

EPH(1948) Department.

Ms SERIES.

G.O. NO. 1887 Edn

Dated 29.7.48

cler
50

0 for R.S.

(12)

[Despatch Abstract.]

Indian Historical Records Commission
23rd Session - Resolution XI - Annual
Report of Record Agencies in India -
Orders passed.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Mo	1124	Edn.	6.6.46				
Mo	1091	"	27.5.45				

Further Papers.

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

From

To

NoF.93-13/47 E.I.
Government of India,
Ministry of Education,
New Delhi 3, the 31st May, 1948.

M.S.Sundaram Esquire, M.A., B.Litt(Oxon),
Deputy Secretary to the Government of India. 7 JAN 1948

All Provincial Governments and Chief Commissioners.

Subject:- Indian Historical Records Commission December, 1946-
Resolution XI- Annual Report of Records Agencies in
India.

Sir,

I am directed to forward for information and such action
as the Provincial Government/you may consider necessary a copy
of Resolution XI passed by the Indian Historical Records Commission
at its 23rd Session held at Indore in December, 1946.

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

For Deputy Secretary.

SRH/- 100/27/5.

(3) 3

Resolution XI. This Commission considers it extremely desirable to modify the existing procedure to draw up the Annual Reports of Records agencies in India and recommends to the Government of India, Provincial Governments and Indian States that the specification laid down by the Local Records Sub-Committee in paragraph 4 of its Minutes (copy enclosed) be accepted and put into force as quickly as possible.

In view of the position explained above, it seems desirable that the Annual Reports should be drawn up in future on certain principles. The following points are therefore suggested:-

- (1) The Annual Reports should be printed in a book form.
- (2) It should have a cover.
- (3) The letter of transmittal should be on the first page and detached from the Report itself.
- (4) It should be available for public use.
- (5) Printed copies should be distributed to all Provincial Governments and their record rooms, important Indian States, Universities, learned institutions, leading archivists and archives offices in India and abroad.
- (6) The features of the Report should be dealt with in separate sections as follows:-

(i) Table of contents; (ii) Letter of transmittal; (iii) Administrative Activities; (iv) General report on building, stack storage, etc.; (v) Annual accessions- (details in a statement form should be appended); (vi) Cataloguing, listing, checking, etc; (vii) Calendaring, Indexing etc- (details in a statement form should be appended); (viii) Publication of historical documents- (details of these (1) issued (2) ready and (3) in progress) (ix) Preservation of documents - (a) description of documents; (b) nature and

4

and extent of damage, (c) measures taken (d) total number of documents repaired or renovated (x) Information supplied to public and Government (xi) Report on work by Research Scholars-(List of names and subjects of research and period should be appended); (xii) report on District records with an indication as to the sources examined (xiii) Weeding (xiv) a resume of action taken on the recommendations of the Indian Historical Records Commission and Research and Publication Committee; (xv) Appendices (all statements in the Report) (xvi) Index.

(7) The reports should be drawn up by all the records agencies in the provinces and Indian States whether there exists a fully organised Records Office or not.

(8) The reports should be printed and distributed by April or May each year and a copy supplied to the Secretary, Indian Historical Records Commission, in order to enable him to review them and place a consolidated note on them before the annual session of the Indian Historical Records Commission.

1474 VI

Education & Public Health Dept



Encl no. 42003/48-1 C. 12. 12. 48

Referred to the curator, Madras
Record Office for remarks at an early
date.

(B.O)

10/5

Assistant Secretary to Govt

Re
2648

50
11/6/48

To

The Curator, Madras Record
Office, Chittoor.

(With the C.F. in original to be
returned with rept).

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.

No. 1474-D-VII/48, dated 26th June 1948.

Sir,

Sub:- Indian Historical Records Commission, December 1946 -
Resolution XI - Annual Reports of Records Agencies in
India.

Ref:- Government Endorsement No. 42023/48-1.C2.Edn., dated
14th June 1948.

