Sectt. II-27—58,004—27-10-47.

E.P.H (1948) Department.

P.S. SERIES.

95

G.O. NO. 1252. Edn.

Dated 17-5-1948.

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[Despatch Abstract.]

Madras Record office - Administration Report for 1947-8 - 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.
Ms	809	EPH	22-3-49				

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

G.O. No. 1252, 17th May 1948

Madras Record Office—Administration Report for 1947-48—Recorded.

READ—the following papers :—

From the Curator, Madras Record Office, dated 30th April 1948 and 7th May 1948, Pdl. No. 30/48.

Order—No. 1252, Education, dated 17th May 1948.

Recorded.

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

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Curator, Madras Record Office, Chittoor.
" Director of Archives, National Archives of India, New Delhi.
" Government of India, Ministry of Education, New Delhi.
" Keeper of Records, Government of West Bengal, Calcutta.
" Public Department.
" Secretary to the Public Service Commission, Madras.
" Legialature Secretariat.

Forwarded to the

(By order)

Superintedent.

dl. No. 30/48.

MADRAS RECORD OFFICE, CHITTOOR,
Dated 30th April 1948.

From

RAO BAHADUR DR. B. S. BALIGA, PH.D. (Lond.),
Curator, Madras Record Office,
Chittoor,

To

THE SECRETARY TO GOVERNMENT,
Education and Public Health Department,
Fort St. George, Madras.

SIR,

[Madras Record Office—Administration Report for 1947–48. *Reference*—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 1947–48.

General.—The year under review was the sixth in which the records were administered from places in the interior. The reason for the continued retention of the important records in the interior have been fully explained in the reports of the previous years. In the last report it has been stated that arrangements were under way for transferring the records of the East India Company's period from Palmaner back to Madras. These arrangements were completed during this year, and the records were transferred back to the Record Office buildings at Egmore. The transfer was completed by the beginning of March 1948 and the Public Works Department Inspection Bungalow, Palmaner, was handed back to the authorities of the Public Works Department in the middle of March 1948. A couple of rooms of the building have however been retained in order to house the parts of the racks which have been dismantled, as it was not possible to find storage for them in the Record Office buildings at Egmore. But the establishment maintained at Palmaner has been broken up, the permanent staff having been transferred to Egmore and the temporary staff of menials discharged from service. The bulk of the important records which are still housed in two buildings at Chittoor can be taken back to Madras only after accommodation is found elsewhere for the offices now occupying the Record Office buildings in Madras.

Simultaneously with the transfer of the records from Palmaner to Madras it was found necessary to transfer some of the older and less frequently required series of records from Chittoor to Egmore. The racks and records had, originally, in the interests of economy of space, been closely packed in the buildings at Chittoor and they had remained in this state for nearly six years. It was therefore thought desirable to send away as many records as could conveniently be sent away to Egmore and to make a proper and less congested arrangement of the remaining racks and records. Accordingly, about fifteen lorry loads of records were sent away from Chittoor in continuation of the transfer of the records of Palmaner and a rearrangement of the records was made in the buildings at Chittoor. As a result of this, space has been created for the new accessions expected this year and, at the same time, a considerable improvement has been effected in the appearance of the muniment rooms.

2. *Management.*—During the year, Sri M. C. Subramanian, M.A., the officiating Assistant Curator, was confirmed as Assistant Curator. He also held additional charge of the Curator's post during my absence on leave for fourteen days from 26th June to 9th July 1947.

3. *Establishment.*—In accordance with the general orders issued by the Government to all departments to effect a retrenchment in public expenditure to the extent of 12½ per cent, a reduction was made in the strength of the establishment of the office, there being no other means of effecting a saving. The post of the Special Assistant for the Publication of selections, the posts of the two clerks engaged in weeding out the old records and the posts of six attenders engaged in mending old records were abolished. Two out of the six watchmen employed at Chittoor were also discharged. None of the activities of the office has however been allowed to suffer in consequence of the retrenchment. The work of preparing selections has been entrusted to one of the assistants in the Publication Section. The weeding work is being attended to by two of the clerks of the same section, side by side with their regular work. There are still 18 attenders engaged in mending and reconditioning the old records. And two watchmen are still employed to look after each of the offices at Chittoor.

4. *Buildings.*—No structural alterations have been made to the Record Office buildings during the year. The Air-raid precaution baffle walls on the windows have now all been demolished and the window shutters have been replaced.

5. *Accessions and withdrawals.*—The records of the Secretariat Departments of the year 1943 and the records of the Board of Revenue for the year 1937 which were due for transfer were received during the year. Particulars of these records are given below.—

Secretariat Records (Non-confidential).

Department.	Number of bundles.	Number of files in the bundles.
Public	27	3,668
Education	12	1,793
Public Health	25	3,651
Revenue	17	2,835
Development	31	4,051
Home	28	3,931
Finance	10	509
Legal	1	65
Public Works	26	3,479
Local Administration	35	3,048
Total	212	27,030

Secretariat Records (Confidential)

Revenue	2	387
Development	2	249
Public Works	3	418
Home	7	465
Local Administration	1	23
Public Health	1	143
Finance	1	8
Legal	1	13
Public	13	642
Total	31	2,348

Board of Revenue.

Land Revenue and Settlement (Proceedings and Miscellaneous).	68	3,851
Separate Revenue	2	187
Land Revenue and Settlement (Routine)	7	367
Total	77	4,405

In addition to the bundles of original records mentioned above, ten bundles of spare copies of the Secretariat records of 1943 were also received.

Consequent on the transfer of the passport work of the Residencies of Mysore, Hyderabad and the Madras States to the Madras Government the passport records which were till then kept in these Residencies were transferred to this office. Particulars of these records are shown below:—

Name of Residency.	Number of bundles.	Number of files contained in the bundles.
Mysore	101	4,644
Hyderabad	23	589
Travancore	11	636
Total	135	5,869

Besides the records mentioned above the office received also 2,028 bonds, deeds and other strong almirah documents.

6. *Cataloguing.*—All the records received 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:—

	1946-47.	1947-48.
Number of requisitions received	17,758	18,393
Number of records furnished	41,277	35,178
Number of searches	569	578
Number of papers restored	48,142	49,492

Mention has been made in the last year's report of the special activity upon which the office has been engaged for some years, namely, the supplying of exhaustive notes on important aspects or policies of administration to the departments of the Secretariat. Considerable attention was devoted to the development of this activity during the year under report and several notes were prepared and furnished to the Government. A list of the subjects upon which searches were made and information furnished is appended to this report.

8. *Mending and preservation of records.*—As chiffon continued to be scarce and expensive no fresh supplies of this article could be obtained during the year. Mending work involving the use of much chiffon was therefore undertaken only in cases of absolute necessity. The work of the menders continued to be restricted, as in the previous year, to a large extent, to the reconditioning of the more modern files a process which does not require much chiffon. Particulars of the files mended in this manner are given below:—

Department.	Year.	Number of files reconditioned.
Revenue	1942-43	133
Development	1921-43	1,596
Public	1921-43	892
Public Health	1937-43	334
Total		2,955

Mending work on behalf of other offices was again restricted to cases of real urgency. Fourteen Mitta registers of the Chingleput Collectorate, one Malabar Collectorate volume, three volumes of manuscripts of the Government Oriental Manuscripts Library and one Birth and Death Register of the Cuddalore Municipality were mended with chiffon and rebound. An important document belonging to the Madras High Court which was in a very bad condition and a private document of some historical interest received from Messrs. Binny & Co., were likewise mended.

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

1946-47.

1. Secretariat volumes after 1800	4,474
2. Board of Revenue volumes after 1800	783
3. Secretariat bundles (Government Orders)	121,373
4. Board of Revenue bundles (Board's Proceedings)	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. Miscellaneous registers, etc., belonging to the Madras Record Office.	424
11. Chittoor Collectorate records	8
Total ..	131,007

1947-48.

	Sheets.
1. Secretariat bundles (Government Orders)	140,164
2. Board of Revenue bundles (Board's Proceedings)	802
3. Secretariat Library books	313
4. Madras Record Office Library books	108
5. Madras Record Office maps	22
6. Miscellaneous registers belonging to the Madras Record Office.	54
7. Printed settlement registers	41
8. Secretariat volumes (after 1800)	545
9. Collectorate volumes	170
10. Mittah Registers of the Chingleput district	771
11. Birth and Death Register of the Cuddalore Municipality ..	117
12. High Court Records	8
13. Manuscripts of the Government Oriental Manuscripts Library.	175
Total ..	143,290

It will be seen that there was an increase in the outturn during the year.

Under this head may be described a new method that has been devised for the better arrangement of the bundles of files on the racks. The present system of tying up the files into bundles between boards or planks and keeping them erect on the shelves is a system which has been in existence, perhaps, from the earliest times. It had long been observed that under this system the records were being gradually damaged. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly, but the effect of tying them tightly is to deprive the files of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied, the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of upon the planks. On account of this, in course of time, the bottom edges of the files break off from the files when the bundles are handled.

The ideal arrangement would be to keep the files in their natural position, that is to say, flat, and to see that they are not piled up one over the other to such an extent as to deprive some of the files at the bottom of ventilation. Special boxes

or containers of steel or cardboard are known to be used for this purpose in some of the archives of Europe and America, but the cost of providing containers of steel or even cardboard for all the hundreds of thousands of files in the Madras Record Office will be prohibitive. Again, the containers will require a great deal of additional shelf space and this will mean the construction of additional buildings. Further, however suitable closed containers might have proved to be in cold countries like Europe and America, in a hot country like India they generally become the breeding places of silver fish, borers and similar record pests. Several methods were, therefore, tried by which the records could be kept flat on the shelves without using containers or going in for additional shelf space. The chief difficulty was in devising a method by which the bundles could be fitted up with prominent labels to indicate their contents in such a manner that the labels would not get out of place when the bundles are untied and tied, as they have to be, in the course of collecting and restoring the papers. Under the existing arrangement of keeping the bundles vertical the record rooms present a neat appearance and it was very desirable to preserve this effect of neatness as far as possible. The difficulty was finally got over in the manner explained below.

According to the new arrangement the files are tied up into bundles between two wooden planks or boards, as at present, but not very tightly. The bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle a hinged cardboard is inserted under the top plank or board in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an appearance of a row of cardboard boxes arranged neatly on the shelves. An advantage of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if, in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. It will therefore be necessary to keep two rows of bundles one over the other. But, as the shelves of the racks in the Madras Record Office are just broad enough to take in two bundles arranged end to end in this manner, this arrangement will have a decided advantage over the existing arrangement under which generally four and, sometimes, more bundles are kept vertically one behind the other on each shelf, with the result that it is not possible to lay one's hand readily on the exact bundle required. Under the new arrangement it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required.

The cost of this new arrangement is not high. All that is required is a piece of cardboard measuring about 18 inches by 9 inches and divided into two parts connected to each other by means of a hinge of canvas or calico. Under instructions from the Government I have submitted proposals and estimates for providing boards for all the bundles in the Madras Record Office and for changing the system of arrangement from vertical to horizontal. Orders of the Government are awaited.

In connection with the bundling system may be mentioned a change that has been made in the material of the boards used for tying up the bundles. From very early times teakwood has been used for this purpose. Teakwood is a suitable material inasmuch as it is proof against record pests and more over does not, on account of its smoothness, tear or damage the records. Its only drawbacks are that it is somewhat heavy and that the planks made of it are liable to break if the bundles are dropped accidentally. Teakwood, however, became very scarce during

the war period and it is still not readily available. Consequently it became necessary to try boards made of some other wood. Boards of jackwood and 'azini' wood which were tried were found to be unsatisfactory. A trial was therefore made during the year with plywood boards. Five hundred boards of five-ply thickness were purchased and they were coated with a wood preservative as a precaution against attacks by insects before they were used. The results of the trial are being watched.

9. *Binding.*—The outturn of binding work is shown below :—

	Number of volumes in	
	1946-47.	1947-48.
1. Secretariat volumes (after 1800)	19×19	11×11
2. Board of Revenue volumes	3×3	1×1
3. Secretariat bundles (Government Orders)	294×294	719×719
4. Board of Revenue bundles (Board's Proceedings)	2×2	1×1
5. Manuscripts of the Government Oriental Manuscripts Library	10×10	..
6. Madras Record Office Library books	165×165	95×95
7. Secretariat Library books	..	5×5
8. Printed Settlement Registers	3×3	17×17
9. Registers, etc., belonging to the Madras Record Office	310×310	786×786
10. File boards for use in the office	248×248	..
11. Collectorate volumes	1×1	7×7
12. Mittah Registers of the Chingleput district	..	14×14
13. Birth and Death Register of the Cuddalore Municipality ..	..	1×1
Total ..	1055×1055	1657×1657

It will be seen that there has been an increase of outturn under this head.

10. *Enquiries on archive preservation.*—Reference has been made in the last report to a request received from the District Registrar of Coimbatore for the loan of a fumigation chamber. A chamber was supplied to him and instructions were also issued to him as to how his records could be fumigated with para-di-chlor-benzene. Among the other enquiries received during the year was one from the Office of the Surgeon-General, Madras, in regard to the desirability or otherwise of keeping records in almirahs instead of open racks.

11. *Weeding and destruction of records.*—As has been stated above the special establishment of two clerks engaged upon this work was disbanded as a measure of retrenchment and the work is now attended to by two of the permanent clerks of the publication section side by side with their publication work. The amount of work turned out under this head during the year when compared with what was turned out last year is shown below :—

Nature of records.	Period.	Number of bundles.	Number of pages.
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)		
1947-48—			
Revenue Department	1775-99	160	21,824 pages covering 78,769 pages of the volumes.
Secret Department	1796-99		
Commercial Department	1815-26		

12. *Publication of old records.*—(*a*) The paper position having not yet improved no part of the matter kept ready for the press could be sent to the press. Consequently the work of the publication section was confined during the year, as in the last few years, to preparing typescripts and editing them for the press. Proposals will be submitted to the Government again shortly for resuming the printing

of the large quantity of edited matter which has accumulated in the section. Particulars of the work done in this section during the year are shown below :—

Typing.—(*b*) Six thousand four hundred and sixty-one pages of the 28 volumes, mentioned below, were typed during the year :—

		Volumes.
I.	Military Consultations, 1765, Volumes 23-B	1
II. 1.	Fort St. David Consultations, 1750-51, Volume 18 ..	11
2.	Do. 1751, Volume 19-A ..	
3.	Do. 1751, Volume 19-B ..	
4.	Do. 1752-53, Volume 20-A ..	
5.	Do. 1752-53, Volume 20-B ..	
6.	Do. 1754, Volume 21 ..	
7.	Do. 1755, Volume 22-A ..	
8.	Do. 1756, Volume 22-B ..	
9.	Do. 1757, Volume 23 ..	
10.	Letters from Fort St. David, 1751, Volume 5 ..	
11.	Letters to Fort St. David, 1750-51, Volume 156 ..	
III. 1.	Masulipatam Letters Received General Letters Received, 1759-65, Volume 1-A ..	7
2.	Do. 1759-65, Volume 1-B ..	
3.	Do. 1764-66, Volume 2 ..	
4.	Do. 1765-66, Volume (2867) ..	
5.	Masulipatam Letters Sent General Letters Sent, 1763-65, Volumes (1 & 2) ..	
6.	Do. 1764-66, Volumes (3 & 4) ..	
7.	Do. 1765-66, Volumes 5 ..	
IV. 1.	Anjengo Diaries, 1750-53, Volume 3-A	9
2.	Do. 1750-53, Volume 3-B	
3.	Do. 1750-53, Volume 3-C	
4.	Do. 1753-57, Volume 4-A	
5.	Do. 1753-57, Volume 4-B	
6.	Do. 1757-58, Volume 5-A	
7.	Do. 1757-58, Volume 5-B	
8.	Do. 1759-60, Volume 6-A	
9.	Do. 1759-60, Volume 6-B	

Editing.—Five thousand six hundred and eighty-five pages of typescripts of 21 volumes, mentioned below were edited during the year :—

I. 1.	Military Consultations, 1765, Volume 22-A	4
2.	Do. 1765, Volume 22-B	
3.	Do. 1765, Volume 23-A	
4.	Do. 1765, Volume 23-B	
II. 1.	Fort St. David Consultations 1750-51, Volume 18	9
2.	Do. 1751, Volume 19-A ..	
3.	Do. 1751, Volume 19-B ..	
4.	Do. 1752-53, Volume 20-A ..	
5.	Do. 1752-53, Volume 20-B ..	
6.	Do. 1754, Volume 21 ..	
7.	Do. 1755, Volume 22-A ..	
8.	Do. 1756, Volume 22-B ..	
9.	Do. 1757, Volume 23	
III. 1.	South Arcot Miscellaneous, 1750-51, Volume 18520 (Letters to Fort St. David).	2
2.	South Arcot Miscellaneous, 1750-51, Volume 18521 (Letters from Fort St. David),	

IV. 1.	Masulipatam Letters Received	General Letters Received, 1759–65, Volume 1–A ..	6
2.	Do.	1759–65, Volume 1–B ..	
3.	Do.	1764–66, Volume 2	
4.	Do.	1765–66, Volume (2867) ..	
5.	Masulipatam Letters Sent	General Letters Sent, 1764–66, Volumes (3 & 4) ..	
6.	Do.	1764–66, Volume 5	

Issue.—The revised edition of Volume II of J. J. Cotton's List of Inscriptions on Tombs and Monuments (Madras) was issued during the year.

The volumes, mentioned below, are in the final stages of printing :—

A. Records of Fort St. George.

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

B. Departmental Indexes.

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

Selections.—Selections from the Judicial Department records from August 1818 to December 1819 were made during the year. Fourteen volumes covering 6,500 pages were examined. The selected matter which was typed was taken up for editing during the year and the editing was brought up to 1800.

Calendaring of Revenue Records.—The Calendaring of Revenue Records was brought up to 1775. Seven hundred and forty-three pages of matter were calendared.

Calendaring of Military Country Correspondence.—This item of work was brought up to 1763. Seven hundred and fifty-seven pages of matter were calendared.

13. *Old Records in the offices of the Collectors and heads of departments.*—The annual reports prescribed by the Government on the condition of the old records in the offices of the Collectors and heads of departments have been received except from the Collector of the Nilgiris. He has been reminded. In accordance with the orders of the Government, the reports that have been received are submitted to the Government along with the administration report. It will be seen from them that although the condition of the records is stated to be fair in most cases, there are several offices in which some of the records are not in a good condition. The defect that is generally pointed out is that the paper is brittle and that therefore it is difficult to handle the records without damaging them.

The problem of dealing with records of the Collectors and heads of departments is, however, one which is beset with considerable difficulty. Their immense bulk makes their mending extremely difficult and costly, especially in these days of scarcity of mending materials like chiffon and hand-made paper. Again, so long as they are allowed to remain scattered, as at present, in numerous record rooms all over the Province, they are bound to be neglected to some extent. The precautions necessary for their proper preservation cannot be enforced. It may perhaps be said that the persons in charge of these offices might be trained in archive keeping, but, in actual practice, it will be difficult to retain the trained men in the record rooms. For, at present, the record keepers of these small record rooms are all clerks who belong to the establishments of the offices concerned and, as such, are liable to be transferred to some other work according to exigencies of administration.

In view of these difficulties and in view of the desirability of making an earnest attempt to tackle the problem of these records, I submitted, during the year, certain proposals for the establishment of a few local record offices under the control and supervision of the Madras Record Office, wherein all non-current records of the district offices, the district boards and municipalities as well as private owners, could be centralized, cared for and properly administered. The advantages of such a centralization are various. It will relieve all Government offices and local bodies of large masses of records and of the responsibility of looking after them, a responsibility which they are really unfitted to discharge. It will relieve some space in all these offices and institutions and make it unnecessary for them except, perhaps, in a few cases, to employ record clerks and record attenders. At the same time, it will enable the Madras Record Office to weed out all unnecessary local records, to retain only such of them as have any administrative or historical value and to make proper arrangements for their preservation. It will also enable the Madras Record Office to cater, through these local record offices, to the needs of administrators and research scholars promptly and properly. At present, it must by no means be easy for the several administrative officers to get what old records they require for current reference from their ill-organized record rooms. But once the local record offices are organized, it will be easy for them to obtain the information required by them, since all the records would be properly arranged, catalogued and indexed by experts. These record offices will likewise enable persons engaged in research to have easy access to local records which, for various reasons, they are at present unable to examine. They will also greatly encourage research in local history which is at present sadly wanting. Finally, these offices will be able to receive for safe deposit private records of interest which may be unearthed and to make them accessible for purposes of research where permissible.

A scheme like this is, however, bound to be some what costly inasmuch as it involves the establishment of several local record offices under the *aegis* of the Madras Record Office manned by a service consisting of officers trained in archivism and the necessary clerical staff, menders, attenders, etc. I, therefore, suggested that one record office covering two or three districts might be organized in the first instance and that, if it was found to be successful, more offices might afterwards be organized. Upon this suggestion, I was asked by the Government to submit full details and estimates for organizing a local record office for two or three districts. These details and estimates are now being collected in consultation with the local authorities and I propose to submit them to the Government shortly.

Although all local records are a problem, the records of the Tangore Agency offer a particular problem in that they are mostly written in Modi, a language with which very few persons in this Province are conversant. In the report for 1946–47 I have explained the steps that were being taken to examine these records and to assess their historical value. These steps were being taken under the impression that these records were to remain in official custody of either the officials of the Madras Government or the officials of the Government of India. Subsequently, however, it was learnt that the Indian Historical Records Commission had unanimously recommended that they should be transferred to the custody of the Tanjore Maharaja Serfoji's Saraswathi Mahal Library, Tanjore. If this resolution is accepted by the Government of India, as it is likely to be accepted, it may be unnecessary for the Madras Government to do anything more in connexion with these records. The responsibility for making the arrangements necessary for their proper preservation would devolve upon the Tanjore Maharaja Serfoji's Saraswathi Mahal Library. I have, therefore, suggested to the Government that, pending the decision of the Government of India upon the resolution of the Indian Historical Records Commission, no further action need be taken by me in the matter of examining these records or in assessing their historical value.

