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E & PH (1947) Department.

Ds SERIES.

G.O. NO.	1091 Edn
Dated	27.5.47

(95)

[Despatch Abstract.]

Madras Record Office - Administration Report for 1946-47 - 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.30/47.

Madras Record Office,
Chittoor, 28th April 1947.

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,

ASST. SECRETARY TO GOVERNMENT
2 - MAY 1947
EDUCATION AND PUBLIC HEALTH DEPT.
3707

Sub:- Madras Record Office - Administration report for 1946-1947.

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

I have the honour to submit the administration report of the Madras Record Office for the year 1946-1947.

GENERAL.

This was the 5th year in which the records were administered from places in the interior. In the two previous reports it has been explained how, with the object of protecting the records from the vicissitudes of the War, they were removed from Madras to places in the interior and how, on account of the dearth of accommodation in Madras, it has not been possible to transfer them back even after the War had ended. Most of the public offices which had been temporarily accommodated in the Record Office buildings at Egmore continued to occupy these buildings for want of accommodation elsewhere in the city, with the result that the records continued to be retained and administered from places in the interior. A beginning was, however, made during the year to effect a gradual transfer of the records back to Madras. Among the records transferred to Chittoor in 1942 were a large number of Survey maps. The bulk of these maps was so large that a building had to be specially rented for housing them. The District Board authorities at Chittoor from whom this building had been rented began during this year to press for its return. The maps were therefore transferred back to the Central Survey Office, Madras. This opportunity was also taken to transfer the series of Survey Traverse Sheets and Traverse Field Books to one of the blocks of the Record Office where, by a rearrangement of records, sufficient space was found

for

for them. The transfer of these series of records to Madras rendered it possible not only to vacate the building belonging to the District Board but also to relieve to some extent the congestion in the remaining buildings at Chittoor. Incidentally this enabled the office to take in the Secretariat records of 1942 the transfer of which had been held up for some months for want of accommodation.

The inconvenience caused to the Government as well as the Record Office by the location of the records at such a distance from the seat of the Government has been described in the previous reports. This inconvenience was of course brought to the notice of the Government more than once during the year and it was suggested that whenever any of the record blocks at Egmore fell vacant it should be promptly refitted with racks. Only one block however became vacant. But this was immediately ordered to be refitted with racks. Accordingly the Public Works Workshops took up the work of refitting the racks and before the end of the year put up two out of three tiers of racks. The third and uppermost tier is now being put up. After the racks are fitted up they have to be painted. The baffle walls on the windows which were constructed as an A.R.P. measure have also to be demolished. As soon as all the work is over the records of the East India Company's period which are now at Palmaner will be removed to this block. It is hoped that this will reduce the inconvenience to some extent and render the administration of these records, at any rate, less difficult than at present. Pending the retransfer of these and other records every measure was adopted in the offices in the interior for their proper care and administration. As these measures have been explained fully in the earlier reports it is unnecessary to deal with them here. The activities of the office during the year under report will now be described.

2. MANAGEMENT.

There was no change in the management during the year.

3. ESTABLISHMENT.

An important addition was made to the establishment during

during the year. This was the creation of the post of a Research Assistant* This post was created in connection with the plan of supplying to the Departments of the Government exhaustive notes on important policies or matters of current administration, based upon the records, a form of activity upon which the office had been engaged for some years. Another important change in the establishment which was effected during the year was the permanent retention of the post of the additional Referencer and seven attenders*. The extraordinary increase of work in the Referencing Section had been fully recognised by the Government and consequently these posts, which had been continued on a temporary basis ever since 1942, were ordered to be placed on a permanent footing.

*G.O.No.1130, Education, dated 7th June 1946; G.O.No.26, Education, dated 7th January 1947.

*G.O.No.28, Education, dated 7th January 1947.

4. BUILDINGS.

No structural alterations were made to the buildings during the year. Mention has been made in the previous report of the planting of casuarina seedlings in the office compound. More seedlings were planted during the year and, with adequate care and attention, the seedlings have all come up well and have improved the appearance of the office compound.

5. ACCESSIONS AND WITHDRAWALS.

As has already been stated above, some of the records of the Survey Department were specially transferred from Chittoor to Madras to make room for the 1942 records of the Secretariat which were due for transfer in June 1946. The transfer of the latter were, in fact, held up for some months. However, before the end of the year, the transfer of all the 1942 records, confidential as well as non-confidential, of all the Departments of the Secretariat was effected. The confidential records numbering 44 bundles containing 3090 original files and the non-confidential records numbering 276 bundles containing 29,395 original files were transferred to Chittoor. The printed copies of the non-confidential records consisting of 24 bundles were, as usual, transferred to the Record Office at Egmore where all the printed records are kept. Besides these Secretariat records the office also took in 95 items of Survey records, 3,687 bonds, deeds and other strong room documents and one bundle of records of the

Collectorate

Collectorate of Cuddapah belonging to the East India Company's period which had, by a mistake, not been transferred with the other records. It has been stated in the previous report that the records of the Provincial Selection Board, which had been wound up, had been transferred to the Record Office and that the records of the Publicity Department, which was being wound up, were similarly about to be transferred. During the year the transfer of all the records of the Publicity Department numbering 3,330 files and 108 registers and the remaining records of the Provincial Selection Board numbering 176 files was effected. It may be mentioned here that, when these offices were wound up, instructions were issued to them by the Government to destroy all unessential records and to transfer to the Record Office only such of the records as were worthy of permanent retention. There was also a proposal to transfer some of the records of the Madras High Court, but this proposal was postponed for consideration after the transfer of the records to Madras.

The only records which were withdrawn from the office were the Survey maps mentioned already. These maps were transferred back to the Central Survey Office to make room for the Secretariat records.

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 papers furnished in response to them and the number of requisitions involving searches undertaken during the year as against last year. It also shows the number of papers restored:—

	1945-46	1946-47
Number of requisitions received ...	17,822	17,758
Number of records furnished ...	40,122	41,277
Number of searches ...	506	569
Number of papers restored ...	37,112	48,142

In the previous administration reports it has been explained how this office was gradually developing a new activity, namely

namely, that of supplying to the Departments of the Secretariat, exhaustive notes on important aspects or policies of administration, based upon a careful study of all relevant records. A great fillip was given to this activity during the year. The Departments having realised the usefulness of the notes prepared by this office began to ask for more and more notes, so much so, that it became very necessary to appoint an assistant specially to assist me in this work. A list of the subjects upon which a detailed examination of the records was made and full information was furnished is appended to this report. A few of the more important searches for which special notes were written may, however, be mentioned here. The first of these notes related to the subject of the Separation of the Judiciary from the Executive. It was prepared for the use of the Committee appointed by the Government to go into the question of separation and it described clearly the extent to which separation has already been effected, the plans proposed from time to time for further separation and the arguments that have been urged for and against separation. Two other notes related to the law of Riparian Rights applicable to this Province -- a subject of great intricacy and at the same time of great importance from the point of view of extension of irrigation facilities. These notes explained how English riparian law came to be applied to our Province, in regard to the rights to the beds of rivers and natural streams and the rights to the usufruct of water. They discussed all the implications of these rights and indicated how the position created by these rights can be rectified. One other note dealt with the management of the landed estates of the Tirumalai Tirupati Devasthanam, pointed out the various defects and suggested the remedies that could be applied to remove them. Another note traced the origin, history and activities of the Government Museum, Madras, discussing fully the improvements suggested from time to time in various directions. It was prepared in connection with the post-war development of the Museum. Yet another note described the constitutional and administrative development of the Excluded and Partially Excluded Areas of this Province. It was written for the information of

of the Special Committee appointed by the Constituent Assembly. The next note gave a critical exposition of the various problems concerning the development of the Agency Areas and the civilisation of the hill tribes inhabiting them. Mention must also be made here of a note on the Governorship of Sir Charles Trevelyan (1859-60) written for the perusal of His Excellency Sir Archibald Nye, G.C.I.E., K.C.B., K.B.E., M.C., the present Governor of Madras. This note revealed what an outstanding personality Trevelyan was and how much he did for the administration of this Province. It is a pleasure to state that all these notes were very much appreciated.

8. MENDING AND PRESERVATION OF RECORDS.

Chiffon, the most important article required for mending old records, continued to be scarce throughout the year. Attempts were made by the Superintendent of Stationery to obtain a supply of this article, but they did not succeed. The varieties offered for sale in India were found to be very coarse and entirely unsuitable for mending purposes. Their price was also prohibitive. Enquiries were therefore made in England, but these too did not prove fruitful. Efforts will be continued to be made to get a supply of chiffon, but until a supply is obtained the mending work of the office will have to be curtailed to some extent so as to make the stock of chiffon on hand last as long as possible. During the year, therefore, the mending of the old records which require much chiffon was to a large extent suspended and the repairs were confined as far as possible to records which could be mended without the use of much chiffon. It was found that a large number of files of the recent years had become damaged either by frequent or by careless handling. Inferior varieties of paper, like the manifolding paper, was also found to be responsible for the deterioration noticed in the condition of these modern files. The mending of these files, it was felt, was a more urgent necessity than the mending of the old records which were not so frequently required for reference. The bundles of modern records were accordingly examined systematically and all the damaged files found in them

were taken out and sent to the Mending Section. Here they were reconditioned by the menders, generally without using chiffon or using only a very small quantity. Even the old dockets were generally repaired and retained. In this manner, all the damaged files found among the Revenue Department records of 1900-1942 numbering more than 2,800 were mended and reconditioned during the year. The files of the Development Department are now being dealt with. Of course, mending was not confined to these alone. Whenever an old file or an old volume required for the reference of the Government or the research student was found to be unfit for handling it was immediately mended with chiffon. The scarcity of chiffon however prevented the office from undertaking any repairs for other offices, several of which, as usual, sought the help of the Madras Record Office in this direction. Even the mending of the manuscripts of the Government Oriental Manuscripts Library, a work which had been attended to regularly for more than 4 years, had to be suspended. The office has, however, made a note of all requests for assistance in repairing records received from other offices so that, as soon as chiffon becomes cheap and freely available, the repairs of their records might be taken up.

The out-turn of the mending section during the year when compared to the out-turn of the last year is shown below:—

1945-46	Sheets
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

1946-47.	
1. Secretariat volumes after 1800 ...	4,474
2. Board of Revenue volumes after 1800 ...	783
3. Secretariat bundles ...	121,373
4. Board of Revenue bundles ...	605
5. Manuscripts of the Government Oriental Manuscripts Library (16 Manuscripts) ...	2,364
6. Madras Record Office Library Books ...	655
7. Maps	4
8. Sanads	30
9. Printed settlement registers ...	287
10. Madras Record Office Miscellaneous registers etc.	424
11. Chittoor Collectorate records. ...	8
	131,007

9. BINDING:

The out-turn of binding work is shown below:—

	Number of volumes in 1945-46	Number of volumes in 1946-47
1. Secretariat volumes (after 1800	6 x 6	19 x 19
2. Board of Revenue volumes	2 x 2	3 x 3
3. Secretariat bundles (Government Orders)	58 x 58	294 x 294
4. Board of Revenue bundles (Board's Proceedings)	51 x 51	2 x 2
5. Government Oriental Manuscripts Library. The Manuscripts of the	48 x 48	10 x 10
6. Madras Record Office Library books.	225 x 225	165 x 165
7. Printed settlement registers	6 x 6	3 x 3
8. Fort St.George Gazette volumes	76 x 76	...
9. Inam fair registers of the Chittoor Collectorate.	8 x 8	...
10. Registers, etc., belonging to the office	127 x 127	310 x 310
11. Maps mounted	8 x 8	...
12. File boards for use in the office	121 x 121	248 x 248
13. Collectorate volume of the Tinnevelly Collectorate.	...	1 x 1
	748 x 748	1055 x 1055

It will be seen that there has been an increase in the out-turn of both the mending and the binding sections.

10. ENQUIRIES ON ARCHIVE PRESERVATION:

Several enquiries connected with the technique of archive preservation were as usual received by the office from institutions in and outside the province. One such enquiry was from the North West Frontier Province where a Central Record Office has been newly organised. The Keeper of this Record Office desired to know what type of building would be suitable for a small Record Office. Another enquiry came from the Patiala State where also a Record Office has been lately organised. The Keeper of this Record Office applied for particulars of the books, pamphlets and other literature on archive preservation which would give him up-to-date information upon the subject and which would enable him to keep himself in touch with the latest development in archive administration. He also desired to know the sources from which this office obtains its mending materials. An interesting enquiry received from the Executive Engineer, South Arcot Division, was whether the use of exhaust fans in record rooms had the effect of making

making the records brittle or of damaging them in any other way. Still another curious enquiry was how to apply dextrine paste to old and brittle documents so as to improve their condition. Among the other enquiries received by the office may be mentioned one from the Government Oriental Manuscripts Library, Madras, asking for a recipe for a good leather preservative and another from the Tahsildar, Nannilam, about the best methods of preserving records written in cadjan or palm leaves. There was also a request from the District Registrar of Coimbatore for the loan of a funigation chamber to fumigate some of his records which had been affected by borers. To all the enquiries mentioned above suitable replies were given.

In order to answer the enquiries on the subject which were being frequently received and to assist generally the custodians of records I had some time ago prepared a short Note on Preservation of Archives embodying the essential principles of the technique of preserving records and based upon my experience not only in the Madras Record Office but also in some of the Record Offices in England. I used to furnish copies of this Note to those who made enquiries on some aspects or other of archive-keeping. In view of the increasing number of enquiries I proposed to the Government this year that this Note might be printed so that copies might be furnished readily to enquirers. The Government approved this proposal and ordered 50 copies of the Note to be printed.

Under this heading may also be mentioned the contributions made by the office to the Indian Archives, a quarterly journal which the Imperial Record Department is now bringing out and which deals with matters relating to archives. Besides furnishing particulars of the archives preserved in the Madras Record Office the editor of the journal was also furnished with full details of some important experiments made in the Madras Record Office for the better preservation of records.