I enclose herewith my remarks on the several items of Resolution
XI of the Indian Historical Records Commission, December 1946, forwarded
with the Government Endorsement cited above. The letter from the Govern-
ment of India and the copy of the Resolution enclosed with it are return-
ed herewith, as desired in the Endorsement.

BR. Encl. 5 sheets.

M. Baliga
CURATOR.
26-6-1948.

December 1946.

(1) The annual report of the Madras Record Office is printed in a book form.

(2) The report of this office is not provided with a cover now. It may be provided with a cover as suggested in the Resolution.

(3) The report of this office is at present in the form of a letter, but there is no objection to submit it to the Government with a separate letter of transmittal, as suggested in the Resolution.

(4) It is not clear what exactly is meant by saying that the report should be made available for public use. The idea, perhaps, is that a certain number of copies of the report should be set apart for sale to the public. The Government of India may be requested to clarify this point before taking any further action upon it. If the Government of India desire that the copies of the report may be made available for sale, there can be no objection to doing this.

It may be mentioned, in this connection, that the annual report of this office is not placed on the Editor's Table nor is it available for sale at present.

(5) It is difficult to make an estimate of the number of copies which will be required to supply the other Provincial Governments, important Indian States, Universities, learned institutions, leading archivists and archives officers in India and abroad which are mentioned in the Resolution.

The Government of India should be in a position to furnish a list of these institutions and individuals and such a list may be called for from that Government so that the necessary provision may be made for printing the number of copies required and distributing them. After the list is received, it may be considered, if necessary, whether it is really worthwhile to send copies to all the institutions and individuals mentioned in the list.

(6) There is no objection to follow the order laid down in this part of the Resolution in preparing the annual report of this office, but it has to be pointed out that a certain amount of latitude should be left to the Curator to write the report in such a manner as to make it as interesting as possible. To make the report stereotyped will be to make it unattractive to the readers. In fact, the information relating to the various sections mentioned herein is usually furnished in the Annual Administration Report of this office.

(i) A table of contents can easily be prepared in respect of the report of this office which is at present without one.

(ii) As already stated above, a separate letter of transmittal can be sent with the report.

(iii) The administrative activities of this office during the year are mentioned in the annual report of this office.

(iv) Information regarding the buildings, etc., of this office is given in the annual report whenever necessary.

(v) The particulars of the annual accessions are always furnished in the annual report.

(vi) The particulars of the work done in this office under cataloguing, listing, etc., are always given in the annual report.

(vii) Calendaring, indexing, etc.,-- The work done under these heads is also shown in the annual report.

(viii) The particulars of the publication work done by this office under these heads are given in the annual report and they can be arranged in the order suggested in the Resolution.

(ix) The particulars regarding the classes of records repaired and rebound and the out-turn of work in mending and binding are shown in the annual report.

(x) The information supplied by this office to the public and the Government is always indicated in the annual report.

(xi) The work done by Research scholars in this office is also shown in the annual report.

(xii) Information on the condition of the records of East India Company's period in the districts and the headquarters based on the reports of the Collectors and Heads of Departments is now given in the annual report of this office.

(xiii) The particulars of the Weeding work turned out in this office are shown in the annual report.

(xiv) A resume of the action taken by this office on the recommendations of the Indian Historical Records Commission and the Research and Publication Committee can be given in the annual report of this office.

(xv) Appendices. Where the particulars are few it does not appear to be worthwhile to print them in appendices. In all such cases it would be more convenient to show them in the body of the report for facility of reference. Where, however, the particulars are many (e.g., List of searches made in this office during the year) it will be convenient to show them in an appendix as is being done at present.

(xvi) As the report of this office is not a lengthy one, it does not appear necessary to provide an index to it. Table of contents will serve the purpose.

(7) No remarks are called for in regard to this part of the Resolution.

