	1758 (" 88)
4.	-Do-	1759 (" 89)
5.	-Do-	1760 (" 90)

6. Letters from Fort St. George 1762 (volume 37)
7. Letters to Fort St. George 1751-52 (" 32)
8. -Do- 1765 (" 45)
9. Public Despatches from England 1757-58 (volume 61)
10. Manilha Consultation 1762-63 (volume 3)
11. Mayor's Court Proceedings 1728

Of these, items Nos. 8, 10, 12 and 13 are ready for issue from the Press, while items Nos. 1, 6, 7, 9 and 11 are in final stages of publication.

(B) Departmental Indexes:—

The Judical Department Index of 1837 and the Secret Department Index of 1820 have passed the final stage of publication and will be released from the press shortly.

(C) J.J.Cotton's List of Inscriptions on Tombs and Monuments: (Revised edition)—

Volume I (Madras and Indian States) was issued.

Volume II (Madras Districts). The nominal index is in the proof stage and the volume will be issued shortly.

(D) Calendaring of Revenue Records:—

Practically no progress was made in this work during the year as the person who was attending to it last year was appointed to another post and no other suitable person could be found for calendaring the Revenue records.

(E) Selections from the Judicial Records:—

The Special Assistant engaged on this work prepared selections from the Judicial Records of 1810-1814.

Library and Museum:

Only 3 books were purchased by the office during the year. A considerable addition was, however, made to the office library by the transfer of 2,160 surplus books from the Secretariat Library. Besides these, 40 books of historical interest belonging to the District Court of South Kanara and 5 books belonging to the District Munsif's Court,

Negapatam, which these Courts would otherwise have destroyed as useless for their purposes, were at the request of this office transferred to it and these also were added to the Library. Among the additions made to the Library and museum must be mentioned a book and two pictures of old Madras which were kindly presented by Mr. Percy Macqueen, I.C.S., (Retd.), the former Curator of the office.

A set of publications relating to Patents and Trade Marks Registry was received from the Controller of Patents and Trade Marks. These publications, being intended more for the use of the public than for official reference, cannot, however, be regarded as additions to the Library.

The office received, as usual, requests from some public organisations to send old records and other articles of historical interest to be displayed at the exhibitions organised by them. A request of this kind received during the year from the Indian History Congress which held its 8th Session at Annamalainagar was complied with. Several old documents, volumes, charters, treaties, wax seals, etc., of historical interest were sent from the office under the custody of a responsible member of the staff. These exhibits are stated to have been considerably appreciated by the visitors to the exhibition.

Research students:—

As was to be expected, the number of research students who came to consult the records in the offices in the interior was very limited. Only two scholars did research work among the records during the year. Their names and the subjects of their research are given below:—

1. Sri A.V. Ramana Rao -- "Economic history of the Andhra during the British period - 1800-1890.
2. Rao Bahadur Y. Ramachandra Rao -- " Locusts and other pests."

General

General:

Owing to pressure of official work I was unable to attend the meeting of the Indian Historical Records Commission and the Research and Publication Committee held at Peshawar in December 1945. A resolution suggesting the Centralisation of the District and Division records which had been tabled by me at the previous meeting of the Commission at Udaipur was however discussed at this meeting and passed.

I have the honour to be,

Sir,

Your most obedient servant,

CURATOR.
10-5-1946.

BR.

Govt. No. 1106 Publ(81) D/ 6.7.37 requires for the disposal after current has been called for from M.R.O. Its receipt may be awaited till 18.5.46.

18.5.46. 16.5.46

17/5/46

Edn. & P.H.(C.2) Dept.

C.25472. From the Curator, M.R.O. Pdl.23/46 d/9-5-46.

M.R.O. - Administration report for 1945-46 Recorded.

Order/Press.No. 1124 Edn. dated 6/6/46

Recorded.

2. The M.R.O. continued to do satisfactory work.

To the Curator, M.R.O. Chittoor.
To the Keeper of Records to the G. of I.
To the G. of I. Dept. of Edn. New Delhi.
To the Keeper of Records, G. of Bengal, Calcutta.
To the Under Secy. of State, India Office, London.
To the Public Dept.
To the Pub. Ser. Commn.
To the Secy.
To the Legre. Sectt.

