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Abstract

Madras Record Office

Administrative Report

for 1948-49 Recorded

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ADMINISTRATION REPORT
OF THE
MADRAS RECORD OFFICE
FOR
1948 - 1949.

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PdL.No.31/49-1.

Madras Record Office,
Chittoor, 27th April 1949.

From

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

To

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

Sir,

Sub:- Madras Record Office - Administration Report for
1948-49.

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

I submit herewith the administration report of the Madras
Record Office for the year 1948-49. It will be seen that the report
has been drawn up this year in a manner somewhat different from

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the report of the previous years. This has been done in accordance with the wishes of the Indian Historical Records Commission.

Yours faithfully,

M. S. Maliga
CURATOR.
30-4-1949.

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ADMINISTRATION REPORT
OF THE
MADRAS RECORD OFFICE
FOR
1948 - 1949.

ADMINISTRATIVE ACTIVITIES. - 3

For the last seven years the administration of this office has been carried on from Chittoor, to which place as a War measure, in 1942, all the important records of the Government were transferred from Madras. Ever since the close of the War, attempts have been again and again made to transfer these records back to Madras, but owing chiefly to the difficulty of finding accommodation elsewhere for the other offices which are now occupying the Madras Record Office buildings at Egmore, these attempts have proved only partially successful. In 1948, some of the offices having vacated the Record Office buildings, the records of the East India Company's period housed at Palmaner were retransferred to Madras. During the year, one office, the Office of the Executive Engineer, Civil and Hydraulic Division, was able to vacate Block 6, and this Block was forthwith fitted up with racks. But there still remain the Offices of the Provincial Textile Commissioner, the Chief Conservator of Forests, the Chief Construction Engineer (Electricity) and the Deputy Commercial Tax Officer and Assistant Commercial Tax Officer, Moore Market Division. It is needless to say that arrangements ought to be made to shift them with as little delay as possible and to effect the removal of the records from Chittoor to Madras. The retention of these records in the interior causes considerable inconvenience not only to this office but also to the various Departments of the Government. This office, it is obvious, can be administered best and made to render the maximum help to the Government only when it is located in its specially

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constructed repository at the seat of the Government.

There was no material change in the management of the office during the year. Dr. B.S. Baliga, Ph.D. (Lond.) continued to be the Curator and Sri M.C. Subramian, M.A., continued to be the Assistant Curator, except for two months when he was on leave and when Sri P. Guruvayya, M.A., the Superintendent of the office, held full additional charge of the post of the Assistant Curator. Nor was there any change in the strength of the establishment.

GENERAL REPORT ON BUILDING, STACK STORAGE, ETC.

No alterations were made to the Record Office buildings at Egmore during the year. The stack area provided in them being fairly large, the records that are now in the custody of the office can, in normal times, be conveniently accommodated and arranged in them. But, as a fairly large portion of the stack area is under the occupation of the public offices mentioned in the preceding section and as the racks which had been fitted up in Block 6 have not been painted, the records have necessarily to be arranged as closely as possible in the remaining limited stack area now occupied by this office. In the case of the records at Chittoor also, where the stack area available is very limited, the records have been closely packed. The chief disadvantage of close packing the records is the waste of time and energy involved in collecting the large number of papers required every day for the use of the Departments of the Government and the Board of Revenue and in restoring those that are no longer required by them. This is one of the reasons why the question

of transferring the records back to the Record Office buildings has repeatedly been brought before the consideration of the Government.

ANNUAL ACCESSIONS:

Particulars of the accessions of the year are shown in Appendix A.

CATALOGUING, LISTING, CHECKING, ETC.

All the new accessions were accompanied by lists and all of them were checked and catalogued afresh, where necessary, as and when they were received.

CALENDARING, INDEXING, ETC.

The office has two calendaring programmes on hand. One is the calendaring of the Revenue records from 1765 to 1800 and the other is the calendaring of the volumes of the series of records known as Military Country Correspondence, relating to the period 1750 to 1765. Considerable progress has already been made in these two programmes, but no part of the calendared matter has till now been sent to the press, owing to the scarcity of paper and the inability of the Government Press to undertake any but the most urgent printing. In view of this it was considered unnecessary to accumulate more calendared matter and accordingly only a comparatively smaller number of pages were calendared this year. The same difficulty was experienced in the case of the selections from the records of the period 1800 to 1857, a programme of work upon which the office has been engaged for the

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last seven years. Considerable matter has been accumulated under this programme also. The Calendars and Selections will be printed and published as soon as the Press is able to resume the publication work of this office.

✓ The records received from the Secretariat and the Board of Revenue every year are always accompanied by printed indexes. During the War period, however, only quarterly indexes were prepared by the departments of the Secretariat and a sufficient number of even these was not printed for want of paper. The Government have now ordered that all these quarterly indexes should be consolidated and printed in the form of annual indexes, as in the pre-War period, and that an adequate number of copies of these should be supplied to this office. This will naturally greatly assist referencing in this office.

✓ Among the records received this year were 12 bundles containing 438 files of the Survey Section of the Board of Revenue. These files were not accompanied by an index. An index is therefore being prepared for them by the Board.

✓ The only series of records for which the office has generally to prepare an index are the strong almirah documents, such as bonds, covenants, agreements, etc. They are registered in special accession registers as and when they are received. All of them are not indexed. Only the agreements relating to irrigation works, hospitals, schools, etc., and the covenants and bonds executed by the officers of the Government are indexed. No indexes are prepared in the case of bonds received from the Co-operative Department as the register mentioned above is sufficient for all purposes.

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The office has also lately been preparing a table of contents of the confidential records received every year. Formerly it was the practice to prepare a table of contents of all the G.Os. in all the series issued by each department of the Secretariat in addition to the annual index. But that system was discontinued as a measure of retrenchment more than 25 years ago. It^{was}, however, found that the Secretariat had been preparing a table of contents in manuscript in the case of the confidential Government Orders. When, therefore, the confidential records were transferred to the custody of this office it was felt necessary to continue the practice and to keep the table of contents relating to this series of records up to date. Experience has shown that this table of contents makes it possible, many a time, to trace information on a variety of important subjects much more easily than the indexes.

✓ PUBLICATION OF HISTORICAL DOCUMENTS.

✓ As the paper position has not yet become normal and as there has been an unusual pressure of work in the Government Press, the work of the publication section had again to be restricted to a great extent to the preparation of typescripts for the press. Particulars of the volumes which are now in the press and those which were typed and edited are shown in Appendix B.

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✓ In spite of the difficulties mentioned above two new programmes of publication were, however, inaugurated in the course of the year. One of the important activities of the office is, as has been fully described in the administration reports of the former years, the supply of notes on important subjects or policies which are engaging the attention of the Government. These notes are prepared after a careful study of all the

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papers available on the subjects from the earliest times and are therefore naturally of great use to the Government for administrative purposes. This year it was suggested to the Government that, instead of allowing these valuable notes to lie buried in the respective files, they might be collected and printed in the form of a series of volumes entitled "Studies in Madras Administration". This suggestion having been approved by the Government, the notes that had been prepared in the course of the last few years were collected and arranged to form two volumes, one containing the confidential and the other the non-confidential notes, and, after some editing, were sent to the press. These two volumes are now in proof stage and are likely to be issued in the course of the current year. As most of the notes deal with topical subjects and involve issues of a controversial nature, the volumes cannot be published for general information. It is, therefore, proposed to restrict the supply of these to the chief administrative authorities in the province for their official use. They will, however, in unobjectionable cases, be made available to research students.

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The other programme of publication is the reprinting of the important manuals and gazetteers of the various districts in the province which are now out of print. It was at first proposed that the Manual of the Malabar District by William Logan and the Gazetteer of the Malabar District by Sir Charles Innes alone need be printed. This was because Logan's Malabar Manual is perhaps the most interesting and authoritative publication relating to Malabar that has ever been published. In fact, its appeal to readers of all kinds has always been considerable. It has also the distinction of being the only district manual

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which has run to a second edition. The Gazetteer of the Malabar District is also of considerable interest. These two books were, therefore, taken up for reprinting first. They are now in the press. After they are issued some of the other gazetteers and manuals will be taken up. As these Gazetteers and Manuals contain a great deal of useful information about the history and administration of the districts, their reprinting would go a long way to assist administrators and research scholars.

14 PRESERVATION OF DOCUMENTS. 15

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Although the records have been close packed both in the Madras and the Chittoor offices temporarily, they are not allowed to suffer any damage. In neither office is there any problem of insect pests. The dust problem has, however, always been an annoying problem in the Madras office. The records in the Chittoor office are almost entirely free from dust; they require only an occasional light brushing with a soft banister brush or dusting with a piece of cloth. But the records in the Madras office get covered with a thin layer of dust almost as soon as they are cleaned. The reason for this is no doubt the dust-laden atmosphere of Madras. The only satisfactory method by which dust can be eliminated completely from the record blocks in Madras is that of air-conditioning them. But this is too expensive a method to be adopted in the case of so many huge record blocks. The only other method that can then be adopted is that of dusting with the aid of vacuum cleaners, a method which is generally followed by almost all Record Offices which are confronted with the dust problem. For dusting the records in Madras there is a vacuum cleaner. One cleaner, however, has not been

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found sufficient for all the blocks. The Government have, therefore, ordered that more vacuum cleaners should be purchased, but it has been considered that this may wait until the records at Chittoor are transferred back to Egmore and all the records are rearranged in their proper places. Side by side with the dusting of records is attended to, the work of arranging them, renewing the faded labels and replacing the old boards and tapes.

11 The protective measures mentioned above are, however, insufficient to safeguard some of the old records which are already in a damaged condition. These records require special treatment. The office has, therefore, a programme of rehabilitation of old and brittle documents. This programme which was initiated on a small scale more than 25 years ago has been since then considerably expanded and developed. But during the last few years, on account of the War, it has suffered for want of chiffon, the chief article required for reconditioning brittle records. Chiffon has become both scarce and dear. Its stock available in this office has, therefore, been used very sparingly and repairs involving chiffon have been restricted to documents which are required for urgent reference and which cannot be handled without damage unless they are repaired. The menders have been consequently employed this year, as in the last year, in repairing the records of the modern period, a work which does not demand much chiffon. This work is extremely useful as it prevents such of these documents as are in a bad condition from being damaged still further by frequent handling. It may be mentioned here that all series of records from 1670,

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the year from which the Company's records are available, down to 1800 and some series of records down to 1857 have already been mended and reconditioned by this office.

11 The scarcity of chiffon makes it difficult for the office to undertake, as was done in the period before the War, the repairs of documents belonging to other offices. Requests were received this year also for assistance in this direction, but they could not in some cases be complied with for want of chiffon. Efforts are now being made to obtain chiffon from France, and, as soon as chiffon becomes available in sufficient quantities, the repairs of these documents will be taken up. Some repairs were nevertheless done during the year to an important series of records of the Chittoor Collectorate. A statement of the work done by the mending section during the year will be found in Appendix C.

11 When old documents are reconditioned they have in several cases to be rebound. A binder is, therefore, attached to the mending section. One binder cannot, however, attend to the entire binding work of the office; for, besides the mended volumes, he has to deal with a large number of volumes which require only rebinding. A part of the binding work is, therefore, done by the Government Press. But this year, owing to pressure of work, the Government Press was not able to undertake any binding work for the office. The out-turn of the binding work of the year is shown in Appendix D.

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INFORMATION SUPPLIED TO THE PUBLIC AND THE GOVERNMENT.

Under the rules issued by the Government copies of documents that are required by the members of the public for litigious or other private purposes are not supplied by the office. Those who apply to the office for such documents are directed to apply to the Government or the Board of Revenue. The Government or the Board then call for the records from this office and, if they are unobjectionable, supply copies, on payment of the prescribed fee. The members of the public do not, however, always ask for copies of particular documents but desire to be furnished merely with information that may be available about particular individuals or institutions. It has recently been suggested to the Government that in such cases the office itself

might, with advantage, make searches and furnish the information that may be available, directly to the applicants. A separate scale of search fee to be levied by the office has also been suggested. Orders of the Government are awaited upon this suggestion. What has been stated above applies only to applications for information required for private purposes. When the information is required for purposes of historical research the office generally makes the search and furnishes the information traced. No fee is usually charged for furnishing such information. When, however, the information cannot be traced without a prolonged

search, a nominal fee is levied.

But the supply of information for private purposes or for purposes of historical research is by no means so important an activity of the office as the supply of information to the Government, the Board of Revenue, etc. As almost all the current

records of the Government and the Board are housed in this office, the papers required by them for the day to ^{day} administration of the province have to be supplied to them by this office every day.