14. *Library.*—Only two books were purchased during the year, but 839 volumes of the surplus books of the Secretariat Library were transferred to the Office Library. Four hundred and twenty-six volumes were issued from the library on requisition during the year.

15. *Museum and Exhibition.*—As has been stated in the previous reports, the Record Office museum could not be re-opened for want of accommodation in the buildings at Chittoor. Several documents, wax seals, etc., of historical interest were, however, exhibited in the Fort Museum opened in Fort St. George, Madras, during the fifth Session of the Central Advisory Board of Archæology. These exhibits attracted great attention, so much so that a request has now been received from the museum authorities for permission to retain some of the exhibits in the museum permanently.

16. *Research Students.*—The research students, mentioned below, did research work in the office during the year on the subjects specified against their names:—

1. Sri V. Venkat Rao	(1) Administration of District Boards and Circle Boards in the Madras Presidency. (2) Financial relation between the Imperial and the Provincial Governments.
2. Rao Bahadur Sri M. G. Subramanian.	Progress of Education in the Madras Presidency.
3. Sri D. V. Vasudevan, Assistant Chemist, Government Gut Section, Palmaner.	Silk Industry in the Province.
4. Srimathi M. A. Janaki, Senior Advocate, Federal Court.	Mysore Pradhans.

17. *General.*—The year under report saw the attainment of independence by India. The Independence Day was celebrated by the office by a solemn flag-hoisting ceremony attended by all the members of the staff.

There was a general strike of the non-gazetted government officers during the year. It must, however, be recorded with gratification that, with the exception of a few attenders in the branch office in Madras, all the members of the staff stood loyally by the Government and refused to take part in the strike.

I was reappointed a member of the Indian Historical Records Commission for a further term of five years, but I could not, on account of official work of an urgent nature, attend the Twenty-fourth session of the Commission held at Jaipur in February 1948. As a member of the Advisory Committee of the Government Oriental Manuscripts Library, I attended a meeting of that Committee held at Madras in July 1947.

I have the honour to be,
Sir,
Your most obedient servant,
B. S. BALIGA,
Curator.

MADRAS,
30*th April* 1948.

LIST OF SEARCHES CONDUCTED DURING 1947–48 IN THE MADRAS RECORD OFFICE.

1. Ways and means of finding alternate employment for tappers thrown out of work by the introduction of prohibition.
2. The prevalence of corruption in public services and the measures taken to eradicate it.
3. The proposals made from time to time for the abolition of the Board of Revenue.
4. Discussions on the question of adult franchise in Madras.
5. The beginnings of the Madras Corporation.
6. Formation of the Press Advisory Committee and its functions.
7. Tenancy problems in ryotwari areas.
8. How to adapt the Madras Laws and Regulations to the French territories ceded to the Government of India.

9. The formation of the Andhra and the Annamalai Universities.
10. The introduction of Primary examination for the first time.
11. The measures taken to separate from Madras the areas transferred to the Orissa Province.
12. Principles governing recruitment to the Public Services.
13. The payment of compassionate allowances to Mutiny veterans.
14. The origin and history of the Monegar Choultry and allied institutions.
15. Proposals made from time to time for the redistribution of divisions and taluks in the Madras Presidency.
16. The laws in force in the Agency tracts.
17. Sitarama Razu's rebellion and the question of the disposal of his properties, if any.
18. The history of the irrigation disputes between the Madras and the Mysore Governments.
19. The agreement between the Madras and the Mysore Governments regarding electricity generated at Sivasamudram.
20. The origin and history of the Tasdik allowances in the Madras Province.
21. The system of office procedure followed in Government offices prior to the introduction of the Tottenham system.
22. The origin and history of the Tanjore pensions and the general principles governing the resumption of pensions in general.
23. The origin and history of the Tanjore Chatram funds.
24. The appointment of a British Consul for the French Establishments in India.
25. Warrant of precedence of Consuls.
26. The disputes regarding the ownership of the Iskitippa islands in the East Godavari district.
27. Agreement between the British and the French Governments relating to the grant of compensation to the latter for the non-sale of liquor in the loge at Masulipatam.
28. The origin and history of the Pondicherry land customs frontier.
29. The origin and division of the Malikhana allowances granted to the Kadathanad Porlathri family in Malabar.
30. Privileges, if any, of the malikhana holders of Malabar.
31. The conversion of some of the escheated lands of Malabar into a Chatram Endowment Fund.
32. History of certain intestate properties in Malabar.
33. The extension of the Malabar Compensation for Tenants' Improvements Act, 1887, to the Gudalur taluk of the Nilgiris.
34. The question of allowing a certain percentage of the total produce to the jenmi towards his interest in land.
35. Ninety-nine years leases in Rajahmundry and Cocanada.
36. The origin of, and discussions relating to, clause 134 of the Estates Land Act, 1908, regarding recovery of rent from a ryot by distraint and sale of immovable property.
37. The history of achukattu cultivation in the Chingleput district.
38. Mirasi rights in the Chingleput district and the collection of *swatantrams*.
39. The reconstitution of the Gajapatinagaram taluk in the Vizagapatam district.
40. The sale of Byrojee Agraharam in Salem district.
41. The question of granting relief to the distressed ryots in zamin villages.
42. The question of the custody of the Land Compensation Award Statements.
43. Powers of the Collectors, Board of Revenue, etc., to sanction remission of land revenues.
44. Disputes between the inamdars and the ryots of Kalipatnam village, Narasapur taluk, West Godavari district.
45. Restriction, if any, on payment of relief to persons paying an assessment of Rs. 10 or less for loss sustained by fire, floods, etc.
46. Issue of passports or permits by the Tahsildar or Deputy Tahsildar of Jaggayyapeta for the passage of goods and cattle through the Nizam's territory.

47. Basis of the permanent settlement of various estates in the Province.

48. The measures taken to solve the beggar problem.

49. The origin and history of the Brennen Endowment in Malabar.

50. The institution of the Rogers' Prize in the Guindy Engineering College, and the Yates prize in the St. Aloysius College at Mangalore.

51. The establishment of the Slater Hostel at Perambur in Madras.

52. A history of the Cochin Free School endowments.

53. History of Coromandel inam village in Chingleput.

54. Grant to the Madras Christian College buildings at Tambaram.

55. Assignment of waste lands to distinguished soldiers.

56. The question of increasing ground rent on private lands in the Madras City.

57. Rate of assessment on grass lands in Government waste.

58. Rules for the disposal of waste lands in the Nilgiri district and the grant of shola lands for the cultivation of cardamoms.

59. The ownership of the land on which the Church room adjoining the All Saints Church, Coonoor, was built.

60. The manufacture of earth salt in Banganapalle State.

61. Boundary disputes between the Nizam's territories and the British territories.

62. The reservation of the Nag mangalam forests in Palmaner taluk of the Chittoor district.

63. Basis for the calculation of mileage rates for journeys performed by officers in their own cars.

64. Introduction of Note (1) under grade VIII of Annexure I to the Madras Travelling Allowance Rules regarding class of railway accommodation to officials drawing more than Rs. 100 per month.

65. Inclusion of amendment to rule 52 (*b*) in the Madras Travelling Allowance Rules delegating certain powers to heads of departments or controlling officers to depute subordinate Government servants to Ceylon, etc.

66. Authority for the definition of the terms "Nativity" and "Domicile" in rule 11 of the Manual of Special Pay and Allowances.

67. The formation of Civic Guards.

68. The origin of the Kallar Reclamation Scheme in Madura.

69. Delegation of powers to the Inspector-General of Police to transfer the Deputy Superintendent of Police.

70. The functions of the Criminal Investigation Department in regard to the reporting of objectionable speeches and their submission to Government.

71. The institution of, and the procedure for, the grant of the King's Police and the Indian Police medals.

72. Lending of Police staff to the Government of India for special duty in Assam, Bengal and Delhi.

73. The rules framed under the Society for the Prevention of Cruelty to Animals Act.

74. The sanction of an annual grant to all societies for the prevention of cruelty to animals in lieu of fines.

75. The appointment of a Railway Sergeant at Ootacamund.

76. Creation of the post of photographer in the Special Branch of the Criminal Investigation Department.

77. The authority for prescribing the form and conditions for granting licence for music under section 41 of the Madras City Police Act, 1888.

78. Appointment of Special Magistrates to exercise powers of a first-class magistrate in more than one district.

79. Rules laying down that officers in Madras City need not appear in mufassal courts to prove the signatures of Secretariat officers.

80. Rules regarding circulation of mercy petitions to His Excellency the Governor.

81. The principles governing payment of special fees to the Advocate-General.

82. Supply of Indian Law Reports (Madras Series) on exchange basis.

83. The grant of permission to the Advocate-General, Travancore, to include the assets of the natives of the Madras Province in his application for letters of administration to be filed in the Travancore Courts.

84. The grant of remuneration to Official Receivers for auditing the accounts of a company or a temple.

85. The passing of the Indian Criminal Law (Amendment) Act, 1923.

86. The authority for the inclusion of financial statement Nos. 12-A and 13 in the Jail Administration Reports.

87. The defining of the limits of the Bimlipatam Municipality.

88. The prescribing of reports and returns of important bridges and roads for provision in the budget.

89. The appointment and the powers of the district and the assistant panchayat officers.

90. The question of increasing the rent on Government residential buildings from 10 to 15 per cent, and reducing it from 10 to 7½ per cent.

91. The origin of the rules regulating village road grants.

92. The origin of the Canal system in the Nellore taluk under the Pennar.

93. The question whether there were any proposals for the diversion of the waters of the Cauvery into the South Pennar from a point near Mettur.

94. The formation of the Central Board of Irrigation, Central Waterways, Navigation and Irrigation Commissions, etc.

95. The formation of the Electricity Board and the Electricity Committee.

96. The origin of the Kodaikanal Water-Supply Scheme.

97. The origin of the temporary establishment sanctioned for the Electricity Department, Madras.

98. The opening of railway lines from Point Calimere to Mannargudi and from Needamangalam to Kumbakonam in Tanjore district.

99. The Indo-Ceylon ferry service and transit of goods between Dhanushkodi and Ceylon.

100. The grant of a coat of arms for the Madras Province.

101. The naming of the Fort at Madras as Fort St. George.

102. Communal rotation in the Indian Civil Service.

103. The number of Shorthand Allowances sanctioned for the Old Law Secretariat.

104. Instructions to Touring Officers to give information to members of the Legislature.

105. Issue of orders by the Hon'ble Ministers to the District Officers during their tours.

106. The question of collection of search fees for the second time on the same search.

107. The fixing of 5·7 Currents per day for one upper division clerk in the Secretariat Department as the criterion for sanctioning temporary or additional staff.

108. Procedure with regard to circulation among His Excellency the Governor and Hon'ble Ministers of new schemes of expenditure which are treated as "new service".

109. The question of grant of previous permission by Government to heads of departments to leave the Province while on casual leave.

110. Courtesy calls on members of Government and Ministers by heads of departments and officers of the Secretariat on joining their posts in Madras for the first time.

111. The procedure for the preparation and printing of the Annual Indexes.

112. Delegation of powers to the heads of departments to write off losses.

113. The authority for the supply of the *Fort St. George Gazette* to the India Office.

114. The proposal, if any, to substitute Hindu holidays for Muslim holidays in the Hindu Religious Endowment Board's Office.

115. Rules regulating the hoisting of the American flag and the Union Jack simultaneously on public buildings.

116. Rules and regulations for the hoisting of the Union Jack on public buildings.

117. The transfer of the control over the Epigraphy Department from the Provincial Government to the Government of India.

118. Action taken against newspapers and presses under the Indian Press (Emergency Powers) Act during 1931/1942.

119. Proscription and forfeiture of books and publications under section 99A, Criminal Procedure Code.

120. Press Censorship Regulations (1938), their distribution list and cancellation.

121. Procedure for prosecution under section 13 of the Press and Registration of Books Act, 1867.

122. The question of the attachment and sale of the property of certain newspaper editors in connection with the publication of seditious articles.

123. Confiscation and interception of unauthorised newspapers, etc., under the Indian Press (Emergency Powers) Act, 1931.

124. The proposal to give co-operative training to I.C.S. Officers.

125. History of the old Madras Portland Cement Company.

126. Precedents relating to His Excellency the Governor-General's visit to Madras.

127. Arrangements to be made on the visit of the captain of a cruiser to Madras.

128. The purchase of the trawler 'Goschen' for the Madras Fisheries Department.

129. A history of the Madras Army.

130. Particulars relating to certain European and Anglo-Indian families.

Pdl.No. 30/48.

Madras Record Office,
Chittoor, 30th April 1948.

From

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

GOVT. SECRETARY TO GOVERNMENT
1ST MAY 1948
EDUCATION AND PUBLIC HEALTH DEPT.

To

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

Sir,

Sub:- Madras Record Office - Administration Report for 1947-48.

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

32112

I have the honour to submit the administration report of the Madras Record Office for the year 1947-48.

GENERAL:-

The year under review was the sixth in which the records were administered from places in the interior. The reason for the continued retention of the important records in the interior have been fully explained in the reports of the previous years. In the last report it has been stated that arrangements were under way for transferring the records of the East India Company's period from Palmaner back to Madras. These arrangements were completed during this year and the records were transferred back to the Record Office buildings at Egmore. The transfer was completed by the beginning of March 1948 and the P.W.D. Inspection Bungalow, Palmaner, was handed back to the authorities of the Public Works Department in the middle of March 1948. A couple of rooms of the building have however been retained in order to house the parts of the racks which have been dismantled, as it was not possible to find storage for them in the Record Office buildings at Egmore. But the establishment maintained at Palmaner has been broken up, the permanent staff having been transferred to Egmore and the temporary staff of menials discharged from service. The bulk of the important records which are still housed in two buildings at Chittoor can be taken back to Madras only after accommodation is found elsewhere for the offices now occupying the Record Office buildings in Madras.

Simultaneously with the transfer of the records from Palmaner to Madras it was found necessary to transfer some of the older and less frequently required series of records from Chittoor to Egmore. The racks and records had, originally, in the interests of economy of space, been closely packed in the buildings at Chittoor and they had remained in this state for nearly six years. It was therefore thought desirable to send away as many records as could conveniently be sent away to Egmore and to make a proper and less congested arrangement of the remaining racks and records. Accordingly, about 15 lorry loads of records were sent away from Chittoor in continuation of the transfer of the records of Palmaner and a rearrangement of the records was made in the buildings at Chittoor. As a result of this, space has been created for the new accessions expected this year and, at the same time, a considerable improvement has been effected in the appearance of the muniment rooms.

2. MANAGEMENT:

During the year, Sri M.C.Subramanian, M.A;, the Officiating Assistant Curator, was confirmed as Assistant Curator. He also held additional charge of the Curator's post during my absence on leave for 14 days from 26th June 1947 to 9th July 1947.

3. ESTABLISHMENT:

In accordance with the general orders issued by the Government to all Departments to effect a retrenchment in Public expenditure to the extent of 12½%, a reduction was made in the strength of the establishment of the office, there being no other means of effecting a saving. The post of the Special Assistant for the publication of selections, the posts of the two clerks engaged in weeding out the old records and the posts of 6 attenders engaged in mending old records were abolished. Two out of the six watchmen employed at Chittoor were also discharged. None of the activities of the office has however been allowed to suffer in consequence

of the retrenchment. The work of preparing selections has been entrusted to one of the assistants in the Publication Section. The weeding work is being attended to by two of the clerks of the same section, side by side with their regular work. There are still 18 attenders engaged in mending and reconditioning the old records. And two watchmen are still employed to look after each of the offices at Chittoor.

4. BUILDINGS:

No structural alterations have been made to the Record Office buildings during the year. The A.R.P. baffle walls on the windows have now all been demolished and the window shutters have been replaced.

5. ACCESSIONS AND WITHDRAWALS:

The records of the Secretariat Departments of the year 1943 and the records of the Board of Revenue for the year 1937 which were due for transfer were received during the year. Particulars of these records are given below:-

Secretariat Records
(Non-confidential)

Department.	No. of bundles.	No. of files in the bundles.
Public	27	3,668
Education	12	1,793
Public Health	25	3,651
Revenue	17	2,835
Development	31	4,051
Home	28	3,931
Finance	10	509
Legal	1	65
Public Works	26	3,479
Local Administration	35	3,048
Total	212	27,030

Secretariat Records
(Confidential)

Revenue	2	387
Development	2	249
Public Works	3	418
Home	7	465
Total Carried Over	14	1,519

Confidential Records (Contd.)

Department.	No. of bundles.	No. of files in the bundles.
Total Brought Forward ..	14	1,519
Local Administration	1	23
Public Health	1	143
Finance	1	8
Legal	1	13
Public	13	642
Total	31	2,348

Board of Revenue.

Land Revenue and Settlement(Proceedings and Miscellaneous) ...	68	3,851
Separate Revenue ...	2	187
Land Revenue and Settlement(Routine) ...	7	367
Total	77	4,405

In addition to the bundles of original records mentioned above, 10 bundles of spare copies of the Secretariat records of 1943 were also received.

Consequent on the transfer of the passport work of the Residencies of Mysore, Hyderabad and the Madras States to the Madras Government the passport records which were till then kept in these Residencies were transferred to this office. Particulars of these records are shown below:

Name of Residency.	No. of bundles.	No. of files contained in the bundles.
Mysore	101	4,644
Hyderabad	23	589
Travancore	11	636
Total	135	5,869

Besides the records mentioned above the office received also 2,028 bonds, deeds and other strong almirah documents.

6. CATALOGUING:

All the records received 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.

	1946-47	1947-48
Number of requisitions received ..	17,758	18,393
Number of records furnished ..	41,277	35,178
Number of searches ..	569	578
Number of papers restored ..	48,142	49,492

Mention has been made in the last year's report of the special activity upon which the office has been engaged for some years, namely, the supplying of exhaustive notes on important aspects or policies of administration to the Departments of the Secretariat. Considerable attention was devoted to the development of this activity during the year under report and several notes were prepared and furnished to the Government. A list of the subjects upon which searches were made and information furnished is appended to this report.

8. MENDING AND PRESERVATION OF RECORDS:

As chiffon continued to be scarce and expensive no fresh supplies of this article could be obtained during the year. Mending work involving the use of much chiffon was therefore undertaken only in cases of absolute necessity. The work of the menders continued to be restricted, as in the previous year, to a large extent, to the reconditioning of the more modern files, a process which does not require much chiffon. Particulars of the files mended in this manner are given below:

Department.	Year.	No. of files reconditioned.
Revenue	1942-43	133
Development	1921-43	1,596
Public	1921-43	892
Public Health	1937-43	334
Total		2,955

Mending work on behalf of other offices was again restricted to cases of real urgency. 14 Mitta Registers of the Chingleput Collectorate, one Malabar Collectorate volume, 3 volumes of

manuscripts of the Government Oriental Manuscripts Library and one birth and death register of the Cuddalore Municipality were mended with chiffon and rebound. An important document belonging to the Madras High Court which was in a very bad condition and a private document of some historical interest received from Messrs. Binny & Co., were likewise mended.

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

1946-47	Sheets.
1. Secretariat volumes after 1800 ...	4,474
2. Board of Revenue volumes after 1800...	783
3. Secretariat bundles (G.Os.) ...	121,373
4. Board of Revenue bundles (B.Ps.) ...	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. Miscellaneous registers, etc., belonging to the Madras Record Office	424
11. Chittoor Collectorate records ...	8
Total	131,007

1947-48	Sheets.
1. Secretariat bundles (G.Os.) ...	140,164
2. Board of Revenue bundles (B.Ps.) ...	802
3. Secretariat Library books	313
4. Madras Record Office Library books ...	108
5. Madras Record Office Maps ...	22
6. Miscellaneous registers belonging to the Madras Record Office ...	54
7. Printed settlement registers ...	41
8. Secretariat volumes (after 1800) ...	545
9. Collectorate volumes ...	170
10. Mittah Registers of the Chingleput Dist.	771
11. Birth and death Register of the Cuddalore Municipality ...	117
12. High Court Records ...	8
13. Manuscripts of the Government Oriental Manuscripts Library	175
Total	143,290

It will be seen that there was an increase in the out-turn during the year.

Under this head may be described a new method that has been devised for the better arrangement of the bundles of files on the racks. The present system of tying up the files into bundles between boards or planks and keeping them erect on the shelves is a system which has been in existence, perhaps, from the earliest times. It had long been observed that under this system the records were being gradually damaged. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly, but the effect of tying them tightly is to deprive the files of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied, the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of upon the planks. On account of this, in course of time, the bottom edges of the files break off from the files when the bundles are handled.

The ideal arrangement would be to keep the files in their natural position, that is to say, flat, and to see that they are not piled up one over the other to such an extent as to deprive some of the files at the bottom of ventilation. Special boxes or containers of steel or cardboard are known to be used for this purpose in some of the archives of Europe and America, but the cost of providing containers of steel or even cardboard for all the hundreds of thousands of files in the Madras Record Office will be prohibitive. Again, the containers will require a great deal of additional shelf space and this will mean the construction of additional buildings. Further, however suitable closed containers might have proved to be in cold countries like Europe and America, in a hot country like India they generally become the breeding places of silver fish, borers and similar record pests. Several methods were, therefore, tried by which the records could be kept flat on the shelves without using containers or going in for additional shelf space. The chief difficulty was

in devising a method by which the bundles could be fitted up with prominent labels to indicate their contents in such a manner that the labels would not get out of place when the bundles are untied and tied, as they have to be, in the course of collecting and restoring the papers. Under the existing arrangement of keeping the bundles vertical the record rooms present a neat appearence and it was very desirable to preserve this effect of neatness as far as possible. The difficulty was finally got over in the manner explained below.

According to the new arrangement the files are tied up into bundles between two wooden planks or boards, as at present, but not very tightly. The bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle a hinged cardboard is inserted under the top plank or board in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an appearance of a row of cardboard boxes arranged neatly on the shelves. An advantage of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if, in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. It will therefore be necessary to keep two rows of bundles one over the other. But, as the shelves of the

racks in the Madras Record Office are just broad enough to take in two bundles arranged end to end in this manner, this arrangement will have a decided advantage over the existing arrangement under which generally four and, sometimes, more bundles are kept vertically one behind the other on each shelf, with the result that it is not possible to lay one's hand readily on the exact bundle required. Under the new arrangement it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required.