23.5.46 25.5.46

30/5/46 30.5.46

Copies despd. 11/7

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10.CCS

10/6

(10) Edn. P-H-Dept-(C2)

4. C.No.25472 from the Curator, M.R.O., Pdl.No.23/46, dated 9-5-46.

M.R.O.- Administration Report for the year 1945-46.

The Curator, M.R.O., has submitted the annual report on the administration of the Record Office for the year 1945-46. The previous report for the year 1944-45 was received only recently.

2. According to the recommendation V11 of the proceedings of the meeting of the I.H.R.C. held in June 1919, the annual report should contain information on the following points:-

(1) Accession of new records.
(2) Listing and cataloguing.
(3) Calendering, abstracting and indexing.
(4) Publications.
(5) Mending and binding.
(6) Search cases; and
(7) Changes in the methods of preserving, sorting and housing records.

The present report covers the above points.

3. As in the previous year's, para 13 of the report regarding typing of records may be omitted when copies are printed.

A draft order is submitted for approval.

Sectt. 21-33—3,000—11.

PRESS SLIP.

~~ORDINARY~~. URGENT (a). ~~SPECIAL~~ (a). 161 /33

(11)

E. & G.O. (Conf.) Department.

7 JUN 1946

Current No. 2542 Cr dated ..... 194 .

G.O. No. 1124 Cr (Conf) dated 6.6. 1946.

Number of MS. pages sent (b) Correspondence 15 Pages. (c) Notes —

Brief subject M.R.O. Administration Report 1945-46.

(d) Number of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*). (1)	"Press" copies to supply on requisitions for purchase by the public. (2)	Complete correspondence and orders. (3)	Notes. (4)
FOR RECORD.			
Madras Records	4	10	
Ooty Records		4	
For filing with original		1	
Total ...		15	

FOR ISSUE.†	Letter only.	Complete G.O.	(b) Special issue copies of G.O. No.	Special issue copies of G.O. Papers.	Notes.
Signature copies		10			
India Office					
Govt. of India ..... Dept.					
Revenue Department					
Public Works Department					
Local Administration Department					
Education and Public Health Dept.					
Public Dept.					
Home Dept.					
Dev. Dept.					
Finance Dept.					
Legal Dept.					
Sectt. of the Madras Legislature					
Total ...					
Spare copies. The Curator, Info		5			
The Secretary to Govt. Public Health Dept.		15			
The Secretary to Govt. Public Dept.		15			
The Bureau of Public Relations		25			
The					
The Members of the Legislature		200			
The		350			
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Total ...		405			

8 JUN 1946 MADRAS

Copies distributed on 11/7 ‡(Press clerk).

† Copies distributed on 11/7 ‡(Press Despatcher).

‡ *To be initialled and dated.*

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or carelesse diting.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

[P.T.O.

TO PRESS, MADRAS, OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (*b*) proof need not be sent. Please print and supply number of copies as indicated.
3-6-46 .....*Clerk.*	Type may be released after usual interval / at once.	Type may be released after usual interval.
5-6-46 .....*Supt.*	.....*Clerk.*	.....*Clerk.*
	26/6/46 .....*Supt.*	.....*Supt.*

SPECIAL INSTRUCTIONS.

Please print this report in Castanotype and send ten proof ~~to the Curator for checking~~ in duplicate. Certified that the number of copies indented for is really necessary and has been fixed with ref. to G.O. No. dated Empty 1943.

Asst. Curator for Govt. Archivist.

3.6.46 5.6.46

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on 7-6-'46	
First proof furnished on 19.6.'46	
Call for revised proof received on	
Revised proof furnished on	
Corrected proof received for striking on 28-6-'46	
Final copies supplied on 6-7-'46	

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Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1124, 6th June 1946

Madras Record Office—Administration report for 1945–46—Recorded.

READ—the following papers :—

Letter from Rao Bahadur Dr. B. S. BALIGA, PH.D. (Lond.), Curator, Madras Record Office, Chittoor, to the Secretary to Government, Education and Public Health Department, Fort St. George, Madras, Pdl. No. 23/46, dated 9th May 1946.