Thus 17,787 requisitions were received from the various Departments during the year and 32,748 papers were furnished in response to them. Several of the requisitions received every day are marked very urgent and some of them are received in the shape of telegrams. Special arrangements have been made by the office to see that all but the requisitions which involve a prolonged search are complied with on the very day on which they are received. A special messenger is also employed every day to carry the records from Chittoor to Madras. These arrangements have been made with the object of minimising the inconvenience caused to the Government by the retention of the records at Chittoor.

The departments, it has to be mentioned, do not always give the exact particulars of the papers required by them. Very often they are unable to quote the number, the date, the department, etc., of the paper; they are able to specify only the subject or the point upon which information is required. Many a time information is required on obscure points, or on ~~various~~ subjects of a general nature. In either case the experienced personnel of the Record Office undertake the necessary searches and generally succeed in tracing the exact information required. Nor is this all. The number of papers traced is sometimes so large that it would be a waste of time and energy on the part of the department to study them and to grasp their significance. In such cases this office prepares a more or less detailed note elucidating the points at issue and sends this note to the department along with the papers. Notes are also sometimes specially written at the request of the

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departments on important matters relating to administration. It is the printing of the notes prepared in this manner that has been referred to in the section relating to the publication of historical documents. To deal with searches of some magnitude and to assist in the writing of notes, an experienced assistant is specially employed. The number of searches attended to by the office is by no means small. During the year under report they amounted to 766. The subjects of some of the more important of them is shown in Appendix E. It will be seen therefrom that the subjects varied from matters of high policy such as the tenancy problems under the Ryotwari System to matters of detail such as the flying of flags on Government buildings.

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The number of papers that are issued from the office in the course of a year is, as has been stated above, very large. Most of these papers are returned to this office within a few months of their issue and are immediately restored to their proper places. The number of papers restored during the year was 52,044. A good number of papers, however, remain outstanding with the departments for a long time, sometimes for one or more years. In the interests of efficient servicing it is necessary that every paper should be returned to records promptly when it is no longer required for reference. If it is so returned it can be furnished to another department which might require it. In order to minimise the inconvenience and delay caused by the failure to return the papers that are no longer required, reminders are issued by the office periodically to recall the papers that

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are outstanding too long. Formerly these reminders were sent once in a quarter, but the preparation of reminders at such frequent intervals, involving, as it did, a great deal of work, was found to affect adversely the other items of work of the Referencing Section. The departments also, it was found, were not paying proper attention to these frequent reminders. With a view to minimising the waste of time and labour involved in preparing reminders they are now sent only once in a year, and, to facilitate the work of tracing the papers in the Secretariat, a separate list of outstanding papers is made out in respect of each section of a department.

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REPORT ON WORK BY RESEARCH SCHOLARS

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A statement showing the names of the scholars who were granted permission to do research among the records and the subjects of their research will be found in Appendix F. The permission granted in one case was, however, withdrawn, as it was found that the scholar was collecting information for private purposes. Ordinarily access is not allowed to the original files of the records of the last 50 years. The scholars are permitted to consult only the copies of such records as have been placed at the disposal of the Press. But in one instance this restriction was removed by the Government, as a special case, and a research student was permitted to consult even the originals of the current records. Again, one of the old series of records known as the Vellore Mutiny records, which had hitherto been withheld from research students, was thrown open for research this year. Similarly the confidential records which had never before been

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thrown open for research were this year declared to be accessible to research workers and all the records of this series, except those of the last 50 years, can now be consulted for bona fide historical purposes. Thus every facility is provided by the office for scholars to come and do research among the records. It must, however, be admitted that the response from the scholars is far from encouraging.

✓ REPORT ON THE DISTRICT RECORDS.

All the English records of the East India Company's period which were available in the Offices of the Collectors have been centralised in the Madras Record Office. All of them are properly preserved and a large number of them have been mended or rebound. All of them have also been thrown open for research. As to the other records which still remain with the Collectors, an annual report on the condition of the records of the Company's period in the languages of the district and the English records prior to the Disposal Number System, i.e., roughly down to 1900, has been prescribed. The annual reports received during the year are enclosed. The Collectors of Guntur, Kurnool, Nellore and the Nilgiris have not sent their reports in spite of reminders. From the reports received it will be seen that the records, both in the languages of the district and in English, are in most of the districts in a fairly good condition. It is only in the districts of South Arcot, Chittoor, West Godavari, Tirunelveli and Tiruchirappalli that the records are found to be in need of repairs. But in the case of the records of the District Courts

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(about which the annual reports prescribed have been received through the High Court) their condition is stated to be generally unsatisfactory. These records, in many cases, ^{are} said to be brittle and unfit for handling. The only effective way by which the records of the District Courts and the District Collectors, as also of other District Offices, can be preserved and made available for administrators and research scholars, is that of centralising them in a few local record offices to be set up under the aegis of the Madras Record Office. It was for this reason that I suggested, and the Government approved, the scheme of establishing local record offices. This scheme, however, cannot now be adopted in view of the present financial stringency. But, as soon as the situation improves, the question will be taken up. The only thing that can be done in the meantime, is to ascertain which of the district records are worth preserving and which are not, and to repair and retain only the former. The latter will have to be destroyed and the district record rooms cleared of all useless papers. Great care, however, will have to be taken to see that no records possessing any administrative or historical value are destroyed. This work will be taken up shortly and the records found worthy of preservation will be mended as soon as chiffon in sufficient quantities becomes available.

16/ A beginning in this direction has already been made. Inventories of Tamil records belonging to the Collectorate of Mathurai have already been prepared and these have been scrutinised by this office, and the records worthy of retention have been selected. Instructions have also been issued to the Collector to destroy the rest. Inventories of the Urdu and Persian records

belonging to the Collectorate of Kurnool have likewise been scrutinised by this office and the papers worthy of retention have been selected. In this case the mending of the papers has also been taken up and is expected to be completed shortly.

Besides the District records proper, there are three collections of records in the districts with which this office is concerned. These are (1) the Tanjore Agency records kept in the Tanjore Collectorate, (2) the records of the Pudukkottai State which are now under the charge of the Collector of Tiruchirapalli, that state having merged in the Madras Province and (3) the records of the Banganapalle State, which are now under the charge of the Collector of Kurnool, that state having also merged in the Madras Province. In regard to the Tanjore Agency records it has been stated in the last year's report that there was a proposal of the Indian Historical Records Commission to transfer these records to the Tanjore Maharajah Serfoji Saraswathi Mahal Library, Tanjore. This proposal having been approved by the Government of India, the records were about to be transferred when another proposal to transfer them to the Government Oriental Manuscripts Library, Madras, was mooted. Meanwhile the Indian Historical Records Commission has recently passed a new Resolution suggesting that these records should be directly administered by the Government of India. This has complicated matters, and nothing, therefore, could be done for these records during the year. As to the Banganapalle and Pudukkottai records, the Collectors have already been directed by the Government to see that they are neither dispersed nor damaged nor lost,

and this office has already ascertained the bulk, nature and condition of these records. The records of Pudukkottai are reported to be in good condition while those of Banganapalle are said to be in a fair state of preservation. The question whether they should be centralised in this office is now being considered.

WEEDING.

The posts of the two clerks specially employed for weeding the records having been abolished as a measure of retrenchment, the work is now attended to by two of the clerks in the publication section. The progress made by them during the year is shown in Appendix G.

Among the modern records no weeding is generally done in this office, since the records meant for permanent retention alone are transferred to this office. It was, however, noticed this year that, under an order issued by the Government in the Home Department in 1940, all the G.Os. relating to the issue or refusal of passports to individuals should be destroyed after 20 years. Although this office had not been specifically instructed to undertake the destruction of these G.Os., it was considered that the work could be done properly only by this office, inasmuch as all the G.Os. relating to the issue of passports are transferred to this office several years before they are ripe for destruction. The work was, therefore, taken up by this office, with the permission of the Government, towards the end of the year. A few bundles were examined and such of the G.Os. in them as did not relate to important personages were collected and sent to the Home Department, with a list, for their orders. The weeding of these records will relieve an appreciable amount of shelf space.

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A certain amount of weeding is also done among the strong almirah documents every year. The covenants and agreements executed by officers of the Government are examined each year and such of them as are obsolete are destroyed under the orders of the Government. The number of documents destroyed in this manner is, however, generally small.

12 A RESUME OF ACTION TAKEN ON THE RECOMMENDATIONS OF THE INDIAN HISTORICAL RECORDS COMMISSION AND RESEARCH AND PUBLICATION COMMITTEE.

The resolutions of the Indian Historical Records Commission were implemented in some cases where they were considered worthy of adoption and were not implemented in other cases where they were deemed impracticable, undesirable or unnecessary so far as this Province is concerned. Resolution XI of the Indore Session (1946) of the Commission which prescribed the mode in which the annual administration report of the Record Offices should be drawn up was adopted in all its essentials. It was found that this office had all along been incorporating in its annual administration report information on most of the heads prescribed by the Commission. All that was, therefore, necessary was to make a few changes in the format of the report wherever feasible. Resolution V of the Mysore Session of the Commission which advocated the establishment of Regional Records Survey Committees for unearthing historical records in private possession, and which, in spite of its obvious merits, could not for years be implemented on account of the War, was given effect to this year by the formation of a Provincial Committee consisting of both officials and non-officials interested in historical research and archivism.

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It is hoped that this Committee would, in the near future be able to delve into all likely sources of private records -- such as long established commercial firms, religious institutions, Hindu temples, and mutts, churches and mosques and zamindars and other big landowners and long established social, cultural or political associations -- and to arrange for the proper preservation, cataloguing and throwing open for research of all the records unearthed. Resolution III of the Research and Publication Committee meeting held in July 1948 at New Delhi recommending the centralisation of non-current district records in Provincial archive repositories for ensuring their better preservation and for affording greater facilities for historical research among them, was, on the other hand, simply recorded, inasmuch as such a centralisation of district records has already been carried out in this Province. Not only have all English records of the Collectorates of the East India Company's period been centralised in the Madras Record Office but also such records as require mending have been mended, and the whole collection has been thrown open for research. Guides to the District Records up to 1835 have likewise been published to facilitate research among them. Two other resolutions considered related to the throwing open of the more modern records for historical research. Resolution III of the Research and Publication Committee meeting held at Indore in December 1946 recommended the throwing open of all records up to 1900 and Resolution XIII of the Research and Publication Committee meeting held at Jaipur in February 1948 recommended the throwing open of confidential records up to 1900. So far as the non-confidential records are concerned, as the Government of Madras have always thrown open for research all but the last 50 years records, no action

was deemed necessary. In regard to the confidential records, these records, having recently been transferred to the custody of this office, have now been similarly thrown open for research. Consequently the only records that are not available for research are the records of the last 50 years, which are regarded as current records; and even among these, it may be mentioned, such of them as have been placed at the disposal of the Press have been made accessible for research.

There were, however, some resolutions of the Indian Historical Records Commission which the Government were unable to accept; one of them related to the weeding of records, another to the preparation of a National Register of Archives and a third to the transfer of control over the historical records of the Provinces and states, from the Provincial and the state Governments to the Central Government. Resolution VII of the Indian Historical Records Commission passed at its Indore Session in December 1946, suggested that no current records should be destroyed by any Department without consulting the provincial archivist and that in the case of the old records no destruction should be undertaken until "a definite legislation is passed on the future constitution of the Country". Now, so far as the current records are concerned the archival opinion is definitely opposed to any interference on the part of the archivist in the matter of their retention or destruction, such a matter being entirely within the competence of the department or authority which creates the records. Moreover, in this Province specific instructions had already been issued to the various departments to ensure that no important current files are destroyed. It was, therefore, felt unnecessary to obtain

the consent of the provincial archivist for the destruction of current records. So far as the old records of this Province are concerned, definite instructions had already been issued to all Heads of Departments to see that none of these records is destroyed without the consent of the provincial archivist. The object aimed at, namely, the preservation of all records of administrative or historical value, having been in this manner achieved, it was deemed unnecessary to give effect to the resolution. Nor was it deemed necessary to give effect to Resolution IV of the Research and Publication Committee meeting held at Delhi in March 1947, which recommended the preparation of a national register of all sorts of archives in the Province -- public, semi-public and private -- with the aid of the provincial archivist and the Regional Records Survey Committee. The preparation of such a register covering hundreds of repositories scattered all over the Province -- Offices of the Heads of Department, district offices and taluk offices of various departments, District Boards and Municipalities, Universities, educational institutions, religious establishments, libraries, museums, learned associations, etc. -- was considered to be too ambitious and impracticable to be adopted. It was also felt that no records below the Government level would normally have an all India value for research students and that records in offices below that level would generally have only local interest. If, however, any of these records should attract research of a topical variety, it was thought that they could be made available for research under suitable conditions. And as the Regional Records Survey Committee had been specifically set up for the purpose of unearthing private collections and making them available for research, it was considered undesirable to divert it to the preparation of the National Register.