The cost of this new arrangement is not high. All that is required is a piece of cardboard measuring about 18 inches by 9 inches and divided into two parts connected to each other by means of a hinge of canvas or calico. Under instructions from the Government I have submitted proposals and estimates for providing boards for all the bundles in the Madras Record Office and for changing the system of arrangement from vertical to horizontal. Orders of the Government are awaited.

In connection with the bundling system may be mentioned a change that has been made in the material of the boards used for tying up the bundles. From very early times teakwood has been used for this purpose. Teakwood is a suitable material inasmuch as it is proof against record pests and moreover does not, on account of its smoothness, tear or damage the records. Its only drawbacks are that it is somewhat heavy and that the planks made of it are liable to break if the bundles are dropped accidentally. Teakwood, however, became very scarce during the War period and it is still not readily available. Consequently it became necessary to try boards made of some other wood. Boards of jackwood and 'azini' wood which were tried were found to be unsatisfactory. A trial was therefore made during the year with plywood boards. 500 boards of five-ply thickness were purchased and they were coated with a wood preservative as a precaution against attacks by insects before they were used. The results of the trial are being watched.

9. BINDING:

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

	Number of volumes in 1946-47	Number of volumes in 1947-48
1. Secretariat volumes (after 1800)	19 x 19	11 x 11
2. Board of Revenue volumes	3 x 3	1 x 1
3. Secretariat bundles (G.Os.)	294 x 294	719 x 719
4. Board of Revenue bundles (B.Ps.)	2 x 2	1 x 1
5. Manuscripts of the Government Oriental Manuscripts Library ..	10 x 10	...
6. Madras Record Office Library books	165 x 165	95 x 95
7. Secretariat Library books	...	5 x 5
8. Printed settlement registers	3 x 3	17 x 17
9. Registers, etc., belonging to the Madras Record Office.	310 x 310	786 x 786
10. File boards for use in the office	248 x 248	...
11. Collectorate volumes	1 x 1	7 x 7
12. Mittah Registers of the Chingleput District.	...	14 x 14
13. Birth and Death Registers of the Cuddalore Municipality.	...	1 x 1
	1055 x 1055	1657 x 1657

It will be seen that there has been an increase of out-turn under this head.

10. ENQUIRIES ON ARCHIVE PRESERVATION:

Reference has been made in the last report to a request received from the District Registrar of Coimbatore for the loan of a fumigation chamber. A chamber was supplied to him and instructions were also issued to him as to how his records could be fumigated with para-di-chlor-benzene. Among the other enquiries received during the year was one from the Office of the Surgeon General, Madras, in regard to the desirability or otherwise of keeping records in almirahs instead of open racks.

11. WEEDING AND DESTRUCTION OF RECORDS:

As has been stated above the special establishment of 2 clerks engaged upon this work was disbanded as a measure of retrenchment and the work is now attended to by two of the permanent clerks of the publication section side by side with their publication work. The amount of work turned out under this head during the year when compared with what was turned out last year is shown below:

Nature of records.	Period.	No. of bundles.	No. of pages.
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)		
1947-48.			
Revenue Department	1775-99	160	21,824 pages covering 78,769 pages of the volumes.
Secret Department	1796-99		
Commercial Department	1815-26		

12. PUBLICATION OF OLD RECORDS:

(a) The paper position having not yet improved no part of the matter kept ready for the press could be sent to the press. Consequently the work of the publication section was confined during the year, as in the last few years, to preparing typescripts and editing them for the press. Proposals will be submitted to the Government again shortly for resuming the printing of the large quantity of edited matter which has accumulated in the section. Particulars of the work done in this section during the year are shown below:

(b) Typing:— 6,461 pages of the 28 volumes mentioned below were typed during the year.

I.	Military Consultations, 1765, Volume 23-B	..		1 Volume	
II.	1. Fort St. David Consultations,	1750-51	Vol.	18	11 Vols.
	2. -do-	1751	"	19-A	
	3. -do-	1751	"	19-B	
	4. -do-	1752-53	"	20-A	
	5. -do-	1752-53	"	20-B	
	6. -do-	1754	"	21	
	7. -do-	1755	"	22-A	
	8. -do-	1756	"	22-B	
	9. -do-	1757	"	23	
	10. Letters from Fort St.David,	1751	"	5	
	11. Letters to Fort St. David,	1750-51	"	156	
III.	1. Masulipatam Letters Received				
	General Letters Received,	1759-65,	Volume	1-A	
	2. -do-	1759-65	"	1-B	
	3. -do-	1764-66	"	2	
	4. -do-	1765-66	"	(2867)	

(Contd

5. Masulipatam Letters Sent General Letters Sent,	1763-65	Volumes	(1 & 2)	(Contd.)	
6.	-do-	1764-66	"	(3 & 4)	7 Vols.
7.	-do-	1765-66	"	5	

IV. 1. Anjengo Diaries,	1750-53,	Volume	3-A		
2.	-do-	1750-53,	"	3-B	
3.	-do-	1750-53,	"	3-C	
4.	-do-	1753-57,	"	4-A	
5.	-do-	1753-57,	"	4-B	
6.	-do-	1757-58,	"	5-A	9 Volumes
7.	-do-	1757-58,	"	5-B	
8.	-do-	1759-60,	"	6-A	
9.	-do-	1759-60,	"	6-B	

Editing: 5,685 pages of typescripts of 21 volumes mentioned below were edited during the year.

I. 1. Military Consultations,	1765,	Volume	22-A		
2.	-do-	1765	"	22-B	4 Volumes.
3.	-do-	1765	"	23-A	
4.	-do-	1765	"	23-B	

II. 1. Fort St. David Consultations		1750-51	Vol.	18	
2.	-do-	1751	"	19-A	
3.	-do-	1751	"	19-B	
4.	-do-	1752-53	"	20-A	
5.	-do-	1752-53	"	20-B	9 Vols.
6.	-do-	1754	"	21	
7.	-do-	1755	"	22-A	
8.	-do-	1756	"	22-B	
9.	-do-	1757	"	23	

III. 1. South Arcot Miscellanies, 1750-51, Volume 18520 (Letters to Fort St. David)					2 Vols.
2. South Arcot Miscellanies, 1750-51, Volume 18521 (Letters from Fort St.David)					

IV. 1. Masulipatam Letters Received General Letters Received,	1759-65,	Volume	1-A		
2.	-do-	1759-65	"	1-B	
3.	-do-	1764-66	"	2	
4.	-do-	1765-66	"	(2867)	6 Vols.
5. Masulipatam Letters Sent General Letters Sent,	1764-66,	Volumes	(3 & 4)		
6.	-do-	1764-66	"	5	

Issues: The revised edition of Volume II of J.J.Cotton's List of Inscriptions on Tombs and Monuments (Madras) was issued during the year.

The volumes mentioned below are in the final stages of printing.

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 Department Index, 1837
2. Secret Department Index, 1820

Selections: Selections from the Judicial Department records from August 1818 to December 1819 were made during the year. 14 volumes covering 6,500 pages were examined. The selected matter which was typed was taken up for editing during the year and the editing was brought up to 1800.

Calendaring of Revenue Records: The Calendaring of Revenue Records was brought up to 1775. 743 pages of matter were calendared.

Calendaring of Military Country Correspondence: This item of work was brought up to 1763. 757 pages of matter were calendared.

13. OLD RECORDS IN THE OFFICES OF THE COLLECTORS AND HEADS OF DEPARTMENTS:

The annual reports prescribed by the Government on the condition of the old records in the offices of the Collectors and heads of departments have been received except from the Collector of the Nilgiris. He has been reminded. In accordance with the orders of the Government the reports that have been received are submitted to the Government along with this administration report. It will be seen from them that, although the condition of the records is stated to be fair in most cases, there are several offices in which some of the records are not in a good condition. The defect that is generally pointed out is that the paper is brittle and that therefore it is difficult to handle the records without damaging them.

The problem of dealing with the records of the Collectors and heads of departments is however one which is beset with considerable difficulty. Their immense bulk makes their mending extremely difficult and costly, especially in these days of scarcity of mending materials like chiffon and hand-made paper. Again, so long as they are allowed to remain scattered, as at present, in numerous record rooms all over the province, they are bound to be neglected to some extent. The precautions necessary for their proper preservation cannot be enforced. It may perhaps be said that the persons in charge of these offices might be trained in archive keeping, but in actual practice it will be difficult to retain the trained men in the record rooms. For, at present, the record keepers of these small record rooms are all clerks who belong to the establishments of the offices concerned and, as such, are liable to be transferred to some other work according to exigencies of administration.

In view of these difficulties and in view of the desirability of making an earnest attempt to tackle the problem of these records I submitted, during the year, certain proposals for the establishment of a few local record offices under the control and supervision of the Madras Record Office, wherein all ~~xxxxxx~~ non-current records of the district offices, the district boards and municipalities, as well as private owners, could be centralised, cared for and properly administered. The advantages of such a centralisation are various. It will relieve all Government offices and local bodies of large masses of records and of the responsibility of looking after them, a responsibility which they are really unfitted to discharge. It will relieve some space in all these offices and institutions and make it unnecessary for them except, perhaps, in a few cases, to employ record clerks and record attenders. At the same time it will enable the Madras Record Office to weed out all unnecessary local records, to retain only such of them as have any administrative or historical value and to make proper arrangements for their preservation. It will

also enable the Madras Record Office to cater, through these local record offices, to the needs of administrators and research scholars promptly and properly. At present it must by no means be easy for the several administrative officers to get what old records they require for current reference from their ill-organised record rooms. But once the local record offices are organised it will be easy for them to obtain the information required by them, since all the records would be properly arranged, catalogued and indexed by experts. These record offices will likewise enable persons engaged in research to have easy access to local records which, for various reasons, they are at present unable to examine. They will also greatly encourage research in local history which is at present sadly wanting. Finally, these offices will be able to receive for safe deposit private records of interest which may be unearthed and to make them accessible for purposes of research where permissible.

A scheme like this is however bound to be somewhat costly inasmuch as it involves the establishment of several local record offices under the aegis of the Madras Record Office manned by a service consisting of officers trained in archivism and the necessary clerical staff, menders, attenders, etc. I therefore suggested that one record office covering two or three districts might be organized in the first instance and that, if it was found to be successful, more offices might afterwards be organized. Upon this suggestion I was asked by the Government to submit full details and estimates for organizing a local record office for two or three districts. These details and estimates are now being collected in consultation with the local authorities and I propose to submit them to the Government shortly.

Although all local records are a problem the records of the Tanjore Agency offer a particular problem in that they are mostly written in Modi, a language with which very few persons in this province are conversant. In the report for 1946-47 I have explained the steps that were being taken to examine these records

and to assess their historical value. These steps were being taken under the impression that these records were to remain in official custody of either the officials of the Madras Government or the officials of the Government of India. Subsequently however it was learnt that the Indian Historical Records Commission had unanimously recommended that they should be transferred to the custody of the Tanjore Maharaja Serfoji's Saraswathi Mahal Library, Tanjore. If this resolution is accepted by the Government of India, as it is likely to be accepted, it may be unnecessary for the Madras Government to do anything more in connection with these records. The responsibility for making the arrangements necessary for their proper preservation would devolve upon the Tanjore Maharaja Serfoji's Saraswathi Mahal Library. I have therefore suggested to the Government that pending the decision of the Government of India upon the resolution of the Indian Historical Records Commission no further action need be taken by me in the matter of examining these records or in assessing their historical value.

14. LIBRARY:

Only two books were purchased during the year, but 839 volumes of the surplus books of the Secretariat Library were transferred to the Office Library. 426 volumes were issued from the library on requisition during the year.

15. MUSEUM AND EXHIBITION:

As has been stated in the previous reports the Record Office museum could not be reopened for want of accommodation in the buildings at Chittoor. Several documents, wax seals, etc., of historical interest were however exhibited in the Fort Museum opened in Fort St. George, Madras, during the 5th session of the Central Advisory Board of Archaeology. These exhibits attracted great attention, so much so that a request has now been received from the musuem authorities for permission to retain some of the exhibits in the museum permanently.

16. RESEARCH STUDENTS:

The research students mentioned below did research work in the office during the year on the subjects specified against their names:—

1. Sri V.Venkat Rao ...	(1) Administration of District Boards and Circle Boards in the Madras Presidency. (2) Financial relations between the Imperial and the Provincial Governments.
2. Rao Bahadur Sri M.G.Subramanian ...	Progress of Education in the Madras Presidency.
3. Sri D.V.Vasudevan, Assistant Chemist, Government Gut Section, Palamaner. ...	Silk industry in the province.
4. Srimathi M.A.Janaki, Senior Advocate, Federal Court. ...	Mysore Pradhans.

17. GENERAL:

The year under report saw the attainment of independence by India. The Independence Day was celebrated by the office by a solemn flag-hoisting ceremony attended by all the members of the staff.

There was a general strike of the non-gazetted government officers during the year. It must however be recorded with gratification that, with the exception of a few attenders in the branch office in Madras, all the members of the staff stood loyally by the Government and refused to take part in the strike.

I was reappointed a member of the Indian Historical Records Commission for a further term of five years, but I could not, on account of official work of an urgent nature, attend the 24th session of the Commission held at Jaipur in February 1948; As a member of the Advisory Committee of the Government Oriental Manuscripts Library, I attended a meeting of that Committee held at Madras in July 1947.

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

CURATOR.

List of searches conducted during 1947-48 in the Madras Record Office.

1. Ways and means of finding alternate employment for tappers thrown out of work by the introduction of prohibition.
2. The prevalence of corruption in public services and the measures taken to eradicate it.
3. The proposals made from time to time for the abolition of the Board of Revenue.
4. Discussions on the question of adult franchise in Madras.
5. The beginnings of the Madras Corporation.
6. Formation of the Press Advisory Committee and its functions.
7. Tenancy problems in ryotwari areas.
8. How to adapt the Madras Laws and Regulations to the French territories ceded to the Government of India.
9. The formation of the Andhra and the Annamalai Universities.
10. The introduction of Primary examination for the first time.
11. The measures taken to separate from Madras the areas transferred to the Orissa Province.
12. Principles governing recruitment to the Public Services.
13. The payment of compassionate allowances to Mutiny veterans.
14. The origin and history of the Monegar Choultry and allied institutions.
15. Proposals made from time to time for the Redistribution of divisions and taluks in the Madras Presidency.
16. The Laws in force in the Agency tracts.
17. Sitarama Razu's rebellion and the question of the disposal of his properties, if any.
18. The history of the irrigation disputes between the Madras and the Mysore Governments.
19. The agreement between the Madras and the Mysore Governments regarding electricity generated at Sivasamudram.
20. The origin and history of the Tasdik allowances in the Madras Province.
21. The system of office procedure followed in Government offices prior to the introduction of the Tottenham system.
22. The origin and history of the Tanjore pensions and the general principles governing the resumption of pensions in general.
23. The origin and history of the Tanjore Chatram funds.
24. The appointment of a British Consul for the French Establishments in India.
25. Warrant of precedence of Consuls.
26. The disputes regarding the ownership of the Iskitippa islands in the East Godavari District.

19-20
P. K. Yehaji
29/5

27. Agreement between the British and the French Governments relating to the grant of compensation to the latter for the non sale of liquor in the logé Masulipatam.

28. The origin and history of the Pondicherry land customs frontier.

29. The origin and division of the Malikhanna allowances granted to the Kadathanad Porlathri family in Malabar.

30. Privileges, if any, of the Malikhanadars of Malabar.

31. The conversion of some of the escheated lands of Malabar into a Chatram Endowment Fund.

32. History of certain intestate properties in Malabar.

33. The extension of the Malabar Compensation for Tenants' Improvements Act, 1887, to the Gudalur Taluk of the Nilgiris.

34. The question of allowing a certain percentage of the total produce to the Jenmi towards his interest in land.

35. Ninetynine years leases in Rajahmundry and Cocanada.

36. The origin of, and discussions relating to, clause 134 of the Estates Land Act, 1908, regarding recovery of rent from a ryot by distraint and sale of immoveable property.

37. The history of achukattu cultivation in the Chingleput District.

38. Mirasi rights in the Chingleput district and the collection of swatantrams.

39. The reconstitution of the Gajapatinagaram taluk in the Vizagapatam district.

40. The sale of Byrojee Agraharam in Salem District.

41. The question of granting relief to the distressed ryots in zamin villages.

42. The question of the custody of the Land Compensation Award Statements.

43. Powers of the Collectors, Board of Revenue, etc., to sanction remission of land revenues.

44. Disputes between the inamdars and the ryots of Kalipatnam village, Narasapur taluk, West Godavari District.

45. Restriction, if any, on payment of relief to persons paying an assessment of Rs.10/- or less for loss sustained by fire, floods, etc.

46. Issue of passports or permits by the Tahsildar or Deputy Tahsildar of Jaggayyapetta for the passage of goods and cattle through the Nizam's territory.

47. Basis of the permanent settlement of various estates in the province.

48. The measures taken to solve the beggar problem.

49. The origin and history of the Brennen Endowment in Malabar.

50. The institution of the Rogers' prize in the Guindy Engineering College, and the Yates' prize in the St. Aloysius' College at Mangalore.

51. The establishment of the Slater Hostel at Perambur in Madras.

52. A history of the Cochin Free School endowments.

53. History of Coromandel inam village in Chingleput.

54. Grant to the Madras Christian College buildings at Tambaram.

55. Assignment of waste lands to distinguished soldiers.

56. The question of increasing ground rent on private lands in the Madras City.

57. Rate of assessment on grass lands in Government waste.

58. Rules for the disposal of waste lands in the Nilgiris District and the grant of shola lands for the cultivation of cardamoms.

59. The ownership of the land on which the Church room adjoining the All Saints' Church, Coonoor, was built.

60. The manufacture of earth salt in Banganapalle State.

61. Boundary disputes between the Nizam's territories and the British territories.

62. The reservation of the Nagamangalam forests in Palmaner taluk of the Chittoor District.

63. Basis for the calculation of mileage rates for journeys performed by officers in their own cars.

64. Introduction of Note (1) under grade VIII of Annexure 1 to the Madras Travelling Allowance rules regarding class of Railway accommodation to officials drawing more than Rs.100/- per month.

65. Inclusion of amendment to rule 52 (b) in the Madras Travelling Allowance Rules delegating certain powers to Heads of Departments or controlling officers to depute subordinate Government servants to Ceylon, etc.

66. Authority for the definition of the terms "Nativity" and "Domicile" in rule 11 of the Manual of Special Pay and Allowances.

67. The formation of Civic Guards.

68. The origin of the Kallar Reclamation Scheme in Madura.

69. Delegation of powers to the Inspector General of Police to transfer the Deputy Superintendent of Police.

70. The functions of the Criminal Investigation Department in regard to the reporting of objectionable speeches and their submission to Government.

71. The institution of, and the procedure for, the grant of the King's Police and the Indian Police medals.

72. Lending of police staff to the Government of India for special duty in Assam, Bengal and Delhi.

73. The rules framed under the Society for the Prevention of Cruelty to Animals Act.

74. The sanction of an annual grant to all societies for the prevention of cruelty to animals in lieu of fines.

75. The appointment of a Railway Sergeant at Ootacamund.

76. Creation of the post of photographer in the Special Branch of the Criminal Investigation Department.

J. K. Sadasivan
31/5

77. The authority for prescribing the form and conditions for granting licence for music under section 41 of the Madras City Police Act, 1888.

78. Appointment of Special Magistrates to exercise powers of a First Class Magistrate in more than one district.

79. Rules laying down that officers in Madras City need not appear in Mufassal Courts to prove the signatures of Secretariat Officers.

80. Rules regarding circulation of mercy petitions to His Excellency the Governor.

81. The principles governing payment of special fees to the Advocate-General.

82. Supply of Indian Law Reports (Madras series) on exchange basis.

83. The grant of permission to the Advocate-General, Travancore to include the assets of the natives of the Madras Province in his application for letters of administration to be filed in the Travancore Courts.

84. The grant of remuneration to Official Receivers for auditing the accounts of a Company or a Temple.

85. The passing of the Indian Criminal Law (Amendment) Act, 1923.

86. The authority for the inclusion of financial statements Nos. 12A. and 13 in the Jail Administration Reports.

87. The defining of the limits of the Bimlipatam Municipality.

88. The prescribing of reports and returns of important bridges and roads for provision in the budget.

89. The appointment and the powers of the District and the Assistant Panchayat Officers.

90. The question of increasing the rent on Government residential buildings from 10 to 15 per cent. and ~~also its reduction~~ reducing it from 10 to 7½ per cent.

91. The origin of the rules regulating Village Road grants.

92. The origin of the Canal System in the Nellore taluk under the Pennar.

93. The question whether there were any proposals for the diversion of the waters of the Cauvery into the South Pennar from a point near Mettur.

94. The formation of the Central Board of Irrigation, Central Waterways, Navigation and Irrigation Commissions, etc.

95. The formation of the Electricity Board and the Electricity Committee.

96. The origin of the Kodaikanal Water Supply Scheme.

97. The origin of the temporary establishment sanctioned for the Electricity Department, Madras.

98. The opening of railway lines from Point Calimere to Mannargudi and from Needamangalam to Kumbaconam in Tanjore District.

99. The Indo-Ceylon ferry service and transit of goods between Dhanushkodi and Ceylon.

100. The grant of a coat of arms for the Madras Province.

101. The naming of the Fort at Madras as Fort St. George.

102. Communal rotation in the Indian Civil Service.

103. The number of Shorthand Allowances sanctioned for the Old Law Secretariat.

104. Instructions to Touring Officers to give information to members of the Legislature.

105. Issue of orders by the Hon'ble Ministers to the District Officers during their tours.

106. The question of collection of search fees for the second time on the same search.

107. The fixing of 5.7 Currents per day for one upper division clerk in the Secretariat Department as the criterion for sanctioning temporary or additional staff.