[Madras Record Office—Administration report for 1945–46. *Reference.*—G.O. No. 1106, Public (General), dated 6th July 1937.]

In accordance with the orders of the Government referred to above I have the honour to submit the administration report of the Madras Record Office for the year 1945–46.

This report follows so closely upon the report of the year 1944–45 that it is unnecessary to dwell at length again upon the pecuñar problems incidental to the administration of the records from the places in the interior of the province to which they were removed for safety against enemy action in the beginning of 1942 and where they still remain. The year under report saw the end of hostilities in Europe as well as in Asia. The question of transferring the records back to Madras could not, however, be taken into consideration. In fact this question has had to be postponed in view of certain special and unforeseen circumstances which are described below :—

When all the important records were removed to the interior a considerable amount of space naturally became vacant in the Record office buildings in Madras. Part of this space, measuring more than 15,000 square feet of floor area, being entirely clear of racks or other fixtures was fit to be utilized for office accommodation without making alterations of any kind. This space was therefore immediately occupied by the offices mentioned below which then stood in urgent need of accommodation.

(1) Chief Conservator of Forests.
(2) Provincial Petrol and Tyre Rationing Officer.
(3) Area Petrol and Tyre Rationing Officer.
(4) Price Controller.
(5) Director of Town-Planning.
(6) Inspector-~~General~~ of Local Boards and Municipal Councils.
(7) The Paymaster of Carnatic Stipends.
(8) Secretary, Central Road Traffic Board.
(9) Provincial Motor Transport Controller.

The remaining space, and this in the aggregate amounted to a great deal, was occupied by iron racks which reached up to a height of more than 20 feet and which were connected to one another by iron gratings in such a way that they formed one huge structure which could be dismantled only with difficulty. This space could not easily be made available for office accommodation.

But a time soon arrived when, owing to the extraordinary influx of population into Madras in the later stages of the War and the consequent scarcity of accommodation, the Government were put to considerable inconvenience to

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provide accommodation to a number of public offices which had come into existence as a result of the War or which had been compelled to give up the accommodation till then enjoyed by them for the more urgent needs of the military authorities. When it was known that the Government were in urgent need of office accommodation for these offices the Record office felt that it was its duty to come to their assistance and accordingly offered to find accommodation for these offices. It was suggested to the Government that the records which were dispersed in the various record blocks should be concentrated in a few of the blocks and that the racks and gratings in the blocks so emptied could be dismantled, though with some difficulty. When it was found that the space thus liberated would exceed more than 12,000 square feet of floor area the Government at once fell in with the suggestion and issued orders for the immediate execution of the plan. The records of eight blocks were accordingly concentrated in four blocks and the empty racks in the four blocks were dismantled expeditiously with the assistance of the Rescue Squads of the city's A.R.P. organization. The racks which were dismantled were removed to a separate place of storage by the authorities of the Public Works Department. The work was executed with so much expedition that, in less than a month almost all the racks had been dismantled and the offices to which the space in the several blocks had been allotted had begun to move in. Particulars of the offices which came and occupied the Record office buildings in this manner are shown below:—

(1) Office of the Provincial Textile Commissioner.
(2) Office of the Textile Control Officer.
(3) Office of the District Veterinary Officer.
(4) Office of the Executive Engineer, Civil and Hydraulic Division.
(5) Office of the General Superintendent, Power Development.

Some idea of the space thus released and the service thus rendered to the Government can be obtained when it is realized that accommodation was found in this way for more than 320 officers, assistants, clerks, etc. As none of these offices has had to pay any rent for the accommodation provided for them the saving to the Government in rent alone till now must have amounted to not less than Rs. 50,000 and amounts every year to more than Rs. 20,000.