One other suggestion which this Government found it unnecessary, and indeed undesirable, to adopt was the suggestion to make the historical records of this Province a central subject. A sub-committee which was specially appointed by the Government of India to consider this subject suggested ^{in 1948} that the Government of India should assume control over the historical records of such of the Provinces and States as have not made, or, are not in a position to make, proper arrangements for the centralisation and preservation of their records and for making them available for research. The Secretary to the Indian Historical Records Commission, however, considered that such control should be assumed over the historical records of all Provinces and States. When these two proposals were forwarded to the Government of Madras, they consulted the Curator and came to the conclusion that, so far as this Province is concerned, where everything necessary has been done for ~~for~~ the centralisation, preservation and throwing open for research of their records, the assumption of control over these records by the Government of India was neither called for nor desirable. The reasons which induced them to take up this attitude are briefly these: It is neither fair nor just to a Province like Madras which has already done or is doing all that is considered to be necessary. It would kill provincial enthusiasm and wound provincial feelings. It would lead to dual control and all the evils associated with such control, for, though the Provincial Government, would have to pay the officers and the staff in charge of the records, they would have no administrative control over them, such control being vested in the Central Government authorities. It would lead

to administrative inconvenience, for what are called historical records are not like archaeological finds or monuments. They have as much current administrative value as historical value. Such, for instance, are the records relating to the permanent settlement, inams, grants, pensions, boundary and other land disputes, etc. And these records being often required for administrative purposes the Government will not be able to get them with as much facility as they are now getting. It might produce much embarrassment to the Provincial Government. The Central Government authorities might throw open for research records of a litigious or objectionable nature such as those relating to grants, pensions, irrigation rights, territorial rights, etc., without knowing their significance and without the knowledge of the Provincial Government. And, all the same, the Provincial Government would not be able to prevent this effectually as they would have no control over the Central Government authorities. Finally, these records are the property of the Provincial Government just as the records in the National Archives of India are the property of the Central Government, and there is no point in compelling all Provincial Governments indiscriminately to surrender their right over their own property.

ENQUIRIES ON ARCHIVAL MATTERS.

As the office has been engaged upon a programme of mending old records for a number of years, the menders of the office have acquired considerable proficiency in the art of reconditioning old, damaged or brittle papers, especially with chiffon. Consequently requests are now and then received from other Record Offices, Libraries and similar institutions for the services of some of them for training the personnel of these institutions. Two such

requests were received this year. One was from the Government of Bombay. They desired that the services of an expert mender should be lent to them to train the men whom they proposed to employ in mending the old records in their Alienation Office, Poona. The other request came from the Raj Daftadar of the State Record Department of Baroda. This was also for the loan of an expert mender for training some of the men belonging to the Record Department of that state. In both these cases the office has agreed to depute suitable men.

Two other enquiries which were received related to technical matters. One of them was from the Commissioner of the Dindigul Municipality whose records were damaged by insects. The other enquiry was from the Assistant Director of the Central Survey Office and related to the proper method of preparing an index to some of the old series of records available in his office. Suitable advice was tendered in both the cases.

LIBRARY AND MUSEUM.

In view of the present financial stringency only two books were purchased for the office Library this year. 228 books were, however, added to the Library by gift or exchange or transfer from the Secretariat Library. At the request of Professor Coolhaas, the Landsarchief of Batavia, two sets of each of the 15 publications from the Dutch records were presented to his Office. A complete set of the 35 volumes of the press lists of the records prior to 1800 and a set of the Guides to the Records in the Madras Record Office have similarly been sanctioned for the Delhi School of Economics.

The office continued to receive the annual reports of the National Archives, United States of America, and the bulletins issued by that institution and the British Records Association of which it is a member. It also continued to receive the annual reports of the National Archives of India and the West Bengal Record Office. Copies of the administration reports of the Madras Record Office were sent in exchange to all these institutions. Four journals are now being obtained by the office. Two of them, the 'American Archivist' and the 'Indian Archives', deal exclusively with archival matters while the other two, the 'Madras Information' and the 'Indian Information' relate to general matters.

The Madras Record Office is one of the places where, under the rules framed by the Government of India, the patents and specifications can be examined by members of the public. 560 patents and specifications were received for safe custody during the year.

The museum of the office cannot be reopened until the records are transferred back to Egmore. The exhibits of the museum are now kept carefully along with the strong almirah documents at Chittoor. Some of them were sent to Delhi and displayed at the exhibition held in connection with the Silver Jubilee Session of the Indian Historical Records Commission. A few exhibits, consisting mostly of duplicates, were also presented to the new Fort Museum in Madras.

GENERAL.

As the nominee of the Provincial Government on the Indian Historical Records Commission, the Curator attended its Silver Jubilee Session held in Delhi in December 1948 and read before it

a paper entitled "Some aspects of Education in Madras in the Early Nineteenth Century". At the Research and Publication Committee meeting of the Commission held at the same time he moved a resolution suggesting that scholars, archivists and others engaged in research among archives should bring to the notice of the Indian Historical Records Commission interesting and new subjects which they might come across in the course of their researches and that these should be published along with the proceedings of the Commission, so that other research students might take up these subjects for their theses. He also attended two other meetings, one a meeting of the Research and Publication Committee held at Delhi in July 1948 and the other a meeting of a committee specially appointed by the Government of India to consider the feasibility of transferring the non-current records of the provinces and states to the control of the Central Government, a subject which has been dealt with more fully under another head. Another meeting which he attended, was a meeting of the Government Oriental Manuscripts Library Advisory Committee of which he is an ex officio member.

APPENDIX A.

Statement showing the Accessions of records.
Secretariat Records (Non-confidential) 1944.

Department	No. of bundles.	No. of files in the bundles.
Public	22	3695
Education	13	1935
Public Health	24	3622
Revenue	17	2539
Development	37	5493
Home	26	3461
Finance	12	585
Legal	1	68
Public Works	24	3529
Local Administration	27	2321
Total	203	27743

Secretariat Records (Confidential) 1944.

Department	No. of bundles.	No. of files in the bundles.
Public	13	505
Education	1	19
Public Health	1	109
Revenue	2	448
Development	2	303
Home	6	397
Finance	-	-
Legal	-	-
Public Works	3	337
Local Administration	1	20
Total	29	2138

Board of Revenue Records.

Department	No. of bundles.	No. of files in the bundles.
Survey Section	12	438
Survey records	-	71

Miscellaneous Records.

	No. of bundles.	No. of files in the bundles.
Madras States (Passport records)	7	373
Foreign Missions records	9	181

Strong Almirah Documents.

Nature of documents	No. of documents.
(a) Deeds relating to Land Mortgage Banks ..	7390
(b) " " Co-operative Building Societies ..	589
(c) " " loans under the State Aid to Industries Act	22
(d) Agreements relating to public works ...	134
(e) Covenants and agreements of Officers ..	112
Total	8247

APPENDIX B.

Statement showing the work of the Publication Section.

Volumes typed:

1. Factory Records:

Anjengo (Diaries), 1759-60, Volume No. 6-A	
-do- -do- "	6-B
-do- 1760-63 "	7-A
-do- 1759-60 "	7-B
-do- -do- "	7-C
-do- 1763-64 "	8
-do- 1764-66 "	9-A
-do- -do- "	9-B

Tellicherry (Diaries), 1751-52, Volume No. 21	
-do- 1752-53 "	22-A
-do- 1753-54 "	22-B
-do- 1754 "	23-A
-do- 1754-55 "	23-B
-do- 1755-56 "	24-A
-do- 1756-57 "	24-B
-do- 1758-59 "	25-A
-do- 1760-61 "	26-A
-do- 1761 "	26-B

2. Malabar Manual (Portions only)

Volumes edited:

Factory Records:

Anjengo (Diaries), 1750-53, Volume No. 3-B	
-do- -do- "	3-C
-do- 1753-57 "	4-A
-do- -do- "	4-B
-do- 1757-58 "	5-A
-do- -do- "	5-B
-do- 1759-60 "	6-A
-do- -do- "	6-B
-do- 1760-63 "	7-A
-do- (General) 1764-65 "	1
Tellicherry (Diary) 1751-52 "	21
Fort St. David Consultations, 1756, Volume 22-B	
Masulipatam Letters Sent, 1763-65 "	1
-do- -do- "	2
-do- 1764-65 "	5

Malabar Manual (Portions only)

Volumes in proof stage:

A. Records of Fort St. George.

1. Diary and Consultations, 1757, Volume 37	
2. -do- 1758, "	88
3. -do- 1759, "	89
4. -do- 1760, "	90
5. Public Despatches from England. 1757-58 "	61
6. Mayor's Court Proceedings 1728	

B. Departmental Indexes.

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

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APPENDIX C.

Statement showing the work of the Mending Section.

Series of records.	No. of sheets mended.
1. Secretariat records (Government Orders)	84898
2. Board of Revenue records (Board's Proceedings)	909
3. Secretariat records (volumes after 1800)	455
4. Board of Revenue Consultations volumes	186
5. Church Records	257
6. Collectorate Records (Volumes)	156
7. -do- (Inam Fair Registers of the Chittoor Collectorate) ..	673
8. Printed Settlement Registers ...	268
9. High Court records ...	26
10. Maps ...	4
11. Miscellaneous registers of the office	145
12. Strong Almirah documents ...	406
Total	88383

13

APPENDIX D.

Statement showing the binding work.

1. Secretariat Volumes (after 1800)	63 x 63
2. Board of Revenue Consultations Volumes	36 x 36
3. Collectorate Volumes	9 x 9
4. Secretariat records (Government Orders)	461 x 461
5. Board of Revenue records (Board's Proceedings)	42 x 42
6. Inam Fair Registers of the Chittoor Collectorate ...	2 x 2
7. Printed Settlement Registers ...	27 x 27
8. Indexes and Proceedings Volumes ...	39 x 39
9. Library books ...	33 x 33
10. Miscellaneous Registers and files of the office ...	114 x 114
11. Personal registers of the Secretariat	7 x 7
	931 x 931

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APPENDIX E.

Statement showing some of the subjects upon which searches were made.

1. Tenancy problems under the ryotwari settlement.
 2. The history of the Cannanore fort and cantonment and the rights of the Arakkal family to them
 3. Applicability of the Madras Police Regulation, 1816 to the Amindivi Islands.
 4. Status of the Ramha property.
 5. The question whether pensions or a lump sum payments were given to Government servants who either resigned or were dismissed during the Civil Disobedience Movement.
 6. Removal of the ban on the employment of teachers who took part in the Non-co-operation and the Civil Disobedience Movements.
 7. Imposition of collective fines during the political movements of 1921 and 1931.
 8. The question whether there are any special reasons for not specifying the appointing authority in the special rules relating to the Provincial Services.
 9. Proposals made in the past for the provincialisation of the posts of the Official Assignee and his staff.
 10. The question of the appointment of Heads of Departments as Secretaries or Joint Secretaries to Government.
 11. Interchange of Secretariat Officers with the Executive service.
 12. The question as to who is the competent authority to punish Magistrates.
 13. The question whether Tahsildars should be transferred out of the districts.
 14. The reorganization of the Minor Irrigation staff in Salem District.
 15. The work and duties of section writers in the Registration Department.
 16. Rules regarding the custody and submission of the confidential reports of the Deputy Collectors.
 17. The prescription of the syllabus and the period of training of the Upper Subordinates of the Survey Department.
- 37
- 38

- 36 8/11/30
18. The deprecation of requests by officers for postings to particular places.
19. The question whether disciplinary action can be taken against Government servants for acts unconnected with their official duties.
20. The question whether Government servants can stand for election either as stewards or as office-bearers of race clubs.
21. The question whether officers can reside outside their sphere of duty.
22. Payment of honoraria to full-time Government servants for extra work done by them on behalf of the Government.
- 14 23. The question whether High Court Judges can practise after they retire from the bench.
24. Permission granted to Government servants to write books and enjoy royalties.
25. Delegation of powers under the Indian Extradition Act to the Provincial Government.
26. Delegation of powers to the Provincial Government in respect of the Indian Company's Act, 1913 and the Indian Partnership Act, 1932.
27. Delegation of powers to the Board of Revenue to sanction beriz deduction.
28. The question whether any powers were delegated to the Provincial Government under Section 19 of the Sea Customs Act, 1878.
29. Delegation of powers to the Board of Revenue for issuing notifications under Section 17 (B) (ii) of the Madras Survey and Settlement Act.
30. The authority competent to reduce quit-rents in inams.
31. Inclusion of Medical Jurisprudence as a subject of study in the special test examinations.
32. Rules for the conduct of departmental examinations.
33. Appointment of two Additional District Magistrates under Section 10 (2) of the Criminal Procedure Code.
34. Discretion of the District Magistrates to order the withdrawal of prosecution pending in criminal cases.
35. Instances of prosecution by the Madras Government of officials of foreign Governments in India for offences punishable under Indian law.
- 38.