11. WEEDING AND DESTRUCTION OF RECORDS.

The two clerks engaged upon this work examined during the

the year the records of the Military Department from 1794 to 1799. Their out-turn during this year as compared with their out-turn last year is shown below:—

Nature of records	Period.	No. of bundles	No. of pages.
1945-46			
Military Department.			
Consultations.	October 1791 to December 1793.	51	11,138 pages covering 19,996 pages in the volumes.
Miscellaneous series	1791 - 1793.		
1946-47.			
Military Department.			
Consultations	1794-99(6 years)	106	18,539 pages covering 59,459 pages in the volumes.
Miscellaneous series	1794-98(5 years)		

The increase in the out-turn is due to the fact that the method of comparing the pages in the bundles with the volumes word by word was discontinued, as experience had shown that such a close comparison was unnecessary, and a new method was adopted under which care is taken to see that all the papers in the bundles are found in the volumes and that such of the papers as are not copied in the volumes and such others as are of historical or other importance are retained.

12. PUBLICATION OF OLD RECORDS.—

Since the scarcity of paper continued to exist throughout the year, the work of the publication section was confined, as in the last year, 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 shows signs of improvement.

Editing.—6,667 pages of typescripts of the 27 volumes mentioned below were edited during the year:—

A. Departmental Indexes.

1.	Military Index	1848 - 3rd quarter ...	1 Volume
2.	-do-	1849 - 1st, 3rd and 4th quarters ...	3 Volumes
3.	-do-	1850 - 1st, 2nd and 3rd quarters ...	3 "
4.	-do-	1805 and 1806 ...	2 "

B. Records of Fort St. George.

1. Public Despatches to England.—

(a)	1754-55	Volume 20 ...	1 Volume
(b)	1752-56	" 21 ...	1 "
(c)	1756-58	" 22 ...	1 "
(d)	1761-62	" 23 ...	1 "
(e)	1763-64	" 24 ...	1 "

2. Military Consultations.—

(a)	1762	Volumes 16 and 17 ...	2 Volumes
(b)	1763	Volumes 18-A, 18-B, 19-A, and 19-B. ...	4 "
(c)	1764	Volumes 20-A, 20-B, 21-A and 21-B. ...	4 "
(d)	1765	Volume 22-A. ...	1 "

3. Mayor's Court Records, Volumes 69 and 70 (edited in part) ... 2 "

Typing.—3,681 pages of the 17 volumes mentioned below were typed during the year:—

I. 1.	Military Consultations,	1762	Volumes 16 and 17 ...	2 Volumes
2.	-do-	1763	Volumes 18-A, 18-B, 19-A, and 19-B	... 4 "
3.	-do-	1764	Volumes 20-A, 20-B, 21-A and 21-B	... 4 "
4.	-do-	1765	Volumes 22-A, 22-B, 23-A and 23-B	... 4 "

II. Fort St. David Consultations, 1750-51 Volume 18 ... 1 "

III. Mayor's Court Records, Volumes 69 and 70 (typed in part) ... 2 "

Issue.—The following volumes of Records of Fort St. George were issued during the year:—

1. Diary and Consultations of the Public Department, 1756, Volume 86.
2. Manilha Consultations, 1762-63, Volume 3
3. Letters from Fort St. George, 1762, Volume 37.
4. Letters to Fort St. George, 1751-52, Volume 32.
5. -do- 1765 Volume 45.

The volumes specified below are in the final stage of printing and will be issued shortly:—

A. Records of Fort St. George.

1. Diary and Consultations, 1757, Volume 87.
2. -do- 1758, Volume 88.
3. -do- 1759, Volume 89.
4. -do- 1760, Volume 90.
5. Public Despatches from England 1757-58, Volume 61.
6. Mayor's Court Proceedings, 1728.

B. Departmental Indexes:

1. Judicial Index 1837.
2. Secret Index 1820.

C. Volume II of J.J.Cotton's List of Inscriptions on Tombs and Monuments (Madras).

Selections:—Selections from the Judicial Department records from April 1814 to July 1818 were made during the year. 39 volumes covering 20,853 pages were examined.

As no fresh matter has been sent to the Press for the past 5 years much edited matter has accumulated in the office. There are at present on hand typescripts of 130 volumes which have been edited and are ready to be sent to the Press. It has therefore been recently suggested to the Government that the Press may be directed to resume the printing work connected with the publication programme of this office and that, at any rate, a beginning may be made with a few volumes. In the same connection it has been suggested that the distribution list of the publications of this office, which was drastically cut down in 1942, on account of paper scarcity, may be revised so as to restore to it some of the institutions which were removed from the list in 1942 and to add a few new institutions.

13. EAST INDIA COMPANY'S RECORDS IN THE OFFICES OF COLLECTORS AND HEADS OF DEPARTMENTS.—

Until 1943 a report used to be received in this office from every Collector and every Head of a Department in regard to the condition of the records relating to the East India Company's period preserved in his office. The object of these reports was to find out whether all the old records in the various offices, which the Record Office was unable to take in, were intact and kept in a state of proper preservation. These reports used to be forwarded to the Government with the annual administration reports of this office. A paragraph reviewing them was at the same time embodied in the administration report. In 1943, in view of the paper scarcity caused by the War, these reports were temporarily suspended. They were

*G.O.No.1266, Education, dated 26th June 1946.

were however revived during the year* and reports have now been received from all except the following officers: Surgeon-General with the Government of Madras, Collectors of Anantapur, Madras and Salem. These officers have been reminded. In accordance with the orders of the Government, the reports that have been received are forwarded to the Government with this administration report. Some reports which were received last year also accompany this. A review of the reports shows that the records in the offices of the Collectors and Heads of Departments are generally in a fair state of preservation, but that in a few offices some of the records are damaged and require repairs. Thus, the mitta registers in the Chingleput Collector's office, the English records of the West Godavari Collector's office and some of the English records of the North Arcot Collector's office are stated to have been damaged. A few of the Inam Fair Registers of the Chittoor Collectorate are also reported to be in a brittle condition. The bulk of these damaged records is being ascertained so that they may be taken up for repairs when chiffon becomes readily available. As has already been stated, it is difficult to attend to repairs like these at present. While the records are in some instances damaged, they are in other instances written in languages with which very few persons in this province are nowadays familiar. This is the case with a few of the records in the offices of the Collectors of Trichinopoly and Tinnevelly. They are written in Modi, a language which is not in vogue in any part of the province at present. The problem of dealing with records written in this language is a big problem which is now engaging the attention of not only this Government but also that of His Excellency the Crown Representative in connection with the records belonging to the defunct Agency of Tanjore.

Among the records belonging to the office of the Political Agent of Tanjore, an office which has been defunct for nearly a hundred years, are large masses of records in Modi. These are supposed to be the records left by the Mahratta Rajas who ruled the

the kingdom of Tanjore before that kingdom was assumed by the British. Most of these records may not have any historical or administrative interest, but, as no systematic examination of these records has ever been undertaken, it is not easy to say which of them are valuable and therefore are worthy of retention and which of them are valueless and can therefore be destroyed. Attempts have been made in the past to assess the value of these records, but these attempts have come to nothing chiefly because of the difficulty of finding competent Modi-knowing persons. As the records are written not only in an archaic language but are also written on paper of a very poor quality they have naturally decayed to a great extent. The subject of these records has recently acquired some prominence and some of the local residents have evinced an interest in their proper preservation. Being Agency records the responsibility for their proper custody, preservation etc., devolves upon His Excellency The Crown Representative. His Excellency has however recently agreed that I should, with the help of a competent Modi-knowing person, examine these records and assess their historical value. I have accordingly visited Tanjore and have seen their condition. I have also made attempts to obtain the services of a competent Modi-knowing person from the Bombay Province. A preliminary report has also been submitted by me to the Government. A fuller report upon this subject will be made in the next administration report of this office.

14. LIBRARY.

69 volumes of Parliamentary Debates of the period 1938-39 to 1940-41 were transferred from the Secretariat Library to the Madras Record Office Library. 504 volumes were issued from the library during the year.

15. RESEARCH STUDENTS.

The research students mentioned below did research work in the office during the year on the subjects specified against them.

(1) Sri D.V.Vasudevan, Assistant Chemist, Government Gut Section, Palmaner.	Silk Industry in this province.
(2) Sri K.Marthanda Varma, Research Student, Indian Historical Research Institute, St.Xavier's College, Bombay.	Zamorins of Calicut.
(3) Miss J.L.Jesudasan, Research Student, University of Madras	Public Health Administration in the Madras Presidency.
(4) Sri V.M.Sundararaj, Research Student, Annamalai University.	Local Finance after 1920.

16. DISTINGUISHED VISITORS.

On 25th April 1946 S.Ranganathan Esq., O.B.E., I.C.S., Member, Board of Revenue, paid a visit to the office and was much interested in the work done in the office.

17. GENERAL.

The Committee of the Pondicherry Library was granted permission to take a copy of the original Tamil Diary of the famous Ananda Ranga Pillai, the Dubash of Dupleix and other French Governors. A person was deputed by the Committee to copy the Diary. He is now engaged upon this work at Palmaner where the Diary is now kept. Again a number of old maps required by Col. R.H.Phillimore, D.S.O., in connection with the compilation of the "Historical Records of the Survey of India" were furnished to the Director of Map Publication, Government of India, Dehra Dun.

During the year I was appointed a member of the Advisory Committee of the Government Oriental Manuscripts Library, Madras, and in that capacity I attended a meeting of that Committee held at Madras on 16th December 1946.

I have the honour to be,
Sir,
Your most obedient servant,

BR. 1.5.47

CURATOR.
1-5-1947.

B.S.BALIGA,

List of searches conducted during 1946-47 in the Madras Record Office.

1. Law of riparian rights.
2. History of the question of the Separation of the Judiciary from the Executive.
3. The origin, history and development of the Government Museum at Madras.
4. Mappilla Outbreaks and the deportation of an important person age from the province about 100 years ago.
5. The formation of the Excluded and Partially Excluded Areas in the Madras Province and the preparation of a factual memorandum for the Government of India.
6. An account of the Governorship of Sir Charles Trevelyan.
7. The purchase, settlement and tenures of the estates under the administration of the Tirumalai Tirupati Devastanams
8. The history of the Irrigation Schemes that have been proposed in the past in Malabar and South Kanara Districts.
9. The agreements made from time to time between the Madras and the Mysore Governments regarding irrigation schemes.
10. The schemes suggested in the past for the development of railways, ports and harbours in South Kanara.
11. The origin and history of the Madras Society for the Protection of Children and the grants sanctioned to it by Government from time to time.
12. The various proposals that have been made for the repeal of the Court of Wards Act, 1902.
13. Reduction of Divisions and Taluks made in the several districts from time to time.
14. The Inam Commission and the past history of the inam question
15. The nature of the inams in the unsettled palayams of Venkatagiri, Kalahasti and Karvetinagar.
16. Origin and history of town-planning in the Madras Presidency.
17. Formation of the sub-taluks of Uttiramerur and Satyavedu in the Chingleput District.
18. The history of the Dock Labourers' Act.
19. Reservation of Nagamangalam forest in Palmaner Taluk, Chittoor District.
20. Introduction of a Provident Fund for the Madras Port Trust Staff.
21. History of the Chandragiri Mahal, Chittoor District.
22. The history of the Thennel Project in South Arcot.
23. The question of levying a higher land tax when agricultural lands in towns are converted into house sites.
24. Nature of the implications of the Salt Concessions granted under the Gandhi-Irwin pact.
25. The question whether there are any precedents for answering questions on central subjects in the provincial legislature.

District Medical Officer, Salem is generally good.

for Surgeon-General with the Govt. of Madras.

mr 1/5

932 VII/42

5-MAY 1947

From R. Galletti, Esq., O.B.E., I.C.S., Collector of Anantapur.

To The Curator, Madras record Office, Chittoor.

L.Dis No. 8072/47. Dated 27-4-47.

Sir,

Sub:- Records - Annual verification - Anantapur Dt. 1946.
Ref: Your Ref. 402/DVII dated 26-4-47.

A copy of the report is enclosed.

b.o.

Rmajah 3/5/47
Huzur Head clerk.

pgr. 1/5.

Report on the condition of records relating to the East India Company's period and the English and Vernacular records which are to be retained in the Secretariat upto 1946.

Item No	Particulars of records	Remarks
1	Results of annual Verification of the condition of records of the East India Company's period and the English records of the period prior to the introduction of the disposal number System	All English records of historical importance relating to the period in question are available. As regards the other records a card register is maintained.
2	Whether the old Vernacular records of the East India Company's period are in good condition.	The records of the historical importance were already sent to the Curator Oriental Mss. Library Madras for Re 8003/32 dt 16.9.33
3	Whether an inventory of the old records has been made and kept.	The remaining Vernacular records are arranged and kept in separate bundles. They are in good condition. Separate registers relating to other records and registers are also kept.
4	Have the records relating to the Indian State and the British Government sorted and listed out	yes. They have been sorted, listed out and kept separately.

(Vide 6(1))

(Sd) K. Krishnaswami
for Officer 25/3/47

Rajat 31/3/47

2/2 Hussain 31/3/47

23/25

...l College, Madras:- The ... East India
... period numbering ... records ... in February
... the Curator, Madras ... which were ... brought back
... ce from the Government ... Office, have ... lore. They are
... irly good condition. ...ntral Hospital,

Considering ... records may be
be good.

...obedient servant,

...on-General with the
...Government of ...

Education & Public Health Dept.
Endt. No. ... (Edn. S/1[illegible]47)
Transmitted to the Curator, ... for
Record ... necessary.
(B.O)
Assistant Secretary to Govt.
Re 1/6/47

21 JUN 1947

S/6

26. The adoption of a sliding scale in the assessment of land revenue.

27. Investigation of the condition of sub-tenants under the system of land tenures.

28. The history of the Malabar Tenancy Bill.

29. The question of the reversionary right of zamindars in tank bed lands.

30. The history of the Impartible Estates Act.

31. The powers and duties of Justices of Peace.

32. The principles governing the grant of rewards to Police officers.

33. Action taken on the recommendations of the sixth All India Jail Conference of Inspectors - General of Prisons.

34. Powers of the High Court under Letters Patent.

35. The question of consulting the Advocate General before filing an appeal in the High Court.

36. Fixation of water rate in the second crop areas in the taluks of Shiyali and Chidambaram watered by the Lower Coleroon channels.