It is needless to state that, unless and until these offices find other accommodation in the city and vacate the record blocks occupied by them, the records cannot be transferred back to Madras. Office accommodation being still scarce in the city it is difficult to state with any amount of certainty how long it will be before these offices are able to find accommodation elsewhere. The inconvenience to the Government Departments arising out of this protracted detention of the records, especially the current records, in the interior has already been fully described in the previous report. The additional work and responsibility thrown upon the Record office thereby have also been stated in that report. It therefore only remains to state that the annual and special accessions which are made year after year, notwithstanding the peculiar circumstances now prevailing, have added more and more to the congestion in the buildings in the interior. The sooner therefore the Record office is shifted back to Madras, the better it is in the interests of administration. In the meantime every attempt has been made to continue the administration from the interior as efficiently and as regularly as possible. The various steps taken for this purpose have already been described in the report of the year 1944–45 lately submitted.

2. *Management.*—Mr. V. J. George, who had been re-employed as Assistant Curator for one year, proceeded on leave preparatory to final retirement from 8th September 1945. In his place Sri M. C. Subramanian, M.A., the Special Assistant of the office, was appointed as Assistant Curator. He took charge of his office on 17th September 1945.

3. *Establishment.*—There was no change in the establishment during the year except for the appointment of a new assistant in the scale of Rs. 175—15/2—250 temporarily for 5 months in connexion with an important note on certain aspects of the permanent settlement which was submitted to the Government.

4. *Buildings.*—No structural alterations were made to the buildings in the course of the year. But under this head may be mentioned the planting of part of the compound with casuarina seedlings. Although this was done in furtherance of the drive towards the supply of firewood to the city it is believed that it will ultimately prove beneficial to the records in mitigating the nuisance of dust in the record rooms.

5. *Accessions and withdrawals.*—The non-confidential records of the several departments of the Secretariat of the year 1941 which were due for transfer to the Record office in the course of the year were taken in. These consisted of 350 bundles of which 314 bundles containing original files were transferred to Chittoor and 36 bundles of printed copies of Government Orders were transferred to Egmore. The confidential records of 1941 having already been transferred in the previous years no further accession in this series was made during the year.

Besides the Secretariat records mentioned above the office also took in during the year 2,017 items of survey records and 3,689 bonds, deeds and other strong room documents.

It has been stated in the previous report how, with the object of preventing damage or loss to the records of the offices created by the War, the Record office had suggested the centralization of these records, as and when they might be wound up, and how in accordance with this suggestion the records of the Cadets Training School, Adyar, had been transferred to the custody of this office. In pursuance of this suggestion the records of the Madras Provincial Selection Board numbering 4,650 files were transferred to this office during the year 1945–46, when the office of that board was wound up. The Government also ordered that the records of the Director of War Publicity should similarly be transferred to this office and steps were taken to receive these records.

Mention has been made in the previous report about the essential records of the Accountant-General, Madras, and some of the city offices like the office of the Government Museum, the Connemara Public Library, etc., which had been transferred to this office as a measure of safety against enemy action. On the cessation of hostilities these records were transferred back to the respective offices.

6. *Cataloguing.*—All the records transferred to the office during the year have been catalogued.

7. *Requisitions and searches.*—The following statement shows the number of requisitions received, the number of records furnished in response to them and the number of requisitions involving searches undertaken during this year as against the last year.

	1944–45.	1945–46.
Number of requisitions received	18,102	17,822
Number of records furnished	38,385	40,122
Number of searches	445	506
Number of papers rested	..	37,112

The small decrease in the number of requisitions during the year is due to the re-transfer of the Accountant-General's office records, for which in the two previous years this office used to receive about 3,000 requisitions. This work was specially attended to by a clerk of the Accountant-General's office, so that, there has been really no reduction in the work of this office in the matter of requisitions from the Secretariat and other offices. In fact it will be seen that if about 3,000 requisitions furnished to the Accountant-General are deducted from the number of requisitions furnished in 1944–45, the number of requisitions

furnished in 1945–46 will be found to be more by nearly 3,000 during this year. Nor was this all. A great many of the requisitions received during the year were either special, urgent, or telegraphic requisitions which had to be complied with at once, irrespective of the fact whether they involved searches or putting up of all back and further papers on given subjects. The compliance of these requisition both in and out of office hours put the office to severe strain. The number of searches also showed a marked increase during the year.