108. Procedure with regard to circulation among His Excellency the Governor and Hon'ble Ministers of new schemes of expenditure which are treated as 'new service'.

109. The question of grant of previous permission by Government to Heads of Departments to leave the province while on casual leave.

110. Courtesy calls on members of Government and Ministers by Heads of Departments and Officers of the Secretariat on joining their posts in Madras for the first time.

111. The procedure for the preparation and printing of the Annual Indexes.

112. Delegation of powers to the Heads of Departments to write off losses.

113. The authority for the supply of the Fort St. George Gazette to the India Office.

114. The proposal, if any, to substitute Hindu holidays for Muslim holidays in the Hindu Religious Endowment Board's Office.

115. Rules regulating the hoisting of the American flag and the Union Jack simultaneously on public buildings.

116. Rules and regulations for the hoisting of the Union Jack on public buildings.

117. The transfer of the control over the Epigraphy Department from the Provincial Government to the Government of India.

118. Action taken against Newspapers and Presses under the Indian Press (Emergency Powers) Act during 1931-1942.

119. Proscription and forfeiture of Books and Publications under section 99A. Criminal Procedure Code.

120. Press censorship Regulations (1938), their distribution list and cancellation.

121. Procedure for prosecution under section 13 of the Press and Registration of Books Act, 1867.

122. The question of the attachment and sale of the property of certain newspaper editors in connection with the publication of seditious articles.

2 & 1 A

-6-

123. Confiscation and interception of unauthorised newspapers, etc., under the Indian Press (Emergency Powers) Act,1931.

124. The proposal to give co-operative training to I.C.S. Officers.

125. History of the old Madras Portland Cement Company.

126. Precedents relating to His Excellency the Governor-General's visit to Madras.

127. Arrangements to be made on the visit of the captain of a cruiser to Madras.

128. The purchase of the trawler "Goschen" for the Madras Fisheries Department.

129. A history of the Madras Army.

130. Particulars relating to certain European and Anglo Indian families.

-:ooo:-

30-4-48.

0.32/12/48. EPH (G3)

M.R.O. — Administration Rpt. 1947-48.

G.O. 1252 Edn. dt. 17/5/48.

Sent to Press on 20/5/48.

470 Dvii/40 +

25

From
Sri A.Aiyappan, M.A, P[illegible].D.,
Superintendent,
Government Museum, Madras.

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



No.Pdl 5/48 dated 28th February 1948.

Sir,

Sub: Government Museum- Madras - Records - East India Company's period - Annual verification report for 1947.

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

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

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

A. Aiyappan
Superintendent.

26

Pro

From
Sri A. Aiyappan, M.A., Ph.D.,
Superintendent,
Government Museum, Madras-8.

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

Through The Curator,
Madras Record Office,
CHITTOOR.

ASSISTANT SECRETARY
10 MAR 1950
EDUCATION DEPARTMENT

No.25/50, dated 6-3-1950.

Sir,

1580

GOVERNMENT MUSEUM - Madras - Records - East India Company's period - Annual verification report for 1949.

Ref: This Office letter No. Pdl.No.5/48, dated 29-3-1948.

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

Yours faithfully,

9/3/50.

SUPERINTENDENT

dv.

R.O.P.No.3/48-C2.

From

P.T.Raman Nayar Esquire, I.C.S.,

Registrar, High Court, Madras.

To

The Secretary to Government,
Finance Department,
Fort St. George, Madras.

Through

The Curator, Maras Record Office, Chittoor.

Dated 27th February 1948.

Sir,

Sub: Records - East India Company's period - report for 1947

Ref: G.O.1266 (Edn.) dated 26th June 1946.

I am to state that the District Judges of Anantapur, Chittoor, Nellore and Salem have reported that there are no records of the East India Company's period in their courts. The District Judge, South Arcot was stated that the old records in his court could not be verified as the old records, which are in packets, stick together so tightly that they can neither be taken out nor separated. The District Judges of Chingleput, South Kanara, North Malabar, Ramnad, Tanjore East, Tinnevelly and Trichinopoly state that some of the records have become brittle on account of age and that they crumble to pieces if handled. The District Judges of East Godavari and Guntur state that they have directed the use of naphthalene balls as a preventive measure to avoid further deterioration. The District Judge, West Tanjore states that the records affected by insects have been kept separate from the other records. The other District Judges have reported that the records in their

courts

courts have been verified with the inventories maintained in their courts and found correct. In the majority of these districts the general condition of the records is reported to be good.

The records in the custody of the High Court are kept tidy. The mending of old records has been stopped as per orders of Government.

REGISTRAR.

SV.

Report on the Condition of Records in the district of Chingleput for the year 1947.

Col of 12.

(i) Whether the old vernacular records of the east India Company's period are in good condition and whether any 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, and (iii) whether the inam fair registers are preserved in good condition.

(i) Yes. The old records in cadjan leaves etc., are kept in almyrahs. They are in fair condition. An index has also been prepared and kept.

(ii) Records prior to the introduction of the Tottenham system have been methodically arranged.

(iii) Fair inam registers are in a fair condition. Mittah registers were bound in the Record Office, Chittoor and they are now in good condition.

For Collector

std:28-2
Copy of Col.12 only to the Curator,
Record Office, Chittoor.

Pdl.178/48.

1-MAR1948

Collector's office, Trichinopoly,
Dated:-28.--2--48.

From:

V.V.Subramaniam Esq.,O.B.E.,I.C.S.,Collector,Trichinopoly.

To:

The Curator, Madras Record Office, Chittoor.

Sir,

RECORDS - East India Company's period - Annual verification report - furnished.
Ref:-G.O.No.1266 Education dated 26--6--1946.

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 of this office. They are constantly dusted and carefully preserved. Inspite of very careful preservation, the records are decaying due to their age.

2. The appointment of a Maharatta knowing clerk for a period of 6 months to sort and list out the above records was sanctioned in G.O.1880 Mis. dated 25-8-42. 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.Rc.938-M dated 24-3-43 the Board of Revenue negatived the proposal for further extension of the term of appointment of the clerk as it was then considered that the sorting of the old records was not a vital or essential service and hence the services of the clerk had to be terminated from 8-4-43. It is for consideration of the Board whether the sorting of the remaining records can be taken up now as the War is over. In the meantime every effort will be made to preserve the records carefully.

krb.29/2/ 29.2.48

P. Sarathy
29/2/48
For Collector

32

33

From
H.C.M. McLaughlin Esquire.,
Collector of Tanjore, Tanjore.

To
The Secretary to the Board of Revenue,
M a d r a s.

P.R.96/48 B3 dated 28-2-1948.

Sir,

SUB: RECORDS - condition of - annual report- 1947- submitted.

xx xx

4. The fair Inam registers have been properly maintained. They were inspected by my Personal Assistant on 27-2-1948. The mending of old records relating to the period prior to the disposal number system has been temporarily stopped for want of necessary materials. (Please see this office Rc.22164/47B2 dated 15-10-1947 and Board's orders thereon in L.Dis. No.3042/47-1 dated 21-11-1947).

5. There were 1424 volumes of Tamil records. The Curator of Madras, Record Office has ordered the destruction of all these volumes as noted below.

Curator's reference No. and date.		No. of volumes ordered to be destroyed.
304/D/VII/36	dated 25-9-1942.	340 volumes.
-do-	dated 20-1-1943.	100 volumes.
-do-	dated 15-6-1943.	100 volumes.
-do-	dated 27-7-1944	172 volumes.
-do-	dated 20-3-1945	122 volumes.
-do-	dated 20-10-45	160 volumes.
1061/46-1	dated 2-5-1946	120 volumes.
3205/46-1	dated 18-12-1946	220 volumes.
602/47-1	dated 25-3-1947	90 volumes
		1424 volumes.

All the records have ~~xxx~~ since been destroyed and waste papers sent to the Government contractor except 6 volumes which have been preserved as samples.

xx xx x x

Balraj Thomas,
for Collector.

for Collector.

ps28p.
Copy of paras 4 and 5 to the Curator, The Madras Record Officer, Madras.

Due Date 1st March 1948.

OPC.405/48 Annual.

KISTNA Collectorate,
Chilakalapudi, D. 29-2-1948.

Sub:-RECORDS - Condition - 1947 - Subordinate officers in the Kistna District - Reviewed.

Read:-The reports of the Subordinate Officers for the year The reviews received from the Revenue Dvol. (1947. Officers, Bandar, Gudivada, Bezwada and Nuzvid.

***

PUNCTUALITY:-

The return was due in this office on or before 20-1-1948 but it was received late from the Revenue Divisional Officers, Bandar, Bezwada and Nuzvid as shown below:--

Name of officer from whom the review is due.	Date due.	Date when received.
Rev.Dvl.Officer, Bandar	20-1-1948	14-2-1948
,, Bezwada	20-1-1948	24-2-1948
,, Nuzvid	20-1-1948	26-1-1948

Last year also the Rev.Dvl.Officers Bandar and Nuzvid submitted their reviews late. They are requested to see that the return is puncutally sent hereafter. The returns relating to the Sub Collector's Office, Bezwada and the Addl.First Class Magistrate's Office, Bezwada have not been received. The Rev.Dvl.Officer, Bezwada should have obtained the return from the A.F.C.M. Bezwada and included it in his review. The Rev.Dvl.Officer, Bandar also failed to review the condition of records in the A.F.C.M's Court, Bandar. The Rev.Dvl.Officers, Bandar and Bezwada should obtain the reports from the A.F.C.M's in future and review them. The Rev.Dvl.Officer, Bezwada should submit the report on the condition of records in his office atonce.

CONDITION OF RECORD ROOM:- The condition of the record rooms in all the offices with the exception of those noted below is said to be alright.

Record rooms in Taluk Office,Kaikalur:-There is creek-Requires repairs
,, Sty.Sub Magistrate's Court, Gannavaram - Leakage from 1946 - Requires repairs.
,, Deputy Tahsildar's Office, Nuzvid - Requires minor repairs.
,, Sty.Sub Magistrate's Court, Avanigadda - Roof leakage - Requires repairs.
,, ,, Bezwada Taluk - Roof leakeg - Requires repairs.
,, ,, Kaikalur - Roof leakage- Requires repairs.

The Tahsildar, Kaikalur, Sty.Sub Magistrates, Gannavaram, Avanigadda, Kaikalur and Bezwada Taluk and Dy.Tahsildr, Nuzvid should send in urgent requisitions to the concerned Executive Engineers through the Revenue Dvl.Officers and get the repairs executed soon before the rainy season sets in.

LIBRARY:- Some books are reported to be missing in the libraries of the Dy.Tahsildar's Office, Nuzvid, Taluk Office, Gannavaram and the Rev.Dvl.Office, Nuzvid. The Rev.Dvl.Officer, Nuzvid, Tahsildar, Gannavaram and the Dy.Tahsildar, Nuzvid are requested to take immediate steps for the replacement of the books and where they are lost, to fix the responsibility and to recover the cost of those books from the persons responsible for their loss. The few obsolete books stated to be in the library of the Revenue Dvl. Office, Nuzvid should be weeded and sold in auction and the sale proceeds credited to Government. The Rev.Dvl.Officer, Bandar also is requested to go likewise with regard to the obsolete books found in the library of his office at the time of inspection, last year. He is also requested to take immediate steps for getting back the books issued to clerks who are not now working in his office.

P.T.O.

The Tahsildar, Bandar reported in 1946 that some R and D Disposal files of 1942 and 1943 were not forthcoming. The Tahsildar has not sent any report subsequently. The omission was pointed out to him in the last year's review. The Rev. Dvl.Officer, Bandar is requested to obtain the Tahsildar's report and take necessary action for the loss and for rebuilding the disposals.

DESTRUCTION OF RECORDS:- The destruction list relating to the Taluk Office, Bezwada is reported to have been prepared and is being checked. It is reported that there are still records ripe for destruction relating to the Court of the Taluk Magistrate, Nandigama. The Tahsildars, Bezwada and Nandigama should see to the destruction of records soon. They should not have delayed the matter so long. In other offices, the records have been torn to pieces and the torn pieces could not be sent to the Contractor as he refused to receive the torn pieces. The matter was reported to the Board and the Board in its reference P.3250-47-2 dated 17-1-1948 replied that it addressed the Government in the matter and that their orders are awaited.

V(a) INDEXXING OF R & D DISPOSALS:- This work is reported to have been done in most of the offices. The indexing of the disposal files in the remaining offices also should be completed soon.

V(b) ISSUE REGISTERS:- The issue registers are maintained properly. Lists of items pending over 3 months should be regularly communicated at the beginning of each month and steps taken to get back those records or have them renewed. In Revenue Divisional Offices, although such lists need not be communicated ~~items~~ should not be allowed to remain pending for long. They should be closed by getting renewal slips.

For Collector, Kistna.

To

The Secretary, Board of Revenue, Madras.
Copy to the Curator, Madras Record Office, Madras.

Very Urgent
Per I.E.289748

Malabar Collr's Office,
Calicut, dt. 28.2.48.

From: N.S.Arunachalam, Esq., O.B.E. I.C.S.
Collector of Malabar, Calicut.

To: The Secretary to Government,
Finance Department, Madras.

Through: The Curator, Madras Record Office,
Madras.

Sir,

Records - Malabar Collectorate - Records prior to the introduction of the disposal number system - Annual report 1947 - submitted.
B.P.Ms.No.4431 dt. 19.11.35 and No.4345 dt.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 1936 and found to agree. The condition of the records is generally good.

for Collector

sx/28/2

Report on the condition of records in the district of Coimbatore for the year 1947.

XX XX XX 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 (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.	(i)	Yes.
	(ii)	Yes.
	(iii)	Yes.

P.E. No.1/48

Collector's Office, Coimbatore,
Dated 1-3-48

To the Secretary, Board of Revenue,
Madras.
Extract of (Col.12) to the Curator
Madras Record Office, Madras.

S.S. 28/2/

FOR COLLECTOR.

Tinnevelly for the year 1947.

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 1893 (13)	Remarks. (14)
Rev Branch.			x Yes. Old Vernacular records are kept in two Vols. with an Index Sorting of Maharatta records not done after 1941 for want of a Maharatta knowing man ii) Yes. iii) Yes.		

4-M 1948

[P.T.O.

For Collector.

D 011/48 B6. Perl. 83/48.

R.P. XXII M-4.

Report on the condition of records in the district of

(1) Names of the offices in the district following the Tottenham system.	(2) 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.	(3) * 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.	(4) The date from which the Tottenham system has been in force.	WHETHER THE INSTRUCTIONS IN THE DISTRICT MANUAL HAVE BEEN STRICTLY FOLLOWED †		
				(5) the bundling and the arranging of R.D.L. and X.L. disposal papers.	(6) the filing of Government Orders and Board's Proceedings and the arrangement of periodicals.	(7) the arrangement of general subject files.
Tinnevelly Collector's Office Revenue, Magisterial and War Branches	(1) yes. (2) yes.	Annx: 1.11.1920 in the Collector's Office and Gnm 1.7.1923 in the				
Tuticorin Deputy Collector's Office.	(3) yes.					

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

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furn
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 supe

...y of Column 12 to the Curator, Central Records Office, Madras.

(8)	(9)	(10)	(11)	(12)	(13)	(14)

to remedy the defects brought to notice—B.P. No. 34, dated 2nd February 1895.

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.

the work of destruction should be mentioned in the annual report—B.P. No. 175, dated 11th July 1898.

V/ 9 MAR 1945 27 43

555 DVII/45

From
Sri. C.Vivekanandamurty, B.A.,
Collector of Ramnad.
Tallakulam P.O. Madura.

To
The Curator,
Central Record Office,
Madras.

Pdl. 41-48. Dated 5th March 1945.

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 1947 submitted to the Board of Revenue, Madras about the condition of the records of my office.

Sd. V.D.Masilamani.
for Collector.

A.S. 6-3.

for Collector.

6/3. 6 37

List of records destroyed in 1947.

1. General Branch D.Dis. of 1936 disposed of in 1936 except 16 files.
2. Accounts and General Branch I.Dis, of 1945 disposed of in 1946. excluding those disposed of in 1946.
3. Accounts Branch D.Dis. of 1936 excluding those disposed of in 1937.
4. Personal Registers relating to 1920.
   Personal registers relating to 1936.
   Distribution registers. 1920.
   New Case registers. 1926.
   Fair Copy registers. 1943.
   Local Delivery book Stamp accounts call book and record issue registers. 1943.
   Copy application register. 1936.

ACCOUNTS SECTION RECORDS.
Cattle Pound vouchers and R.V.S. and P.W.V.S. vouchers of Srivilliputtur, Sattur, Sivaganga, Ramnad, Tirupattur, Paramakudi, Tiruvadanai, Aruppukottai and Mudukulattur Taluks for 1936 to 1945.
Treasury chitta. 1936.
Chittas, Schedules and ledgers for 1936.
Records relating to the conduct of elections.
Magisterial records. Action is being taken in C.No.20886-47 and destruction will be done in respect of Magisterial records as per publication in the District Gazettee
Copy applications for 1945. D.Dis file 1936.
disposed of in 1936 and I.Dis. 1945 files of accounts and General branches.

Sd. V.D.Masilamani.
for Collector.

for Collector.

C.F. 32 (a).

VII

Revenue Department

From (Name) J.C.Griffiths Esq., I.C.S.

Designation District Collector,

Station Chittoor.

Received Registered

11 MAR 1948

To

The Curator,
Madras Record Office,
Madras.

Enclosures:

No. Pdl. 109/48 dated 6-3-48 194 .

Sir,

Sub: RECORDS - Chittoor District - East India Company's period and prior to the disposal number system - condition - report.

Ref: Your Ref. No. 402 -D-VII/47 dated 8-4-47.

The old vernacular records of the East India Company's period were inspected on 28-2-48 and ~~xxx~~ a report to Board was submitted. An extract of column 12 of the report relating to this is sent herewith.

"The old vernacular records of the East India Company's period are kept in bundles. Some of the records have become very old and paper is brittle. The inventory of Telugu and Mahratta ~~xx~~ is kept. The registers and records prior to the introduction of Tottenham system have been methodically arranged. The I.F.Rs. are in good condition except a few volumes which require some repairs for which action is being taken separately."

120.

P. Nariel 9/3/48
Huzur Head clerk
~~For Collector~~.

crs. 8/3.

Pdl. 66/48 M.2. Anantapur Collector's office
d/6-3-48.

PROCEEDINGS

SUB:- Records- Record Room and Libraries- subordinate officers- condition- annual report- revi ewed.

Read: reports freceived from the subordinate officers and Reviews thereon by the Revenue Divisional officers.

Punctuality:-

The reports are due from the subordinate officers on 10-2-48 in this office. But reports from some of the subordinate officers were received late as noted below.

Name of the officer.	Due Date in the office.	Date of receipt in the office.
Revenue Divisional officer, Penukonda.	10-2-48	1-3-48.
-do- Gooty.	"	13-2-48
Tahsildar, Penukonda	"	28- 2 -48
Stationary Sub-Magistrate, Penukonda.	"	25-2-48
Deputy Tahsildar, Urava konda.	"	18-2-48

This is very unsatisfactory. They are requested to avoid such delays in f-uture.

Condition of Record rooms:-

On a perusal of the reports reviewed, it is observed that the Record Rooms are in good condition, protected from white-ants and kept water tight, clean and secure.

2. The Tahsildar, Kadiri has reported that the windows and shutters of the record room, require repairs and that they have not been carried out though proposed last year. The Stationary Sub-Magistrate Kadiri has reported that the Record Room is leaky. The Rev enue Divisional Officer, Penuk-onda instructed the Tahsildar and S.S.M Kadiri to address the P.W.D authorities and take immediate steps to get the Record rooms repaired. They should a ddress the Executive Engineer, P.W.D Anantapur in the matter.

3. The Tahsildar, Gooty has reported that the Record Room is not sufficiently lighted near the entrance and has proposed portion in the Record Room for separating the valuable records from the rest. The Tahsildar, Gooty should address the Executive Engineer in the matter as instructed by the Revenue Divisional Officer.

4. The Tahsildar, Kalyandrug reports that there are rats in the Record Room and that they are ~~x~~eating away the papers. He proposes that maintenance of a cat is very essential to put an end to the trouble on acco-unt of the rats. The Tahsildar, should take steps to put a stop to this by placing traps and the Revenue Divisi-onal officer, Anantapur is requested to issue necessary instructions in the matter. It is surprising that the Tahsildar did not report this earlier and get effective preventive methods taken.

Library and maps:-

The libraries are kept in good condition except in the Taluk offices of Anantapur, Penukonda, Kadiri and in the S.S.M's office, Kadiri where some books are said to be requested to take immediate ~~s~~steps to see that the above officers take necessa ry action to replace the missing books. In the last ye ar's review also it was pointed out that books were missing in the taluk libraries of Penukonda and Kadiri. This should be thoroughly investigated and the concerned correspondence kept pending in the R.D.O's office till the books are

P.T.O

books are replaced.

Record Issue Register

6. The Subordinate Officers reported that the rules regarding the issue of records from the record room are strictly observed. However the Tahsildars should exercise adequate supervision in checking the delays in the issue and return of records.

Destruction of records:-

7. All the subordinate officers, except Tahsildar, Anantapur Dharmavaram and Stationary Sub-Magistrate, Madakasira have completed the work of destruction of records of 1947. They should have completed the destruction work. They should prepare the lists of disposal to be destroyed and take early steps to send the waste paper to the authorised contractor, without further delay. They should follow the instructions issued in the reviews of their Revenue Divisional Officers.

cpn 6/3.

FOR COLLECTOR.

To all Tahsildars and Deputy Tahsildar, Uravakonda, Stationary Sub-Magistrates. copy to the Revenue Divisional officers. copy to M.1 and M2. copy submitted to the Secretary to the Board of Revenue, Madras. copy to the Curator, Madras Record Office, Madras.

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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 Anantapur District for 1947.

S.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 .	No English records of an 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, Record Officer-Madras with Collector's Rc. 8003/32 d/ 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.	How the records relating to the Indian States and the British Government sorted and listed out.	Yes. They have been sorted, listed out and kept separately.