37. A chronological list of the Government Solicitors from the earliest times.

38. The instructions, if any, which the Government have issued to Magistrates to award deterrent punishments in particular cases.

39. The question whether the Collector's position has been regarded as that of a prefect of a district in France.

40. The right of Government to postpone indefinitely the publication of an Act after it is assented to by the Governor-General.

41. Rules regulating the acquisition of land by foreigners.

42. The question whether there are any unsettled estates or palayams in the Province at present.

43. Proposals to change the administration report of the Jail Department from the calendar year to the financial year.

44. The question whether the Honourable Judges of the High Court should be consulted in regard to Legislative Bills.

45. The question of moving the High Court to expunge strictures from judgments.

46. The jurisdiction of the Collector of South Arcot over the territorial waters adjacent to the South Arcot District.

47. The terms of the Trust-deed under which the Lawrence Asylums in India were endowed by the Executors of Sir Henry Lawrence.

48. Origin and history of the endowments attached to the Board Elementary School at Ponnur.

49. The restrictions, if any, imposed upon the setting up of textile mills in with in a fixed radius of the Buckingham and Carnatic Mills.

50. Sanads granted to the Nuzvid and the Vallur zamindaries.

51. Supply of newspapers to the Honourable Members and the Honourable Ministers.

52. Grant of allowances to Police officers sent on deputation to the Pudukottah State.

53. Rights of the Government to prevent dhobis from washing clothes in the Adyar river.

54. Premature release of prisoners for housing anti-prohibition offenders.

55. Revision of Land Revenue Assessment.

56. Communal representation in the Public Services.

57. Memorandum submitted by the Indian Officers' Association on the Lee Commission Questionnaire.

58. Special allowances granted during the Great War of 1914 and the question of their admissibility for pension.

59. The question of paying a retaining fee to Pleaders doing Government work.

60. The association of retired Government officials with non-official or quasi-official bodies.

61. The question of the ownership of the village of Nangaimoli in the Tinnevelly District.

62. Nukkula Irrigation Drain of West Godavari.

63. Dispute regarding the land on which the St.Thomas' Church at Quilon is built.

64. The grant of monopoly rights for the publication of the Indian Law Reports.

65. Papers relating to the proscription of certain publications.

66. Resumption of a water pandal inams in Padi village, Saidapet Taluk, Chingleput District.

67. Bill to amend the Village Panchayats Act.

68. Introduction of Account No. 18 in the Village Officers' Manual.

69. Introduction of Rule 39(A) in the Rules framed under the Village Courts Act and compulsory vaccination.

70. The watch and ward arrangements made for the Secretariat buildings from time to time.

71. Principles on which Carnatic Stipends are commuted.

72. Conversion of Mappilla escheat lands in Ernad taluk into chatram lands.

73. Origin and history of the choultry at Rayalacheruvu in Karvetinagar zamindari.

74. The grant of an allowance for the maintenance of a tomb inside the Ophthalmic Hospital compound.

75. The question as to who should bear the registration charges for sale of lands and buildings between Central and Provincial Governments.

76. Introduction of the abbreviated telegraphic address "Distrate" for the District Magistrates.

77. Reinstatement in service of persons who resigned or were dismissed from service on account of participation in political agitation.

78. Grant of special scholarships for Muslim pupils in Muslim Secondary schools.

79. Origin of the practice of maintaining establishment lists.

80. Principles followed in the classification of records as 'confidential'.

81. The question of granting an extension of time for filing statements in connection with elections.

82. The question of exemption of the officers of the Judicial Department from observing the usual office hours.

83. The question of the appointment of chairmen for the Madras Provincial Soldiers', Sailors' and Airmen's Board.

84. Details of the celebration of the King Emperor's Birthday.

85. Official use of the terms 'Muhammadan' and 'Muslim'.

86. The history of the Woolley's Fund Trust.

87. The history of the Muslim Wakfs Bill.

88. The History of St. Mary's Church Fund.

89. The history and problems of minor irrigation.

90. Convention between the French and the British Governments regarding the supply of arrack to Yanam.

91. The question of discontinuing recruitment to the Indian veterinary services.

92. The grant or refusal of permission for the introduction of private Bills in the Provincial Legislature.

93. Settlement of claims for the occupation of provincial buildings by the Posts and Telegraphs Department.

94. Grant given to the Madras Cricket Club.

95. Constitution of the Ramnad District and the location of its headquarters.

96. The question of ownership of lands situated in the salt factory at Tranqubar, Tanjore District.

97. Right of the Government to distribute the Malikhana allowances of Malabar chiefs among their dependants.

98. Particulars of the properties enjoyed by certain temples in Malabar.

99. The resumption of the jaghir of Gurrumkonda in the Cuddapah District.

100. Nature of the endowments made to Sri Lakshmi Narasimha Devastanam, Korukonda, East Godavari District.

101. Origin and history of Sundar Das Choultry, Tirumangalam Taluk, Madura District.

102. History of the Vijayamangalam Choultry, Erode Taluk, Coimbatore District.

103. History of Muthunda Rao and Venkat Rao's choultries, Ramnad District.

104. History of the Kuppammal choultry, Kaivandur, Chingleput District.

105. Sub-division of the estate of Singalandipuram, Salem Dt.

106. The question of the disposal of the estates of illegitimate Europeans dying intestate.

107. The question ~~regarding~~ of powers given to Honorary Special Magistrates under sections 160 and 290 of the Indian Penal Code.

108. The establishment of a Bench Court at Calicut.

109. The question of attestation of documents by Bench Magistrates and the use of rubber stamps.

110. The question of appointing more than one Khazi in a particular area.

111. Type designs for Police stations.

112. Amendments made to the Madras City Police Act, the District Police Act and the Hackney Carriage Act after 1925.

113. The question of the incidence of original cost and recurring charges for the supply of saloons to Superintendents of Railway Police.

114. The question whether the sanction of the Government is necessary for raising funds for rewarding an officer of the Police Department.

115. The question whether the Commissioner of Police and the Deputy and Assistant Commissioners of Police exercise magisterial functions.

116. Ban on the wearing of Police uniforms by non-Police Officers.

117. Rules governing the direct recruitment of Deputy Superintendents of Police.

118. The question of including one and the same local area in two different Police stations.

119. The grant of travelling allowance to Police officials of other Provinces coming for enquiry to the Madras Province.

120. The question of the inspection of Police Stations by Magistrates and District Magistrates.

121. The question of the custody of the keys of the cells of condemned prisoners.

122. The question of granting permission to an official of an Indian State to visit the Madras Penitentiary and other jails in the province.

123. The question of appointing male nursing orderlies in certified schools and Borstal schools.

124. The award of punishment to prisoners going on hunger strike.

125. Procedure regarding the release of prisoners of the Mysore State convicted in the Madras Province.

126. The release of Andaman prisoners under the Advisory Board Scheme.

127. Amendment of the rules issued under the Administrator General and Official Trustees Acts.

128. The duty of the Government Pleader, Madras, to prepare detailed instructions for the Legal Adviser to the Secretary of State in the form of statements of law and facts in all appeals to the Privy Council in cases conducted by him on behalf of the Government.

128. The nature of the powers that the Government may confer on Public Prosecutors.

129. Institution of groundless and frivolous civil suits against defendants residing far away from the Courts outside the Presidency.

130. Papers relating to India Act XX of 1919 and XLIX of 1920.

131. The introduction of the Madras Children Act.

132. Amendment to the Indian Law Reports Act.

133. The question of treatment accorded to bullocks under the Prevention of Cruelty to Animals Act.

134. The question of preventing cows from being used in ploughing lands or drawing carts.

135. Concessions given to ex-army men.

136. Procedure for dealing with memorials received from convicts from Coorg to the Governor-General.

137. Powers of appointment, dismissal, etc., of Non-Gazetted Government servants.

138. Supply of fruits, cakes, etc., on a large scale by subordinate officers to superior officers.

139. The ban on the submission by Government servants of advance copies of memorials to the Honourable Ministers.

140. The prohibition of the use of service postage stamps for private communications.

141. Appointment of a special Director of Office Systems.

142. Origin and history of the grant of local allowances for officers employed in unhelathy localities.

143. The number of shorthand allowances sanctioned for the old Law and Education Department.

144. Grant of passports and travelling facilities for persons going to British Houndras.

145. The question of direct recruitment to the post of Chief Inspector of Boilers.

146. The question of selecting Junior Engineers in the Madras Electrical Subordinate Service.

147. Extension of railway sidings at the cost of the Government.

148. The question of opening a railway line between Mangalore and Malpe.

149. The passing of the Madras Local Board Act, 1920, and the Madras Village Panchayat Act, 1920.

150. Alteration of wards in the Kollipara Panchayat Board, Guntur District.

151. The question of replacing at office expense ~~of~~ maps and sketches lost by the office staff.

152. Origin and history of certain Pictures in the Government House, Guindy.

153. Some particulars about Stringer Lawrence.

154. Some particulars about Sir Eyre Coote.

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, MADRAS.

Pdl.No.30/47 dated 6th May '47.

Sir,

Sub:- East India Company's period - Annaul verification report - Further reports.

Ref:- My Administration Report for 1946-47 Pdl.No.30/47 dated 1st May 1947.

With reference to paragraph 13 of my Administration Report on the Madras Record Office for 1946-47 I send herewith the reports from the Surgeon General with the Government of Madras and the Collector of Anantapur which I have since received.

BR.

CURATOR.
-5-1947.

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.

Pdl.No.30/47, dated 10th July '47.

Sir,

Sub:- Records - East India Company's period - Annual verification report - Further reports.

56983

Ref:- Administration Report of the Madras Record Office for 1946-47, No. Pdl. 30/47 dated 1st May 1947.

With reference to paragraph 13 of my Administration Report on the Madras Record Office for 1946-47 I send herewith the reports from the Collector of Madras and the Surgeon General with the Government of Madras which I have since received. The present report of the Surgeon General is in accordance with the instructions contained in G.O. No.

1266

-2-

1266, Education, dated 26th June 1946 whereas the report that was sent to the Government on 6th May 1947 with this office letter dated 6th May 1947 was of a general nature.

Encl: 2.

BR.

CURATOR.
11-7-1947.

Ephey

May be added the main file Re the Admn. Report of the MRO

C.F. 16.

DRAFT FOR APPROVAL.

	Date.	Initials.
When received for fair copying ..		
When copied ..		
When examined ..		
When signed ..		
When despatched.		

SUBJECT :— Madras Record office - Administration Report for 1946-47 - Recorded

READ AGAIN _____, dated _____ 19____

" " _____ " _____ 19____

READ *ALSO* :—

No. 377076/46 From the Curator, M.R.O., Pdi No. 30/47, dated 28.4.1947

" _____ " _____ " _____ " _____ 19____

" _____ " _____ " _____ " _____ 19____

Order ~~Resolution~~ No. 1091 Edn dated 27-5- 1947

Recorded.

2. The Madras Record office continues to do satisfactory work.

RC
10.5.47.

22/5/47

23.5.47

TSA
27.5.47

To

The Curator, M.R.O., Chittoor,
The ~~Director of Archives~~ Keeper of Records &c, Govt. of India,
The Govt. of India, Dept. of Edn, New Delhi
The Keeper of Records, Govt. of Bengal, Calcutta
The Under Secretary of State, India Office, London
The Public Dept,
The Secretary to the Public Service Commission
The Legislature, Secretariat
~~The P.A to Hon'ble Prime Minister~~

26.5.47

1-24 145 2
161
Scott. II-22—5,506—18-11
1 JUN 1947
28 AUG 1947

PRESS SLIP.

~~ORDINARY.~~ URGENT (a). ~~SPECIAL~~ (a).

E & P. H. DEPARTMENT.

Current No. 37797/47 dated ..... 194 .

G.O. No. 1091 dated 27.5.47 ~~194~~ .

Number of MS. pages sent (b) Correspondence 25 pages (c) Notes .....

Brief subject M.R.P. Administration Report for 1946-47 Re coded

(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 M.R.O		5	✓		
The 2 Spare copies to					
The each address		15	✓		
The Spare copies		25		2 96 Cost	
The Members of the Legislat		350	✓	Addl Copy	
The					
The					
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The					
The					
The					
Total ...		405			

Copies distributed on ..... ‡ (Press clerk).

† Copies distributed on ..... ‡ (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 careless editing.

(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.

REVENUE DEPARTMENT.

P.R. 96/46- B3. (19) 427 DVII/46 28 FEB 1946

Collector's office, Tanjore,
dated 26-2-46.

From
Khan Bahadur Muhammad Ismail
Sahib Bahadur B.A.,
Collector of TANJORE.

To
The Secretary to the Board of Revenue,
MADRAS.

-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V

Sir,

Sub:-- RECORDS - Condition of - Annual report 1945- Submitted.

---

1. x x x x x x
2. x x x x x x x x

/P.T.O./

* * * *

3. The mending of the English records relating to the period prior to the disposal system which have been ordered to be repaired locally is being attended to by one of the record attenders who has undergone training in the Curator's office. 4708 Sheets have so far been mended, and the work is being attended to e very week.

4. Of the Tamil volumes referred to in paragraph 5 of my report P.R.96/46 dated 1-3-45, the Curator, the Madras Record Office, has accorded sanction for the destruction of 994 volumes and these have been destroyed. 85 volumes have since been examined. The Curator will be addressed for sanction for the destruction of these volumes.

H.S.paul.
for Collector.

J.C.27.2.46.

for Collector. 27-2-46

Copy of paragraph 3 and 4 to the Curator, the Madras Record Officer, Chittoor.

R.F. XXII-M-4.