- 37 19
- 35.
36. The question whether the Magistrate should hold an enquiry on the action of the Police who have resorted to lathi charge and firing in order to disperse an unlawful assembly.
37. Deputation and training of Indian Police Officers to courses of instructions in the Scotland Yard.
38. The constitution of a committee for putting down factious crimes in the Province.
39. Proposals made in the past for the abolition of the Nilgiri District.
40. Papers relating to the constitution of the Coonoor Municipality.
41. Kodaikanal water-supply scheme.
42. The creation of the Pennington Market Trust.
43. The appointment of an officer of the Public Works Department as a Special Councillor of the Madras Corporation.
44. The origin and history of district jails in the Madras Province.
45. The origin of the Wellesley Sanatorium jail, Bellary and the Central Jail for Women, Vellore.
46. Production of prisoners under sentence of death by a District Magistrate before the Court of an Additional Sessions Judge.
47. The question whether discharged criminals can settle voluntarily in the settlements under the Criminal Tribes Act.
48. The recruitment of certified school inmates to the army and navy in 1941-1942.
49. Instructions relating to short committals or short term imprisonments.
50. Extradition of an offender to British possessions outside India.
51. Status, pay and privileges of chief whip of parties.
52. The fixing of dates for the discussion of supplementary estimates by the Legislative Assembly and Council.
53. Printing of electoral rolls in bilingual areas.
54. Rules relating to the reproduction of Acts of Legislature by members of the public.
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- 38 9/11/30
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55. The placing of the law applicable to "alluvion and diluvion" on a statutory basis.
 56. Discussions which led to the Local Boards and District Municipalities Act, 1920.
 57. The arguments for and against a martial law ordinance and martial law de-facto.
 58. Discussions leading to the enactment of proviso to Section 4(i) of the Madras Probation of Offenders Act.
 59. The question whether applications for declaration of domicile under the Indian Succession Act have been refused for political reasons.
 60. Extension of the Treasure Trove Act to the Amindivi islands.
 - 15 61. Amendment of the Estates Land Act of 1908 in 1936 and the bringing in of inams under the purview of the Act.
 62. Legislation relating to the administration of Hindu Mutts.
 63. The origin of the endowment attached to Sri Kunti Madhavaswami temple in the Pitnapuram Estate.
 64. The origin and history of the Ahobilam Mutt.
 65. History of the Dharmasthala temple in the South Kanara District.
 66. The origin and history of the Government Hobart Secondary Training School, Mount Road, Madras.
 67. Escheat of Kutnali Nayar's properties in Malabar.
 68. The question of the restoration of the lands which originally belonged to the deposed poligar of Panchalamkurichi.
 69. The acquisition of the land in Bapatla village on which the present Agricultural College stands.
 70. The rules regarding the acquisition of non-residential properties in British India by Indian States.
 71. Exemption of Roman Catholic Missions from registration for purposes of alienation of State lands.
 72. The question of transferring grazing ground porambokes to ayan and assignment.
 73. The transfer of the administrative control of the Secretariat buildings at Ootacamund to the Chief Secretary to Government.
 74. The sale of quarters No. 141 on the Stonehouse Hill, Nilgiris, to the Postal Department.

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75. Transfer of Perambakkam village from Chittboor to North Arcot District.
 76. Purchase of Santhanellore village from the Zamindar of Sriperumbudur.
 77. Press Regulations and Press restrictions issued during the last war.
 78. Restrictions imposed against receipt or exposure of foreign periodicals, newspapers, books, etc., in reading-rooms and clubs.
 79. The question as to whom seditious matter seized by the Customs officers should be forwarded.
 80. The question whether a declaration under the press and Registration of Books Act, 1867 has to be taken from a power of attorney-holder, when the owner of the press is unable to attend to the affairs of the Press.
 81. The question whether the pamphlets detained by postal authorities under the Indian Press (Emergency Powers) Act should be returned to the parties.
 82. Supply of newspapers to Secretaries and Under Secretaries to Government.
 83. The appointment of a Taxation Enquiry Committee and the various proposals made from 1925 for additional taxation.
 84. Recommendations of the Indian Irrigation Commission regarding the appointment of a special staff to give advice to agriculturists in sinking wells.
 85. Papers relating to Kallar project.
 86. The ayacut of the tanks and channels depending on supplies from the Varahanadhi.
 87. Proposals for the supply of water from the Cauvery to the Pudukkottah State and the Ramnad District for irrigation purposes.
 88. The question whether the Government have in the past repaired any private tank which affects the safety of the railway, at their cost.
 89. The question whether the Government are legally bound to afford protection to towns, villages and other private properties against floods, erosion, etc.
 90. The question of revising the rules for the regulation of water in the South Main Channel under the Srivaikuntam anicut system.
- 42

91. Supply of water from the Periyar to the Sivaganga taluk.

92. The dismantlement of the Tirunelveli-Tiruchendur Railway during the World War I and its subsequent restoration.

93. The construction of the Bobbili-Salur Railway.

94. The question whether the frequent slides on the Nilgiris are due to original wrong alignment.

95. The question of the budget guarantee of unremunerative railways.

96. Construction of the Morappur to Hosur and the Tiruppattur to Krishnagiri railways.

97. Papers relating to the working agreement of the Tinnevely-Tiruchendur Railway.

98. Standing orders relating to the persons who should be presented to His Excellency the Viceroy and the Governor-General when arriving at important places and capitals of provinces.

99. The agreement with the French authorities in India on Police matters.

100. Arrangements made for the enforcement of customs regulations around the French possessions.

101. Compensation given to the French India Government for prohibiting the sale of liquor in Masulipatam logs.

102. Relinquishment of Carnatic stipends by elders in favour of junior members of a family.

103. The grant of allowance to Kandyan pensioners for prosecuting higher studies.

104. The grant of scholarship to the children of Carnatic stipendiaries.

105. The assumption of control of the Cochin Port by the Government of India.

106. The question whether the Government of India have appointed their own legal advisers to argue cases relating to Income-tax.

107. Procedure for issuing credit notes.

108. Nature of the local allowances granted to the Assistant Inspector-General of Police and the Deputy Commissioner of Police.

109. Grant of increased daily allowance to police officials deputed for Mahodayam festival.

110. The history of the saw-mills of Malabar, South Kanara, Coimbatore and Ganjam.

111. Training of Forest Officers in lumbering in the Philippines.

112. The system of stamp vending through paid clerks and the substitution of vendors on fixed pay for licensed vendors on commission basis.

113. Instructions relating to the flying of flags on Government buildings.

114. The propriety of Heads of Departments corresponding directly with the officers of the Central Government.

115. Use of the expressions "Province of Madras" instead of the expressions "Madras Presidency".

116. The procedure for the constitution of Sub-Courts and District Munsiffs' Courts for the first time.

117. The proposal of the Madras Medical Council to include the Goanese Diploma of Medicine in the schedule of the Madras Medical Registration Act.

118. Instructions for the disposal of orphan children found in hospitals.

119. Use of the royal coat of arms on the seals of the local bodies.

120. Security measures adopted in Fort St. George.

121. Amendment of the Madras Educational Rules relating to standard rates of fees.

122. Papers leading to the issue of subsidiary rules under Fundamental Rule 119 (a) in regard to the recovery of contribution for leave salary and pension on account of the Government servants appointed to local boards.

123. The question of restricting the export of Ongole cattle.

APPENDIX F.

Statement showing particulars of Research.

Name of the Scholar.	Subject of research.
1. Sri K.Venkat Rao, M.A., M.Litt., Research Fellow, Madras University.	Working of the local boards in the Madras Presidency.

Name of the Scholar.

Subject of research.

2. Sri B.N. Menta, M.A.,
(Department of History and Politics),
Balwant Rajput College,
Agra (United Provinces).

Sir George Barlow's
career.

3. Miss M. Varkey, M.A., M.Ed.,
Sub Assistant Inspectress of Schools,
Madras.

Organisation and develop-
ment of elementary educa-
tion in the Madras Pre-
sidency.

4. Srimathi M.A. Janaki, B.A., B.L.,
Senior Advocate (Federal Court) and
Senator (Madras University).

History of the Mysore
Pradhans.

5. R.L. Bronier Esq., O.B.E., F.R.G.S.,
Assistant Surveyor-General,
Colombo (Ceylon).

Records and maps relating
to Ceylon.

APPENDIX G.

Statement showing the particulars of weeding.

Department.	Year	No. of bundles.	No. of pages.
Commercial	1827-48	22	19157 papers
Law	1815-56	14	covering 80474
Secret	1800-13	28	pages were examined and listed.

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Madras Record Office - Administration
Report - 1948-49 - Recorded 16/5/49 P.H. (52)

From the Curator, M.R.O. Chittoor
Pol. No. 31-49-2 Dated 27/4/49.

From the Curator M.R.O. Chittoor
Pol. No. 31-49-2 Dated 9.5.49.

Order 2009 Edn. dated 23.6.49.

Ms.

Recorded.

2. The Madras Record
Office continued to do satis-
factory work during the year.

14.6.49
15.6.49

17.6.49



Note

The Curator has
stated that the Report
subd. is in accordance
with the Resolution of
the Historical Record
Commission passed at the
Madras Session. The report has
been printed as suggested by him.
It may be.

14.6.49
15.6.49

To
The Curator, M.R.O.
" Director of Archives
National Archives
India, New Delhi.
" Secy to Govt of India
Ministry of Education
New Delhi.
" Secy to Govt of Madras
of Madras, Bengal
Calcutta
" Librarian, Com-
monwealth Relations
Office, London
" Secy, Pub. Lib. Commn.
Madras
" Secy, Indian
Historical Record Commn.
National Archives of
India Buildings,
New Delhi
" Hon. Secy, British
Records Association
31 Kings Bench Walk, Inner Temple
London EC4

47

To Archivist
National Archives
Washington D.C.
U.S.A.
Re Pub. Dep't
Re Secretariat of
Re Madras Legis-
lature

ORDINARY

PRESS SLIP.

Sept. 11-22-5,506-18-11-42.

27 JUN 1949

URGENT (a)

SPECIAL (a)

DEPARTMENT.

Current No. 33554, dated 48 194
G.O. No. 2009, dated 23.6.1949.

Number of MS. pages sent { (b) Correspondence
(c) Notes
(d) Complete correspondence and orders.

Brief subject..... Ad Paper from M. R. Co. 848-5.

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

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....	10				
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.....					
Seckt. of the Madras Legislature.....					
Total ...					

Spare copies.

The.....	4			
The.....				
The.....				
The.....				
The.....	20			
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total ...				

Copies distributed on..... (Press clerk).
† Copies distributed on..... (Press Despatcher).

† To be initialed and dated.

INSTRUCTIONS FOR THE SECRETARIAT.

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

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

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

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

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

INSTRUCTIONS FOR THE PRESS.

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

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

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

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

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

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.
Type may be released after usual interval at once.	Type may be released after usual interval.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
<i>N. V. Srinivasan</i>Supt.	<i>N. V. Srinivasan</i>Supt.	Supt.

SPECIAL INSTRUCTIONS.

I certify that the number of copies indented for has been fixed with one report to the printing press.

Note
The report may as usual be printed in booklet form also as printed for the booklet.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	27/6/49
First proof furnished on.....	27/7/49
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

V. Ramaswami
Assistant Secretary
236.49

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

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

PdL.No.31/49-2, dated 27th April 1949.

Sir,

Sub: Madras Record Office - Administration Report - 1948-49 - Changes made in. (J)
Ref: G.O. Ms. No. 1887, Education, dated 29th July 1948.

In their order referred to above the Government have directed that the Administration Report of this office should be drawn up as far as practicable on the lines suggested by the Indian Historical Records Commission without committing the Government to extra expenditure. I have accordingly drawn up the report for 1948-49, to a great extent, on those lines. This report is submitted herewith.