FOR COLLECTOR.

cpn 7/3.

Anantapur Collector's office
d/6-3-48.

To
The Secretary to the Board of Revenue, Madras. copy to Curator, Madras Record Office, Madras.

U L No 8

List of Records destroyed in Collectors office

1947.

(Anantapur

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Item No.	Particulars of Records destroyed	Year of Record	Remarks
	Accounts Branch		
1	Miscellaneous challan	August 43 – June 43	
2	L F Challans.	Jan 43 to June 43	
3	Miscellaneous Chalan Bundle	June to Dec 43	
4	Postal chalans.	Oct 1943	
	P.W.D Chalans.	Jan to Dec 43	
	Postal Chalans.	Jan to Nov 43 except July 43	
	Letters of Credit (one bundle)	– do –	
	P W. Chalans.	January 43 & June to Dec 43	
	Treasury intimations of Passing of bills – one bundle –.	1942 – 43	
10	Miscellaneous Chalan –	March 43 April – 43 July – 43 Decem – 43 April 41 to July to Dec 43	
11	Civil Court Deposit Chalans.	February 43 January to March 43 January to Dec 43.	
13	L.F Chalans.	–	
14	Salary attachment Schedules.	–	
15	Village officers Pay abstracts.	1933-34 1935-	
	Specimen signature file – one bundle		
	Old Pension Circulars.		
8	Register of Fines.		
	Periodical 268 accounts – Forms – 23 registers – and all Treasury receipts [illegible]		
	The following		

D.

Volumes —

Gazette distribution Register Book —	1932 to 1936
Register of amounts due to Amen	1929.
Lapur dist. Prees. Work done Regr —>	1935
Cattle pound work bills for —	1940 - 41
1940-41 One bundle -	
Cattle pound transaction one bundle -	January to March 42
S.F. 45 + 38	— 100 —
Cattle pound returns (one bundle)	
Extract register of receipts of Civil Court deposits at Govt Fy Sub Treasury -	April 42 to March 43
List of Civil Standing items of Civil Court deposits for Q.E. 1 Book -	30-6-42 to 31-3-43
List of Military Pensions taken on the Check Register and Transferred to other Places for Payment — 1 book -	1943 -
One bundle of Telegrams office Copies of Meteorological Telegrams	1943 -
One bundle of Miscellaneous Papers Containing Seven files Each of Civil Court deposit Payments one bundle -	1942 —
Miscellaneous files of Labour Department Accounts Connected with Police P.H etc one bundle -	1942.
Files relating to Village roads W.S. grants - one book.	1926 — 27 - 1927 — 1928 -
Military Pensions	1938 — 39 -
	1937 - 40 -

	Register of Advices for remits and re- - Personal deposits	1932 39 1930 to 36
	Objection Statements Cheques for the cause of cheque books. — 1 book - Civil deposits and Civil Court deposits cheque register	1939 1940
45	Registered bills received for Pre-audit. Pre-audit (Six Volumes)	1934-35 26-11-42 to 1934 1935 — 36 1937 — 38 1940 - 41
46	Military objection Statement book —	January 39 to June 46
47	Military Pension Schedules (2 books)	1921-32 1942.
48	Labour Scholarships Sanctions - (1 book)	1941.
49	Office orders of 1941 (1 book)	
50	Special fund objection Statement —	March 48 1941.
51	Gazetted officers Pay Slips one book —	1937-39
52	G.P.F Schedule (1 book)	1939-43
53	Vouchers distribution Register one book —	
54	Plus and Minus account of objection book Advances of Thiagu Shroff (1 book)	
55	Schedule of Military Pensions Vouchers - (1 book)	

15, 16, & 17

1942

1937 —

1938 -

1937-38

1937-38

1936-37

October 36 & March 39

1935-36

1945

—

1941 & 1942

1936 -

1936.

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

1936

B 4 -	1 Volume	1936
"	1 Volume	1934.
B 5 -	1 Volume.	1935
"	1 Volume	1936
B 7.	1 Volume	1934

The following records have been ordered to be destroyed by the Treasury Deputy Collector on 4-8-47-

1)	Loose files of District Gazettes of Anantapur District.	1942
2)	- do -	1943
3)	District Gazette of Bellary dist	1942
4)	do - Cuddapah dist	"
5)	Mysore Gazettes.	1942
6)	District Gazettes of Kurnool dist	1943.
7)	Copy application Register.	1934
8)	do —	1936-
9)	Record issue register 3 Volumes.	1943 -
10)	Sealed Copy applications.	1945-

(The following G.O.s filed in F.4 of 1936 have been ordered to be retained)- - - - - -

G. O.s of F.4/36 have been ordered to be destroyed by the Treasury Deputy Collector on 6-8-47- except those retained.

Periodicles of 1936 ripe for destruction in 1947-	1936. 1941- 1942 1943.

The following Magisterial records have been ordered to be destroyed except Lr.No.1709/46 of 30-9-46 to be converted into D Dis -

1) Lr.No.Proc. of 1941 & 1942	
2) to 1945 -	

Volumes -

F 30/36 (T[illegible] Local Powers

[illegible] officers -

[illegible] have been ordered

[illegible] the Try by Collector

[illegible] 30-7-47-

Personal Registers

ordered to be destroyed

Deputy Collector on

2 Volumes -	1926
2 Volumes -	"
2 Volumes -	do -
2 Volumes -	1925
2 Volumes -	1926
2 Volumes -	1926.
2 Volumes -	do -
2 Volumes -	do -
3 Volumes -	do -
[illegible] Volumes -	do -

[illegible] Collectorate Registers

to be destroyed

by Collector on 31-7-47.

[illegible] Volume -	1936-
[illegible] Volume -	1936
[illegible] Volume -	1935
[illegible] Volume	1936

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Extract of Misc

The following Miscellaneous Registers
were examined and later destroyed :—

1) Farm copy registers — 1943
2) Despatch " "
3) Stamp account " "
4) Tabill Register " "
5) Postal receipt files " "
6) Record Slates Cards 1938-40
7) Detailed arrear lists 1943
8) Casual Leave Register " "
9) Casual leave applications 1945
10) X Lodic Papers 1942, 43, and 44.
11) Record key register 1945
12) Attendance Register 1926
13) Destruction register of unpostable Papers — 1944 —
14) Late attendance Register

Tanlok
S/A for Collector. 7.43

M 33.

Report on the condition of records in the district of Anantapur for the year 1948

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 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.	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.	the issue of passports and the maintenance of the numbering book and the passport register.						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1.Collector's office.	3whether all the books are d uly catalogued & in good repairs.	Yes. The Tahsildar Kadiri reports that the shutters and windows of the Record Room need repairs. The S.S.M Kadiri reports that R. is leaky The Tahsildar, Gooty reports that the Record Room is not sufficiently lighted and proposes partition in the R.R. The Tahsildar, Kalyandrug reports that there are rats w ich are eating away the records and proposes maintenance of a cat to save the trouble of the rats. The concerned R.D.Os have been duly instructed to take immediate steps in the matter and see that the Record Recors are kept safe and secure.	1-11-1920	Y es.	Yes	Yes	According to B.P Mis.No.3624/38 d/ 22-12-38 the system of maintaining separate passport registers was given up and the pass port applications are being registered in the personal registers of the magisterial clerk.	Date of the file indexed. R.Dis. D.Dis. R.Dis. Accounts 4044/47 d/24-12-47 443/47 d/11-8-47 Magisterial 3621/47d/8-12-47 17017/47 d/5-8-47 Correspondence22351/47d/15-1-48 22192/47 d/23-12-47 Number of files indexed. D.Dis. R.Dis. Accounts 26 1 Magisterial. 40 1 Correspondence.4013 106	Yes	Yes A list of Records and registers destroyed during 47 is enclosed.	1 Yes. 2. Yes. 3.Yes.	Village accounts are not available in this office.	The I.P.Rs and quit rent registers are maintained well. 2.The record relating to the Indian States and British Government have been sorted out and kept separately.
2.Taluk Office, Anantapur.	(1)Yes. (2) Yes. (3) Yes. But some books are reported to be missing in Taluk office, Penukonda Kadiri and S.S. M'soffice, Kadiri. The concerned R.D.Os have been instru c ted to take necessary action to replace the miss ing books.												
3 " Kalyandrug.													
4." Gooty.													
5 " Tadpatri													
6 " Penukonda													
7 " Hindupur .													
8 " Madakasira.													
9 " Dharmavaram													
10 " Kadiri.													
11Dy."Uravakonda													
2 R.D.O Anantapur													
3 " Gooty													
4 " Penukonda.													
5 S.S.M Office Anantapur													
6 " Gooty													
7 " Tadpatri													
8 " Penukonda													
9 " Hindupur.													
0 " Madakasira.													
1 " Kadiri.													
2 " Kalyandrug.													
3 " Dharmava ram.													

Col.12(i)Whether the old vernacular records of the East India company's period are in good condition and whether an inventary of the old records have been made and kept

2 Whether the IPRs preserved in good condition.

Anantapur Collector's office dated 6-3-48.

FOR COLLECTOR.

To The Secretary to the Board of Revenue, Madras. copy to Curator, Madras Records Office, 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 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.

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665 D 17/3/48

FROM
D. PADMANABHAN ESQ., I.C.S.,
COLLECTOR OF MADRAS,
MADRAS.

To
The Curator,
Madras Record Office,
CHITTOOR.

No.Pdl.186/48 D/16-3-48. ~~Dated~~.

63

Sir,

SUB:- RECORDS - East India Company's period - Annual Verification report - for the year 1948.

***.

There are no records in this office relating to the East India Company's period. The records in the Taluk Office pertaining to that period are in good condition.

Sd. E. S. Nagesan,
FOR COLLECTOR.

B.O.

Sd. Manavalan 17/3/48
Huzur Head Clerk.

P.V.H/17-3.

17/3

64

Perl. No. 255/48 K1 d/12-3-1948.

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

To
The Curator,
Madras Record Office, Chittoor.

Sir,

Sub: Records - East India - company's period and records prior to the Introduction of the disposal number system - condition report of the Record in the Collector's Office, Vizagaptam for 47- - forwarded.

Ref

..

I forward herewith an extract of the "Record condition report of the records of the East India Company period and of records prior to the introduction of the disposal number system, of the Collector's Office, Vizagapatam for the year 1947.

FOR COLLECTOR.

EVK 10/3.

Perl 255/48 dt 12.3.48 51

67/45

Report on the condition of records in the district of Vizagapatam for the year 1947.

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 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 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 27th June 1893. (13)	Remarks. (14)
Collectors office Vizagapatam.	1) yes 2) yes 3) yes.	yes in good Condition	15.9.20	yes	yes	yes	yes	2248 The last file indexed was D.Dis No 22935/47 dt 31.12.47	yes.	The records that were ripe for destruction at the end of 1947 were destroyed as per rules	1) yes 2) yes 3) yes Note:- The Mutilated old Vernacular records are being rewritten by the Special Copyist Establishment sanctioned by the Govt	There are no village accounts in Collectors Office.	• Personally inspected & found in good order (Sd) A.H. Southern 5.3.1948 Collector Vizagapatam.

Collectors Office,
Vizagapatam
Dated 12-3-1948

To The Curator
Madras Record Office
Egmore

12/3/48

(True Copy)
12.3.48
For Collector
Vizagapatam

P.T.O.

10.3.48 K

11.3.48

(1)	(2)	(3)	(4)	(5)	(6)	(7)

* 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
(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 nu
Income-tax, etc.—B.P. No. 34, dated 2nd February 1895.
scale at which papers are destroyed, the average number destroyed at a time, and the designation of the officer supervising the work

From
Sri R. Koteswararao,
Collector, District Magistrate,
Agent to Government of Madras,
East Godavari, Cocanada.

To
The Curator,
Madras Record Office,
Chittoor.

No. Ref.No.Pdl.980/48 D/ 25-3-48.

Sir,

Sub:- Records- East India Company's period- Condition- Annual report.

There are some old records in English upto the introduction of Disposal Number system. They are:

Disposals under the old bundling system. The correspondence in which mostly relate to Abkari subject. They are maintained in tins which relate to the later part of the 19th century. Besides the above, there are the Paste Files of old correspondence from 1857 to 1882, kept in two big almyrahs.

The non-English records (in Telugu) viz., Hukums, Hakikats etc. are kept in Dufters and tins respectively.

Sd.Ch.Chellarao/For Collector.

B.O

MS 25.3.90/25/3

Huzur Head Clerk.

MADRAS RECORD OFFICE
28 MAR 1948

From
Sri P.Raman Nair B.A.,
Asst. Director of Survey,
Central Survey Office,
Chepauk, Madras.

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

Pdl.48-48 Dated 31-3-48.

Sir,

Sub:- Records - East India Company's period - availability - Annual Inventory and report - Report for the Calender year 1948 - Submitted.

There is no change in the condition of the records referred to in the inventory forwarded with this office letter No.602/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.

31/3/48

For. Assistant Director of Survey.

v.r.k. 31-3-48

(17)

77 of VII

73

1.4.48

Pdl.230-48.



Extract of Column 12 from the report on the condition of records in the District of South Kanara for the year 1948 regarding the old Vernacular records sent to the Board of Revenue, L.R.& I., 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 records except Kathuthara account have been destroyed long ago. An inventory of all vernacular records has been maintained.

S.Kanara Collector's Office,
Mangalore, dated: 30-3-1948.

To

The Curator, Madras Record Office,
MADRAS.

30/3

For Collector.

30/3

-9-

75

Pdl.229-48. S.K.Collector's Office,
Mangalore, dated 30-3-48.

8 APR 1948

From

S.R. Kaiwar Esq., I.C.S.,
Collector of South Kanara,
MANGALORE.

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 upto the introduction of disposal no system - Report-submitted -

***

There are no English records in this 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.

For Collector.

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

To
The Secretary to Govt.,
Finance Department, Madras.
THROUGH THE CURATOR, MADRAS
RECORD OFFICE, MADRAS.

No.P.R. 41 /48 dated the 31st March 1948.

Sir,

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

Ref: G.O.Ms.No.1266, Edn., dated 28-6-1946.

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.t.o.

P Venkat Rao
Chemical Examiner to Govt.

-2-

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

2

Pdl.407-48

5 APR 1948

Collector's Office, Nellore,
Dated -3-1948.

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 Nil.

For Collector.

Copy submitted to the Secretary, Govt. Education and Public Health Department, Madras through the Curator of records, Madras.

Pdl.109/48 Vaai Buue 785VII

North Arcot Collector's Office,
Vellore dated 31-3-1948

Reports on the conditions of records in the Collector's Office, Vellore (North Arcot) for the year 1948.

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Extract of col.12 and 14:

RECEIVED
6 APR 1948
MADRAS

1. Name of the Office following the Tottenham system: North Arcot Collector's Office, Vellore.

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? Vide separate sheet
(ii) Whether the registers and records prior to the introduction of the Tottenham system have been periodically arranged and Yes.
(iii) whether the inam fair registers are preserved in good condition. Yes

14. Whether all English records prior to the disposal of 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. Yes. Yes. Vide separate sheet.

Muthuswami 2.4.48

2/4/48.

For Collector.

Muthu.2.4. Curator

Extract to the Collector, Madras, Madras Record office, Madras.

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

Name of records:	Condition.
The disposal number system was in vogue in the old North Arcot District from 1888.	..
Collector's Office: All the English records of correspondence from 1858 upto the disposal number system have been listed out and are kept in good state in 13 cloth bundles.	Good.
The folded 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 requiring special mending have been kept pending as the work has been postponed for the present with reference to the Collector's letter D.896/39 dated 12-3-1940.	Good.
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.	Good

1.	2.	3.
II. Subordinate offices: The following are the records kept in subordinate offices and they are all in good state in those offices:		
(a) Revenue Divisional Officer's Office, Cheyyar; Revenue Suit registers 1888-90, 1892 & 1893 Famine Correspondence 1891 Old Inam Registers 1873 to 79 Revenue Suit files 1890-91		Old and brittle
(b) Revenue Divisional Officer's Office, Tiruvannamalai: Retained files 1870-1890		Good
(c) Taluk office Tirupattur: Railway acquisition records 1890 and earlier- old andbrittle.		Good.

Muthu.1.4.48.

Muthuswami 2 4 48
For Collector.

26/2/4/48

Condition of the old vernacular records relating to the East India Copany's period 1857 and earlier in the Collector's Office, Vellore (Col.12 of the report)

S.No.	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 and acknowledged by him in his letter No.27DVII-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 other Taluks received from the Chittoor Collector's Office in the year 1933 are kept in Good condition in 45 bundles.	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.
III.	The retainable records received from the Tahsildars of Tirupattur are also kept in good state in four cloth bundles with an inventory for them.	Fair.

Muthuswami 2 4 48
For Collector.

Muthu.1.4.48. 26/2/4/48

806

806 VII

87

VII

Pdl.122/48 dated 31-3-48.

From

Sri S.Rajagopala Ayyangar,B.A.,
Collector of North Arcot,Vellore.

5.4.1948

The Secretary to Government,Finance Department,
Madras.

Thro' The Curator,Madras Record Officer,Madras.

MADRAS RECORD OFFICE
6 APR 1948
MADRAS

Sir,

Sub: Records - North Arcot Collector's Office - East India Co's period available among the District Records - condition - annual report year ending 31-3-48.

Ref: Government memorandum (Finance Department)No.5518 Rt.dated 21-12-1934 and B.P.No.4345 dated 17-8-46.

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

26 31/4/48

Nivaswami
3.4.48

For Collector.

6.4.48
82301

F.Dis.271 Perl.47 dated 4-4-48.

From
A.F.Mascarenhas Esq.,
Collector of South Arcot,
Cuddalore.

To
The Secretary to Government,
Finance (Department...
Madras.

5791

8-APR 1948

Through
The Curator,
Madras Record Office,
Madras.

Sir,

Records - Collector's Office - East India Company's period and period prior to the disposal No. system - Condition - Report submitted.

I send herewith an extract of the report on the condition of Records of this office relating to the East India Company's period and the period prior to the disposal system sent by me to the Board of Revenue Madras on 25-2-48.

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

For Collector.

RMK4.4.exd. 6/4/48

P.T.O.

92

-2-

Extract of the report on the condition of records in the district of South Arcot for the year 1948 submitted to the Secretary to the Board of Revenue, Chepauk, Madras.

COLUMN 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; Yes.

(ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; Yes.

and (iii) whether the inam fair registers are preserved in good condition. Yes.

/true extract/

RMK4.4.exd,

VII 824 VII

93

8 - APR 1948

Pdl. 416/48.

West Godavary Collector's Office,
Ellore, dated 5--4--48.

From

Sri Rao Saheb B. Madhavarao ~~Xayudu~~ Nayudu, B.A.,
Collector, West Godavary, Ellore.

To

The Secretary to the Government,
Finance Department, Madras.

Thro' The Curator
The ~~Contractor~~ of Madras
Record Office, Chittoor.

Sir,

Sub:--RECORDS--West Godavary Collector's Office--English Records of East India ~~Xxxxxxx~~ Company's period--condition--1947--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 i.e., from 1858-1892 in my office. An inventory of these records has been prepared in accordance with the instructions ~~xxxxxx~~ contained in G.O.No. 684/MS, Finance, d.11-11-35.

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

For Collector.

TG. 5/4.

Pdl. 76/48: Report on the condition of records in the District of Kurnool for the year 1947.

Extract of Col 12 of form No. R.F.XXII-M.4.

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 tottenham system have been methodicially arranged; and (iii) whether the inam fair registers are preserved in good condition. (vi) whether all old and english records which relate to the period prior to the introduction of disposal number system are in good condition and whether an inventory has been made.

- - -

There were some persian and urdu records of the period of East India company. They have been sent to the Curator Madras record office, Chitoof for separation and mending

ii. Yes.

iii. The personal and artizan inam registers were rewritten in 1934 and 1937

iv. An inventory of all old enlgish records showing the nature of contents in each bundle was prepared in 1937.

/true extract/

Sd. M.B.Rajarao.,
for collector.

/tc.bo./

T.K. 8/4/48

For Collector.

Extract of col. 12 to the Curator, Madras Record office, Egmore, Madras.

84RVII

RECORD OFFICE
12 APR 1948
MADRAS

60

From

Sri R. Ganapathi Iyer, B.A., M.L.,
Administrator-General & Official Trustee
of Madras, High Court Buildings, MADRAS.

To

The Secretary to Government,
(Education and Public Health Department),
Fort St. George, M a d r a s.

Through

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

No. 3307 dated 8-4-1948.

Sir,

Sub: Records - East India Company's period - Report for the Calendar Year 1947.

Ref: G.O.Ms.No.1266 Edn. Education and Public Health Department dated 26-6-46.

In accordance with Memorandum No.5518 E.R.7 (Finance Department) 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.

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

Administrator-General and
Official Trustee of Madras.

GR/

VII 84 3th

OFC. 408/48. Kistna Collector's Office,
Annual. Chilakalapudi, Dated 5-4-1948.



From

Shri R.S.Malayappan, B.A.,
Collector, Kistna District.

To

The Secretary to the Government,
Finance Department, Madras.

Through

The Curator, Record Office, Egmore, Madras.

S i r,

Sub:--Records - East India Company's period upto the introduction of the Disposal number system - Inventory - Annual Report.

I enclose a statement showing the inventory made in some of the old records of the East India Company kept in this office.

2. The records about which reports were sent previously are in the same condition as before.

1/6

For Collector.

ch.r.7-4-

8/4

1. Serial No.:--392.
2. O.R.No. of the volume:--R.No.41559.
3. Year to which the volume relates: 1871 and 1872

4. Description of the volume and subject matter:-- This volume contains printed proceedingsof the Board of Revenue. The volume commences with proceedings No.5018 of the Board of Revenue, dated 14-12-1871, regarding Abkary stills stating that the Board is not prepared to recommend that mere possession of unlicenced stills should be declardd punishable by law, nor that greater power should be conceded to Police to stop infractions of Abkary enactment.