Report on the condition of records in the district of ..... for the year 194

Names of the offices in the district following the Tottenham system. (1)	State of the library—(i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE DISTRICT OFFICE MANUAL HAVE BEEN STRICTLY FOLLOWED IN REGARD TO				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rule regarding issue of records from and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 7th June 1893 (13)	Remarks. (14)
				the binding and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						

[P.T.O.

R.F. XXII-M-4.

Report on the condition of records in the district of The Nilgiris [Commercial Tax department] for the year 1946.

MADRAS RECORD OFFICE
2- MAR 1946
MADRAS

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to: the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)	Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the East India Company's period are in good condition and whether an inventory of these records has been made and kept; (ii) whether the registers and records of the period prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1892. (13)	Remarks. (14)
Deputy Commercial Tax Office, Ootacamund	1) Yes 2) Yes 3) No Maps.	Yes	The office was constituted only from [illegible]. The system is in force from the commencement				Not issued. do	1) [illegible] indexed [illegible] 2) D.Dis. 52/1945 [illegible] 26-11-1945	Yes	Not destroyed during the year.	Not [illegible] do	Not applicable	
Office of the Asst. Commercial Tax Officer, Ootacamund	1) Yes 2) Yes 3) District Maps available with the Nilgiris District maps which is carefully preserved.	Yes	The Tottenham system is not in force (Please see B.Dis. 2420 21-9-39)	Yes	Yes	Yes	do	D.Dis. indexed [illegible] 565/45 21-11-45	Yes	Records destroyed before the supervision of the A.C.T.O.	Not applicable	Not applicable	
Office of the Asst. Commercial Tax Officer, Coonoor	1) Yes 2) Yes 3) No Maps.	There is no separate record room, as the office is newly opened in 1943, some important records are kept in the office room under lock.	Yes	Yes	No such cases	No such cases	No such cases.	D.Dis. only [illegible] 24/45 22-12-45	Yes	There are no records subject to destruction as [illegible]	Not applicable		

(1) To the Secretary, [illegible] (2) [illegible], Madras — (1) [illegible], Madras — [illegible] Office, Madras [illegible]

[Signature]

2/6 Commercial Tax Officer

(P.T.O.)

2 - MAR 1948

(22)

Serial Number	Description	Records destroyed	No of Bundle
1.	X. L. Dis	1914	-2-
2.	L. Dis	1913-14	-22-
3.	D. Dis	1935	-6
4	G.O.S - Not indexed	1935	-1
5	P.P.'S. Not Indexed	1935	-1
6.	Periodical returns	1935	-6
7	Registers	—	8
8.	Record files	—	8
9	Treasury Records	—	20
		Total	76

25.2.48

76

For Collector

E. F. XXII-M 4 1,518 22-3-33.

Report on the condition of records in the distric ... for the year 193 .

Names of the offices in the district following the Tottenham system.	State of the library— (1) Whether the Acts and Standing Orders are kept corrected up to date. (2) Whether maps, etc., are carefully preserved.	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted.	The date from which the Tottenham system has been in force.	Whether the instructions in the B... Manual have been strictly fo... in regard to			...e of ...and the ...ance of ...bering ...d the ...port ...ster.	Total number of files indexed and the number and date of the last file indexed.	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed.	†Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report.	Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged.	Whether village accounts are arranged as prescribed in B. P. No. 225 (Settlement), dated 27th June 1893.	Remarks.
				the bundling and the arranging of R.D.L. and X.L. disposal papers.	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals.	the arrangement of general subject files.							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1) Collectors office													
2) Taluk office Madakasira	Yes.												
3) Do. Hindupur	2) yes												
4) Do. Penukonda													
5) Do. Kadiri	3) yes	yes	1-11-1920	yes	yes	yes			yes	yes a list of the records and registers destroyed during 1945 - in enclosed	(1) yes (2) yes (3) yes.	Village accounts are not available in this office	The G.F.P. and Suit Registers are maintained well (4) The records relating to the Indian States and British Govt have been sorted out listed & kept separately
6) Do. Dharmavaram													
7) Do. Anantapur	4) yes												
8) Do. Kalyandrug													
9) Do. Gooty													
10) Dy. Tgo. Uravakonda													
11) Jg. Office Jadapatla													
12) R.D.O. Penukonda													
13) R.DO. Anantapur													
14) R.D.O. Gooty													
15) S.S.M. Madakasira													
16) Do. Hindupur													
17) Do Penukonda													
18) DO Dharmavaram													
19) DO Anantapur													
20) DO. Gooty													
21) DO Jadapatla													
22) DO. Kadiri													

Seeton
(1) Accounts Branch
(2) Correspondence Branch
(3) Magisterial

	Nos. of files indexed	Dates
(1)	56	12-6-46
(2)	894	15-9-46
(3)	82	27-10-46

Received 1/3/46

For Collector

1-3-46

To Secretary Bd of Rev Madras.

Collector Madras Record Madras.

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy th... fects brought to notice.—B.P. No. 34, dated 2nd February 1895.

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to t... number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers e.g., Treasury, Income-tax, etc.— B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervising the work o... truction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

Report on the Conditions of Records in the [illegible] India Company's period and the English and Vernacular Records which [illegible] retained in the Anantapur Collectorate [illegible] 1945.

5-MAR1946

Sl No	Particulars of Record	Remarks.
1)	Results of annual verification of the Condition of records of East India Company's period and the English Records of the period prior to the introduction of the disposals number System.	Most English records of historical importance relating to the period in question are available As regards the other records a Rack Register is maintained.
2)	Whether the old vernacular records of the East India Company's Period are in good condition.	The Records of the historical importance were already sent to the Curator of Madras Records office with Collr's Ref. No. 5003/32 dated 16-9-32
3)	Whether an inventory of the old records has been made and kept	The other vernacular Records are arranged and kept in Separate bundles They are in good Condition Separate registers relating to other Records are also kept
4)	Have the Records relating to the Indian States and the British Government Sorted and listed out?	Yes. They have been Sorted and listed out. Kept Separately

Collectors office
Anantapur.

To
The Secretary Board of Rev
Madras.
The curator Madras Record office
Madras

[signature]
1/3/46

For Collector
1.3.46

28	~~E/K~~ Lodged papers (25)	1943
29	Stamp Act of 1939, 40, 41	
30	Local Appeal Books	1941
31.	J. A. Bill Register	40-41
32	Subordinate Magistrate Calendar	1943.
33	Record issue Register Register of 1941	1941
34	Copy application files.	1943
35.	Library Issue Register of 37-39	37-39
36.	Inspecting Jails. & Disposal of 43	1943
37.	Madras police Gazette of 1933, 36 37, 39, and 40.	
38	Subordinate Magistrates Judgement files of 1943	1943
39	Gun licence applications	1943
40	D. Dis files of 1934	1934
41	B. Rs. and Cos. of 1934	1934
42	Magesterial D. Dis file	1934
43.	L. Dis files of 43. Closed in 43	1943

Collectors office
Anantapur.

Nilakantaya
1/3/46 Dy

for Jr Collector
1.3.46

To The Secretary Bd of Rev
Madras.
The Curator, Madras Record
office Madras.

Pdl. 66/46 List of records destroyed in Collectors office during 1945.

465 Dis/46.

Item No.	Particulars of Records destroyed	Year of Record	Remarks.
	Accounts Branch		
1.	L. Dis proab of 1941 up for destruction in 1945	1941	
2.	L. Dis proab of 1943	1943	
3.	D. Dis proab of 1929	1929	
4.	L. Dis. files of 42 disposed of in 1943	1942	
5.	D. Dis files of 1934 Closed in 1934	1934	
6.	Pdl. files of 1932, 34, 37, 39, 40, 41, 1942 and 1943		
	Correspondence Branch.		
(7)	Pdl of 1932, 33, 34, 35, 36, 37, 38 39, 40, 41, 42, 43.		
(8)	Personal Registers of 1924	1924	
(9)	Running files of Personal Registers of 1941	40-41	
(10)	Running files of Pdl. Regr.	39, 40, 41	
(11)	Pdl. Regrs of 1934	1934	
(12)	Jain copy Registers.	1941	
(13)	Bellary Dt. Gazette 1941	1941	
(14)	Cuddah Dt Gazette 1941	1941	
(15)	Kurnool Dt. Gazette 1941	1941	
(16)	Mysore Private Gazette 1941	1941	
(17)	Record Index Cards 1942	1942	
(18)	Detailed annual lists of	1938, 39, 40, 41	
(19)	Casual leave Register of 1943	1943	
(20)	Casual leave applications and late permission applications of 1943.	1943	
(21)	Record Key Registers	1943	
(22)	Attendance Register.	1943	
(23)	Running file of Call Book	1941	
(24)	Cancelled Contingent Vouchers of 1941	1941	
(25)	Postal Receipt file	1941	
(26)	List of Periodicals circulated among Clerks	1941	
(27)	Despatch Registers of 1941	1941	

483 Dis/46

of question 12

Extract from the report on the condition of records in the District of Salem for the year 1945.

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xx 12.

(i). whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept. — Some of these records are worn out. An inventory of the records is kept.

(ii) whether the registers and records of the periods prior to the introduction of the Lottenham system have been methodically arranged. — Yes.

(iii). Whether the inam fair registers are preseved in good condition. — Yes.

NOTE: The submission of annual report on the verification of the condition of the records of the of the East India Company has been deferred for the duration of the War (Please see Board's L. Dis. P. 905 dated 9-3-1944.).

Misnl. xx

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for Collector, Salem.

ps 27p.

To The Secretary to the Board of Revenue, Land Revenue, Madras,

Copy to the Curator of Madras (Col. 12 above).

B. F. XXII-M-4—546—17-5-34.

Collector's Office,

Report on the condition of records in the district of North Arcot Dt. for the year 193 ended 31-12-45.

Names of the offices in the district following the Tottenham system. (1)	State of the library—(1) Whether the Acts and Standing Orders are kept corrected up to date. (2) Whether maps, etc., are carefully preserved. (2)	• Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to: the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)	Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	†Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged. (12)	Whether village accounts are arranged as prescribed in B. P. No. 225 (Settlement), dated 27th June 1893. (3)	Remarks. (14)
North Arcot Collector's office, Vellore	II Whether all the books are duly catalogued. III. Whether the maps &c. are carefully preserved. 1. Yes. 2. Yes. 3. Yes.	Yes. It was reported last year					NIL	1159 Last No. D.22576 dated 31-12-45.	Yes.	Vide separate sheet	Whether the old vernacular records of the East India company's period are in good condition and whether an inventory of these old records has been made and kept II. Whether the register and records of the periods prior to the introduction of the Totenham system have been methodically arranged III Whether the Inam Fair registers are preserved in good condition. I. Yes. The submission of the report has been postponed vide B.P.L.Dis.1905 dated 9-3-14. II Yes. III Yes.		Whether all the English records prior to the disposal number system as far as 1858 that are to be retained are kept in good state and whether an inventory for them has been made. 14. Yes Yes (Vide separate list enclosed/

for Collector.

To the Secretary to the Board of Revenue (Land Revenue and Irrigation), Madras
Extract of columns 13 and 14 to the Curator, Madras Record Office, Madras.
(with enclosures/

• The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice.—B.P. No. 34, dated 2nd February 1895.

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to the number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers e.g., Treasury, Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervising the work of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

28

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been take[n to remedy the defects brought to notice—B.P. No. 34, dated 2nd February 1895.

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished [as to the number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers, e.g., Treasury, Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervis[ing the work of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

R.F. XXII-M-4.

21

Report on the condition of records in the district of Guntur for the year 1945.

MADRAS RECORD OFFICE 11 MAR 1946

53a Dis-46.

2

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	*Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	†Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 7th June 1898. (13)	Remarks. (14)
				the bundling and the arranging of B.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Rev.Dvl.Officers Tahsildars Dy.Tahsildars S.S Magistrates	(i) Yes (ii) Yes (iii) Yes	Yes	31-8-20	Yes	Yes	Yes	Please see the list enclosed. The records to be maintained now.	1346. (1)D.Dis.2431-45 d/29-12-45 (Gl.Branch) (General branch) (2)D.Dis.3623-45 d/31-12-45 (Gl.Branch) (3)D.Dis.6981-45 d/30-12-45 (Accounts branch) Yes.	Please see separate list enclosed. The records destructable have been reduced into waste paper and sent to the salvation Army Ellore.	(i) Yes (ii)Yes (iii)Yes	Village accounts are not kept in this office.	

Revenue, Chepauk, Madras; The Curator, Madras Record Office, Madras.

D 2/3 11/3

[P.T.O.

List of records destroyed in 1946.

F.Dis.bundles of 1931,1932,1933,1936,1938,1939 to 1943
L.Disposals of 1943 and D.Disposals of 1934
Personal Registers from 1921 to 1924.
Check books of 1930 to 1934.
X.L.Dis.of 1941
Pay bills of the establishment of the Collectors, Tr. Dy. Collectors, Subsildars etc., relating to superior servants from 1930 to 1938.
Pay abstracts of village officers from 1934 to 1941
Pay bills of abkari establishment from 1930,1931,1933 to 1938.

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R.F. XXII-M-4.

25

Report on the condition of records in the district of... Kistna for the year 1965.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE DIST MANUAL HAVE BEEN STRICTLY FOLLOWED I			POST OFFICE RECORD TO	Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Collector's Office Kistna.	(i) yes. (ii) yes. (iii) yes.	yes.	13-5-1918	yes.	yes	yes.	not necessary. All the R and Pr files and D and B Pr have been indexed in the D. D. Diaries - 1959. Total 2000 (1959 99.	yes.	Jan. All D & L disposed subject files. Huge records Pertaining to accounts, old records, instructions etc were destroyed and sold to the Salvage army.	yes	—	—

To. The Curator, Madras record Office Chittur.

[P.T.O.

27/5 35 Judicial Department.

639 D.III/46

From (Name) H. S. Town, Esq.,
(Designation) Sheriff of Madras,
(Station) M a d r a s .

17 MAR 1946

To,
The Secretary to the Government of Madras,
Finance Department, Madras,

Through,
The Curator,
Madras Record Office,
Chittoor.