(8) The annual report of this office is usually submitted to the Government by the 1st of May every year and the Government get it printed by the beginning of October. A copy of it is now supplied by the Government to the Director of National Archives. A copy of it may also be furnished to the Secretary Indian Historical Records Commission, so as to enable him to review it and place it before the annual session of the Indian Historical Records Commission which is usually held in December.

BR.

Curator.
26-6-1948.

Indian Historical Records Commission - 23rd Session.
Resolution XI - Annual Report of Records Agencies in India - orders passed.

Ref:-

From the G.O.I, No. F. 93-13/47 EI Dated 4.6.48

From the Curator, H.R.O., No. 1474-D-VII/48 Dtd 26.6.48

Order 1887 Edu Dated. 29.7.48
H.S.

The ~~Curator~~ ^{Secretary} M.R.O. is informed that the various items of resolution XI passed by the Indian Historical Records Commission at its 23rd Session held at Indore in Dec 1946, should be adopted whenever feasible in the preparation of the annual report of

[P.T.O.]

14

2

the Record Office without committing the Govt to any extra expenditure.

Re
20.7.48

h
22-7-48

Mh
20/7/48

To

The Curator, H.R.O.
with a copy of M. 1-5 CF
Copy to G3 Section

DPW
with
copies of
Encls
E & P.H. Dept
with a copy of M. 1-5 CF
(with an extract of
'x' on p. 5 m. 6)
Mh
31/7/48

CM 42023C2/48

Ref:-

From the G.O.I., Ministry of Education,

No. F. 93-13/47 E.I. Dated 4.6.48.

From the Curator, Madras Record Office,

No. 1474 D.VII/48 Dated 26.6.48.

Indian Historical Records Commission - Dec. 1946
Resolution IX - Annual Reports of Records Agencies
in India.

Please see the resolution IX passed by the Indian Historical Records Commission at its 23rd session held at Indore in Dec. 1946 on p. 3-5 of and the remarks of the Curator, H.R.O. on p. 11.12 of. The annual report of the Madras Record Office is already in general accordance on the most of the points suggested in the resolution of the Commission. The items which require alteration or addition to the present form of the report of the H.R.O. are examined below:-

Item (2): It should have a cover.

The Curator, H.R.O. states that the report of his office is not provided with a cover now. It may be provided with a cover as suggested in the Resolution. This Dept may agree with the Curator to provide a cover to the Report.

Item (3): The letter of transmittal should be on the first page and detached from the Report itself.

The Curator states that the report of his office is at present in the form of a letter, but there is no objection to submit it to the Govt with a separate letter of transmittal. This Dept may agree with the Curator.

P.T.O.

Item (4). It should be available for public use.

The curator states that it is not clear what exactly is meant by saying that the report should be made available for public use. The idea, perhaps is that a certain number of copies of the report should be set apart for sale to the public. The G.O.I. may be requested to clarify this point before taking any further action upon it. There can be no objection to the copies of the report being made available for sale. ~~At present the annual report of H.R.C. is not placed on the Editor's Table nor is it available for sale.~~

~~For orders whether the G.O.I. may be addressed in the matter as suggested by the curator.~~

Item (5) Printed copies should be distributed to all Provincial Governments and their Record rooms, important Indian States, Universities, learned institutions, leading archivists and archives offices in India and also abroad.

The curator states that it is difficult to make an estimate of the number of copies which will be required to supply to the other Governments and Institutions mentioned in the resolution and the G.O.I. may be requested to furnish a list of these institutions and individuals to make necessary provision for printing the number of copies required for distribution. After the list is received, it may be considered, if necessary, whether it is really worthwhile to send copies to all the institutions and individuals mentioned in the list. This Dept. may agree with the curator and the G.O.I. addressed ~~in the matter~~ before a decision is taken in the matter of the supply.

Item (6). The features of the Report should be dealt with in separate sections as follows:-

(i) Table of contents: The curator states that a table of contents can easily be prepared in respect of the report of his office which is at present without one. This Dept. may agree with the curator.