The most important of the searches undertaken during the year was a confidential one, dealing with several aspects of the permanent settlement. To do this search properly and thoroughly a very large mass of records covering more than a century had to be collected and studied, and detailed notes written throwing light upon a number of points demanding elucidation. This work could be completed only with the help of an assistant specially appointed under me. Among other searches which required the study of a large number of papers and the writing of notes were (1) the possibility of finding uranium in some parts of the province, (2) the legality or otherwise of certain allowances paid as compensation to a certain inamdar for his loss of excise revenue, (3) the population of the areas transferred from Madras to Orissa and (4) histories of certain temples, choultries and public endowments. Besides these may be mentioned the following searches made during the year:—

(1) Dispute regarding the ownership of the site occupied by St. Thomas' Church at Quilon in Travancore.

(2) The problems incidental to the introduction of Indian languages as official languages.

(3) Amendments proposed to the Indian Registration Act to compel the registration of all decrees of civil courts affecting immovable property.

(4) Formation of the Madras Children's Aid Society.

(5) Powers of the Bench Magistrates.

(6) Development of certain minor ports.

(7) Conventions between the French and the British relating to certain irrigation channels.

(8) Sangameshwaram Project.

(9) Origin of the Society for Prevention of Cruelty to Animals.

(10) Medals awarded to the old Madras Army.

(11) Crests and Banners of Madras.

(12) Histories of certain political pensions of the Carnatic and Tanjore families.

(13) Principles observed in the appointment of Kazis.

(14) Original and appellate jurisdiction of the High Court over European and British subjects in Indian States.

(15) Life and career of Thomas Prendergast.

8. *Mending and preservation of records.*—In the previous reports it has been shown how, on account of the scarcity and high price of chiffon, this office has been compelled to economize the use of chiffon in mending. This scarcity of chiffon continued during the year under report also, with the result that the office had to restrict the use of chiffon only to records which stood in need of urgent mending. Nor could this office undertake the repairs of records of other offices, to the same extent as before for want of chiffon. Still, however, the urgent repairs were not neglected, and such repairs were undertaken in case of the manuscripts of the Governmental Oriental Manuscripts Library, Madras, and the Inam Fair Registers of the Chittoor and Salem Collectorates. The office is now making efforts to get a fresh supply of chiffon, and, as soon as the chiffon position improves, due attention will be paid to the mending of records of other offices also. The office, being satisfied with the results of using paste prepared in the office itself of maida flour and mercuric chloride, continued to use this paste instead of the ready made and costly dextrine paste which it formerly used to purchase in large quantities.

The outturn of the Mending Section during the year when compared to the outturn of the previous year was as follows:—

	Sheets.
1944-45.	
(1) Secretariat (volumes 6)	1,546
(2) Collectorate (volumes 22)	3,131
(3) Secretariat and Board of Revenue (bundles 217)	119,795
Miscellaneous items—	
(1) Manuscripts of the Government Oriental Manuscripts Library, Madras (46 volumes)	5,700
(2) Printed settlement registers (3 volumes)	485
(3) Madras Record Office Library Books (38 volumes)	1,390
(4) Madras Record Office Registers (8 volumes)	690
	132,737

	Sheets.
1945-46	
(1) Secretariat and Board of Revenue bundles (after 1800)	101,117
(2) Manuscripts of the Government Oriental Manuscripts Library, Madras.	3,975
(3) Inam fair registers of Chittoor and Salem Collectorates	2,682
(4) Madras Record Office Library books	12,073
(5) Maps	32
(6) Miscellaneous	27
	119,906

The fall in the total number of sheets mended during the year is due to the extremely bad condition of several series of the records taken up for mending and the difficulty of mending them properly.