D.No. 128 dated 14th March 1946.

Sir,

Records - East India Coy's period - Submission of Report for the calendar year 1945.

I have the honor to forward herewith a statement

P.T.O.

of old Records preserved in this office and to state that the condition of these records is generally fair.

I have the honor to be,
Sir,
Your most obedient servant,

Sheriff of Madras.

D.J. 14/3.

Statement of Old Records in the office of the Sheriff of Madras.

Item No.	Contents.	Period.	No of bundles.
1.	Sheets showing assumption and delivery of charge by Sheriffs.	1855, 1858, 1859, 1860, 1861, 1869, 1870, 1876, 1878, 1880, 1882, 1884, 1890, 1893, 1896 and 1897.	16
2.	Srits of Fieri Facias. (Attachment of property)	1844, 1845, 1848 and 1849.	4

Sheriff's Office,
High Court,
Madras, 14-3-1946.

Sheriff of Madras.

May be filed
19/3/46

Pdl.230-46.

Extract of column 12 from the report on the condition of records in the District of South Kanara for the year 1945, regarding the old vernacular records, sent to the Board of Revenue, Land Revenue & Irrigation, Madras.

1.	2.
Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of old records has been made and kept.	Old vernacular records except "Kattuthara" accounts have been destroyed long ago. An inventory of all vernacular records has been maintained.

South Kanara Collector's Office,
Mangalore, dated 19-3-1946.

Ghulam Kadir
For Collector.

To the Curator, Madras Record office, Madras.
To the Board of Revenue, Land Revenue & Irrigation, Madras.

33 89 to 6.4.46 867 Dou 1/46

(33)

G.F. 22.

7-APR 1946

Department	Received Registered
From (Name) Sri Rao Sahib P.V.Narasimha Raju,B.A.,	To
Designation Collector of Ramnad,	The Curator,
Station Tallakulam P.O., Madura.	Central Record Office, MADRAS.

Enclosures:

No. Pdl. 41/46. dated 1st April, 1946.

Sir,

RECORD--Ramnad Collector's Office--Vernacular and English (old)--Report.

I enclose an extract of the entries in Col. 12 of the Annual report for the year 1945 submitted to the Board of Revenue, Madras to-day about the condition of the records of my Office.

Sd.P.C.Thaliyar,
For Collr.

FOR COLLECTOR.

4.4.46

S.T.2/4.

Report on the condition of the Records.

QUESTION II.

List of Records destroyed in 1945.

1. D.Dis. files of 1934 disposed of in 1934 (General Branch).
2. D.Dis. files of 1933 disposed of in 1934.
3. D.Dis. files of 1943 disposed of in 1943 (General Branch).
4. do. (Accounts Branch).
5. M.L.Dis. 1943 disposed of in 1943.
6. Copy applications of 1943 disposed in 1943.
7. Revision petitions of 1941 (Part II) under Act I of 1908.
8. and Magisterial portion of records as per notification published at pages 329-330 of Ramnad District Gazette, dated 24--8--44.
9. Record issue Register of 1941 and local Tappal delivery books of 1941.

Madura,
Dated 1st April, 1946.

Sd. P.C.Thalaivar/For Collr.

FOR COLLECTOR OF RAMNAD.

S.T.2/4.

41

Copy of letter No.C/57 dated 30-4-1946 from the Registrar General of Births, Deaths and Marriages, Madras to the Secretary to Government, Education and Public Health Dept. through the Curator, Madras Record Office, Egmore.

Ref:- Memorandum No. 5257 C-1 Law(Regn) dated 23-8-1933.

The contents of the Register of Records have been checkdd with the records in my office and the number of volumes kept is found to be complete. The records are in a fair state of preservation.

Sd. xxxx
For Registrar-General.

Endt.No. 23318-1 C2 dated 4-5-46. E. & P.H.Dept. (C2)

Forwarded to the Curator, Madras Record Office, through whom the letter is intended to be sent.

Sd. xxxx
Asst. Secretary.

(1)

C.F. 32.

Department

From (Name) H.M.Small Esq., O.B.E., M.A., LL.B.,
Designation Government Solicitor,
Station Madras.

Received 8-JUL 1946 MADRAS RECORD OFFICE Registered

To

The Secretary to the Govt. of Madras,
Education and Public Health
Department,
Fort St. George, MADRAS.
Through The Curator, Madras Record
Office, Madras.

Enclosures:

No. 1637 dated 5th July 194 6.

Sir,

Madras Record Office - Records - East India Company's period - Annual verification reports - Submission - Orders to be revived.

With reference to G.O.Ms.No.1266 Edn. dated 26th ultimo the records in my office relating to the East India Company's period are in a good state of preservation.

These records are uselessly taking up valuable space in my office required for current papers and I request you to take delivery of same for safe keeping elsewhere.

RV

H.M.Small

Government Solicitor.

From

Sri R.Ganapathi Iyer, B.A., M.L.,
Administrator General and Official Trustee,
Madras.

To

The Secretary to Government
Education and Public Health Department,
Fort St.George, Madras.

Through

The Curator,
Madras Record Office, Madras.

No 7240



1815 Doll 26

Sir,

Sub: Records - East India Company's period - Report for the calendar year 1945.

Ref: G.O.MS.No.1266 Edn. Education & Public Health dept. d/26-6-46.

In accordance with Memorandum No.5518 E.R.-7 (Finance Dept) dated 21-12-34 I have the honour to report that an inventory of the account books prior to 1857 in the Record Room of the Office of the Administrator General and Official Trustee of Madras was duly prepared in November 1933 and I have verified the same and they are in a fair state of preservation.

Your obedient servant,

Administrator General and Official Trustee of Madras.

R/

63 4-8
15/6 Dem 46

Collector's office, Nellore,
Dated the 7th July 1946

L.Dis. 6100-46.

From

Rao Bahadur Sri S. Joseph Reddi B.A.B.L.,
Collector, Nellore.

To

The Secretary to the Government, Education and Public Health Department, Fort St. George, Madras.

...

Through

The Curator of Madras, Record office, Egmore, Madras.

..

Sir,

Sub: Records--Old Vernacular records--East India Company's days--Condition--Annual report submitted.
Ref: Your G.O.No. Ms. 1266 Edn. dated 26.6.46.

...

These records were all destroyed in consultation with the Curator of Madras in 1940 and a few samples of these records were also sent to the Curator as specimens. The report on the condition of these records for this District is therefore 'NIL'.

for Collector.

r.n.s./8.7.46.

45 54 1895 Dutt Cos 39

C.F. 32 (a).

Revenue Department

From (Name) Khan Saheb Md. S.M. Hussain Saheb Bahadur, B.A.
Designation Collector,
Station Guntur.

Received 18 OCT 1946 Registered MADRAS

To
The Deputy Secretary to Government, Education and Public Health Department, Madras.
Through
The Curator,
Madras Record Office, Madras.

Enclosures :

No. L.Dis.12170-46-D4 dated 12-7-46 194 .

Sir,

Madras Record Office - Records- East India Company's period- Annual verification - report - Guntur District- submitted.
Ref: G.O.Ms.No.1266 Edn., dated 26-6-46.

--

There are no records of the period of the East India Company in this office Record Room. Hence this periodical is not being submitted from this office.

Rs_12-7-

For Collector, Guntur.

13-7-46

9/12.

47 59

Pdl.230-46.

MADRAS RECORDS OFFICE
20 JUL 1946

Extract Column 12 from the report on condition of records in the ... rict of South Kanara for the year 1945 regarding the old Vernacular records sent to the Se... Revenue, Land Revenue and Irrigation, Madras.

Whether the old Vernacular records of the East India Company's period are in good condition and whether an inventory of old records has been made and kept ?	Old Vernacular rec... except Kattathara Accounts have been destroye... ng ago. An inventory of all Vernacular rec... s been maintained.

S. Kanara Collector's Office,
Mangalore, dated: 13-7-46.

For Co...

To

The Curator, Madras Records Office,
M a d r a s.

Pdl.229/46.

S. Canara Collector's Office,
Mangalore, dated: 13-7-46.

From
S.Bhoothalingam, Esq., OBE., ICS.,
Collector of South Kanara,
Mangalore.

To
The Secretary to Government,
Education and Public Health
Department,
M a d r a s.

Through:
The Curator,
Madras Record Office,
Madras.

Sir,

RECORDS: East India Company's period and the period upto the introduction of disposal number system - Report Submitted.

There are no English records in my office relating to the East India Company's period.

2. The English records existing here, relating to the period prior to the introduction of the Disposal Number system, which have to be retained permanently, were methodically arranged and a complete inventory prepared and sent to the Curator with this office D.Dis.1648/36 dated 29-4-46.

Bhoothalingam

For Collector.

16-7-46

From
H.St.C.Gilby Esq.,
Asst.Director of Survey,
Central Survey Office,
P.B.No. 404, Madras 5.

To
The Secretary to Government,
Finance Department,
Fort St. George,
Madras. Thro. The curator, The Madras Record office, Chittoor.

R/C. 2309 D1-46 dated 19-7-46.

1972 D 46.

Sir,

Sub:- Records. East India Company's Period. availability - Annual inventory & report - Report for the Calendar year. 1946 - Submitted.

Ref:- G.O.M.S.No. 1266. Edn. Dt 26.6.46

It is submitted that there is no change in the condition of Records referred to in the Inventory forwarded with this office letter No. 602 G/R.of 34 Dt 30.3.35 except that the maps relating to items Nos. 13, 28 & 44 of the inventory have been transferred to the Madras Records office, permanently.

Lakshmanabharathi
22.7.46

Asst. Director of Survey.

S.R.K.20.7.46.A.

Rc. 5767/46. G.1 Dated 27.7.1946.

From

K.N. Anantaramam Esq., I.C.S.,
Collector,
Bellary.

To

The Secretary to the Government,
Education and Publica Health department,
M a d r a s.

Thro'

The Curator,
Madras Record Office,
M a d r a s.

Sir,

Sub; Madras Record Office - Records - East India'x Company's period - Annual verification - Report submitted.

Ref; G.O.Ms. No. 1266, Education dated 26.6.46.

...

The records to the period of the East Period India Company are intact and an inventory of them is maintained.

S.N.R. 30.7.

For Collector.

55 17

(43)

C.F. 32.

MADRAS RECORD OFFICE
17 NOV 1946
3024 VIII

Department

From (Name) Sri A.Aiyappan, M.A., Ph.D.,
Designation Superintendent,
Station Government Museum, Egmore, Madras, 8.

Received ..... Registered 17 NOV 1946

To
The Secretary to Government,
Education and Public Health Department
Madras
Through The Curator, Madras Record Office, Chittoor.

Enclosures:

No. 2094-1/46 dated 16th Novr. 1946.

Sir,

Sub: Govt. Museum-Madras-Records- East India Company's period - Annual verification -Report

Ref. This office letter No.1819-1/35 dated 27-3-1935 enclosing a list of records relating to the East India Company's period and G.O.Ms.No.1266, Edn., dated 26th June 1946.

I have the honour to report that the records referred to, have been checked and are in good condition.

I have the honour to be,
Sir,
Your most obedient servant,

A. Aiyappan 16.11.46
Superintendent.

Reports received in
1947.
(49)

Extract of column No. 12 from the Report on the condition of records in the district of Chingleput for the year 1947 (Saidapet dated 26.2.1947.)

12.) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept (ii) whether the registers and records of the periods prior to the introduction of the Tettenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition.

1. Yes. The old records in cadjan leaves etc., are kept in almirahs They aye in faiv condition. An index has also been prepared ad kept. ii. Records prior to the introduction of the Tottdenham system have been methodically arranged. iii. The fair inam registers are in a fair condition. The "Mittah" registers need an expert binding.

1 R27.2.

for Collector.

Copy of col.12 only to the Curator, Madras Record Office, Chittoor.

MADRAS RECORD OFFICE
2-MAR1947
402 VII/47
MADRAS

Pdl.178/46-F.1.

3-MAR1947
403 B/II/47

Collector's Office, Trichy
dated 1-3-47.

From

T.A.Varghese, Esq., I.C.S.,
Collector,
Trichinopoly.

To

The Curator,
Madras Record Office,
Chitteor.

Sir,

Records--East India Company's period--Annual verification report --for the year 1946.

Ref:--G.O.No.1266 Education dated 26--6--46.

.....

The records relating to the East India Company's period (Maharattah Records) preserved in this office are kept in bundles well arranged in an iron rack in the record room of this office. They are constantly dusted and carefully preserved. Inspite of very careful preservation, the records are decaying due to their age.

The Government in their order No.1880 Mis. dated 25-6-42 sanctioned the appointment of a maharattah knowing clerk for a period of 6 months, to sort and list out the above records. The clerk was able to sort and prepare an abstract of the contents of 34 bundles in the sanctioned period of 6 months. In its order No.R.C.938 M. dated 24-3-43 the Board of Revenue negatived the proposal for further extention of the term of appointment of the clerk as it then considered that the sorting of the old records not a vital or essential service and hence the services of the clerk had to be terminated from 8-4-43 Afternoon. It is for the consideration of the Board whether the sorting of the remaining records can be taken up now as the war is over. Meanwhile the records will be preserved carefully.

For Collector.

s.s.l.3.

P. E. No. 1/47. 1-1-47.

(1) Names of Offices in the district following the Tottenham System.

(47) Collector's Office, Coimbatore.

MADRAS RECORDS
4 APR 1947
420 D VP (47)
MADRAS

(12) (i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition.

(i) yes.

(ii) yes.

(iii) yes.

for Collector.

To

The Secretary, Board of Revenue, Land Revenue & Irrigation, Madras.

Copy of reply (1 & 12) to the Curator Madras Record Office, Madras.

3-3-47. 421 Dvl/47 (48)

Perl. F.289/47

Malabar Collector's Office,
Calicut, dated 1-3-1947

To

From

E.W.Boudier Esq., O.B.E., I.C.S.,
Collector of Malabar, Calicut.