(ii) Letter of transmittal: As already stated [with ref to item (3)] a separate letter of transmittal can be sent with the report.

(iii) Administrative Activities; (iv) General report on building, stock storage, etc; (v) Annual accessions - (details in a statement form should be appended); (vi) Cataloguing, listing, checking etc; (vii) calendaring, indexing etc - (details in a statement form should be appended);

The curator states that the above sections are shown in the Report. No further action is called for in respect of the above items.

(viii) Publication of historical documents - (details of these (1) issued (2) ready and (3) in progress):

The curator states that the particulars of the publication work are given in the annual report and they can be arranged in the order suggested in the Resolution. There seems to be no objection to adopt the procedure as suggested in the Resolution.

ix Preservation of documents - (a) description of documents; (b) nature and extent of damage (c) measures taken (d) total number of documents repaired and renovated; (e) Information supplied to public and Govt; (xi) Report on work by Research Scholars - (list of names and subjects of research and period should be appended); (xii) report on Dist records with an indication as to the sources examined; (xiii) Weeding;

The curator states that the above items are indicated in the annual report. No further action seems necessary.

xiv a resume of action taken on the Recommendations of the Indian Historical Records Commission and Research

and publication committee:

The curator is of the opinion that a resume of the action taken by his office on the recommendations of the I.H.R.C. and the Research and Publication committee can be given in the annual report of his office. This Dept also may accept his views.

(XV) Appendices (all statements in the report):

The curator is of the view that, where the particulars are few, it does not appear to be worthwhile to print them in appendices. In all such cases it would be more convenient to show them in the body of the report for facility of reference. Where, however, the particulars are many (e.g. list of searches made in this office during the year) it will be convenient to show them in an appendix as is being done at present. This Dept may perhaps agree with the curator.

(XVI) Index: The curator states that as the report of his office is not a lengthy one, it does not appear necessary to provide an index to it. Table of contents will serve the purpose. The curator's view may be accepted.

Item (1): The reports should be drawn up by all the records agencies in the Provinces and Indian States whether there exists a fully organised Record office or not.

The curator states that no remarks are called for in regard to this part of the resolution. No action is therefore seems necessary.

Item (2): The reports should be printed and distributed by April or May each year and a copy supplied to the Secy, I.H.R.C. in order to enable him to review them and place a consolidated note on them before the annual session of the I.H.R.C.

The curator states that the annual report of his office is usually submitted to Govt by the [P.T.O.]

1st of May every year and the Govt get it printed by the beginning of October. A copy of it is now supplied by the Govt to the Director of National Archives. A copy of it may also be furnished to the Secy, I.H.R.C. so as to enable him to review it and place it before the annual session of the I.H.R.C. which is usually held in December.

There seems to be no objection to send a copy of the Annual Report of the H.R.O. to the Secy I.H.R.C. Necessary despatch entry may be made.

The Finance may be before a reference is made to the G.O.I.

The Govt. of India have forwarded a copy of the resolution of the Indian Historical Records Commission for "information and such ~~information~~ action as the Provincial Govt may consider necessary". They have not called for a report in the matter. An examination of the points raised in the resolution reveals that in respect of many of the items, no change seems necessary. It would seem sufficient to inform the curator that the various items may be adopted ^{wherever feasible} in the preparation of the annual report of the Record office without committing the Govt to any extra expenditure. If this suggestion is accepted, the references to the Govt of India suggested at A and B on page 2 ante, will be unnecessary.



52905

A draft order is put up for approval. Finance may be

Thro' f13.
21.7.48
Re 20.7.48
21.7.48
42023C2/48-2Ed
22.7.48

CV

Fin (EXPA)

below

The draft order may be perused
and the file returned to E.P.H.

WZA

26.7.48

in
27.7.48

Q
27.7.48

in
27.7.48

Est

Fin no. 52905/48EA-1
27.7.48

Done
28.7.48

passed as G.O. No. 1887 d. 29.7.48



(2)

100