The file contains the following reports:--
No. 8 Proceedings of a threating of the Madras Committee for the International Exhibition of 1872, held at the Government House on 14--12--1871.

Statements showing average Bazar Prices of grain and sea salt and rainfall, remarks of the District Officers on the state of the season for the month of October, 1871 (Fasli 1281, cotton and Indigo cultivation with their market prices etc..

Comparative statement of collections of Revenue in the several districts in the Madras Presidency upto 31-10-1871 in Fasli 1281.

Letter No.4005, Dated 12-12-1871 from J.D.Sewington, Esq. Sub-Secretary to Board of Revenue to the Secretary to Government, Revenue Department, regarding sanitary condition of districts for Fasli 1280 (A.D.1870 --1871) with birth and death extracts.

Proceedings No.5100 Dated 23-12-1871 of the Board of Revenue, regarding ~~earth~~ embankments around villages. Estimates upto Rs. ~~5,000~~ 3580/- sanctioned.

Circular Order No.1 of 1872 (Standing No.150/3) of the Board of Revenue regarding Darkasts for lands - certain

B.P.5072, Dated 19-12-1871 regarding the type design of Taluk kuttima catcheries.

B.P.No.33,D/-5-1-1872, regarding use of sulphur in cattle diseases.

B.P.No.4650,Dated 9-11-1871, regarding village establishments in Kistna District.

Memorandum of the Inspector General of Registration,dated 19-12-1871, relating to the principal points which require the attention of the inspecting officers.

B.P.No.4422 dated 18-10-1871 regarding stamps on appeals against distraints under sec. 18 of Rent Recovery Act VIII of 1865.

No.52 dated 8-1-1872 of the Board of Revenueregarding Taluk records in Tanjore District the ~~proceedings calls~~ on B.P. No.456 dated 13-3-1872 regarding the delivery of letters in Bellary Dt.

B.P.No.39 dated 12-4-1872 regarding manufacture of fermented liquor.

B.P.No.620 dated 17-4.1872 regarding suit No.305 of 1871 filed in Masulipatam court for recovery of Gramakamtam land in Gudlavalleru village.

B.P. No.686 dated 30-4-1872 regarding the names of smalles which are expected to be nemourous etc.

B.P. No.716 dated 4.5.1872 regarding the legal restrictions imposed in theconsumption of Ganja or its cultivation.

B.P. No.772 dated 14.5.1872 regarding Court fee stamps on documents prefected to a court or Public officer.

B.P.No.2887 dated 19-4-1872 regarding rules for the enforcement of the Indian I.T.Act, 1872.

B.P. No.855 d.29.5.1872 regarding the levy of water rate in certain Agraharam and Mokhasa villages of Nuzvid Zamindari in Kistna District.

B.P. No.874 dated 31.5.1872 suit regarding certain Lanka land.

Statement showing average Bazar prices of Grain and salt and rain report of M.P. for April 1872 (F.1281)

B.P.No.1485 dated 3-8-1872 regarding fisheries reports from Collectors forwarded to Dt.Dy.

B.P. No.1565 Practice of dealing with petitions by Collectors - Report to Government.

B.P. No.1683 d.24-8-1872 Report to Govt on salt roads.

~~Statement~~ Statistical table showing classification of lands and crops etc. for F.1280 (1870-71) Tables I to IV.

B.P.No.1645 d.21.8.1872 Agl.Statistics and accerage of crops for F.1280

B.P. No.1722 dated 29.8.1872 regarding Misc. Land Revenue suggestions made by Board to Government.

B.P. No.1807 d.11.9.1872 regarding enhanced rates of assessment imposed in Nuzvid Zamindari.

B.P. 1955 dated 2-10-1872 B & D Regarding new forms to be used.

B.P. No.2218 dated 16-11-1872 regarding ~~Photozyuphs~~ of carved stones lying in compound of house occuped by Master Attendant at Masulipatam .

7 The entire file is brittle, being very old. It is also broken.

2/6

For Collector, Kistna Dt.

nsr.7.4.

Statement showing the important subject-matter of records relating to the period prior to the introduction of the Numerical number System

Serial No.	O.R.No. of the Volume.	Year to which the Vol. relates.	Description of the volume and subject matter.
1.	2.	3.	4.
391.	45254	1869	The file bering with the return showing the periods for which the Dy.Collector in charge of Salt Dept., Kistna District was absent from headquarters during the quarter ending 31-12-1868. This volume also contains the following information on fairs and festivals with the orders of Government, annual reports on the Civil Report Dispensaries in the District - Guntur, Masulipatam and Bezwada. Board of Trade Circular No.334 of 1868, October regarding instructions issued to officers in British Possessions abroad (Salvage of life) Correspondence relating to the amount of arrears which were left unpaid on the certificate of deceased persons. The opinion of the Advocate General, Calcutta on the questions of an liability or otherwise of the provisions of Section 50 to 55 of the Registration Act to Mortgage Bonds and other obligations for the payment of money in which immovable property is hypothecated (Proceedings of the Madras Government Judical Department dated 14-1-1869 and 25-1-1869). Enquiry by the Police against the Mulky writer regarding the loss of 4 registered letters, 1 bearing letter and 1 station receipt etc. Circular Nos. 4 and 31 from Supdt. of Pensions to the Collector, Kistna regarding the production of the required documents by pensioners on or before 1st April, for drawing their pay. Circular No.31 relates to Endowment for the repair of M.I. works in the district. Circular No.2 relates to Irrigation Cess. Circular No.3 relates to the management of small tanks, the cost of their repair and whether the Govt. should continue their management or resign it to those interested and if so on what terms. Circular No.5 relates to the deterioration of M.I. works (Marine Dept. Notification dated the 18-11-1868. Correspondence relating to the issue of licences of the Boat to 123 Native Passengers from the Port of Masulipatam to the Port of Rangoon. Printed pamphlet dated 1-12-1867 with sketch by T.J. Addis, C.E. on specification of ADDIS IMPROVED CART.

Correspondence relating to preparation of cultivation account.

Correspondence relating to the trade of several ports from 1-4-1868 to 31-3-1869.

Circular No.4 relates to the organisation of the Department of Public Works and precis of replies of the officers called on for opinions as to the working of the present organisation of the Department of P.W. Precis of the recommendation of the Committee appointed to report on the reorganisation of the Dept. of P.W. Works in 1863.

Precis of letter from the Madras Government to the Government of India urging the necessity of larger allotments for P.W. dated 1-2-1866.

Precis of the correspondence regarding the proposed transfer of the maintenance of Irrigation works to the Revenue authorities in 1867.

Correspondence relating to salt fixation of prices, statements showing the salt roads etc., in Kistna district.

List of legal dents for sale of postage stamps of the value of not less than Rs.5/- at a time.

Correspondence relating to supply of arack for shipment to Rangoon.

Report regarding postal rifle runners in Kistna district. Proposals for increase due to the savings in the budget.

Correspondence relating to the working of the tidal lock at the Fort between Master Attendant, Masulipatam and the Collector, Kistna.

Correspondence between Civil Surgeon, Guaranteed and the Collector, Kistna regarding holding of quarterly routines etc.

Statement of the time table of the ~~steamer~~ steamer running between Madras and Rangoon.

Correspondence between Secretary to the Commissioner for Examinations of Assistants and the Collector, Kistna regarding the conduct of the Special Examinations.

Correspondence between Major R.A.Cohen, of ~~Guntur~~ and D.M., Kistna regarding the registered marriage of P.Sodnaramswamy and Manikyam.

Memorandum from R.K.Puckle, Collector on special duty regarding the resolution of the Commissioner at Bangalore in respect repairing and maintaining irrigation works.

Contd.

63

Statement showing the salt charges proposed and sanctioned to be incurred under each head for Kistna District for the Official year 1869-70.

Correspondence relating to the Abkari Sales between Deputy Collector, Bandar and the Collector, Kistna.

Register of lands both Inam and Sarkar held by Bullarbhotla Venkata Narasimha Rao Panthulu, Deputy Collector in charge of the Salt Dept.

Correspondence relating to the unconnected civil service examinations, accomodation, supply of furniture etc.

Form of Coole for public and private topes.

The volume is stitched in parts. Paper is thick and thin also. The volume is in a broken condition.

3/6 for Collector.

Rk. 8/4

Originals

VII.

845 VII

105

10 APR 1948

From
K.N.Ambujakshiamman, Esq., I.C.S.,
Collector,
Bellary.

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

64

Tirupur

The Curator, Madras Record Office,
Madras.

RECT. SECRETARY TO GOVERNMENT
1 APR 1948
EDUCATION AND PUBLIC HEALTH DEPT.

R. 613/48 G.L., Annual dated 25-3-1948.

.....

Sir,

24027

Sub: Madras - Record Office - Records - Destruction - Company's period - Annual verification - Proposals - Submitted.

Ref: G.O.No. Ms. 1266/Education dated 26-6-1946.

...

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

For Collector.
31-3-48

BRR/SD.

2nd

867 VII

REGISTRATION DEPARTMENT.

107



From

Sri Diwan Bahadur H. Krishnamurti,
Inspector General of Registration,
Madras.

To

The Curator,
Madras Record Office,
Chittoor.

No.144 Genl. dated 12-4-48.

Sir,

Ref: your letter No.470-D VII/48-5, dated 8-4-48-East India Company's period - Record - Annual report.

There are no records in this department pertaining to the East India Company's period.

V Ranganathan

Personal Assistant,
for I.G. of Regn.

Mpt/12.4.

107

To

The Curator,
Madras Record Office,
Chittoor.

Endt No. 24027 B3/48-1 edn dated 7-4-48

Forwarded (5) to the Curator, Madras Record Office, Chittoor.

Asstt Secy to Govt

2.4.48

Sd/- P.H. (3) Dept

To

The Secretary to Government
Education
Health
Madras

C.C. to

Dr. H.C.S.

Ref. B4.0.82/48.

Collector's Office, Cuddapah,
Dated. 13-4-1948.

From
Sri T. Prabhakara Rao Nayudu, B.A.,
Collector of Cuddapah, Cuddapah.

To
The Curator, Madras Record Office,
Chittoor.

Sir,

Sub:-Records-East India Company's period-Report.
Ref:-Your No. 470-D. VII/48-5a Dated. 8-4-1948.

The report was already sent to you in this office Ref.O. No. 82/48 dated 22-3-1948-A copy of it is enclosed.

for Collector.

r.h.r.14/4/48.A.

P.T.O.

110

11 SEP

12/[illegible]

Extract of column 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.

(12)

(i)(ii)(iii).Yes.The Inam fair registers are being maintained carefully and examined periodically as required in Board's Ref.No.622/31 dated 21-12-31. Transparent paper is being used for repairing torn pages.

(True extract)

924 U II

101

67

From

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

To

The Curator,
Madras Record Office,
Chittoor.

No.1247 Dated 17th April 1948.

Sir,

Records - East India Company's period - Annual report.

With reference to your letter No.470-DVII/48-3 dated 8th instant the records in my office relating to the East India Company's period are in a good state of preservation.

RV

Government Solicitor.

112

II Unsp

113

927/51

VR

Records-East India company's period report.

From
Khan Saheb G. Abdul Sattar Saheb Bahadur, B.A., Collector, Salem.

To
The Curator Madras Record Office, Chittoor.

MADRAS RECORDS 17-APR 1948

68

Pdl. 58/48 d. 13.4.48.

Sir,

Ref:- Your letter 470/DVII-48-5 d. 8.4.48.

An extract of col. 12 of the report on the condition of the records was sent to you with this office Pdl. 58/48 d. 6.3.48. A copy is enclosed.

15.4.48

for Collector, Salem.

psv.14.4

Report on the condition of records in the District of Salem for the year 1947

69

Extract of column 12 in the report

i) whether the old vernacular records of the East India company 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 final fair registers are preserved in good condition.

---

i) Some of these records are unfit. An inventory of the records is kept

ii) Yes

iii) Yes.

(Sd) D Balasundaram
Foreman
6.5.48

R.20993-H. 940 V.11 RB

Office of the Surgeon-General with the Government of Madras, Madras 6, Dated 12 April '48. 116

CONFT. SECRETARY TO GOVERNMENT
18 APR 1948
EDUCATION AND PUBLIC HEALTH DEPT.

From

Colonel S. J. Bhatia, CIE.MC.MA.MD (CANTAB), FRCP(LOND)., FRS(EDIN)., Surgeon-General with the Government of Madras.

To

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

Through the Curator, Madras Record Office, Madras.

Sir,

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

Sub: Records - East India Company's Period - Annual verification Report - Submitted.

The condition of records of the East India Company's period is reported to be as follows:-

p.t.o

-2-

Medical College, Madras: The records of the East India Company's period are in good condition.

Salem: Considering their age, the condition of the books of the East India Company's period may be said to be in good.

Your obedient servant,

V. Ramaswami

For Surgeon-General with the Government of Madras.

21 APR 1948

RS/12.6

Endt No. 27890 G3/48-1 Edn. d. 19-4-48.
Forwarded.

E & P.H. (83) Dept.

Asst Secy to Govt

To The Curator, Madras Record Office, Chittoor.

941 VII

Judicial Department.

From (Name) S. A. Shaffee Mohamed Sahib Bahadur,
(Designation) Sheriff of Madras,
(Station) Madras.

21 APR 1948 FORT

To,

The Secretary to the Government of Madras,
Finance Department,
Fort St. George,
Madras.

Through,

The Curator,
Madras Record Office,
Chittoor.

D.No. 217 dated 15th April 1948.

Sir,

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

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,

S. A. Shaffee Mohamed

Sheriff of Madras.

Encl

119.

122

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 Fiori Facias. (Attachment of property).	1844, 1845, 1848 and 1849.	4.

Sheriff's Office,
High Court,
Madras, 15-4-1948.

Sheriff of Madras.

123

2. Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged and,
3. Whether the Inam Fair Registers are preserved in good condition.

1. Good condition. All the 294 bundles containing Tamil records have been indexed and the Curator, Madras Record Office has been addressed regarding their retention.
2. Yes.
3. Yes.

/true copy/

-

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.30/48, dated 7th May 1948.

SECRETARY TO GOVERNMENT
8 MAY 1948
EDUCATION AND PUBLIC HEALTH

Sir,

Sub:- Madras Record Office - Administration Report - G.O. reviewing the - Communication of.

Ref:- G.O.No. 1091, Education, dated 27th May 1947. (A)

34455

Among the officers and departments to whom G.O.No.1091, Education, dated 27th May 1947 cited above reviewing the administration report of this office for 1946-47 was communicated is mentioned "The Keeper of the Records to the Government of India". I may point out that the designation 'Keeper of Records' was changed into 'Director of Archives' four years ago and the name 'Imperial Record Department' was changed last year into 'The National Archives of India'. Therefore, in the case of the administration

125

administration report of this office for 1947-48, which I have submitted recently with this office Pdl.No. 30/48 dated 30th April 1948, the address of that officer may kindly be noted as 'Director of Archives, National Archives of India, New Delhi'.

BR. 7.5.48

CURATOR.
7-5-1948.

126

C.F. 304.

OFFICE OF THE

Date 19

Hours Minutes

TELEPHONIC MESSAGE.

From: The S.G.P. | To: The Asst. Secy

Subject: Madras Record Office - Administration Report - 1947-48 - distribution list.

An up-to-date distribution list of the above report may please be forwarded to this Office as it is required urgently to Shimla by the

[Please write on both sides.

R
127

2 C.F. 304.

1 28

C.F. 304.

OFFICE OF THE _____

Date _____ 19 .

Hours _____ Minutes _____

TELEPHONIC MESSAGE.

From | To

Number of Express to despatch

Rl-
1168

[pp 126-128 Same as at pp 120 infra]

[Please write on both sides.

POST COPY OF TELEPHONIC MESSAGE.

From:- The Superintendent, Government Press, Madras.
To:- The Assistant Secretary to Government, Education and Public Health Department, Fort St. George, Madras.
Dated:- 11-8-1948.

Sub: Madras Record Office Administration Report - 1947-48 - Printing of - Distribution list

An up to date distribution list of the above report may please be forwarded to this office as it is required, urgently to strike off the number of copies for despatch.

for Superintendent.

18 AUG 1948
60375

C.F. 304.

OFFICE OF THE Special

Date ——— 194 . Reminder No. 2

Hours ——— Minutes ———

TELEPHONIC MESSAGE.

From	To
The Supdt. Govt Press	The Asst. Secy Edn P.W.

Ref. This Office D.M. dated 11.8.48 and

64581 D.C of D.M dated 12.8.48.

Re: Madras Record Office Administration Report 1947-48 — Distribution list

Your attention is invited to this Office D.M. quoted above. The distribution list called for may

[Please write on both sides.

C.F. 304.

OFFICE OF THE .....

Date ..... 194 .

Hours ..... Minutes .....

TELEPHONIC MESSAGE.

From	To

Please be sent early

AP

3/1/6

[Please write on both sides

10

~~T.M~~ (by post)

From

The Supdt
Govt Archs.

To

The S.G.P.

Ref: Your T.M 4) 31-8-48 re:
M.R.O - Administration Report
for 1947-48 - Distribution List.

The Librarian, M.R.O. Chittoor, has been asked to forward a copy of the distribution list. ~~He~~ As soon as it is received from ~~the~~ him, it will be sent to the S.G.P.

KA
1/9/48

C. no: ~~60375/48~~ /B3/48.

5-9
3/9 MBr

Spl 10/9

vide memo 60375/48/B3

PC to 10.

8.9.48

T.M (by post) 133 ~~#~~ EMPH(B3)

20

~~To~~ From

The Assistant Secretary to Govt
EMPH Dept

To

The S.G.P.

Sub: Madras Record Office - Administration Report - 1947-48 - Distribution List.

Ref :- T.M from the S.G.P. 4) 31.8.48.

The Librarian, M.R.O Chittoor has been asked to forward to Govt a copy of the distribution list. As soon as it is received from him, it will be sent to the S.G.P.

KA
1/9/48

2-9-48

1.9.48

SPECIAL REMINDER NO.I.

POST COPY OF THE TELEPHONIC MESSAGE.

MADRAS RECORD OFFICE
14 SEP 1948

65176

From: The Superintendent, Government Press, Madras.
To: The Asst. Secretary to Government, Education and Public Health Department, Fort St. George.
Dated: 31-8-1948.

Ref: This office telephonic message dated 11-8-48 and post copy of the telephonic message dated 12-8-1948 regarding Madras Record Office Administration Report - 1947-48 - Distribution list.

Your attention is invited to this office telephonic message quoted above. The distribution list called for may please be sent early.

RGM.

for Superintendent.

180

C.20 : 60375/48/83

6/25/8

25/8

To The Curator, M.R.O, Chittoor.

21/8/48

Edn(83)

M.R.O - Administration Report - 1947-48 - Printing of - Distribution list -

Memo. : 60375/48-183 Edn dated 25/8/48

The Curator, M.R.O., Chittoor is requested to forward urgently an up to date distribution list ~~of the above report~~ of the Annual Administration Report of the Madras Record Office

KA 23/8/48

23/8/48

24/8/48

Note : Pl. see the PC of TH from the SA Part P 130 of the Curator M.R.O, Chittoor may be asked to forward the distribution list. The draft above is for approval.

23/8/48

23/8/48

From
Rao Bahadur
Dr.B.S.Baliga,Ph.D.(Lond.),
Curator, Madras Record Office,
CHITTOOR.

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

- 6 SEP 1948

No.2021 A/48-1 dated 4th September 1948.

Sir,

Sub:- Madras Record Office - Administration Report 1947-1948 - Printing of - Distribution list.

Ref:- Government Memorandum No.60375/48-1.G3 Edn. dated 25th August 1948.

66078 dt 15 aout

No distribution list appears to have been prescribed by the Government for the Administration Report of this office till now. This office has generally been supplied with five or six copies and two copies seem to have been sent to each of the following Governments and Offices.

1. National Archives of India (Formerly Imperial Record Department)
2. Government of India, Department of Education, Health and Laws.
3. Government of Bengal.
4. India Office (now Commonwealth Relations Office)
5. Public Department.
6. Madras Public Services Commission.
7. Legislature of the Madras Secretariat.

(A) Copies of the report also seem to have been supplied to the members of the Legislature last year. To verify this fact, G.O.No.1091 dated 25th July 1947 may kindly be obtained from the Central Record Branch and examined.

2. In

140

2. In the absence of a Government Order authorising the distribution of the Report the Press slips attached to the originals of the Government Orders reviewing the administration reports for a number of years were examined and a statement showing the number of copies printed each year has been prepared and is appended to this letter. It will be seen that usually about 70 copies are printed, 15 for record purposes and 55 for distribution. It is however difficult to say whether all the 55 copies meant for distribution were actually distributed. But, as the question of distribution has now been raised, I submit for the approval of the Government a distribution list. The reasons for the inclusion of particular institutions have been noted against them in the statement itself. It it is considered necessary by the Government to place the report before the Press, the statement will have to be suitably altered.

Yours faithfully,

CURATOR,
4-9-1948.

S.A/

4.9.48

140 19

Proposed Distribution list of the Administration Reports of the Madras Record Office.

Name of Office or Institution.	Number of copies.	Remarks.
1. Madras Record Office. ...	5	
2. National Archives of India. ... (Copy to be sent to the Director of Archives, National Archives of India, New Delhi.)	1	
3. Government of India, Department of Education.	1	
4. Government of Bengal ... (Copy to be sent to Keeper of Records, Government of Bengal, Calcutta.)	1	
5. Commonwealth Relations Office.	1	
6. Public Department.. ...	1	
7. Madras Public Service Commission.	1	
8. Legislature of the Secretariat.	1	If copies are to be supplied to the members of the legislature this number may be suitably raised.
9. Indian Historical Records Commission. (Copy to be sent to Secretary, Indian Historical Records Commission, National Archives of India Buildings, New Delhi.)	1	The Commission has lately desired to have copies of the reports of all provincial Archives.
delete 10.		