The Secretary to Government,
Finance Department, Madras

Thro'

The Curator,
Madras Record Office, Madras

Sir,

Records - Malabar Collectorate - Records prior to the introduction of the disposal number system - Annual verification - report for 1946- submitted.

Ref:- B.P.No.4431 dated 19-11-46 and No.4345 dated 17-8-46

The records prior to the introduction of the disposal number system available in my office have been verified with the list prepared in 1946 and found to agree.

2. The condition of the records is generally good.

M.S. Panicker
for Collector. 1.3.47

n.v.n.1-3/ Q

Pdl.76/47.

(Extract)Report on the condition of records in the District of Kurnool for the year 1946.

Column(12).

(1) Whether the oldvernacular records of the East India Companys' period are in good condition and whether an inventory of these old records has been made and kept (ii)Whether the registers and records of theperiods prior to the introduction of the Tottenham system have been methodically -- arranged; and	(i) There were some Persian and Urdu records of theperiod of the East India Company. Theyhave beensent tothe Curator, Madras Record Office,Chittoor for mending.
(ii)Whether theregisters and records of the periods prior to theintroduction of the Tottenham system have been methodically arranged; and	(ii)Yes.
(iii)Whether the inam fair registers are preserved in good condition. and	(iii)Personal and Artizan Inam Regist were rewritten in1934 and 1937.
(iv)Whether all old English records whichrelate to the period prior to the introduction of disposal number system are in good condition and whether an inventary has beenm made?	(iv)An inventory of all oldenglish records showing thenumber of each volume or the bundle with a note of the nature of its contents to identify it was prepared in 1937.

/True extract/

Kurnool Collector's Office

Dated 1st March 1947.

P.N.M.1/3.

Extract of clumn 12 to the Curator, Madras Records Office, Egmore, Madras.

for collector.

VII 11 9

in the Collector's Office

F. XXII-M-4.

Report on the condition of records in the district of Tinnevelly for the year 1946.

(49)

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Tinnevelly Collector's office. 6											yes. There is an inventory for Tamil records. The sorting of Maratha records has not yet been completed for want of Hindi language knowing hands. 2. yes 3 yes.		

Tinnevelly Collector's Office
Dated 27.12.47.

Extract of para 12 to the Curator, Central Record office, Madras.

Seen 26.2.47

for Collector

[P.T.O.

13

P.R. 96-47 B3.

Collector's Office, Tanjore.
Dated 28-2-1947.

From
J.R. Bell, Esq., I.C.S.,
Collector of Tanjore,
Tanjore.

To
The Secretary to the
Board of Revenue,
Land Revenue and Irrigation,
Chepauk, Madras.

7-3-1947
459 D/47

Sir,

Sub:- Records - Condition of - Annual report - 1946 - Tanjore district - submitted.

The annual report on the condition of records of my office in the prescribed form for 1946, is enclosed together with a copy of the list of records destroyed in my office and a review

4. The mending of old records relating to the period prior to the disposal number system is done locally by a trained attender in the record. 5838 sheets of these old records have so far been mended and the work is being attended to regularly and the progress made in this direction is periodically reviewed by the Personal Assistant.

5. Since my last report in P R. 96-46 B3 dated 26-2-46 340 tamil volumes of the East India Co., takids were already examined and destroyed in consultation with the Curator, Madras. Another batch of ninety volumes of these records is awaiting destruction after eliciting the Curator's opinion in the matter.

6. As regards the modi records I quote below the observation of Mr.E.M.Gawne, Commissioner of Land Revenue during his inspection in the Collector's Office on 15--9--46 "With regard to the Modi records it is clear that correspondence is doing no good and some one has got to decide to be ruthless. Neither I, nor the Collector, nor the Divisional Officer could suggest any conceivable subject on which these records could convey to the Government some right which they have not yet established. Any claims which the Government could base on such records, have long since been lost by limitation. It is futile to expect that the Curator's Office in Madras has any intention of settling down to examine these numerous bundles paper by paper. The only possible disposal for them now is the incinerator and the Collector may expect a further communication from the Board on these lines". I solicit early instructions on this point.

V.Seetharama Servai
for Collector.

ap.28/2

Bo. Huzur Head clerk
for Collector.

Extract of paras 4, 5 and 6 of this report forwarded to the Curator Madras.

F.Dis. 271 Perdl.47 dated 5--3--47

From
S.R.Kaiwar Esq., M.A., I.C.S.,
Collector of South Arcot
Cuddalore.

To
The Secretary to Government Finance Department, Madras.
Through The Curator Madras Record Office
Madras.

Sir,

RECORDS - East India company's period and the period prior to the disposal number system - annual report submitted.

I send herewith an extract of the ~~xxxx~~ report on the condition of Records of this office relating to the East India Company's period and the period prior to the disposal Number system sent by me to the Board of Revenue on 27--2--47.

The records are in good condition. An inventory of the records has been prepared and kept.

for Collector.

RR.7.3 exd.

Report on the condition of records in the district of South Arcot for the year 1946

Name of the offices in the district following the Tottenham system	x x	Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition
South Arcot Collector's office, Cuddalore		(i) Yes (ii) Yes (iii) Yes.

S.R.Kaiwar,
Collector.

True copy

List of Records destroyed in the Collector's office, Cuddapah in 1946.

I. Revenue Branch.

Personal, Periodical, New case Registers, Stamp Accounts, Revenue note files, Local Delivery books, Copy application files, Arrear lists, Record files, Fair Copy Registers, D, L and X.L.Disposal files, periodical files etc.

II. Accounts Branch:

Dt. Treasury Accounts, Sub Treasury Accounts (Provincial and Central) Posting Registers, Office Routine Registers (Personal, Periodical, Security Registers, Local Delivery books etc.) New case Registers, Village Officers Pay Abstracts, Cattle pound vouchers, Bank Serolls, Daily Classifical lists, Stamp Registers and Accounts, Day books - Disposal files etc. etc.,

IIK. Settlement, Office Records (Party No. IV)

Disposal files and office Routine Registers, Pay bill books (office copies) Personal, Periodical and other Registers.

Dates on which the destruction work was done.

25-3-1946
27-9-1946
21-10-46
2-10-1946

vs.9/3

for Collector

To the Curator Madras Record Office

VII

Office Of the COllectOr Of Cuddapah,
dated

Names Of the Offices in the district fOllOwing the TOttenham system	(i) whether the Old vernacular recOrds Of the East India COmpany's periOd in gOOd cOnditiOn and whether an inventOry Of these Old recOrds has been made and kept (ii) Whether the registers and recOrds Of the periOd priOr tO the IntrOductiOn Of the TOttenham system have been methOdically arranged, amd(iii) whether the inam fair registers are preserved in gOOd cOnditiOn
(1)	(12)
COllectOr's Office, Cuddapah	(i), (ii) and (iii) yes. The Inam fair registers are being maintained carefully and examined periOdicallyam as required and BOard's reference NO. 822/31 dated 21-12-1931

Transparent paper is being used fOr ~~returning~~ mounting tOrn pages

Nagappachi
for COllectOr 9/3

9/3

Mad (14-3-47)

19

VII

(54)

RECORD OFFICE MAR 1947 MADRAS

5820 D VII 47

From

Sri R. Ganapathi Iyer, B.A., M.L.,
Administrator General & Official Trustee,
Madras.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras.

Through

The Curator,
Madras Record Office, Madras.

10

No. 2822 D/13--3--47.

Sir,

Sub: Records - East India Company's period - Report for the calendar year 1946.

Ref: G.O.Ms.No.1266 Edn. Education & Public Health Dept. d/26-6-46.

In accordance with Memorandum No.5518 E.R.7 (Finance Dept) dated 21-12-34 I have the honor to report that an inventary of the account books prior to 1857 in the Record Room of the Office of the Administrator General and Official Trustee of Madras was duly prepared in November 1933 and I have verified the same and they are in a fair state of preservation.

Your obedient servant,

Ramapathi

Administrator General and Official Trustee of Madras.

13/3/47

NG.

agapatam for the year 1946.

Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged. (12)	Whether village accounts are arranged as prescribed in B.P. No. 225 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
94 last- dexed Dis 24899/46 26.12.46	yes	The records that were ripe for destruction at the end of 1946 were destroyed as per rules	1 yes 2 yes 3 (a) yes The Government have sanctioned a Special Copying Establishment for rewriting the mutilated old Vernacular records (East-India Company's records) Such accounts are being rewritten. (b) yes 4) yes.	There are no village accounts in Collector's office.	

3) Whether the O.F.Rs are preserved in good condition

3)(a) Whether the old Records of the East-India Company are in good Condition.

(b) Whether any inventory has been prepared

4) Whether the disposals prior to the disposal NO System have been listed out.

(Sd) Andrew H. Southorn
Collector
24.2.47
Vizagapatam.

tary to the Board of Revenue
Chepauk, Madras.

Collector
Vizagapatam

21.2.47

34, dated 2nd February 1895.
practicable, the numb[illegible] of bun[illegible]s destroyed with a brief description of the nature of the papers a.g., Treasury, Income-tax, &c.

e annual report—
th July 1898.

Pdl.229-47. 15.3.47 B.M.Collector's Office,
Mangalore dated 12.3.47.

From
J.F.Saunders Esq.,M.B.E.,I.C.S)
Collector of South Kanara.)

To
The Secretary to Government
Education and Public Health
Department,
Madras.

Through
The Curator
Madras Record office,
Madras.

Sir,

Records- East India Company's period- and the period up to the introduction of disposal number system- report- submitted.

***

There are no English records in my office relating to the East India Company's period.

2. The English records existing here relating to the period prior to the introduction of the disposal number system, which have to be retained permanently were methodically arranged and a complete inventory prepared and sent to the Curator with this office D.Dis.1648-36 dated 29.4.36.

K Ghulam Mo

For Collector.

15/3

Pdl;230-47. VII 1523 1947 23

Extract of Column 12 from the report on the condition of records in the District of South Kanara for the year 1946, regarding the oldvernacular records, sent eto the Board of Revenue, Land Revenue and Irrigation, Madras.

(57) ~~55 SD VII~~ 546 DVII 47

(1)	(2)
Whether the old vernacular records of the East India Company's period are in good condition and whether an inventary of old records was been made and kept.	Old vernacular records except "Kattuphara" accounts have been destroyed long ago. An inventary of all vernacular records has been maintained.

Ghulam Rasool

S.K. Collector's Office, I
Mangalore, dated 12-3-47. 0

For Collector.

To

The Curator, Madras Record Office, Madras.
The Board of Revenue, Land Revenue and Irrigation, Madras.

19/3

Registration Department.

From: Sri Diwan Bahadur H.Krishnamurti,
Registrar-General of Births, Deaths & Marriages,
Madras.

To: The Secretary to Government,
Education & Public Health Department,
FORT ST.GEORGE.

Through: The Curator, Madras Record Office,
MADRAS

No.C/38, dated 12-3-1947.

Sir,

Sub: Old records - Annual report.
Ref: Memo.No.5257C-1, Law (Regn.)d/23-8-1933.

The contents of the register of records have been checked with the records in my office and the number of volumes kept is found to be complete. The

p.t.o.

records are in a fair state of preservation.

I have the honour to be,
Sir,
Your most obedient servant,

for Regr.-Genl.

Encl.nil.
md.13.3.

From
Dr.P.Venkat Rao, B.A.,
M.B.,B.S., M.Sc.,
Chemical Examiner to
Government, Madras.

To
The Secretary to Government,
Finance Department, Madras.

Through the Curator, Madras
Record Office, Madras.

18 MAR 1947

P.R.No.37/47 dated the 7th March, 1947.

Sir,

Sub:- Records-East India Company's period-
Preservation of-

Ref:- G.O.Ms.No.1266, Edn., dated 26-6-1946.

I have the honour to inform you that there are no records of the East India Company's period in this department, other than a letter book which contains miscellaneous correspondence relating to examination of articles from 1st October 1849 to 11th February 1857. This is kept safe.

P.Venkata Rao

Chemical Examiner to Govt.

Copy to the Surgeon-General with the Govt. of Madras, Madras.

VII

T-1347.

3T 29

From
Sri. Rao Sahib B.
Madhava Rao Nayudu B.A.,
Collector of Ramnad.
Tallakulam P.O. Madura.

To
The Curator,
Central Record Office,
Madras.

Pdl. 41-47.

Dated 12th March 1947.

Sir,

Records - Ramnad Collector's Office - Vernacular and English Old report.

I enclose an extract of the entries in column 12 of the Annual report for the year 1946. submitted to the Board of Revenue, Madras about the condition of the records of my office.

Sd. P.O.Koshi Muthalally.
for Collector.

for Collector 12/3/47

A.S. 12-3.

M Rys
El.12.3.47

31

Ramnad Collector's Office,
Madura, 12th March 1947.

(6)

Report on the condition of the Records.

Column 11.

List of records destroyed in 1946.

1. D.Dis files of 1935. (General branch).
2. 3 years D.Dis files 1937. General Branch.
3. L.Dis files of 1945. General Branch.
4. Ditto. Accounts Branch.
5. X.L.Dis files of 1944 and 1945.
6. Copy applications of 1944.

13B

The destruction of records relating to Magisterial section and of those under Act I of 1908 is in progress, and will be done after publication in the District Gazette.

for Collector.

A.S.12-3.

143.
12.3.47

Pdl. 41/1947

35 33

R.F. XXII-M-4.