48

-2-

2. The report may be printed in the form of a booklet as in the last few years. A cover may also be provided to it. The table of contents may, if necessary, be ^{printed} on the second page of the cover. The covering letter may be printed on a separate sheet. These arrangements are not likely to involve much expenditure. The report may, if possible, be printed urgently and a copy of it may be supplied to the Secretary, Indian Historical Records Commission, if possible, before the end of May, as desired by the Commission. The proof will be corrected by this office, if necessary.

Yours faithfully,

CURATOR.

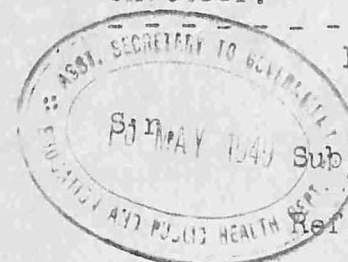
30-4-1949.

BR.

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

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

Pd1.No.31/49-3, dated 9th May 1949.



Sub:- Madras Record Office Administration Report 1948-49.

Ref:- My periodical No.31/49-2, dated 27-4-1949.

In the paragraph dealing with the District Records at page 14 of the Administration report of this office for 1948-49 forwarded with my letter cited above, it was pointed out that reports were still due from the Collectors of Guntur, Kurnool, Nellore and the Nilgiris. I now forward herewith, the reports which have since been received from the Collectors of Guntur, Kurnool and the Nilgiris.

Yours faithfully,

CURATOR.

9-5-1949.

CPS.

50

7.0 2009 sent to Prem
on 24.6.49

0022

Pd1.No.407/49.

Collector's Office, Nellore,
Dated-26-3-1949.

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

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



Pvn. 1/4/49.

For Collector.

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

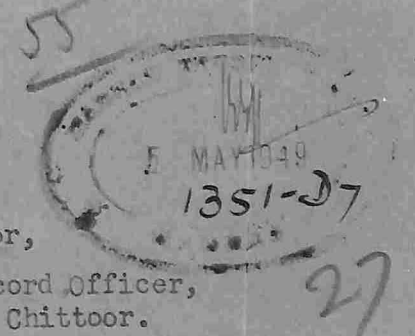
21.4.49

53

REVENUE DEPARTMENT

From: SRI T. PADMAKARARAO ANAIDU,
B.A.,
Collector & Dt. Magistrate, Guntur

To: The Curator,
Madras Record Officer,
Chittoor.



L.Dis. 7609/49 d/2 5-49

Sir,

RECORDS - East Indian Company's period - annual verification report -
information.
Ref: Your Ref.No.424.D.7/49.5 d/4-4-49 and No.424 -D7/49.-14 d/26-4-49.

The G.O.No.1266 Edn. d/26-6-46 has not been traced. The following particulars are furnished as required in our reference d/26-4-49.

Col. Education 12 - of the report on the condition of records in the office of the Collector, Guntur for the year 1948:

Whether the old vernacular records of the East India Company's period are in good condition and whether any irrechitory of these old records has been made and kept	Whether the registers and r ords of the periods prior to the introduc- tion of the Tottenham system have been methodically arranged.	Whether the Inam Fair registers are preserved in good condition.
There are no other records except kist jabithas which have been ordered to be retained by the Curator, Madras Record Office.	Yes	Yes.

(Do)
R. Sundaragiri
3 5 '49
For Collector.

- VED-3/5 -

From,
Sri J. Joseph Reddi B.A.B.L.
Collector of Kurnool.

To, The Curator Madras Record Office
Chittoor



Sir,

PdL.76/49 d.5-5-49.

Sub:- East India Company's records - Annual re-narration -
Report.

Ref:- Your Rc.NO.424 d.7/49-14 dated 26-4-49.

The report in question was already sent with my Office
PdL.76/49 dated 19-4-49. A copy of it is however enclosed for
your information.

SMH.4-5-49.

/t.cbb.O./

Sd. H.M.B. Salamani Sahab.
For Collector.

S. S. S. S. S.
4/5

For Collector.

4/5

Verified from the
Passport Report
not recorded
also
9/5

58
PDL. 76/49 dated 19-4-49.

59
Kurnool Collector's Office.

Report on the condition of records in the district of Kurnool for
the year 1948. 29

Copy of an extract of column 12 only.

(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. (iv) 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.

Col. 12.

1. The records in question sent to the quarter (Chittoor) Madras Record office for mending have not yet been received.
2. Yes.
3. The personal and Artizan Inam Registers were rewritten in 1934 and 37.
4. An inventory of all old English records showing the nature of contents in each bundle was prepared in 1937.

/t.c./b.o./

A.H.20.4.

Sd. M.B.Rajaroo.
For Collector.

Sankar
4/5 For Collector.

From
Sri.S.Rajagopala Ayyangar, B.A.,
Collector of the Nilgiris,
Ootacamund.

To
The Curator,
Madras Record Office,
Chittoor.

Rc.Perl.No.68/49 dated 2-5-49.

Sir,

Records - East India company's records - condition
report.

Ref: Your letter No.424.D.7/49-14 dated 26/4/49.

An extract of Col.12 of this Office reference to the
Board of Revenue is enclosed.

M.K.3.

for Collector.



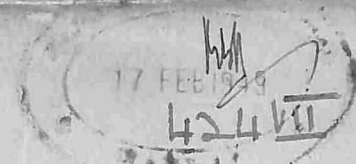
Extract of Col 12 of this office report dated 2-3-1915 to
The Board of Revenue 31 30

Name of Office	(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 & 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 main law registers are preserved in good condition.
Col 12	
1) Collector's Office, Coimbatore	(i) No such cases (ii) yes (iii) No such cases.
2) Sub Collector's Office Coimbatore	(i), (ii) and (iii) No such cases.
3) Taluk Office, Coimbatore	(i) No such cases (ii) and (iii) yes.
4) Taluk Office, Kotla	(i) No such cases (ii) yes (iii) No such cases. (True exhibit)
5) Taluk Office, Gudalur	
6) Stationary Sub Magistrate's Office, Coimbatore	
7) — do — Coimbatore	

12
4.5.15 E

Enclosures referred to
in the paragraph relating to
the Report on the District Records,
(page 14 of the Report)

PdL 178/49/F1.



Collector's office
Trichurapalli

14-2-49

From V.N. Rayan Esq. I.C.S. Collector Trichurapalli

To The Curator, Madras Record Office Madras

Sir,

Records - East India Company's period annual
Verification Report - furnished

Ref: L.O. NO 1266 Education Dated 26-6-46

The records relating to the East India
Company's period ~~Viz~~ Maharattah records, are
kept in bundles well preserved and arranged in an
iron rack in the record of this office. They are
being watched very often and dusted constantly.
In spite of very careful preservation they are
slowly decaying due to their age.

14/2/49

14-2-49

For Collector

3 509 87
Extract of Column 12 from the report on the condition of records
in the district of Chingleput for the year 1948.

- 27 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 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 Almyras. 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. Mit-tah registers are in good condition.



std:24-2
Copy of Col.12 only to the Curator, Record Office, Chittoor.

G. S. Nageswara
For Collector

on 14/2/49
To: The Curator,
Record Office,
Chittoor.

From:
Mr. T. K. Sankara Vaidyalu Pillai,
Collector of Malabar,
Calicut.

Recd
24/2/49

L. Parl. 289/49

28 Feb 1949

Malabar Collector's Office,
Calicut, dated 23. 2. 49.

From

Mr. T. K. Sankara Vaidyalu Pillai, B. A.
Collector of Malabar, Calicut,

To

The Secretary to Government,
Finance Department, Madras.

Through

The Curator, Madras Record Office,
Madras.

Re,

Records - Malabar Collectorate - records prior to the
introduction of the disposal number System Annual report
1948. Submitted.
B. P. Mis. No. 4431, dated 19. 11. 35 and No. 4345 dt.
12- 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
23.2.49

kav/ 23/2

23/2

Perl. 289/49

From

R. Prasad, Esq.,
Collector, Chittoor, District.

To

The Collector,
Madras Record Office,
Chittoor.

Sir,

Records - East India Company's period - Annual verification
report
Your letter No. 424 D-7/49-6 dated 6-4-49

The old Vernacular records in my office relating
to the East India Company's period have been checked with the
list maintained and they have been found correct. The condition
of the records is generally good.

G. V. S. Prashad
for Collector.

/By Order/

M. N. S. Prashad
Muzam Chaitradar.

G.V.N. 18-4/

6/4



Madras Collector's Office,
Chittoor, dated 13-4-49

35
p97 c4

Pal. No. 66/49 M2.

Anantapur Collector's Office,
dated 26.2.1949.

Report on the condition of records relating to the East India Company's period and in English and Vernacular records which are to be retained in the Anantapur District for the year 1948.

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 the period prior to the introduction of the disposal number system.

No English records of the Historical importance relating to the period in question are available.

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 Office with Collector R.C.No. 8003/32 dated 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. Details of these records are entered in the rack register.

4. Have the records relating to the Indian States and British Government sorted and listed out.

Yes.

gm. 27.2.49

For Collector.

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



18/3/49

To

The Curator

Madras Record Office

Chittoor.

in 17.48

^{62/49}
P.R. 1/49 ¹¹ ¹⁵ x track of Col 12 of the report on the
Condition of records in the District of
Coimbatore for the year 1948.

Coimbatore Collector's Office 37

(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
Foltenham system have been methodically
arranged - yes.

(iii) Whether the revenue registers are
preserved in good Condition - yes. A few
volumes require binding.

I.
The Curator
Madras Record Office
Madras.

^{man in}
28.2.49 ^{28.2.49} For Collector

Report on the condition of records in the district of

Collector's office
Tirumelveli

for the year 1948.

13 17 13

Names of the offices in the district following the Tottenham system.	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.	* 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 the record-room are strictly observed.	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report.	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept. (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the inam fair registers are preserved in good condition.	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1. Tirumelveli Collector's office Revenue, Magisterial and War Branches And 2. Treasury Deputy Collector's office	4-MAR-1949 565-89	-	-	-	-	-	-	-	-	-	i) Yes. The Marathi records are old and bottle. ii) yes. iii) yes.	-	38

Copy of Columns (12) to the Curator,

Central Records Office,
Madras.

8/27-249

8/28-249 For Collector

Handwritten: 9.3.49

Handwritten: 25 17

By on A.F. Mansoor Esquire.,
Collector of South Arcot.,
Chidambaram.
To The Secretary to Government,
Finance Department, Madras.
THROUGH The Curator, Madras Record
Office, Madras.

F.Dis.271 Pd1.49 dated 7-3-1949.



Subject: Records - Collector's Office - East India Company's period.
and period prior to the disposal No. - system condition - re-
port submitted.

1. 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 No. system sent by me to the Board of Revenue, Madras
on 2-3-49.

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

GS/7-3.Exd. *ls*

Handwritten signature
for Collector.

p.t.o.

Report on the condition of records in the district of South Arcot.

** ** *

1) 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 (2i) whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam fair registers are preserved in good condition.

- i) Yes; though the paper is little.
ii) Yes.
iii) Yes.

GS/7-2. End.

/True copy/

From (Name) Sri C.M. Kothari, M.L.A.,
(Designation) Sheriff of Madras,
(Station) Madras.

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

Through,
The Curator,
Madras Record Office,
Egmore, Madras.

P.No. 184 dated 15th March 1949.

Sir,
Sub: Records - East India Company's period - Submission
of Report for the Calendar year 1948.

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

Yours faithfully,

Sheriff of Madras.

D.J. 15/3.

37 21

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 Habeas Corpus. (Attachment of property).	1844, 1845, 1848 and 1849.	4.

Sheriff's Office, ()
High Court, ()
Madras, 15-3-1949. ()

Ch. K. N. S.
Sheriff of Madras.

Cust.

PdL.109/49.

Extract of -
Report on the condition of records in the Collector's Office, Vellore (Madras District)
for the year 1949.

N.A. Collector's Office,
Vellore, Dated: 18-3-1949.

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.

vide separate sheet.

(ii) whether the registers and records prior to the introduction of the Tottenham System have been periodically arranged.

Yes.

and (iii) whether the Inam Fair Registers are preserved in good condition.

Yes.

XXI

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

1. Yes.

2. Yes.
vide separate sheet.

V.R.S.21.3.

Extracts of pp Columns 12 and 14 with enclosures to the Curator,
Madras Record Office, Madras.

For Collector.

PdL.122/49.

From

Sri.A.Dorairaj, B.A.,
Collector of North Arcot, Vellore.

To

The Secretary to Government,
Finance Department, Madras.

Through

The Curator, Madras Record Office, Madras.