10 SEP 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Name of Office or Institution.	Number of copies.	Remarks.
10. British Records Association ... (Copy to be sent to Honorary Secretary, British Records Association, 3 N. Kings Bench Walk, Inner Temple, London E.C.4.	1	The Madras Record Office is a member of this association and it receives copies of all the publications issued by the Association. It is desirable that the Association should know the activities of this office so that it might include them in the publication "Year's work in Archives" issued by the Association every year.
11. National Archives, United States of America. ... ... (Copy to be sent to the Archivist, National Archives, Washington D.C., United States of America.	1	This is the most important Record Office in America. The Madras Record Office has been receiving copies of the annual Administration Reports and other publications of this office. A copy ought therefore to be supplied to it.
12. For record purposes ...	10	

BR.

4.9.48

Statement showing the number of copies of the Administration Report of the Madras Record Office printed during the years 1938-42.

Report for.	G.O. reviving the report.		Number of copies printed. For record	For issue.
1937-38	1165, Education, dated	25-5-1938	15	75
1938-39	1070, " "	12-5-1939	15	55
1939-40	883, " "	15-5-1940	15	55
1940-41	929, " "	17-6-1941	15	55
1941-42	772, " "	21-5-1942	15	52
*1944-45	1023, " "	23-5-1946		
1945-46	1124, " "	6-6-1946		
1946-47	1091, " "	27-5-1947		

*The reports for 1942-43 and 1943-44 were not printed.

The originals of the G.Os. reviving the administration reports for 1944-45, 1945-46 and 1946-47 are not available, as the records subsequent to 1944 have not yet been transferred to this office.

4.9.48

T.M.

From
The Assistant Secretary — The S.G.P.
Govt. E. APH.

Sub: M.R.O - Administrative Report - 1947-48 - Distribution.

Ref: D.O. of T.M. from the Superintendent, Govt. Press dt. 11-8-48.

The Curator, M.R.O, Chittoor has stated ~~says~~ that ~~there is~~ no distribution list has been prescribed ~~in respect of by the Govt for~~ the Administrative Report of the Madras Record Office. The question of approval of a distribution list, prepared by the Curator, is separately under consideration.

In the meantime, ~~the approval~~ The ~~above follows the~~

distribution list, ~~should be taken to be one contained~~ address entries in the various Gos in respect of ~~the Administration Reports of the Madras Record Office~~ distribution should be only ~~to the~~ in accordance with the address entries in the Go. ~~on~~ recording the Administration Report

KA 11/9/48 KVS 11.9.48

VN 13-9-48

The above reply

Note: ~~An interim reply to the S.G.P.~~ may be sent to the S.G.P. with reference to his T.M dt 11.8.48. The question of approving the distribution list, prepared by the Curator, may be taken up after the issue of the draft T.M above.

KA 11/9/48 KVS 11.9.48

VN 13/9/48

148 E. & P. H. Dept. (G3)

Madras Record Office - Administration Report for 1947-48 - Recorded

From the Curator, M.R.O. Pdl No. 30/48 d. 30-4-48
" " " " Pdl. No. 30/48, dated 7-5-48.

Order No. 1252 Edn. dated 17/5/48.
Ps.

GOVERNMENT PRESS 22 MAY 1948 MADRAS

Recorded.

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

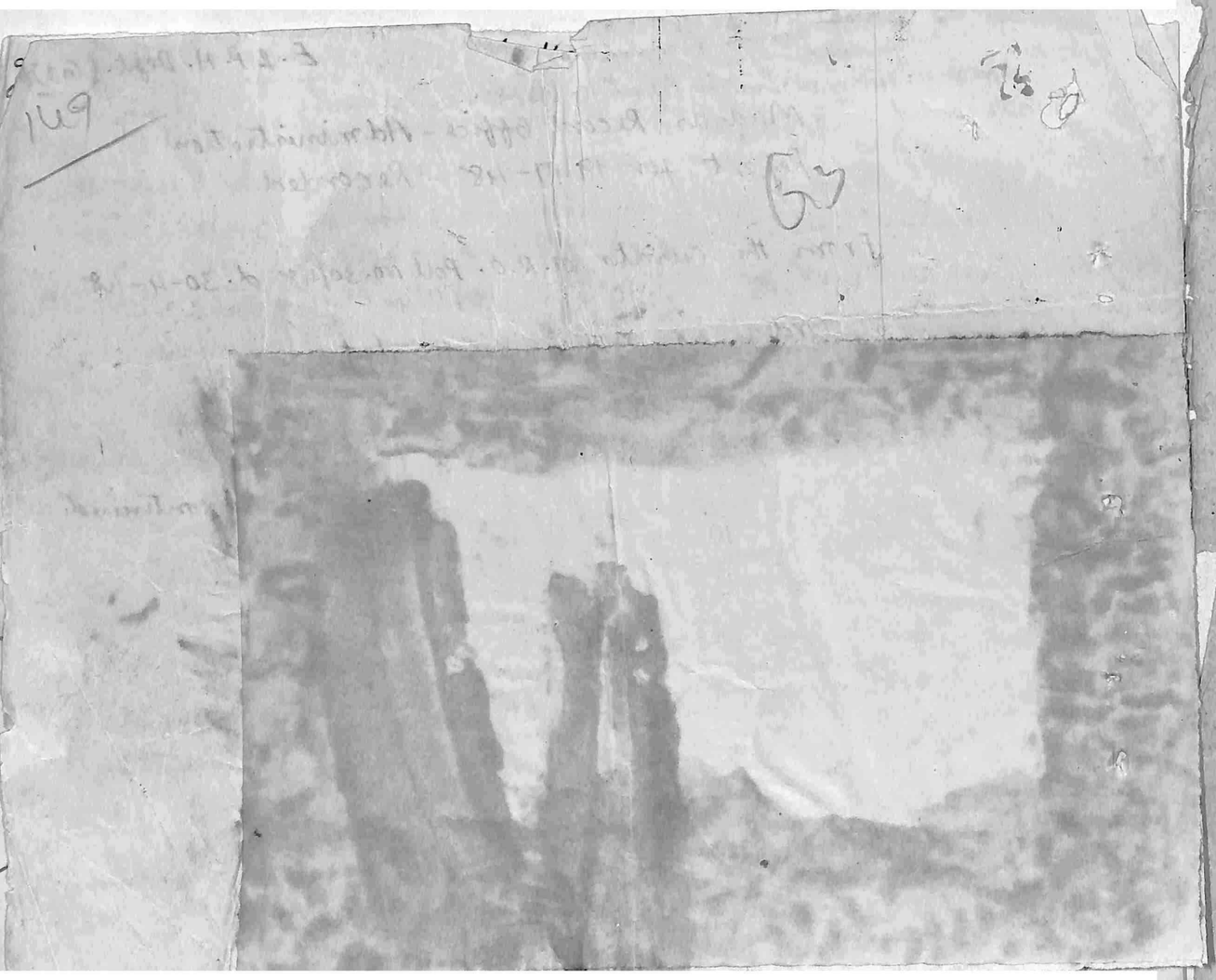
10.5.48 11.5.48

To
The Curator M.R.O. Chittoor
The Director of Archives, National Archives of India, New Delhi.
The Keeper of Records to the Govt of India
The Govt of India, Ministry of Edn., New Delhi
The Keeper of Records, Govt of West Bengal, Calcutta.
The Under Secy of State, India Office, London.
The Public Dept.
The Secy to the Public Services Commission, Madras.
The Legislature Secretariat

GOVERNMENT, EDN. AND P. H. DEPT. 17 MAY 1948 GOVERNMENT OF MADRAS

3.5.48

15A 15-5-48



Scott. II-22—5,500—

PRESS SLIP.

GOVERNMENT PRESS 22 MAY 1948 MADRAS

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

E. & P. H. DEPARTMENT.

Current No. 3211263/48 dated ..... 194 .

G.O. No. 1252 Edn. dated 17-5-1948 194 .

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

Brief subject M.R.O. Administration Report for 1947-48
Recorded

(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.	(b) 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					
Spare copies. Total ...					
The Curator, M.R.O.		5			
The 2 spare copies to					
The each addresser		15			
The					
The Spare copies		25			
The Members of the Legislature		350			
The					
The					
The					
The					
The					
The					
The					
The					
The					
Total ...		405			

Copies distributed on ..... ‡(Press)

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

‡ *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 th[illegible]

(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 written distinctly.

(c) For rules regar[illegible] of notes, see the chapter on prin[illegible] correction in the Secretariat

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

(e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers [illegible] under will be kept standing f[illegible] papers for *two* weeks [illegible] *and of all confidentia[illegible] immediately after strik[illegible]*

(f) This slip, properly and comple[illegible] in, should accompany every paper Press; it will be returned by the Press proofs are furnished; it should be sent Press when a call is made for revised proo[illegible] when a corrected proof is [illegible] When finally returned by Press it [illegible] 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 copies are supplied.

(e) The names of the Secret[illegible] Ministers or Advisers should be print[illegible] when they occur on the right hand side, the first time when they appear [illegible] the initials alone being printe[illegible]

TO PRESS, MADRAS.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (*b*) proof need not be sent. Please print and supply number of copies as indicated.
R. Vaidyanathan ..... Clerk.	Type may be released after usual interval / at once.	Type may be released after usual interval.
..... Supt. 17.5.48	R. Vaidyanathan 13/7/48 Clerk.	..... Clerk.
	..... Supt. B.7.48	..... Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indented for is really necessary and has been fixed with due regard to the existing paper position.

Assistant Secretary to Govt.
17.5.48

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on 22.5.48.	
First proof furnished on 29.6.48.	
Call for revised proof received on	
Revised proof furnished on	
Corrected proof received for striking on 14.7.48	
Final copies supplied on	

No. 161/1 Book, 829.6.ar.

Corrected Proof sent to S.G.P. 13/7/48.

87

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

G.O. No. 1252, 17th May 1948

Madras Record Office—Administration Report for 1947–48—Recorded.

READ—the following papers:—

From the Curator, Madras Record Office, dated 30th April 1948, and 7th May 1948 Pdl. No. 30/48..

Order—No. 1252, Education, dated 17th May 1948.

Recorded.

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

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Curator, Madras Record Office, Chittoor.
" Director of Archives, National Archives of India, New Delhi.
" Government of India, Ministry of Education, New Delhi.
" Keeper of Records, Government of West Bengal, Calcutta.
" Public Department.
" Secretary to the Public Service Commission, Madras.
" Legislature Secretariat.

Press.
Please carry out the corrections indicated and send necessary copies.

Superintendent.
13/7/48. E. & P.H. Dept. (G3)

Pdl. No. 30/48.

MADRAS RECORD OFFICE, CHITTOOR,
Dated 30th April 1948.

From

RAO BAHADUR DR. B. S. BALIGA, PH.D. (Lond.),
Curator, Madras Record Office,
Chittoor.

To

THE SECRETARY TO GOVERNMENT,
Education and Public Health Department,
Fort St. George, Madras.

SIR,

[Madras Record Office—Administration Report for 1947–48. *Reference*—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 1947–48.

General.—The year under review was the sixth in which the records were administered from places in the interior. The reason for the continued retention of the important records in the interior have been fully explained in the reports of the previous years. In the last report it has been stated that arrangements were under way for transferring the records of the East India Company's period from Palmaner back to Madras. These arrangements were completed during this year and the records were transferred back to the Record Office buildings at Egmore. The transfer was completed by the beginning of March 1948 and the Public Works Department Inspection Bungalow, Palmaner, was handed back to the authorities of the Public Works Department in the middle of March 1948. A couple of rooms of the building have however been retained in order to house the parts of the racks which have been dismantled, as it was not possible to find storage for them in the Record Office buildings at Egmore. But the establishment maintained at Palmaner has been broken up, the permanent staff having been transferred to Egmore and the temporary staff of menials discharged from service. The bulk of the important records which are still housed in two buildings at Chittoor can be taken back to Madras only after accommodation is found elsewhere for the offices now occupying the Record Office buildings in Madras.

Simultaneously with the transfer of the records from Palmaner to Madras it was found necessary to transfer some of the older and less frequently required series of records from Chittoor to Egmore. The racks and records had, originally, in the interests of economy of space, been closely packed in the buildings at Chittoor and they had remained in this state for nearly six years. It was therefore thought desirable to send away as many records as could conveniently be sent away to Egmore and to make a proper and less congested arrangement of the remaining racks and records. Accordingly, about fifteen lorry loads of records were sent away from Chittoor in continuation of the transfer of the records of Palmaner and a rearrangement of the records was made in the buildings at Chittoor. As a result of this, space has been created for the new accessions expected this year and, at the same time, a considerable improvement has been effected in the appearance of the muniment rooms.

2. *Management*.—During the year, Sri M. C. Subramanian, M.A., the officiating Assistant Curator, was confirmed as Assistant Curator. He also held additional charge of the Curator's post during my absence on leave for fourteen days from 26th June to 9th July 1947.

3. *Establishment.*—In accordance with the general orders issued by the Government to all departments to effect a retrenchment in public expenditure to the extent of 12½ per cent, a reduction was made in the strength of the establishment of the office, there being no other means of effecting a saving. The post of the Special Assistant for the publication of selections, the posts of the two clerks engaged in weeding out the old records and the posts of six attenders engaged in mending old records were abolished. Two out of the six watchmen employed at Chittoor were also discharged. None of the activities of the office has however been allowed to suffer in consequence of the retrenchment. The work of preparing selections has been entrusted to one of the assistants in the Publication Section. The weeding work is being attended to by two of the clerks of the same section, side by side with their regular work. There are still 18 attenders engaged in mending and reconditioning the old records. And two watchmen are still employed to look after each of the offices at Chittoor.

4. *Buildings.*—No structural alterations have been made to the Record Office buildings during the year. The Air-raid precaution baffle walls on the windows have now all been demolished and the window shutters have been replaced.

5. *Accessions and withdrawals.*—The records of the Secretariat Departments of the year 1943 and the records of the Board of Revenue for the year 1937 which were due for transfer were received during the year. Particulars of these records are given below.—

Secretariat Records (Non-confidential).

Department.	Number of bundles.	Number of files in the bundles.
Public	27	3,668
Education	12	1,793
Public Health	25	3,651
Revenue	17	2,835
Development	31	4,051
Home	28	3,931
Finance	10	509
Legal	1	65
Public Works	26	3,479
Local Administration .. —	35	3,048
Total ..	212	27,030

Secretariat Records (Confidential)

Revenue	2	387
Development	2	249
Public Works	3	418
Home	7	465
Local Administration .. .. .. —	1	23
Public Health	1	143
Finance	1	8
Legal	1	13
Public	13	642
Total ..	31	2,348

Board of Revenue.

Land Revenue and Settlement (Proceedings and Miscellaneous)	44	3,851
Separate Revenue	3	187
Land Revenue and Settlement (Routine) ..	7	367
Total ..	77	4,405

In addition to the bundles of original records mentioned above, ten bundles of spare copies of the Secretariat records of 1943 were also received.

Consequent on the transfer of the passport work of the Residencies of Mysore, Hyderabad and the Madras States to the Madras Government the passport records which were till then kept in these Residencies were transferred to this office. Particulars of these records are shown below:—

Name of Residency.	Number of bundles.	Number of files contained in the bundles.
Mysore	101	4,644
Hyderabad	23	589
Travancore	11	636
Total ..	135	5,869

Besides the records mentioned above the office received also 2,028 bonds, deeds and other strong almirah documents.

6. *Cataloguing.*—All the records received 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:—

	1946–47.	1947–48.
Number of requisitions received	17,758	18,39[illegible]
Number of records furnished	41,277	35,178
Number of searches	569	578
Number of papers restored	48,142	44,492

Mention has been made in the last year's report of the special activity upon which the office has been engaged for some years, namely, the supplying of exhaustive notes on important aspects or policies of administration to the departments of the Secretariat. Considerable attention was devoted to the development of this activity during the year under report and several notes were prepared and furnished to the Government. A list of the subjects upon which searches were made and information furnished is appended to this report.

8. *Mending and preservation of records.*—As chiffon continued to be scarce and expensive no fresh supplies of this article could be obtained during the year. Mending work involving the use of much chiffon was therefore undertaken only in cases of absolute necessity. The work of the menders continued to be restricted, as in the previous year, to a large extent, to the reconditioning of the more modern files a process which does not require much chiffon. Particulars of the files mended in this manner are given below:—

Department.	Year.	Number of files reconditioned.
Revenue	1942–43	133
Development	1921–43	1,596
Public	1921–43	892
Public Health	1937–43	334
Total ..		2,955

Mending work on behalf of other offices was again restricted to cases of real urgency. Fourteen Mitta registers of the Chingleput Collectorate, one Malabar Collectorate volume, three volumes of manuscripts of the Government Oriental Manuscripts Library and one birth and death register of the Cuddalore Municipality were mended with chiffon and rebound. An important document belonging to the Madras High Court which was in a very bad condition and a private document of some historical interest received from Messrs. Binny & Co., were likewise mended.

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

	1946–47.	
1.	Secretariat volumes after 1800	4,474
2.	Board of Revenue volumes after 1800	783
3.	Secretariat bundles (Governments orders)	121,373
4.	Board of Revenue bundles (Board' Proceedings)	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.	Miscellaneous registers, etc., belonging to the Madras Record Office.	424
11.	Chittoor Collectorate records	8
	Total ..	131,007

	1947–48.	Sheets.
1.	Secretariat bundles (Government Orders)	140,164
2.	Board of Revenue bundles (Board's Proceeding)	802
3.	Secretariat Library books	313
4.	Madras Record Office Library books	108
5.	Madras Record Office maps	22
6.	Miscellaneous registers belonging to the Madras Record Office.	54
7.	Printed settlement registers	41
8.	Secretariat volumes (after 1800)	545
9.	Collectorate volumes	170
10.	Mittah Registers of the Chingleput district	771
11.	Birth and Death Register of the Cuddalore Municipality ..	117
12.	High Court Records	8
13.	Manuscripts of the Government Oriental Manuscripts Library.	175
	Total ..	143,290

It will be seen that there was an increase in the outturn during the year.

Under this head may be described a new method that has been devised for the better arrangement of the bundles of files on the racks. The present system of tying up the files into bundles between boards or planks and keeping them erect on the shelves is a system which has been in existence, perhaps, from the earliest times. It had long been observed that under this system the records were being gradually damaged. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly, but the effect of tying them tightly is to deprive the files of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied, the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of upon the planks. On account of this, in course of time, the bottom edges of the files break off from the files when the bundles are handled.

The ideal arrangement would be to keep the files in their natural position, that is to say, flat, and to see that they are not piled up one over the other to such an extent as to deprive some of the files at the bottom of ventilation. Special boxes

or containers of steel or cardboard are known to be used for this purpose in some of the archives of Europe and America, but the cost of providing containers of steel or even cardboard for all the hundreds of thousands of files in the Madras Record Office will be prohibitive. Again, the containers will require a great deal of additional shelf space and this will mean the construction of additional buildings. Further, however suitable closed containers might have proved to be in cold countries like Europe and America, in a hot country like India they generally become the breeding places of silver fish, borers and similar record pests. Several methods were, therefore, tried by which the records could be kept flat on the shelves without using containers or going in for additional shelf space. The chief difficulty was in devising a method by which the bundles could be fitted up with prominent labels to indicate their contents in such a manner that the labels would not get out of place when the bundles are untied and tied, as they have to be, in the course of collecting and restoring the papers. Under the existing arrangement of keeping the bundles vertical the record rooms present a neat appearance and it was very desirable to preserve this effect of neatness as far as possible. The difficulty was finally got over in the manner explained below.

According to the new arrangement the files are tied up into bundles between two wooden planks or boards, as at present, but not very tightly. The bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle a hinged cardboard is inserted under the top plank or board in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an appearance of a row of cardboard boxes arranged neatly on the shelves. An advantge of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. It will therefore be necessary to keep two rows of bundles one over the other. But, as the shelves of the racks in the Madras Record Office are just broad enough to take in two bundles arranged end to end in this manner, this arrangement will have a decided advantage over the existing arrangement under which generally four and, sometimes, more bundles are kept vertically one behind the other on each shelf, with the result that it is not possible to lay one's hand readily on the exact bundle required. Under the new arrangement it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required.

The cost of this new arrangement is not high. All that is required is a piece of cardboard measuring about 18 inches by 9 inches and divided into two parts connected to each other by means of a hinge of canvas or calico. Under instructions from the Government I have submitted proposals and estimates for providing boards for all the bundles in the Madras Record Office and for changing the system of arrangement from vertical to horizontal. Orders of the Government are awaited.

In connection with the bundling system may be mentioned a change that has been made in the material of the boards used for tying up the bundles. From very early times teakwood has been used for this purpose. Teakwood is a suitable material inasmuch as it is proof against record pests and moreover does not, on account of its smoothness, tear or damage the records. Its only drawbacks are that it is somewhat heavy and that the planks made of it are liable to break if the bundles are dropped accidentally. Teakwood, however, became very scarce during

the war period and it is still not readily available. Consequently it became necessary to try boards made of some other wood. Boards of jackwood and 'azini' wood which were tried were found to be unsatisfactory. A trial was therefore made during the year with plywood boards. Five hundred boards of five-ply thickness were purchased and they were coated with a wood preservative as a precaution against attacks by insects before they were used. The results of the trial are being watched.

9. *Binding.*—The outturn of binding work is shown below :—

—	Number of volumes in 1946-47.	Number of volumes in 1947-48.
1. Secretariat volumes (after 1800)	19×19	11×11
2. Board of Revenue volumes	3×3	1×1
3. Secretariat bundles (Government Orders)	294×294	719×719
4. Board of Revenue bundles (Board's Proceedings)	2×2	1×1
5. Manuscripts of the Government Oriental Manuscripts Library	10×10	..
6. Madras Record Office Library books	165×165	95×95
7. Secretariat Library books	..	5×5
8. Printed Settlement Registers	3×3	17×17
9 Registers, etc., belonging to the Madras Record Office	310×310	786×786
10. File boards for use in the office	243×243	..
11. Collectorate volumes	1×1	7×7
12. Mittah Registers of the Chingleput district	..	14×14
13. Birth and Death Registers of the Cuddalore Municipality ..	..	1×1
Total ..	1055×1055	165 ×1657

It will be seen that there has been an increase of outturn under this head.