Report on the condition of records in the district of Ramnad. for the year 1946.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE MANUAL HAVE BEEN STRICTLY FOLLOWED IN REGARD TO				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
14 Ramnad. Collector's Office, at Madura and its subordinate Offices in the district. 1) R.D.O's Office, Ramnad 2) " " Sivakasi 3) " " Devakotta 4) S.D.C's Office, Manamadura 5) Additional First class Magistrate's Offices 6) Tahsildars' and Deputy Tahsildars' Offices 7) Stationary Sub Magistrates' and Additional Sub magistrate's Offices	(1) Yes. (2) Yes. Except 7 books which are being traced.	Yes. The cast-iron discs are filled up with water to prevent the attack of white-ants. The room is kept clean and sufficiently lighted. Chunam plastering in the wall is in good condition.	1-11-1892 Collectors Office.	Yes.	Yes	Yes	Yes.	General Branch = 2383 Last No: D.Dis 19328/46 Account Branch:- 122 Last No:- D.Dis: 5747/46. Magisterial 151 Last No:- D.Dis: 5726/46.	Yes.	(Vide Separate Sheet Attached) Condition of the records is fair. As regards Cadjan Accounts and Village Service Inam statements, please see the remarks in this Office Pdl: 41/1946 dated 6-4-1946. Five Section writers have been temporarily sanctioned for re-copying torn Inam Statements from October 1946 for a period of six months. The work is in progress.	(i) A list of old records prior to 1857 was prepared in 1926 and sent to Board vide R.Dis. 1842/1926 dated 13-2-1926	Yes in Taluk Offices.	

For Collector
13/3
P.T.O.
Ramnad

MS 3/61 13.3.47

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice—B.P. No. 34, dated 2nd February 1895.

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to the number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers, e.g., Treasury, Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervising the work of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

V

20 3 47

35 5 82 D.W.I/47

Report on the condition of records in the district of

Form XXII-M-4.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE DISTRICT MANUAL HAVE BEEN STRICTLY FOLLOWED		
				the handling and the arranging of R.D.L. and N.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)
Revenue Divisional Officers. Tahsildars. Deputy Tahsildars. and Stationary Sub-Magistrates.	(i) yes. (ii) yes. (iii) yes.	yes.	31-8-'20	yes.	yes.	yes.

15

MVNR1-14-3-47.

To

The Secretary to the Board of

copy to the Curator, Madras Pu

V.

20 3 47 . . . 35 . 5-82 D.VII (4)

M. 3. XXII-M-4.

Report on the condition of records in the district of Guntur for the year 1946.

21 MAR 1947

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE DISTRICT MANUAL HAVE BEEN STRICTLY FOLLOWED			DISTRICT OFFICE AS REGARD TO	Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records [illegible] and return to the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of papers in subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)					
Revenue Divisional Officers. Tahsildars. Deputy Tahsildars and Stationary Sub-Magistrates. 15	(i) yes. (ii) yes. (iii) yes.	yes.	31-8-'20	yes.	yes.	yes.	Not required to be kept up to date	1264 (1) D Dis. F. 2144 D-46 d/-30-12-46 Confidential. (2) D. Dis. F. 53-46 I/-26-12-46 (Registered Section. (3) Accounts Section D. Dis 1335-46 I/-25-12-46.	yes.	Please see Separate list— enclosed. The records [illegible] destroyed have been reduced into waste paper and sold to the Salvation Army, Ellore (B.O.)	(i) Old records are kept in Circle Cutcherries. Arrangements to be made to see that they are properly kept. (ii) yes. (iii) yes.	Village accounts are [illegible] kept in the Taluk Office.

MVNR/-14-3-(47).

To

The Secretary to the Board of Revenue (Executive), Madras.

Copy to the Curator, Madras Record Office, Madras. ✓

Despatched on 13-3-47 to Hdqrs. Asst. dept., Fairlands.

6/46

39

(64)

COLUMN No.11.

List of records destroyed in 1946.

Periodicals. of 1936, 37, 38, 39, 40 and 41.
"L" Disposals of 1942 (retained).
"L" Disposals of 1943 (retained).
"L" Disposals of 1944.
"F" Disposals of 1943, 34 and 35.
Record Issue Registers of 1938 to 1942.
Disposal Registers of 1920 to 1925.
"B" and "C" Current Registers of 1921, 22 and 25.
Village Officers "Pay Abstracts" of 1942.
Sub-Treasury Accounts-Provincial-Receipts and Charges 1929 to 1935.
Personal Registers of all Sections 1925.
New Case Registers from 1921 to 1925.

MVNR/-14-5-47.

From
Sri. A.Aiyappan M.A.Ph.D.,
Superintendent,
Government Museum,
Egmore, Madras.

To
The Secretary to Government,
Education & Public Health
Department,
Fort St. George,

Thro' The Curator, Madras Record Office,
Chittoor.

No. Pdl. 5 /47. dated 25th March '47.

Sir,

Subject :- Government Museum-Madras-Records - East India Company's period -Annual Verification Report for 1946.

Reference: This office letter No.1819-1/35 dated 27-3-1935 enclosing a list of records relating to the East India Company's period and G.O.Ms.No.1266 Edn. dated 26-6-1946.

I have the honour to report that the records referred to have been checked and are in good condition.

I have the honour to be,
Sir,
Your most obedient servant,

A. Aiyappan 25/3/47
SUPERINTENDENT.

Judicial Department.

From (Name) Sri S. Ramaswami Naidu,
(Designation) Sheriff of Madras,
(Station) M a d r a s.

To,

The Secretary to the Government of Madras,
Finance Department, Fort St.George,
M a d r a s.

Through,

The Curator,
Madras Record Office,
M a d r a s.

Sir,

D.No. /35 dated 20th March 1947.

Sub: Records - East India Company's period - Submission of Report for the Calendar year 1946.

P.T.O

-2-

I have the honor to forward herewith a statement of old records preserved in this office and to state that the condition of these records is generally fair.

I have the honor to be,
Sir,
Your most obedient servant,

Sheriff of Madras.

D.J. 20/3.

Statement of Old Records in the office of the Sheriff of Madras.

Item No.	Contents.	Period.	No of bundles.
1.	Sheets showing assumption and delivery of charge by Sheriffs.	1855, 1858, 1859, 1860, 1861, 1869, 1870, 1876, 1878, 1880, 1882, 1884, 1890, 1893, 1896 and 1897.	16.
2.	Writs of Fieri Facias. (Attachment of property)	1844, 1845, 1848 and 1849.	4.

Sheriff's Office,
High Court,
Madras, 20-3-1947.

Sheriff of Madras.

Rdl.416--47. West Godavari Collector's Office,
Ellore; Dated. 28--3--1947.

From

W.H.Mitchell Esq.,
Collector, West Godavari Dt., Ellore.

To

The Secretary to the Government,
Finance Department; Madras.

Through

The Curator of Madras Records Office,
MADRAS.

Sir,

Sub:- Records - West Godavari Collector's Office - English Records of the East India company's period Condition 1946 - Report - Submitted.

There are no English Records of the East India company's period either in my office or in the subordinate offices in this district.

2. There are, however, some English records relating to the period prior to the disposal number system (ie) from 1858 to 1892 in my office. An inventory of these records has been prepared in accordance with the instructions contained in G.O.No.634/M.S.Finance dated 11-11- 35.

3. The records are very brittle and most of them are in a torn condition and require careful handling.

For Collector.

P.J.No. 39/3.

Pdl.407/47 Collector's Office, Nellore,
Dated 27-3-1947.

Sub:- Records - Old Vernacular records - East India Company's days - Condition - Annual report.

These records were all destroyed in consultation with the Curator of Records of Madras in 1940 and a few samples of these records were also sent to the Curator as specimens.

The report on the condition of these records for this district is therefore nil.

FOR COLLECTOR.

NVR. 28.3.47
Copy submitted to the Secretary, Government,
(Education & Public Health Dept.) Madras.

Thro'
The Curator of Madras Records,
MADRAS.

From
H.St.C.Gilby Esq.,
Assistant Director of Survey,
Central Survey Office,
P.B.404, Madras.

To
The Secretary to Government,
Finance Department, Fort St. George, Madras (Through)
The Curator, Madras Record Office, Chittoor.

Pdl-48/47 dated 31-3-47.

Sir,

Sub: Records - East India Company's period - Availability Annual inventory and report - Report for the Calendar year 1947 - Submitted.

There is no change in the condition of the records referred to in the Inventory forwarded with this office letter No.603 G/R of 34 dated 30-3-35 except that the maps relating to items 13,28 and 44 of the inventory have been transferred to the Madras Record Office permanently.

Assistant Director of Survey.

S.K.31.3.

Rdl.122/47. N.A. Collector's Office, Vellore,
dated 29/3/47.

From

P.A.S.Hall Esq., I.C.S.,
Collector of North Arcot, Vellore.

3- APR 1947
706 D VII

To

The Secretary to Government, Finance Department, Madras
Through
The Curator, Madras Record Office, Madras.

Sir,

Records/ North Arcot Collector's office/ East India Compar
period/ available among the District Records/ condition/
annual report/ year ending 31/3/47.

....

1. Govt.Memorandum(Finance Dept) No.5518/RR, dated 21/12/34.
2. B.P.No.4345 dated17/8/46.

....

There is no English Record relating to the period of the East India Company in my office.

LNI.31/3

For Collector.

VII 704 DVII/47[53]

Extract of Pdl.109/47 - Report on the condition of records in the Collector's Office, Vellore (North Arcot District) for the year 1947.

-:-

Col.12: (i) Whether the old vernacular records of the East India company's period are in good condition and whether an inventory of these old records has been made and kept. (ii) Whether the registers and records of the period prior to the introduction of the Totteridan system have been methodically arranged and (iii) whether the inam fair registers are preserved in good condition:

(i) Vide separate sheet enclosed.
(ii) Yes.
(iii) Yes.

RECORDS OFFICE 3- APR 1947 MADRAS

Col.14: Whether all English records prior to the disposal number system as far as 1858 that are to be retained are kept in good state and whether inventory for them has been made:

1. Yes. 2. Yes. Vide separate sheet attached.

for Collector.

Mgthm.31.3.47.
N.A.Collector's Office,
Vellore dated 29-3-47.
Extract of Col.12 and 14 to the with enclosures to the Curator, Madras record office, Madras.

M.A.Collector's Office,
Vellore dated 29-3-47.

Condition of the old vernacular records relating to the Eastindia Company's period 1857 and earlier in the Collector's Office, Vellore (Col.12 of the statement).

Name of the records.	Condition.
I. All the English records of the company's period have been sent to the Curator of the Madras Record Office already in 1935 acknowledged by him in his letter 27 dated VII-35-27 dated 18-11-1935.	
II. Vernacular records:	
(a) The retainable records relating to Tirupattur and Tiruvannamalai taluks received in the year 1911 at the time of bifurcation are kept in good condition in 35 bundles.	Fair
(b) Records relating to the other taluks received from the Chittoor Collector's office in the year 1933 are kept in good condition.	Fair
(c) The records relating to the 22 villages of Kangundi taluk retained in this district have been preserved in one cloth bundle (An inventory has been kept for all the records).	Fair
The records relating to other taluks are kept in good state in ~~124~~ 45 cloth bundles).	
III: The retainable records received from the Tahsildar of Tirupattur are also kept in good state in form cloth bundles with an inventory for them.	Fair.

Vellu.31.3.47.

for Collector.

Statement showing condition of the English records that have been retained from 1858 upto the disposal number system.
(Col. 14 of the report).

S.No.	Name of records.	Condition.
	The disposal number system was in vogue in the old North Arcot District - from 1888.	
I.	Collector's Office:	
	All the English records of correspondence from 1888 up to the disposal number system have been listed out and are kept in good state in 13 cloth bundles. The foded files in them requiring ordinary mending work have been got repaired by the attender trained in mending work at the Madras Record Office; while those requiting special mending have been kept pending as the work has been postponed for the present with reference to Collector's letter D.896/39 dated 12-3-1940.	
	Besides these there are also proceedings of the Board of Revenue and Fort St.George gazettes in bound volumes and Inam Fair registers and they are kept in good state.	
II.	Subordinate officers:	
	The following are the records kept in subordinate officers and they are all kept in good state in those offices.	
	(A) Revenue Divisional Officer's Office, Cheyyar.	
	Revenue Suit registers-1888-90,92 and 93.	Some are brittle & tor
	Famine correspondence- 1891.	
	Old Inam Registers 1873 to 1879.	
	Revenue Suit files 1890-91.	
	(b) Revenue Divisional Officer's Office, Tiruvannamalai:	Good condition.
	Retailed files 1870-1890.	
	(c) Taluk office, Tirupattur.	
	Railway acquisition records 1890 and earlier, very old and brittle.	Good state.

For Collr.

Perl No. 255/47-K-1 d/29-3-47 -59- Collector's Office,
Vizagapatam.

From

A.H.Southorn Esq., O.B.E., I.C.S.,
Collector, Vizagapatam.

To

The Curator, Madras Record Office,
C h i t t o o r.

3- APR 1947
705 D VII/47

Sir,

Sub:- Records - East India Company's period and Records prior to the introduction of the disposal number system - Verification and condition - Report of Records in the Collector's Office, Vizagapatam for 1946 - Forwarded.

Ref:- G.O.Ms.No.1266 Edn. dated 26--6--46

--

I forward herewith an extract of the record condition report of the records of the East India Company's period and records prior to the introduction of the disposal number system of the Collector's Office, Vizagapatam for the year 1946.

bks 29/3/47.

FOR COLLECTOR

Perd 255/47 70 61

F. XXII-M-4—1,200—28-2-31.

Report on the condition of records in the di

Names of the offices in the district following the Tcttenham system. (1)	State of the library— (1) Whether the Acts and Standing Orders are kept corrected up to date. (2) Whether maps, etc., are carefully preserved (3) whether all the books (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE MANUAL HAVE BEEN STRICTLY FOLLOWED IN REGARD TO		
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)
	are carefully Catalogued and kept in good Condition					
Collector's office Vizagapatam	1 yes 2 yes 3 yes	yes in good Condition	15.9.20	yes	yes	

True Extract—

25.3.47

for Collector
Vizagapatam.

for Ks 27.3.47 27.3.47 KJ

Ll 29.3.47 KTh

Collector's office, Vizagapatam, 27-3-1947 } To The Curator, Madras Record Office, Chittoor

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy the defec

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information as to the numb
B.P. No. 84, dated 2nd February 1895. work of destruc

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the

2-4-47.

Ref.8523.G.46.R. Madura Collector's Office,
29-8-47.

From To

D.I.R. Muir Esq.,O.B.E.,I.C.S., The Curator,
Collector, Madura. Central Record Office, MADRAS.