Sir,

Sub:- Records - North Arcot Collector's Office - East India
Company's period available among the District Records -
condition - Annual report - year ending 31-3-49.

Ref:- (1) Government Memorandum (Finance Department) No.5518.Rt.
dated 21-12-34 and B.P.No.4345.dated 17-8-1946.

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

asr/30.3.49.

[Signature]
For Collector.

2- APR 1949 J.A. Collector's Office, Vellore.
Dated 29-3-49.

100997

8+25

h4

h4
30/3

pdl. 416/49

W.G. Collector's office, Eluru, 27
Dated 21-3-49.

From: Sri R. N. Ethirajulu Naidu, B.A., (Hons.), B.L.,
Collector in charge, W.G. Eluru.

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

Through The Curator of Madras,
Record Office, Chittoor.



Sir,

Sub: Records - West Godavari Collector's office-
English Records of East India Company's period-
condition 1948 - 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 contained
in G.O. No. 684/M.S. Finance dated 11-11-35.

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

MRS. 22-3-49.

[Signature]
Collector in charge.

pp 267-370
cl Rds 27/35
4-3-46
(A)

Ref. on Pdl. 416- 49.

West Godavari Collector's Office, Eluru
Date. 12- 4- 1949.

From

Janab Shaik Ahmed Saheb Bahadur, B.A.,
Collector of West Godavari District, Eluru.

To

The Curator,
Madras Record Office,
Chittoor.

Sir,

Subject:- Records- West Godavari Collector's office- English
Records and Vernacular Records of East India Company's period - Condition
1948- further information- furnished.

Ref:- Your letter No. 424- D 7/49- 6 dated 6-4- 49.

With reference to your letter cited above, I enclose an extract
of Column 12 of the Annual Report to the Board, for your information.

Amrutha
For Collector.

MVS. 14/4.

Extract of Col. 12 of the Annual report to the Board.

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

- i. The records are in good condition.
- ii. Yes.
- iii. Yes.

(True Extract).

Amrutha
For Collector.

From
V.V. Subramanian Esq., I.C.S.,
Collector of Madras,
MADRAS.

To 31
The Curator,
Madras Record office,
CHITTOOR.

No. Pdl.186/49 dated 21-3-1949.

Sir,

RECORDS--East India company's period--Annual verification--
condition of record--report for the year 1948.

26 MAR 1949

90087

There are no records in this office relating to the East
India company's period. The records in the taluk office relating
to that period are in good condition.

(BY ORDER)

nrj.23.3. *nc/3*

Syed Ahmed,
for Collector.

Syed Ahmed
HUZUR HEAD CLERK.

From K. N. Ganpati Esq., B.A., Bar-at-Law,
Registrar, High Court of Judicature,
Madras.

26 MAR 1949
901 07

To The Curator,
Madras Record Office,
Chittoor.

Madras, dated 25th March 1949.

Sir,

Records - East India Company's period - Report for 1948.
Ref: G.O.No.1266 (Education) 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 thier Courts. The District Judge, South Arcot reports that the old records in packets, stick together so tightly that the papers cannot be separated. It has not been possible to trace the numbers of suits to which they relate. The papers are riddled with small holes made by worms and any handling of them will reduce them to powder. He also states that there is no use of keeping them as they are already in an advanced state of deterioration. The District Judge, Chingleput, reports that all the records have been verified and found correct except the records of Conjeevaram Thukkadi Court, Virthachalam Court and Mufti Saddar Amin Court which could not be verified as they have become damaged and brittle. The records are all worm out and brittle and they are being preserved with napthalene balls. The District Judge Guntur states that the old records have been verified and found to be correct and that napthalene balls are used as a preventive measure against further deterioration. He requests to be informed whether there is adequate supply of materials for mending and whether the question mending these records can be taken up now that the war is over. The District Judges of Guddapah, South Kanara and Krishna state that the condition of the records remains unchanged. The District Judges of South Malabar, Ramnad, East Tanjore, West Tanjore and Tiruchirappalli state that the records have

become brittle and contain holes as a result of age. The District Judge, Tirunelveli reports that many of the records have been eaten by moths and white-ants and that the papers have become brittle. The District Judge, East Godavari states that the records are in good condition but on account of age holes appear in some records. The records are however preserved with naphthalene balls. The other District Judges have reported that the records in their Courts are in good condition.

The records in the custody of the High Court are kept tidy and dusted periodically. The room is kept open almost daily for free ventilation. The mending of the records has been stopped as desired by the Government at the instance of the Superintendent of Stationery. (Home Department's letter No. 33305/E.1 dated 12-11-41).

P. H. Ray Swam Rao
for REGISTRAR.

25-3-49

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

To
The Secretary to Government,
Education and Public Health Deptt.,
Fort St. George, MADRAS - 9.

(Through the Curator, Madras Record Office, Chittoor.)

Pd1 No. 5/48

Dated the 28 February 1949.

Sir,

Sub: Government Museum, Madras - Records East India Company's period - Annual verification report for 1948.

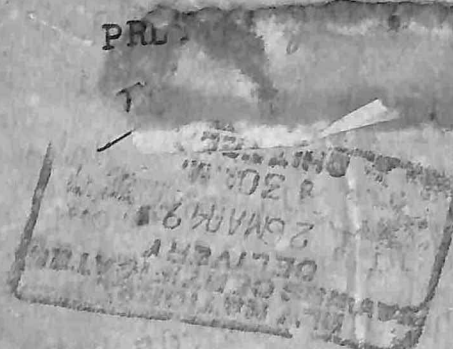
Ref: This Office letter No. Pd1 5/48 dated the 28th February 1948, enclosing and this office letter No. 1819-1/35 dated 27th March 1935 enclosing a list of records relating to the East India Company's period and G.O. No. 1266 Ean. dated the 26th June 1946.

-ooo000ooo-

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

Yours faithfully,

A. Aiyappan
SUPERINTENDENT.



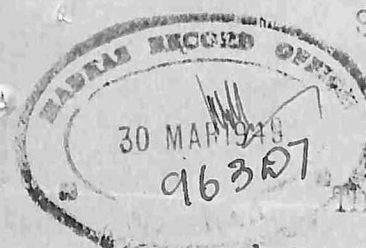
From
N.C. Alley, Esq. B.A.,
Asst. Director of Survey,
Madras.

To 35
The Secretary to Govt.
Finance Department,
Fort St. George, Madras.
Thro: The Curator,
Madras Record Officer,
Chittoor,

Pd1 D1-48 of 48 dated 28-3-49.

Sir,

Sub: Records - East India company's period-Availability
-Annual Inventory and Report -Report for
the calendar year 1948-submitted.



There is no change in the condition of the records refer-
red to in the Inventory forwarded with this office letter No.
603/G/R of 34 dated 30-3-35, except that the maps relating to 1
items 13²⁸ and 44 of the inventory have been transferred to the
Madras Record Office permanently.

Yours Faithfully,

Ca/y. 29/3/49
Assistant Director of Survey.

K
29/3/49

A.D. 1949.

Op. 408-49 (Annual)

Chilakalapudi, Dated 24-3-49.

From

P. Crombie Esq., M.B.E., I.C.S.,
Collector & Dt. Magistrate,
Krishna District.

To

The Secretary to the Government,
Finance Department, Madras.

Through

The Curator,
Record Office,
Egmore, Madras.

Sir,

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.

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

The report on the condition of records is enclosed in the pre-
scribed form.

S.L. 24-3.

For Collector.

Copy submitted to the Secretary to the Board of Revenue, Madras with
Ref. to No. P. 762/49-1 dated 16-3-49.



Statement showing the important subject matter of records relating to the period prior to the introduction of Disposal number system.

Serial No.	O.R.No. of the Volume.	Year to which the volume relates.	Description of the Volume and subject matter.
1.	2.	3.	4.

283. 45217 . 1864

This volume contains correspondence from P.W.D. authorities on several irrigation works. It commences with the letter of the Superintendent Engineer to the Collector Krishna requesting him for the grant of funds for the repairs of the two charitable tanks at Vinukonda either from income-tax funds or from Collectors discretionary grants. It contains other important correspondence. Letter from the Superintendent Engineer to the Collector, Kistna requesting information regarding the services of one Kocherla Subrayudu who worked as maistry in the Revenue Department from 1-3-1842 to 31-12-1843 and who stated that he lost his orders of appointment when his property was pillaged by Rohillas at Jagayyapet.

Letter from the Superintendent Engineer to the Collector Submitting estimates for the improvements in connection with the introduction of canal into the fort ditch and forth demolition of the ramparts.

Correspondence between the Executive Engineer and the Head Quarters Deputy Collector regarding the damage caused by the ryots to the canals by making cuts for taking water to the fields.

Letter from the Superintending Engineer to the Collector requesting his instructions as to the extents to which the channels in Gudur Paragana are to be cleared at the expense of the Govt. and another letter describing the attitude of the Ryots of Vullur paragana.

Proceedings of the Madras Government Public Works Department dated 26-9-1864 postponing the works relating to the improvement of harbour.

Letter from the Asst. Engineer to the Superintendent Engineer expressing his opinion on the construction of Varandahs to the sea-gate-Guard Rooms inside the Port.

Correspondence between the Supt. Engineer and the Collector regarding the repairs to the Black and Red tanks at Cantu to increase the production under the tanks.

Letter from the Supt. Engineer to the Collector requesting for a grant in aid of Rs. 1060 for repairs of the drinking tank at Dudampad.

Letter of the Asst. Engineer to the Collector Kistna to issue instructions to the Tahsildar of Repally to arrange for the attendance of a comati at the Tidal Lock for procuring supplies.

Proceedings of the Board of Revenue 1145 dated 22-2-1864 directing Collectors to submit revised local fund budgets.

contains diagrams showing the rise and fall of Krishna in June, July, August and Sep. 1864.

1. 2. 3. 4.

Correspondence relating to the gathering of the statistics of total acreage under all the channels commanded by Kistna River water.

Correspondence relating to the destruction of avenue trees on the line of trunk road in Rajapeta and Palnad Taluks between Tahsildars and Supt. Engineer.

Letter from the Supt. Engineer Explaining the delay caused in carrying out the repairs to the record room of the Taluk catchery at Dachipalli with an estimate for the construction of a new building with a outhouse and a well.

Letter from the Supt. Engineer to the Sub Collector Kistna complaining against the strange attitude of the karnams of Edepalli regarding the safeguarding of the sluices at the Tidal lock. He also complains that they did not allow their maistry to lift the sluices of the tank at Edepalli when it was upto the brim and was about to be breached.

Letter from the Ex. Engineer to the Supt. Engineer regarding the introduction of licence fees on boats with statistics of amounts collected upto 1-5-1864.

Proceedings of the Govt. of Madras sanctioning the budget for 1864-65.

Letter from the Supervisor D.P.W. to the Supt. Engineer with a request to address the Collector to collect the amounts spent for the repairs of the irrigation bodhis as the ryots of Kolamennu in Bezvada Taluk refused to attend to the customary repairs.

Letter from the Supt. Engineer to the Collector to issue instructions to the Rev. Subordinates to attend to the repairs of the office buildings after the storm as the attention of the D.P.W. cannot be shared till a long time.

Letter from the Supt. Engineer to the Secretary to Government submitting plans and estimates for the excavation of a navigable canal from Masulipatam to Manginipudi Salt Cotarers.

Paper is thick but brittle owing to the long period of preservation. The volume is in a broken condition.

295 45331 1864

This file contains correspondence on several miscellaneous subjects the most important of which is the report of the Ag. Sub Collector Kistna describing the loss caused by the great storm. It contains the following important correspondence.

Letter from the Ag. Sub Collector, Kistna to the Collector to procure a number of insects said to destroy prickly pear for the clearance of the bushes in Guntur Taluk.

Proposals from the Sub Collector to the Collector to eliminate a No. of encroachments in several villages by straw yards put up by ryots.

Letter from the Sub Collector to the Collector recommending that the inam granted to the Mohsadd of Velampudi of Guntur Taluk may be resumed and his services remunerated by a monthly salary of Rs. 2/-

1. 2. 3. 4.

Letter from the Ag. Sub Collector to the Collector to provide funds immediately for digging a channel from Salapad to Guntur to provide water to the people of Guntur town as an immediate measure to prevent the great distress that may ensue during the hot summer of 1864.

Contains monthly report of cognisable cases under Regulation IX of 1822 and 6 of 1831.

Correspondence on the question who should issue certificates of non use of Govt. water for lands not irrigated under Kistna Delta, whether the D.P.W. or Revenue Department.

Contains proposals for reduction of assessment of lands under the taluks giving comparative statistics of assessment under delta area.