10. *Enquiries on archive preservation.*—Reference has been made in the last report to a request received from the District Registrar of Coimbatore for the loan of a fumigation chamber. A chamber was supplied to him and instructions were also issued to him as to how his records could be fumigated with para-di-chlorbenzene. Among the other enquiries received during the year was one from the Office of the Surgeon-General, Madras, in regard to the desirability or otherwise of keeping records in almirahs instead of open racks.

11. *Weeding and destruction of records.*—As has been stated above the special establishment of two clerks engaged upon this work was disbanded as a measure of retrenchment and the work is now attended to by two of the permanent clerks of the publication section side by side with their publication work. The amount of work turned out under this head during the year when compared with what was turned out last year is shown below :—

Nature of records.	Period.	Number of bundles.	Number of pages.
1946-47—			
Military Department— Consultations	1794–99 (6 years)	106	13,539 pages covering 59,459 pages in the volumes.
Miscellaneous series	1794–98 (5 years)		
1947-48—			
Revenue Department	1775–99 ..	160	21,824 pages covering 78,779 pages of the volumes.
Secret Department	1796–99 ..		
Commercial Department	1815–26 ..		

12. *Publication of old records.*—(*a*) The paper position having not yet improved no part of the matter kept ready for the press could be sent to the press. Consequently the work of the publication section was confined during the year, as in the last few years, to prepaying typescripts and editing them for the press. Proposals will be submitted to the Government again shortly for resuming the printing of the large quantity of edited matter which has accumulated in the section. Particulars of the work done in this section during the year are shown below :—

Typing.—(*b*) Six thousand four hundred and sixty-one pages of the 28 volumes mentioned below were typed during the year.—

			Volumes.
I.	Military Consultations, 1765, Volumes 23–B		1
II.	1. Fort St. David Consultations, 1750–51, Volume 18 ..		11
	2. Do. 1751, Volume 19–A ..		
	3. Do. 1751, Volume 19–B ..		
	4. Do. 1752–53, Volume 20–A ..		
	5. Do. 1752–53, Volume 20–B ..		
	6. Do. 1754, Volume 21 ..		
	7. Do. 1755, Volume 22–A ..		
	8. Do. 1756, Volume 22–B ..		
	9. Do. 1757, Volume 23 ..		
	10. Letters from Fort St. David, 1751, Volume 5 ..		
	11. Letters to Fort St. David, 1750–51, Volume 156 ..		
III.	1. Masulipatam Letters Received General Letters Received, 1759–65, Volume 1–A ..		7
	2. Do. 1759–65, Volume 1–B ..		
	3. Do. 1764–66, Volume 2 ..		
	4. Do. 1765–66, Volume (2867) ..		
	5. Masulipatam Letters Sent General Letters Sent, 1763–65, Volumes (1 & 2) ..		
	6. Do. 1764–66, Volumes (3 & 4) ..		
	7. Do. 1765–66, Volumes 5 ..		
IV.	1. Anjengo Diaries, 1750–53, Volume 3–A		9
	2. Do. 1750–53, Volume 3–B		
	3. Do. 1750–53, Volume 3–C		
	4. Do. 1753–57, Volume 4–A		
	5. Do. 1753–57, Volume 4–B		
	6. Do. 1757–58, Volume 5–A		
	7. Do. 1757–58, Volume 5–B		
	8. Do. 1759–60, Volume 6–A		
	9. Do. 1759–60, Volume 6–B		

Editing.—Five thousand six hundred and eighty-five pages of typescripts of 21 volumes, mentioned below were edited during the year.—

I.	1. Military Consultations, 1765, Volume 22–A		4
	2. Do. 1765, Volume 22–B		
	3. Do. 1765, Volume 23–A		
	4. Do. 1765, Volume 23–B		
II.	1. Fort St. David Consultations 1750–51, Volume 18		9
	2. Do. 1751, Volume 19–A ..		
	3. Do. 1751, Volume 19–B ..		
	4. Do. 1752–53, Volume 20–A ..		
	5. Do. 1752–53, Volume 20–B ..		
	6. Do. 1754, Volume 21 ..		
	7. Do. 1755, Volume 22–A ..		
	8. Do. 1756, Volume 22–B ..		
	9. Do. 1757, Volume 23 ..		
III.	1. South Arcot Miscellaneous, 1750–51, Volume 18520 (Letters to Fort St. David) ..		2
	2. South Arcot Miscellaneous, 1750–51, Volume 18521 (Letters from Fort St. David) ..		

IV. 1. Masulipatam Letters Received General Letters Received, 1759–65, Volume 1–A ..
2. Do. 1759–65, Volume 1–B ..
3. Do. 1764–66, Volume 2 .. .. } 6
4. Do. 1765–66, Volumes (2867) ..
5. Masulipatam Letters Sent General Letters Sent, 1764–66, Volumes (3 & 4) ..
6. Do. 1764–66, Volume 5 .. ..

Issue.—The revised edition of Volume II of J. J. Cotton's List of Inscriptions on Tombs and Monuments (Madras) was issued during the year.

The volumes mentioned below are in the final stages of printing.

A. Records of Fort St. George.

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

B. Departmental Indexes.

1. Judicial Department Index, 1837.
2. Secret Department Index, 1810.

Selections.—Selections from the Judicial Department records from August 1818 to December 1819 were made during the year. Fourteen volumes covering 6,500 pages were examined. The selected matter which was typed was taken up for editing during the year and the editing was brought up to 1800.

Calendaring of Revenue Records.—The Calendaring of Revenue Records was brought up to 1775. Seven hundred and fourty-three pages of matter were calendared.

Calendaring of Military Country Correspondence.—This item of work was brought up to 1763. Seven hundred and fifty-seven pages of matter were calendared.

13. *Old Records in the Offices of the Collectors and Heads of Departments.*—The annual reports prescribed by the Government on the condition of the old records in the offices of the Collectors and heads of departments have been received except from the Collector of the Nilgiris. He has been reminded. In accordance with the orders of the Government the reports that have been received are submitted to the Government along with the administration report. It will be seen from them that although the condition of the records is stated to be fair in most cases, there are several offices in which some of the records are not in a good condition. The defect that is generally pointed out is that the paper is brittle and that therefore it is difficult to handle the records without damaging them.

The problem of dealing with records of the Collectors and heads of departments is however one which is beset with considerable difficulty. Their immense bulk makes their mending extremely difficult and costly especially in these days of scarcity of mending materials like chiffon and hand-made paper. Again so long as they are allowed to remain scattered, as at present, in numerous record rooms all over the Province, they are bound to be neglected to some extent. The precautions necessary for their proper preservation cannot be enforced. It may perhaps be said that the persons in charge of these offices might be trained in archive keeping, but in actual practice it will be difficult to retain the trained men in the record rooms. For, at present, the record keepers of these small record rooms are all clerks who belong to the establishments of the offices concerned and, as such, are liable to be transferred to some other work according to exigencies of administration.

In view of these difficulties and in view of the desirability of making an earnest attempt to tackle the problem of these records I submitted, during the year, certain proposals for the establishment of a few local record offices under the control and supervision of the Madras Record Office, wherein all non-current records of the district offices, the district boards and municipalities as well as private owners, could be centralized, cared for and properly administered. The advantages of such a centralization are various. It will relieve all Government offices and local bodies of large masses of records and of the responsibility of looking after them, a responsibility which they are really unfitted to discharge. It will relieve some space in all these offices and institutions and make it unnecessary for them except, perhaps, in a few cases, to employ record clerks and record attenders. At the same time it will enable the Madras Record Office to weed out all unnecessary local records, to retain only such of them as have any administrative or historical value and to make proper arrangements for their preservation. It will also enable the Madras Record Office to cater, through these local record offices, to the needs of administrators and research scholars promptly and properly. At present it must by no means be easy for the several administrative officers to get what old records they require for current reference from their ill-organized record rooms. But once the local record offices are organized it will be easy for them to obtain the information required by them, since all the records would be properly arranged, catalogued and indexed by experts. These record offices will likewise enable persons engaged in research to have easy access to local records which, for various reasons, they are at present unable to examine. They will also greatly encourage research in local history which is at present sadly wanting. Finally, these offices will be able to receive for safe deposit private records of interest which may be unearthed and to make them accessible for purposes of research where permissible.

A scheme like this is however bound to be somewhat costly inasmuch as it involves the establishment of several local record offices under the *aegis* of the Madras Record Office manned by a service consisting of officers trained in archivism and the necessary clerical staff, menders, attenders, etc. I therefore suggested that one record office covering two or three districts might be organized in the first instance and that, if it was found to be successful, more offices might afterwards be organized. Upon this suggestion I was asked by the Government to submit full details and estimates for organizing a local record office for two or three districts. These details and estimates are now being collected in consultation with the local authorities and I propose to submit them to the Government shortly.

Although all local records are a problem the records of the Tangore Agency offer a particular problem in that they are mostly written in Modi, a language with which very few persons in this Province are conversant. In the report for 1946–47 I have explained the steps that were being taken to examine these records and to assess their historical value. These steps were being taken under the impression that these records were to remain in official custody of either the officials of the Madras Government or the officials of the Government of India. Subsequently however it was learnt that the Indian Historical Records Commission had unanimously recommended that they should be transferred to the custody of the Tanjore Maharaja Serfoji's Saraswathi Mahal Library, Tanjore. If this resolution is accepted by the Government of India, as it is likely to be accepted, it may be unnecessary for the Madras Government to do anything more in connection with these records. The responsibility for making the arrangements necessary for their proper preservation would devolve upon the Tanjore Maharaja Serfoji's Saraswathi Mahal Library. I have therefore suggested to the Government that pending the decision of the Government of India upon the resolution of the Indian Historical Records Commission no further action need be taken by me in the matter of examining these records or in assessing their historical value.

14. *Library.*—Only two books were purchased during the year, but 839 volumes of the surplus books of the Secretariat Library were transferred to the Office Library. Four hundred and twenty-six volumes were issued from the library on requisition during the year.

15. *Museum and Exhibition.*—As has been stated in the previous reports the Record Office museum could not be re opened for want of accommodation in the buildings at Chittoor. Several documents, wax seals, etc., of historical interest were however exhibited in the Fort Museum opened in Fort St. George, Madras, during the fifth Session of the Central Advisory Board of Archæology. These exhibits attracted great attention, so much so that a request has now been received from the museum authorities for permission to retain some of the exhibits in the museum permanently.

16. *Research Students.*—The research students mentioned below did research work in the office during the year on the subjects specified against their names:—

1. Sri V. Venkat Rao	(1) Administration of District Boards and Circle Boards in the Madras Presidency. (2) Financial relation between the Imperial and the Provincial Governments.
2. Rao Bahadur Sri M. G. Subramanian.	Progress of Education in the Madras Presidency.
3. Sri D. V. Vasudevan, Assistant Chemist, Government Gut Section, Palmaner.	Silk Industry in the Province.
4. Srimathi M. A. Janaki, Senior Advocate, Federal Court.	Mysore Pradhans.

17. *General.*—The year under report saw the attainment of independence by India. The Independence Day was celebrated by the office by a solemn flag-hoisting ceremony attended by all the members of the staff.

There was a general strike of the non-gazetted government officers during the year. It must however be recorded with gratification that, with the exception of a few attenders in the branch office in Madras, all the members of the staff stood loyally by the Government and refused to take part in the strike.

I was reappointed a member of the Indian Historical Records Commission for a further term of five years, but I could not on account of official work of an urgent nature, attend the Twenty-fourth session of the Commission held at Jaipur in February 1948. As a member of the Advisory Committee of the Government Oriental Manuscripts Library, I attended a meeting of that Committee held at Madras in July 1947.

I have the honour to be,
Sir,
Your most obedient servant,
B. S. BALIGA,
Curator.

Madras,
30*th April* 1948.

LIST OF SEARCHES CONDUCTED DURING 1947–48 IN THE MADRAS RECORD OFFICE.

1. Ways and means of finding alternate employment for tappers thrown out of work by the introduction of prohibition.
2. The prevalence of corruption in public services and the measures taken to eradicate it.
3. The proposals made from time to time for the abolition of the Board of Revenue.
4. Discussions on the question of adult franchise in Madras.
5. The beginnings of the Madras Corporation.
6. Formation of the Press Advisory Committee and its functions.
7. Tenancy problems in ryotwari areas.
8. How to adapt the Madras Laws and Regulations to the French territories ceded to the Government of India.

9. The formation of the Andhra and the Annamalai Universities.
10. The introduction of Primary examination for the first time.
11. The measures taken to separate from Madras the areas transferred to the Orissa Province
12. Principles governing recruitment to the Public Services.
13. The payment of compassionate allowances to Mutiny veterans.
14. The origin and history of the Monegar Choultry and allied institutions.
15. Proposals made from time to time for the redistribution of divisions and taluks in the Madras Presidency.
16. The laws in force in the Agency tracts.
17. Sitarama Razu's rebellion and the question of the disposal of his properties, if any.
18. The history of the irrigation disputes between the Madras and the Mysore governments.
19. The agreement between the Madras and the Mysore Governments regarding electricity generated at Sivasamudram.
20. The origin and history of the Tasdik allowances in the Madras Province.
21. The system of office procedure followed in Government offices prior to the introduction of the Tottenham system.
22. The origin and history of the Tanjore pensions and the general principles governing the resumption of pensions in general.
23. The origin and history of the Tanjore Chatram funds.
24. The appointment of a British Consul for the French Establishments in India.
25. Warrant of precedence of Consuls.
26. The disputes regarding the ownership of the Iskitippa islands in the East Godavari district.
27. Agreement between the British and the French Governments relating to the grant of compensation to the latter for the non-sale of liquor in the loge at Masulipatam.
28. The origin and history of the Pondicherry land customs frontier.
29. The origin and division of the Malikhanna allowances granted to the Kadathanad Porlathiri family in Malabar.
30. Privileges, if any, of the malikhanaholders of Malabar.
31. The conversion of some of the escheated lands of Malabar into a Chatram Endowment Fund.
32. History of certain intestate properties in Malabar.
33. The extension of the Malabar Compensation for Tenants' Improvements Act, 1887, to the Gudalur taluk of the Nilgiris.
34. The question of allowing a certain percentage of the total produce to the jenmi towards his interest in land.
35. Ninety-nine years leases in Rajahmundry and Coconada.
36. The origin of, and discussions relating to, clause 154 of the Estates Land Act, 1908, regarding recovery of rent from a ryot by distraint and sale of immovable property.
37. The history of achukattu cultivation in the Chingleput district.
38. Mirasi rights in the Chingleput district and the collection of *swatantrams*.
39. The reconstitution of the Gajapatinagaram taluk in the Vizagapatam district.
40. The sale of Byrojee Agraharam in Salem district.
41. The question of granting relief to the distressed ryots in zamin villages.
42. The question of the custody of the Land Compensation Award Statements.
43. Powers of the Collectors, Board of Revenue, etc., to sanction remission of land revenues.
44. Disputes between the inamdars and the ryots of Kalipatnam village, Narasapur taluk, West Godavari district.
45. Restriction, if any, on payment of relief to persons paying an assessment of Rs. 10 or less for loss sustained by fire, floods, etc.
46. Issue of passports or permits by the Tahsildar or Deputy Tahsildar of Jaggayyapetta for the passage of goods and cattle through the Nizam's territory.

47. Basis of the permanent settlement of various estates in the Province.

48. The measures taken to solve the beggar problem.

49. The origin and history of the Brennen Endowment in Malabar.

50. The institution of the Rogers' prize in the Guindy Engineering College, and the Yates prize in the St. Aloysius College at Mangalore.

51. The establishment of the Slater Hostel at Perambur in Madras.

52. A history of the Cochin Free School endowments.

53. History of Coromandel inam village in Chingleput.

54. Grant to the Madras Christian College buildings at Tambaram.

55. Assignment of waste lands to distinguished soldiers.

56. The question of increasing ground rent on private lands in the Madras City.

57. Rate of assessment on grass lands in Government waste.

58. Rules for the disposal of waste lands in the Nilgiri district and the grant of shola lands for the cultivation of cardamoms.

59. The ownership of the land on which the Church room adjoining the All Saints Church, Coonoor, was built.

60. The manufacture of earth salt in Banganapalle State.

61. Boundary disputes between the Nizam's territories and the British territories.

62. The reservation of the Nagamangalam forests in Palmaner taluk of the Chittoor district.

63. Basis for the calculation of mileage rates for journeys performed by officers in their own cars.

64. Introduction of Note (1) under grade VIII of Annexure I to the Madras Travelling Allowance Rules regarding class of railway accommodation to officials drawing more than Rs. 100 per month.

65. Inclusion of amendment to rule 52 (*b*) in the Madras Travelling Allowance Rules delegating certain powers to Heads of Departments or controlling officers to depute subordinate Government servants to Ceylon, etc.

66. Authority for the definition of the terms "Nativity" and "Domicile" in rule 11 of the Manual of Special Pay and Allowances.

67. The formation of Civic Guards.

68. The origin of the Kallar Reclamation Scheme in Madura.

69. Delegation of powers to the Inspector-General of Police to transfer the Deputy Superintendent of Police.

70. The functions of the Criminal Investigation Department in regard to the reporting of objectionable speeches and their submission to Government.

71. The institution of, and the procedure for, the grant of the King's Police and the Indian Police medals.

72. Lending of Police staff to the Government of India for special duty in Assam, Bengal and Delhi.

73. The rules framed under the Society for the Prevention of Cruelty to Animals Act.

74. The sanction of an annual grant to all societies for the prevention of cruelty to animals in lieu of fines.

75 The appointment of a Railway Sergeant at Ootacamund.

76. Creation of the post of photographer in the Special Branch of the Criminal Investigation Department.

77. The authority for prescribing the form and conditions for granting licence for music under section 41 of the Madras City Police Act, 1888.

78. Appointment of Special Magistrates to exercise powers of a first-class magistrate in more than one district.

79 Rules laying down that officers in Madras City need not appear in mufassal courts to prove the signatures of Secretariat Officers.

80. Rules regarding circulation of mercy petitions to His Excellency the Governor.

81. The principles governing payment of special fees to the Advocate-General.

82. Supply of Indian Law Reports (Madras Series) on exchange basis.

83. The grant of permission to the Advocate-General, Travancore, to include the assets of the natives of the Madras Province in his application for letters of administration to be filed in the Travancore Courts.

84. The grant of remuneration to Official Receivers for auditing the accounts of a company or a temple.

85. The passing of the Indian Criminal Law (Amendment) Act, 1923.

86. The authority for the inclusion of financial statement Nos. 12-A and 13 in the Jail Administration Reports.

87. The defining of the limits of the Bimlipatam Municipality.

88. The prescribing of reports and returns of important bridges and roads for provision in the budget.

89. The appointment and the powers of the district and the assistant panchayat officers.

90. The question of increasing the rent on Government residential buildings from 10 to 15 per cent, and reducing it from 10 to 7½ per cent.

91. The origin of the rules regulating village road grants.

92. The origin of the Canal system in the Nellore taluk under the Pennar.

93. The question whether there were any proposals for the diversion of the waters of the Cauvery into the South Pennar from a point near Mettur.

94. The formation of the Central Board of Irrigation, Central Waterways, Navigation and Irrigation Commissions, etc.

95. The formation of the Electricity Board and the Electricity Committee.

96. The origin of the Kodaikanal Water Supply Scheme.

97. The origin of the temporary establishment sanctioned for the Electricity Department, Madras.

98. The opening of railway lines from Point Calimere to Mannargudi and from Needamangalam to Kumbakonam in Tanjore district.

99. The Indo-Ceylon ferry service and transit of goods between Dhanushkodi and Ceylon.

100. The grant of a coat of arms for the Madras Province.

101. The naming of the Fort at Madras as Fort St. George.

102. Communal rotation in the Indian Civil Service.

103. The number of Shorthand Allowances sanctioned for the Old Law Secretariat.

104. Instructions to Touring Officers to give information to members of the Legislature.

105. Issue of orders by the Hon'ble Ministers to the District Officers during their tours.

106. The question of collection of search fees for the second time on the same search.

107. The fixing of 5·7 Currents per day for one upper division clerk in the Secretariat Department as the criterion for sanctioning temporary or additional staff.

108. Procedure with regard to circulation among His Excellency the Governor and Hon'ble Ministers of new schemes of expenditure which are treated as "new service".

109. The question of grant of previous permission by Government to Heads of Departments to leave the Province while on casual leave.

110. Courtesy calls on members of Government and Ministers by Heads of Departments and Officers of the Secretariat on joining their posts in Madras for the first time.

111. The procedure for the preparation and printing of the Annual Indexes.

112. Delegation of powers to the Heads of Departments to write off losses.

113. The authority for the supply of the *Fort St. George Gazette* to the India Office.

114. The proposal, if any, to substitute Hindu holidays for Muslim holidays in the Hindu Religious Endowment Board's Office.

115. Rules regulating the hoisting of the American flag and the Union Jack simultaneously on public buildings.

116. Rules and regulations for the hoisting of the Union Jack on public buildings.

117. The transfer of the control over the Epigraphy Department from the Provincial Government to the Government of ~~India~~ India.

118. Action taken against Newspapers and Presses under the Indian Press (Emergency Powers) Act during 1931/1942.

119. Proscription and forfeiture of books and publications under section 99A, Criminal Procedure Code.

120. Press Censorship Regulations (1938), their distribution list and cancellation.

121. Procedure for prosecution under section 13 of the Press and Registration of Books Act, 1867.

122. The question of the attachment and sale of the property of certain newspaper editors in connection with the publication of seditious articles.

123. Confiscation and interception of unauthorised newspapers, etc., under the Indian Press (Emergency Powers) Act, 1931.

124. The proposal to give co-operative training to I.C.S. Officers.

125. History of the old Madras Portland Cement Company.

126. Precedents relating to His Excellency the Governor-General's visit to Madras.

127. Arrangements to be made on the visit of the captain of a cruiser to Madras.

128. The purchase of the trawler "Goschen" for the Madras Fisheries Department.

129. A history of the Madras Army.

130. Particulars relating to certain European and Anglo Indian families.