Sir,

Records-Vernacular records-M.C.O. Madura.

--

I enclose an extract of the entries in Col. 12 of the Annual report for the year 1946 submitted to the Board of Revenue Madras about the condition of the records of my office.

v.s.81-3.

For Collector.

Copy submitted to the Secretary to the Board of Revenue, I.R. & Ign.), Madras.

Enc: 1 extract.

D.Dis.14587.G.47. Madura Collector's Office,
29-3-47.

From
D.L.R. Muir Esq.,O.B.E.,I.C.S.,
Collector, Madura.

To
The Secretary to Government,
Development Department, Fort
St. George, Madras.

Sir,

Rent-Madras Non-residential Buildings Rent Control Order-Eviction of tenant-premises No.50-Town Hall Road, Madura-revisionpetition records-receipt Acknowledged.
G.O.No.Ms.1171 d/17-3-47.(Devt. Dept.).

--

I acknowledge the receipt of records sent with the Government Order cited above.

v.s.31-3. For Collector.

-65-

(78)

COLUMN 12.

Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of those old records has been made and kept.

ii. Whether the registers and records of the periods perior to the introduction of the Tottenham system have been methodically arranged and
iii) whether the inam Fair Registers are preserved in good condition.

1. Good condition. 50 bundles had been indexed until the beginning of the war.
Now 15 bundles have been indexed by the Section writers from 21st September to December 46.

2. Yes.

3. Yes.

Opc. 405/47.

Kistna Collector's Office,
Chilakalapudi, dated 5-4-47.

From

Sri Rao Saheb P.V.Narasimha Raju, B.A.,
Collector, Kistna.

To

The Secretary to the Board of Revenue,
Madras.

Sir,

Sub: Records- condition-1946-Kistna-Collector's office-report-Submitted.

Ref:Board's Ref.F.811-47-1 dated 18-3-47 and this office Rc. on Opc. 405/47 dated 24-3-47.

I submit herewith report on the condition of records of the Collector's office , Kistna for 1946.

2. The review on the reports of the subordinate officers will be submitted as soon as their reports are received. The subordinate officers from whom reports are still due, are specially reminded again to-day.

For Collector.

R.V.N.3-4.

Copy to the Curator, Madras , Record office, Egmore, Madras with a Copy of the report in the prescribed form.

Collector's office, Kistna.	Names of the offices in the district following the Tottenham system.
(i) Yes. (ii) Yes. (iii) Yes.	State of the library -- (i) Whether the Acts and Standing Orders are kept corrected up todate. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved.
Yes.	Whether the record-room is in good repair-protected from white-ants and water-tight-and whether it is kept clean and secure from entry at all points and sufficiently lighted.
13-5-1918.	The date from which the Tottenham system has been in force.
Yes.	The bundling and the arranging of R.D.L. and X.L.disposal papers.
Yes.	The filing of Government orders and Board's proceedings and the arrangement of periodicals.
Yes.	The arrangement of general subject files.
Not necessary.	The issue of pass-ports and the maintenance of the numbering book and the passport register.
Last number indexed. D.Dis.-17094-46. R.Dis.16928-46.	All the R and D.Dis.files and improtant G.Os. and B.Ps. have been indexed. Total No. of D.Disposals -- 1114. " " R. " -- 80	Total number of files indexed and the number and date of the last files indexed.
Yes. All D & L.disposals, subject files, Magisterial records, Periodical returns, Treasury accounts and other records ripe for distruction were torn to pieces and sold to the salvation army.	whether old records are periodically destroyed and, if so, what records were destroyed during the year under report.
Yes.	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept. (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition.
--	Whether village accounts are arranged as prescribed in B.P.No.255 (Settle-

Whether the instructions in the District Office Manual have been strictly followed in regard to Condition of records in the district-Kistna

for Collector

VII

Dpk 11769 VII/47

81

13 APR 1947

From

H.M.Small Esq., O.B.E.,
M.A., LL.B.,
Government Solicitor,
Madras.

To

The Curator,
Madras Record Office,
Chittoor.

No. 1059 dated 11th April 1947.

Sir,

26

Records - East India Company's period - Annual verification and report for the year 1946.

With reference to your letter No.402-D-VII/47-2 dated 8th instant the records in my office relating to the East India Company's period are in a good state of preservation.

RV

H.M. Small

Government Solicitor.

VII 96 774 III/47

From
Sri Rao Sahib R .C.Ratho,B.A.,
Collector & Dt.Magistrate,
East Godavari,Cocanada.

To
The Curator,
Madras Record Office,
Chittoor.

MADRAS RECORD OFFICE 18 APR 1947 CHITTOOR

No. Pdl.980/47 dated11-4-47

Sir,

Sub: Records- East India Company's period- condition- annual report.

Ref: Your letter No.1856/D.VII/46 d.19-7-46 to this office
letter No.1749-D-VII/46 d.1-8-46 to the Secretary, Board of Revenue, Madras.

The old English Records in this office upto the introduction of Disposal Number System--Disposals under the old Bundling System-- are kept in two Sections.

Section I comprises of the Pusta files of old correspondence from 1857 to 1882 and they are kept in two big almyrahs.

The records under Sec. II relate to the period from 1882 up to the introduction of the disposal Number System. They are secured and kept in tin-boxes on Record racks.

The non-English Records are kept in duftors and in the boxes and secured on Record Racks.

psh/12-4

Sd.B.Paparaju for Collector

B.O. Huzur Head Clerk

From
K.N. Anantharaman Esqr, I.C.S.,
Collector of Bellary.

To
The Secretary to the Governm
Education & Public Health,
Madras.

Through,
The Curator,
Madras Record Office,
Chittoor.

22 APR 1947
830 VII/47.

Ref. P.R. No: 613/47. GI. Dated. 11-4-'47.

Sir,

Sub :- Madras - Record Office - Records - East India Company's period - Annual Verification - Report - 1946 - Submitted.

Ref:- G.O. Ms. No: 1266. Endn. Dated 26-6-'46.

The records relating to the period of the East India Company are in tact and an inventory of them is maintained.

(By Order).

Sd. Hari Dass.
For Collector.

Huzur Head Clerk.

From

C. V. Iremenheere Esq., M.B.E.,
District Collector,
Chittoor.

To

The Curator,
Madras Record office,
Madras

RECEIVED 24 APR 1947 MADRAS

Pdl. 109/47 dated 17/4/47.

Sir,

Subject :- Records - Chittoor District - East India Company's Period and prior to the disposal number system Condition report.

Reference :- your ref. No. 402-D. VII/47-2 dated 8-4-47.

The old vernacular records of the East India Company's period were inspected on 21.3.47 and a report to Board was submitted. An extract of col. 12 of the report relating to this is sent herewith.

For collector

Pdt. 109/47. Report on the condition of records in the District of Chittoor for the Year 1947.

(85)

Col. 12.

i. Whether the old Vernakular records of the East India Company's period are in good condition and whether an inventory of these records have been made and kept.

ii. whether the registers and records of periods prior to the introduction of Tottenham system have been methodically arranged.

iii. whether the T. F. Rs. are preserved in good condition col. 12.

Yes.

Please see seperate sheet enclosed (Extract from the Record destruction Register 1946) The destruction of the records has been done under the supervision of the Addl. Huzur Head Clerk.

(i) The old Vernacular records of the East India Company's period are kept in bundles. Some of the records have become very old paper is brittle The inventory of Telugu and Mahratta records is kept.

(ii) yes. The Registers and records prior to the introduction of Tottenham system have been methodically arranged.

iii) The T. F. Rs are in good condition, except a few items which require some binding action is being taken seperately.

Srinivasulu 22/4/48

For collector.

22/4/48

R.C.E.No. 3551/47. Collector's Office, Ootacamund,
Dated 26--4--1947.

894 VII/47 (86)

1 MAY 1947

The Curator,
Madras Record Office,
Chittoor.

Sir,

RECORDS -- East India Company's period -- Annual verification -- report for the year 1946.
Ref:--Your No.402-D-VII/47-2 dated 8-4-1947.

A copy of the report on the condition of Records in this district for the year 1946 dated 28.2.47 is enclosed. The condition of the records of the East India Company's period is furnished in col.12 of the Statement.

C.G.Krishna Iyer,
For Collector. (B.O.).

Huzur Head Clerk.
29-4-47

pnv/28-4.

83

87

List of records destroyed during 1946.

Description of records.	Year to which they relate.	No. of bundles
X.L.Dis	1945	2
L.Dis.	"	20
D.Dr.	1936	9
G.Os . Not indexed	"	1
B.Ps.	"	1
Periodicals		8
Registers		8
Record files		8
Treasury records		15
		72

(Sd) C. G. Krishna Iyer
Fr Collector (R.D)

Huzur Head Clerk.

NM.28.4.

R.F. XXII-M-4.

Report on the condition of records in the district of The Nilgiris for the year 1946.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
				the bundling and the arranging of B.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Office of the Asst. Commercial Tax Officer, Coonoor.	(i) and (ii) Yes. (iii) No maps.	Yes.	17-8-43	Yes	Yes	Yes	No such cases	9 D.482/44 dt 22/11/46	Yes.	Yes. L. Proposals	No such Cases.	Not applicable.	
Office of the Asst. Commercial Tax officer, Ootacamund.	—do—	Yes.	Pl. see B.P. Nil. 2480 to 1-9-1939.	Yes.	Yes	Yes	do—	11 453/29 1/46	Yes	do—	do—	do—	
Office of the Dy. Commercial Tax officer, Ootacamund.	—do—	Yes.	Nov. 1944.	Yes	Yes	Yes	do—	15 311/D 18-12-46	yes	do—	do—	do—	

(Sd) C. Krishnadya
For Collector (R.V.)

(Sd) Munisamy
Huzur Head Clerk
9-4-47

(P.T.O.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice—B.P. No. 34, dated 2nd February 1895.

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to the number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers, e.g., Treasury, Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervising the work of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

(1)	(2)	(3)	(4)	(5)	(6)
Taluk Office, Coconada	(i)(ii) & (iii) Yes	Yes	1-1-1929	Yes	Yes
Taluk Office, Gudalur	—do—	Yes	—do—	Yes	Yes
Taluk Office, Ooty	—do—	Yes	—do—	Yes	Yes

* The condition of the record should be clearly and concisely stated and it should in all cases be reported whether steps h

†(1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.

(2) The intervals at which papers are destroyed, the average number destroyed at a time, and the designation of the off

Nilgiris for the year 1946.

Report on the condition of records in the district of

R.F. XXII-M-4.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the Disposal Manual have been strictly followed		
				the bundling and the arranging of B.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files (7)
1) Collector's office, Ooty	(i) Yes (ii) Yes (iii) Yes.	Yes	24-6-1920	Yes	Yes	Yes
2) Sub Collector's office, Coonoor	Many of the books and maps were destroyed by fire. The remaining books and Maps are kept properly.	Part of the record room has destroyed by fire in November 46. Steps were been taken to repair the damaged portion	1-10-1924	Yes	Yes	Yes

Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from, and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P., No. 255 (Settlement), dated 27t June 1893. (13)	Remarks. (14)
782 10269/46 dt 17-1-47.	Yes.	Yes. Please see separate list attached.	(i) No such records (ii) Yes. (iii) No such Cases.	No village accounts are kept in this office.	
284 D. Dis 7630/46 dt 30-12-46	Yes.	Yes 50 bundles.	—do—	—do—	

[P.T.O.

(8)	(9)	(10)	(11)	(12)	(13)	(14)
No such cases	211 5394/46 ✓ 19-12-46	Yes.	Yes. Land. D. Disposals Registers Treasury records etc.	(i) No such cases. (ii) Yes. (iii) Yes	Yes.	
—do—	146 4460/46 ✓ 23-12-46	Yes	—do—	—do—	Yes	
—do—	142 4090/46 ✓ 22-12-46	Yes	—do—	—do—	Yes.	

Ed C. G. Krishna Iyer,
For Collector (B.O)

29.4. Huzur Head Clerk

...edy the defects brought to notice—B.P. No. 34, dated 2nd February 1895.
... number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers, e.g., Treasury.
...rk of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

928 VII/47.

From MEDICAL DEPARTMENT.
The Surgeon-General with the Govt. of Madras,
Madras 6.

To
The Curator, Madras Record Office, Chittoor.

Ref.No.25969-1 H dated 30-4-1947.

Sir,

Ref:- Your letter No.402-D-VII/47-2 dated 8-4-1947 regarding records- East India Co's period- annual verification report- for the year 1946.

Kindly furnish a copy of G-O.No.1266 Education dated 26-6-1946 referred to in your letter under reference, as the same is not readily traceable in this office.

The condition of the books of East India Company period preserved in the office of the District

1 MAY 1947
MADRAS

. ... MATHAIAH Esq., I. ... The Curator,
COLLECTOR OF MADRAS, Mad... Madras Record Office, Egmore.
RC.3488/47 Dated 16/5/47.

20 MAY 1947
MADRAS

Sir,

Records - East In... Company period - Annual verification report-
for the year 19...
Your letter No.40... VII/47-3 dated 8/4/47 and 8/5/47.

There are no reco... in this office relating to the above periods.
The records in the Madras ... Taluk Office pertaining to the periods referred
to are stated to be in ... condition.

M. RAYAPPA REDDY
FOR COLLECTOR.

B.O.

HUZUR HEAD CLERK.

...17/5.

R.No.25939-H.

Office of the Surgeon-General with the Government of Madras, Madras, 6 dated the 4th June 1947.

CIE, MC, M., D., FRCP(Lond.) IMS,
with the Government of Madras.

Government,
Madras.

Madras Secretariat Office, Madras.

Sir,

Sub.- East India Company's Period - Annual Report - submitted.

Ref.- Government Memorandum No.5518-E.M-7. Finance

The condition of records of the East India Company reported to be as follows:

SECRETARY TO GOVT. 34380 JUN 1947 FINANCE DEPARTMENT
ASSISTANT SECRETARY TO GOVT. 49499 7 JUN 1947 EDUCATION AND PUBLIC HEALTH