Report of the Ag. Sub Collector to the Collector on the inspection of the stamp vendors accounts in his charge with ref. to Board's Hs. Circular No. XXXI.

Hs. Circular No. 64 of the Sub Collector on the registration of Births and deaths. He suggested that the introduction of registration will not be prejudicial to the natives and that it should be carried through the agency of karnams who should be paid spl. remuneration and not through police as that may aggravate the feelings of the natives. He also suggests registration of deaths may be performed free of charge but for Births and Marriages a nominal fee may be charged as money was abundant with the natives then it was at any time.

Letter from the Ag. Sub Collector to the Collector requesting instructions whether the inam land has to be sold for arrears of quitrent and in case it is sold in auction whether the grant would be a seri or inam.

Letter from the Ag. Sub Collector to the Collector describing the grant and conditions of a Doombala issued by the Zamindar of Chilakalurpad estate to the Yedla karnams.

Letter from the Ag. Sub Collector to the Collector proposing the abolition of the karnams Vandas.

Letter from the Ag. Sub Collector to the Collector regarding the havoc caused by the great storm. He states that the Taluks of Krosuru and Rajayapeta had scarcely felt the effects of the storm. While Guntur and Bapatla had bad effects. As per his report 14 persons 215 cattle and 1798 sheep were killed in Krosuru by the falling of trees and houses.

The volume is in a broken condition though the papers are thick most of them are brittle.

8/9 W. S. S. 26/3

For Collector.

26/3

Collector's Office, Krishna.

Cell 1. Names of the Offices in the Dt. following the tottenham system.

2. State of Library (1) whether the Acts and Standing Orders are kept corrected upto date (ii) whether all the books are duly cataloged and in good repair (iii) whether maps etc. are carefully preserved.

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

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.

Yes.

4. The date from which the tottenham has been in force.

13th May 1948.

5. The bundling and the assanging of the R.D.L and X.L. Disposal papers.

Yes.

6. The filing of Govt. Orders and Board's Proceedings and the arrangement of Periodicals.

Yes.

7. The arrangement of general subject files.

Yes.

8. The issue of passports and the maintenance of numbering book and the passport register.

Not necessary.

9. Total No. of files indexed and the number and date of the last file indexed.

All R & D Disposal files and important G.Os and B.Ps have been indexed according to the instructions in the D.O.M. Last No. indexed R.1399-49 D.3924-49.

10. Whether the rule regarding issue of records from and return to the record room are strictly observed.

Yes.

11. Whether old records are periodically destroyed and if so what records were destroyed during the year under report.

The records that were ripe for destruction in 1948 were by tearing them into pieces and destroyed and sent to the Salvation Army as per rules. The records ripe for destruction in 1949 are being sorted out.

12. Whether the old vernacular records of E.I.C.S period are in good condition and whether an inventory of old records has been ~~methodically~~ made and verified; (ii) Whether the records of the period prior to the introduction of the Tottenham system have been methodically arranged; (iii) Whether the inam fair registers are preserved in good condition.

(i) Yes

(ii) Yes

(iii) Yes.

13. Whether the village accounts are arranged as prescribed in B.P.No. 255 (Settlement) dated 27-6-1893.

if such accounts.

Perl.No.255/48-K-1.

45
Dated 23-3-49.

From J.P.L.Shenoy Esq., I.C.S., Collector, Vizagapatam.

To The Curator, Madras Record Office, Chittoor.

Sir,

Sub:- Records-East India Company period and Records prior to the introduction of the disposal number system-condition Report of the Records in the Collector's office, Vizag for 1948 forwarded.

Ref

I forward herewith an extract of the "Record Condition Report" of the records of the East India Company's period and of records prior to the introduction of the disposal number system, of the Collector's office, Vizagapatam for the year 1948.

True Copy/B.O.
AS.24/3

Huzur Head-clerk.

Sd/G.M.White.
For Collector.

Part 255/49 of 12.3.49

Report on the condition of records in the district of

for the year 194

R.F. XXII-M-4.

Names of the offices in the district following the Tottenham system.	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.	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.	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam fair registers are preserved in good condition.	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893.	Remarks.
				the handling 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)
Collector's Office Vizagapalam	1) yes 2) yes 3) yes	yes in good condition	15.9.20	yes	yes	yes	yes	3082 the last file indexed was No. 22471/48 of 29.1.49	yes	The records that were ripe for destruction at the end of 1948 were destroyed as per rules the lists of which are herein enclosed.	1) yes 2) yes 3) yes Note: The mutilated old Vernacular records are being rewritten by the Spl. Copyist Establishment sanctioned by the Govt.	There are no village accounts in Collector's Office.	50
Collector's Office Vizagapalam 12.3.1949								To the Secy to the Board of Revenue, Madras.				(sd) J. Pl. Shenoy Collector Vizagapalam (True Copy) 24/3/49 For Collector Vizagapalam	P.T.O.

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

* The condition of the ground is still clearly seen.

* 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 it. 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 Income-tax, etc.—B.P. No. 34, dated 2nd February 1935.

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

† (1) It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient to state that information is furnished as to the number of records destroyed, the date of destruction, and the reason therefor. The information should be clear and concisely stated and it should in all cases be reported whether steps have been taken to reimburse the Government for the loss of the records. Income-tax, etc.—B.P. No. 34, dated 2nd February 1955.

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

Pal. 1292 -G-49-R.

From Sri.K.Rama Varma Raja, B.A.,
Collector of Mathurai.

Mathurai Collector's Office,
Tallakulam P.O., Mathurai,
d/ 22-3-1949.

The Curator, Madras Record
Office, Madras.

Sir,

RECORDS-Vernacular records-East India Company's
Period-Mathurai collector's office, Mathurai-Report.

849
8 D/1
I enclose an extract of Col. 12 of
the Annual Report on the Condition of Records
for the year 1948 submitted to Board of Revenue,
Madras in 1949.

Belamir

For Collector W.S. W
4/13.

$$\frac{2}{2} \sqrt{3} \quad \frac{2}{2} \sqrt{3}$$

Extract cited above:-

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

(2) Whether the registers and records of the periods prior to the introduction of the Tottenham System have been

P.T. 0

methodically arranged, and

(3) Whether the Inam fair registers are preserved in good condition.

(1) Yes. In good condition. All the 294 bundles containing Tamil records were indexed. The index registers were sent to the Curator of Madras. Some of the registers have been received back with the details of files to be retained marked therein. Some of the registers are still with the Curator. Their receipt is awaited.

(2) Yes.

(3) Yes.

/True copy/

From
Sri. A. Suryarao Naidu, M.A.,
Collector-in-charge, Bellary.



8551

The Secretary to the Government,
Education & Public Health Dept.,
MADRAS.

Through
The Curator,
Madras Record Office,
CHITTOOR

Ref.No. PR613/49 dated 30-3-1949.

Sir,

Subject:- Madras - Record Office - Records East India Company's
period Annual verification report - submitted.

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

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

DNM.
31.3.49.

8
HIMY
lp

For Collector.

53



From
Sri P.V. Subba Row, M.A.,
Collector of Ramnad,
Tallakulam P.O. Mathurai.

To
The Curator,
Madras Record Office,
Chittoor.

Rec.E1.Pd1.41/49
Sir,

Dated 29th March, 1949.

Sub:--Records--East India Company's period--Annual
verification--Report.
Ref:--Your letter No.424-D7/49-3 dated 21--3--49.

p33ef

An extract of Col.12 of my annual report to the
Board of Revenue Madras is enclosed. Please forward the
list of records destroyed in 1948 to the Board of Revenue,
Madras marked as enclosure to Ramnad Collector's E1.Pd1.
41/49 dated 7--3--49 and intimate the fact to me.

rak.31/3

For Collector.

Extract of Col.12 of Pd1.41/49 dated 7--3--1949.

1. 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.

(1) A list of old records
prior to 1857 was prepared
in 1926 and sent to the
Board in R.Dis.1842-26 dated
13--2--26. The condition
of the record is fair. The
Copying of the old village
service inam statements is
being attended to. So far
statements for 981 villages
have been copied.

(ii) Yes.
(iii) Yes. Some registers re-
quire binding.

/True Extract/

For Collector.



Pd1.No.980-49.

From

Sri R.Koteswara Rao,
Collector, East Godavari, Kakinada.

To

The Curator Madras Record office, Chittoor.

Sir,

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

I invite your attention to this office (letter Pd1.
No.980/49 dated 25-3-49. There is no change in the condition of
the old records, referred to in my report of last year.

(Sd.) J.V.Seshagirirao,
for Collector.

P.O.

Muzur Head Clerk.

CSR.2.4.

2.4.49



Collector's Office,
Kakinada, D/1-4-49.

60

102 57
61
PdL. No.229 .49

South Kanara Collector's Office,
Mangalore, dated 2.4.49.

From,

S. R. Kaiwar Esq., M.A., ICS.
Collector, South Kanara,
Mangalore.

To,

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

Thro'

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 ~~xxx~~ retained permanently, were methodically
arranged and a complete inventory prepared and sent to the
Curator with this office D.Dis. No.1648.36. dated 29.4.36.

Yours faithfully,

[Signature]
For Collector.

107-61
REGISTRATION DEPARTMENT.



From Sri H. Krishnamurthi,
Inspector-General of Registration,
Madras.

To The Curator,
Madras Record Office,
Chittoor.

Dated 11th April 1949.

Sir,

Ref: Your card No. 424-D.7/49-5 dated 4-4-49 - Records
East India Company's period - Annual verification.

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

MRS. 11-4.

63 p9501
U. Ranganathan
Personal Assistant
for I.G. of Regn.

11/4



From

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

The Curator,
Madras Record Office,
Chittoor.

No. 1596

Dated 11th April 1949.

Sir,

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

With reference to your letter No. 424-D.7/49-5 dated 4th
instant the records in my office relating to the East India
Company's period are in a good state of preservation.

RV

Yours faithfully,

H.M. Small
Government Solicitor.

RECORDED
15 APR 1949
1161-D7
MADRAS

From

Sri M. A. Venkataramana Naidu, M.A., B.L.,
Administrator-General & Official Trustee of Madras,
High Court Buildings, M a d r a s.

To

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

Through

The Curator,
M adras Record Office,
Ch i t t o o r.

No. dated, 11th April, 1949.

Sir,

Sub: Records - East India Company's period - Report
for the ~~aka~~ calendar year 1948.
Ref: G.O.Ms.No.1266 Edn. Education and Public Health
Department, dated, 26th June, 1946.

In accordance with Memorandum No.5518 E.R.7 (Finance
Department) dated, 21st December, 1934, 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.

Yours faithfully,

M. A. Venkataramana Naidu

Administrator-General & Official
Trustee of Madras.

NR/

*recd
17/4/49*

RECORDED
14 APR 49
30A.M.
CHITTOOR

119 67
REVENUE DEPARTMENT.



From

N. Subrahmanyam, Esq., I.C.S.,
District Collector,
Chittoor.

To

The Curator,
The Madras Record Office,
Chittoor.

Ref:-4507/H.1/49 dated 18-4-49.

Sir,

RECORDS - East India Company's period - Annual Verification.
Ref:- Your No. 424 D.7/49-5 dated 4-4-49

The old vernacular Records of the East India Company's period were inspected by the Treasury Deputy Collector on 26-2-49 and a report to the Board was submitted. An extract pertaining to this subject is enclosed. The Board in its reference L.Dis. P.652/49 dated 16-3-49, has suggested to set these records right with your assistance. An extract of para 3 of the Board's reference referred to above is enclosed. In view of the Board's suggestion referred to I would like to know the arrangements you or myself may have to take to set these records right. I request an early reply.

A copy of G.O.1266 Education dated 26-6-46 may please be supplied to me as it is not traceable in this office.

B.O.

VR/18.4

[Signature]
Huzur Head Clerk.

COPY OF THE BOARD'S LETTER L.DIS NO. 652/49 dated 16-3-49.
OFFICE OF THE BOARD OF REVENUE, CHEPAUK, MADRAS.

Subject:- Records-(Chittoor)- Condition of records- Annual Report 1948.

Read:- From the collector of Chittoor, Pdl. 109/49 dated 26-2-49.

1) x x x x x
2) x x x x x

3) In answer to item 1 '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 in column 12 of the report on the condition of the records, the collector reports that some of the records have become very old and paper is brittle. The collector is requested to set these records right with the assistance of the Curator, Madras record office.

sd. K. Gopalachari,
Manager, court of Wards.

(True Copy)

EXTRACT OF COL. 12 OF THE REPORT RELATING TO CONDITION OF THE
EAST INDIA COMPANY'S RECORD.