9. *Binding.*—The outturn of binding work is as follows:—

	Number of bundles in	
	1944-45.	1945-46
(1) Secretariat volumes (after 1800)	25 × 28	6 × 6
(2) Board of Revenue volumes	..	2 × 2
(3) Secretariat bundles (Government Orders)	49 × 49	58 × 58
(4) Board of Revenue bundles	..	51 × 56
(5) Library books (Madras Record Office and the manuscripts of the Government Oriental Manuscripts Library)	124 × 124	273 × 273
	285 × 285	76 × 76
(6) *Fort St. George Gazette* volumes	..	4 × 6
(7) Printed settlement registers	..	8 × 8
(8) Inam fair registers	..	127 × 127
(9) Registers, etc., for use in the office	3 × 3	8 × 8
(10) Maps mounted	..	121 × 121
(11) File boards for use in the office	43 × 43	..
(12) Collectorate volumes	90 × 90	12 × 12
(13) Miscellaneous items	619 × 622	748 × 753

10. *Enquiries on archive preservation.*—Several enquiries on some aspect or other of archive preservation were received during the year. The Government of Bengal wanted to know the nature of the paste used in this office and its suitability for mending purposes. They were furnished with full particulars regarding the preparation of maida flour paste and informed that it had been found quite satisfactory. The Imperial Secretariat Library, Calcutta, from which an enquiry was received, was supplied with information about the chemicals used and the measures adopted in this office for preserving books and manuscripts. The Government Oriental Manuscripts Library, Madras, was, upon enquiry, told as to how the manuscripts could be protected while they were being removed from Tirupati to Madras. Shortly after the manuscripts were transferred to Madras, the Curator of that library brought to the notice of the Record office that he had noticed a thin layer of whitish powder settling on the manuscripts, and, suspecting it to be salt (the library being situated very

close to the sea), enquired whether this would be injurious to the manuscripts in any way. As the whitish powder had been dusted away when I visited the library I was not in a position to offer any definite advice. I have however advised the Curator to see whether the deposit is formed again and, if so, to report it to me so that the necessary advice might be given. Another enquiry received was from the Director of Public Health, Madras, asking as to how the old birth and death registers of the various municipalities could be mended and preserved. He was informed of the methods followed in this office for preserving and mending the records. He was also informed that this office would undertake the mending of such of the registers as are in a bad condition but that this could be done only after the chiffon position improved.

11. *Weeding and destruction of records.*—The two clerks engaged upon this work examined during the year the records of the Military department from 1791 to 1793. Their outturn during this and the previous year are given below:—

Nature of records	Period.	Number of bundles.	Number of pages.
1944–45.			
Military department—			
Consultations	January 1788 to October 1791.	82	13,173 pages covering 23,382 pages in the volumes.
Miscellaneous series ..			
1945–46.			
Military department—			
Consultations	October 1791 to December 1793.	51	11,138 pages covering 17,996 pages in the volumes.
Miscellaneous series ..	1791 to 1793.		

The outturn would have been greater had it not been found necessary to divert one of the clerks for some time on urgent and important searches undertaken for the Revenue department and had it not been found difficult to appoint a substitute in the place of a clerk who went on leave for about three months. Some interesting papers on the following subjects were unearthed in the course of weeding:—

(1) War against Tipu Sultan.
(2) Assumption of the country of the Nawab of Arcot.
(3) Revolt of the poligars of Tinnevelly.
(4) Settlement of the claims of the creditors of the Nawab of Arcot.
(5) Capture of Pondicherry.
(6) Erection of a statue to Lord Cornwallis.

12. *Publication of old records.*—As the scarcity of paper continued to exist throughout the year the work of the publication section was confined chiefly to the preparation of typescripts and the editing of these typescripts with a view to keeping them ready to be sent to the press as soon as the paper position improves. A certain amount of proof work connected with the volumes already in proof stage was also attended to. The progress made by the section is shown below.

~~13. *Typing.*—The following 23 volumes (consisting of 7,418 pages) were typed during the year:—~~

Military Department indexes (1804–1806)	3	volumes.
Do. (1847–1850)	15	,,
Public Despatches to England (1754–1758 and 1761–1764).	5	,,

14. *Editing.*—Six thousand six hundred and forty-six pages of typescripts of the following 22 volumes were edited for the press in the course of the year:—

Military Department Indexes (1842–1844)	10	volumes.
Do. (1847–1849)	8	,,
Do. (1801–1804)	4	,,

The following records are in the various stages of publication:—

(A) *Records of Fort St. George*, 1751–65—

(1) Diary and Consultation Book, 1756 (Volume 86).
(2) Diary and Consultation Book, 1757 (Volume 87).