1) The old Vernacular records of the East India Company's Record-Period are kept in bundles. Some of the records have become very old, paper is brittle. The inventory of Telugu and Marhatti is kept.

ii) IES. The registers and records prior to the introduction of the Tottenham System have been methodically arranged.

iii) The Inam Fair Registers are in good condition except a few volumes which require some repairs for which action is being taken separately.

True extract

N.B4. 82/49

Collector's Office, Cuddapah,
Dated. 15th April, 1949.

From Sri. B. Madhava Rao Nayudu, B.A.,
Collector, Cuddapah, CUDDAPAH.
To The Curator, Madras Record Office, Chittoor.

Sub:-Records- East India Company's period-Annual verification-
Report sent.

Ref:-Your ref. No. 424/D7/4 dated 4-4-49.
The periodical report required by you is herewith enclosed.

RSR. 16/4/49.P.

Chandrasekhar
For COLLECTOR.

Copy of Column No.12 of the REPORT ON THE CONDITION OF RECORDS
IN THE DISTRICT OF CUDDAPAH FOR THE
YEAR, 1949.

- (1) 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.

(1) (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.

Records - East India Company's period - Annual verification -
report to the Curator.

No.6241/49 #1. Dated 18.4.49.

From
Sri G.E. Muthirulandi, B.A.,
Collector in Charge, Salem.

To
The Curator,
Madras Record office, Chittoor.

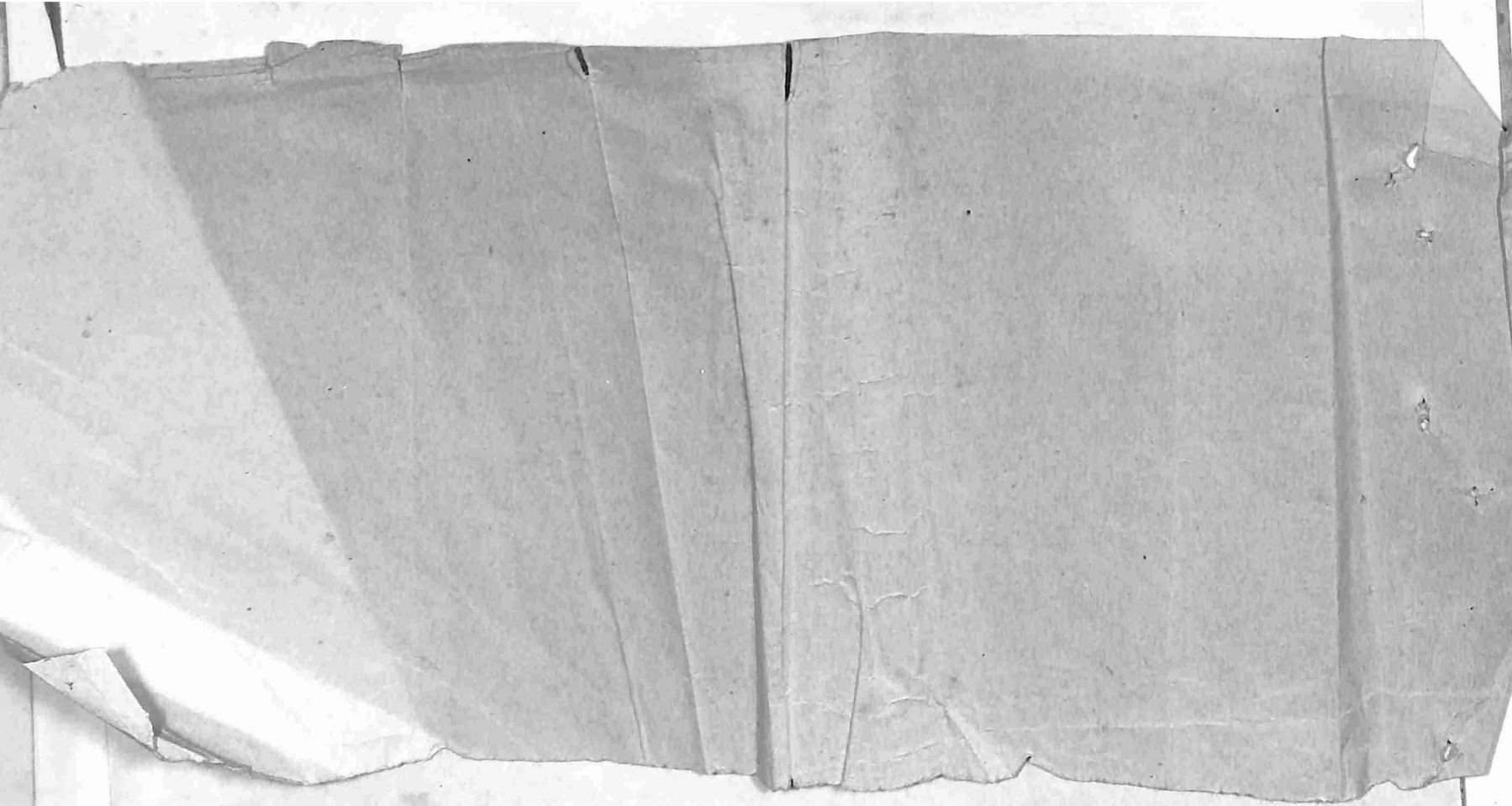
Sir,

Ref: Your letter No.424-D.7/49-5 dated 4.4.49.

G.O.No.1266 (Education) Dated 26.3.1946 referred to in your letter cited is not available in this office. Please send me a copy of it for reference. I am to inform you that there are no records relating to the East India Company's period in this office.

/By order/
KSS/19.4.

G.E. Muthirulandi,
For collector.



Medical Department.
From The Surgeon-General with the Government of Madras, Madras.
To The Curator, Madras Record Office, Chittoor.
In R. 10999 H/49 dated 20/4-49
Sir, Ref: Your No. 424 D7/49-8 dated 28-4-49 regarding Records-East India Company's Periodical annual verification report.
I furnish herewith a copy of this Office *R.No. 10999 H/48 dated 29-3-49 addressed to Secretary to Government, Education and Public Health Department through you as desired in your letter cited above.
Yours faithfully,
[Signature]
For Surgeon-General with the Government of Madras.
R.K.20-4
MA 120

Copy of this letter.

Ref: G.O. 1266 Education dated 26-6-46.

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

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 good.

P.R.964/48 dated 21-4-48
From Mr. Naravadivelu Iyer
Sri T.K. Panjore, Tanjore
Collector of Tanjore



RDS-Collector's Office
Annual verification

Your letter No. 48

above old records
condition.

good

P



Edm Pnt (1949) Department.

mg SERIES.

cl
50

G.O. NO. 2009 (A)
~~2267~~ Edm

Dated 22/6/49

(5)

[Despatch Abstract.]

Museum. Govt. Museum. Madras.
Employment of 20 Clerks and
One Stender. Continues
functioned

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms.	890.	Edn.	28-3-49.				

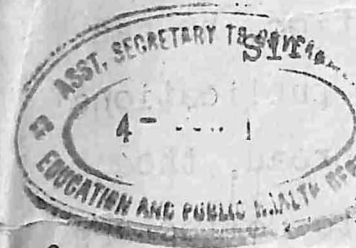
Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms.	2627.	Edn.	22-8-49.				
"	687.	"	3-3-50.				

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

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

No.375/49-3 dated 3rd June 1949.



Sub: Government Museum - Temporary Lower Division Clerk and one Attender - Further Retention - Sanction.

Reference my letter No.375-1/49 dated 12-2-49 (K)/1-2
G.O.Ms.No.890 Edn. dated 28-3-49. (K)/4-5

I have the honour to invite reference to my letter cited above disposed of in G.O.Ms.No.890 Education dated 28th March 1949 and to state that the sanction accorded for the continuance of the temporary posts of one Lower Division Clerk and one Attender expires on the 30th June 1949.

2. The above temporary staff of one Lower Division Clerk and one Attender was sanctioned and employed originally mainly to assist the Head Clerk in his accounts work and to assist the office in carrying out the duties of a Muchi. Consequent on the reorganisation of the system of accounting and record keeping in this office, on the lines recommended by the Collector of Madras after his inspection during 1947, the work in this office has increased enormously on all sides, particularly in the Accounts Branch. The work connected with the Museum Theatre has increased much during the last two years involving additional work on the accounts side. Besides, the Museum publications and photographs are in very great demand, and the sales of which involve proper maintenance of cash and stock registers including prompt preparation of chalans for remittance to Bank. These have added considerably to the already heavy work of the Head Clerk who cannot cope with the very heavy increase of work as stated above, without proper assistance.

The procedure regarding the maintenance of records and the connected registers laid down in the District Office Manual could not be effectively followed unless there is a whole-time Record-Keeper with an Attender to assist him. The temporary additional Lower Division Clerk is therefore

absolutely necessary mainly to assist the Head Clerk in the accounts work and partly to attend to the records.

3. The services of an Attender are quite essential for this office, to help in the issue of records, their restoration, preservation and proper maintenance. In addition, he has full work in attending to the packing of Museum publications sent in exchange to Institutions in India and abroad, the packing of treasure trove coins etc., returned to Collectors after examination, and the packing of coins distributed to various Institutions and Durbars and those sold to private persons outside the City. A number of registers and statements relating to the Accounts and Stores sections have also to be ruled from time to time. The services of an Attender in the absence of a Muchi are therefore absolutely essential to attend to the various items of work mentioned above.

4. In the circumstances explained in the foregoing paragraphs the retention of the temporary posts of one Lower Division Clerk and an Attender is essential even for the normal increase of work in the office. Even with additional temporary staff of one Lower Division Clerk and an Attender it is found very difficult to keep the work up to date. I therefore request Government will be pleased to accord their sanction for the continuance of the temporary posts of one Lower Division Clerk and one Attender up to 31st March 1950.

Yours faithfully,

A. Aiyappan

Superintendent.

NSK/3.6.

E. J. P. H.
C₂

G.O. No. 890. Edu., dated, 28-3-49, quoted at X on page 1 ante, is not readily available. A search is being made. May lie over for a week.

13/6/49

38
286

(K) 4-5

PP. 1-2 & 7.

985.15

Not put up

The S. G. H.
A. G. (H. W. F. W.)

And
15/6/49

(K)

E. J. P. H.
C₂

Museum — Govt. Museum, Madras
— Employment of one L. D. clerk
and one Attender — Continuance
— Sanctioned.

Read: G.O. No. 890. Edu., d., 28-3-49.

Ref: From the S. G. H., No. 375/49-3,
dated, 3-6-49.

Order No. 2267 Edu., d., 28/6/49
118

Sanction is accorded
to the further continuance
of the posts of one Lower
Division clerk and one
Attender sanctioned in
G.O. No. 104. Edu., dated,
23-1-47, for the Govt. Museum,
Madras, for a further
period upto 31st September, 1949.

31.3.50
15/6/49
15/6/49

Note.

Attention is invited
to the note of Finance on
page 6 of G.O. No. 890. Edu., dated,
28-3-49, at the time when the
temporary additional establishment
under reference was
last continued. As regards the

the question of the 12 1/2% ^{cut} in the Museum it is submitted that the finance dept. has agreed with this dept. that no retrenchment in the staff of the Museum need be effected. A formal order on the subject have, however, not ^{been} issued.

2/6

L & P. H (CS)

Submitted:

I was on casual leave for four days from 20th to 23rd June. Mrs. Papammal, the Telephone clerk who attended to this work has given a wrong number. Hence I am not responsible for this wrong numbering.

MSP
20/7/49

Submitted:

When the Index clerk was on casual leave for four days from 20th to 23rd June I have ^{attended} his ^{Telephone} duty in addition to my duty. Gwing to the pressure of work I have given the above mentioned wrong number. kindly excuse me for giving this wrong number.



47523

Mrs Pappanna has committed a number of similar mistakes. She has consequently been transferred as Asst to the Tappel clerk and it is hoped that her substitute will not give room for similar complaints if she happens to do numbering work during the absence of the index clerk.

The draft on post ante may come. ASI may also see.

3/8/49

ASI
5/8/49

Warner
5/8/49
Dis Pappanna
to note.
5/8/49

2/8/49

4
25/52/52
the question of the 12½% ^{cut} in the
Museum it is submitted that the
Finance Dept. has agreed with PP. not put up
this Dept. that no retrenchment
in the staff of the Museum need
be effected. A formal
order is being issued.

Kindly excuse me for giving this wrong
number.

22 JUN 1949
EDUCATION AND PUBLIC HEALTH DEPT.

47523