(3) Diary and Consultation Book, 1758 (Volume 88).
(4) Diary and Consultation Book, 1759 (Volume 89).
(5) Diary and Consultation Book, 1760 (Volume 90).
(6) Letters from Fort St. George, 1762 (Volume 37).
(7) Letters to Fort St. George, 1751–52 (Volume 32).
(8) Letters to Fort St. George, 1765 (Volume 45).
(9) Public Despatches from England, 1757–58 (Volume 61).
(10) Manilha Consultation, 1762–63 (Volume 3).
(11) Mayor's Court Proceedings, 1728.

Of these, items Nos. 8, 10, ~~12 and 13~~ are ready for issue from the press, while items Nos. 1, 6, 7, 9 and 11 are in final stages of publication.

(B) *Departmental Index.*—The Judicial Department Index of 1837 and the Secret Department Index of 1820 have passed the final stage of publication and will be released from the press shortly.

(C) *J. J. Cotton's List of Inscriptions and Tombs and Monuments (Revised edition).*—Volume I (Madras and Indian States) was issued. Volume II (Madras Districts). The nominal index is in the proof stage and the volume will be issued shortly.

(D) *Calendaring of Revenue records.*—Practically no progress was made in this work during the year as the person who was attending to it last year was appointed to another post and no other suitable person could be found for calendaring the Revenue records.

(E) *Selections from the Judicial Records.*—The Special Assistant engaged on this work prepared selections from the Judicial Records of 1810–14.

15. *Library and Museum.*—Only 3 books were purchased by the office during the year. A considerable addition was, however, made to the office library by the transfer of 2,160 surplus books from the Secretariat Library. Besides these, 40 books of historical interest belonging to the District Court of South Kanara and 5 books belonging to the District Munsif's Court, Negapatam, which these courts would otherwise have destroyed as useless for their purposes, were at the request of this office transferred to it and these also were added to the library. Among the additions made to the Library and Museum must be mentioned a book and two pictures of old Madras which were kindly presented by Mr. Percy Macqueen, I.C.S. (retired), the former Curator of the office.

A set of publications relating to Patents and Trade Marks Registry was received from the Controller of Patents and Trade Marks. These publications, being intended more for the use of the public than for official reference, cannot, however, be regarded as additions to the library.

The office received, as usual, requests from some public organizations to send old records and other articles of historical interest to be displayed at the exhibitions organized by them. A request of this kind received during the year from the Indian History Congress which held its Eighth Session at Annamalainagar was complied with. Several old documents, volumes, charters, treaties, wax seals, etc., of historical interest were sent from the office under the custody of a responsible member of the staff. These exhibits are stated to have been considerably appreciated by the visitors to the exhibition.

16. *Research students.*—As was to be expected, the number of research students who came to consult the records in the offices in the interior was very limited. Only two scholars did research work among the records during the year. Their names and the subjects of their research are given below:—

(1) Sri A. V. Ramana Rao—"Economic history of the Andhra during the British period, 1800–1890."

(2) Rao Bahadur Y. Ramachandra Rao—"Locusts and other pests."

17. *General.*—Owing to pressure of official work I was unable to attend the meeting of the Indian Historical Records Commission and the Research and Publication Committee held at Peshawar in December 1945. A resolution suggesting the centralization of the District and Division Records which had been tabled by me at the previous meeting of the Commission at Udaipur was however discussed at this meeting and passed.

Order—No. 1124, Education dated 6th June 1946.

Recorded.

2. The Madras Record Office continued to do satisfactory work.

(By order of His Excellency the Governor)

P. S. VISWANATHA AYYAR,
Secretary to Government.

To the Curator, Madras Record Office, Chittoor.
" Keeper of Records to the Government of India.
" Government of India, Department of Education, New Delhi.
" Keeper of Records, Government of Bengal, Calcutta.
" Under Secretary of State, India Office, London.
" Public Department.
" Secretary to the Public Service Commission, Madras.
" Secretary, Madras Legislative.