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[Despatch Abstract.]

[Madras Record Office Administration Report for 1949-50 - Recorded

Back Papers.

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

Further Papers.

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

ADMINISTRATION REPORT

OF THE

MADRAS RECORD OFFICE

FOR 1949-50

PRINTED BY THE SUPERINTENDENT
GOVERNMENT PRESS
MADRAS
1950

Pdl. No. 32/50.

Madras Record Office, Chittoor,
Dated 27th April 1950.

From

Dr. B. S. BALIGA, ph.d. (Lond.),
Curator, Madras Record Office,
Chittoor.

3

To

The SECRETARY to GOVERNMENT,
Education Department,
Fort St. George, Madras.

Sir,

[*Subject*—Madras Record Office—Administration Report for 1949–50.
Reference—G.O. No. 1106, Public (General), dated 6th July 1937.]

I submit herewith the Administration Report of the Madras Record Office for the year 1949–50.

Yours faithfully,
B. S. BALIGA,
Curator.

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ADMINISTRATION REPORT OF THE MADRAS RECORD OFFICE FOR 1949-50.

Administrative activities.—The administration of this office has not yet been freed from the effects of the War. In 1942, as a war measure, as a precaution against air-raids, all the important records of the Government housed in this office were evacuated to Chittoor, and only the unimportant records, the spare copies or duplicates, were left in the Egmore office at Madras. Special arrangements made to protect the records transferred to Chittoor and to make them at the same time readily available for reference to the various departments of the Secretariat, the Board of Revenue and other offices, no doubt, contributed not a little to safeguard the interest of this priceless collection of archives of historical and administrative value. But, after the war was over, there was no justification for retaining the records in the interior. No opportunity was, therefore, lost in transferring back whatever collections could be transferred to the Madras Office. Still, however, this transfer has not been completely effected; the modern records are still in Chittoor; and the office still continues to function from Chittoor with a branch office in Madras. This is because there are still three public offices, two big and one small, occupying large portions of the Record Office buildings. The Office of the Provincial Motor Transport Controller occupies the whole of the administrative block and one large record block; the Office of the Chief Conservator of Forests another large record block; and the Office of the Deputy Commercial Tax Officer, Moore Market Division, occupies a fairly large room, where previously the library books of this office were kept. Unless either of the first two offices mentioned above is shifted elsewhere, preferably, the Office of the Provincial Motor Transport Controller, it is not possible to transfer the records from Chittoor to Madras. And unless the records are transferred from Chittoor to Madras it is not possible to avoid the various inconveniences incidental to the administration of records from the interior noticed in the previous administration reports of this office. This has been again and again brought to the notice of the Government and it is hoped that arrangements would soon be made to enable this office to go back to its legitimate abode and cater from there promptly and properly to the needs of both the administrators and scholars of research.

There was no change in the management of the office. Dr. B. S. Baliga, PH.D. (Lond.), continued to be the Curator and Sri M. C. Subramanian, M.A., continued to be the Assistant Curator.

2. *General report on buildings, stack storage, etc.*—No additions or alterations were made to the Record Office buildings during the year. The Office of the Provincial Textile Commissioner vacated the portion occupied by it in the Record Office buildings, but this portion was immediately allotted to the Office of the Provincial Motor Transport Controller. But for this arrangement the records could have by this time been transferred back to Madras, especially as the record block No. 5 occupied by another office, viz., the Office of the Chief Construction Engineer (Electricity), became shortly afterwards vacant. As it was, the only portion which came into the possession of this office again during the year was the record block No. 5. Orders have been issued by the Government for refitting this block with racks, and the Public Works Department authorities have been asked to expedite the work. In the last year's report it was stated that record block No. 6 which had become vacant was being fitted up with racks. This work was completed in January 1950 and some of the old and less frequently required series of records were transferred from Chittoor to Egmore and housed in that block. This was done with a view to relieving congestion in the buildings occupied by the office at Chittoor.

3. *Annual accessions.*—The Secretariat records of 1945 which were due for transfer in the middle of 1949 could not be taken in for want of space in the buildings at Chittoor. When subsequently space was provided for them by transferring some of the less frequently required series of records from Chittoor to Egmore, the Central Record Branch stated that they were not ready to be sent. Consequently the 1945 records are still in the Central Record Branch. They are, however, expected to be transferred to this office in the first week of May. The particulars of the other series of records which were received for custody by the office during the year are shown in Appendix A.

4. *Catalouging, 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.

5. *Calendering, indexing, etc.*—The nature of these items of work have been described in the last report. Much progress in these, however, could not be made on account of the inability of the Government Press to take up all but the most urgent printing work.

An index of the Survey Section files which had been transferred to this office last year was prepared by the Board of Revenue and supplied to the office.

6. *Publication of historical documents.*—Although the paper position was not very bad, the Government Press was not in a position to take up the usual printing work for this office. The work of the publication section had therefore to be confined, as in the last few years, to the preparation of typescripts for the press. A large number of typescripts have been got ready 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.

In the last year's administration report it has been described how this office has undertaken the writing of full and exhaustive notes on various administrative matters and policies under the consideration of the Government. The notes hitherto written and ordered to be published under the title of 'Studies in Madras Administration' were, during the year, edited and sent to the press and they are expected to be issued very shortly. That these notes go a long way to assist administrators was proved by the frequency with which they had to be consulted for answering several points raised by the Departments of the Secretariat and the Board of Revenue. During the year also some notes on important subjects such as 'Irrigation Tanks and their Problems' have been written, but they will be published for official use only after a sufficient number of them are ready to be incorporated in a volume or two.

Not much progress was made in the programme of reprinting the district manuals and gazetteers. It has now been decided that in view of the pressure of work in the Government Press the work of printing these volumes should be entrusted to private presses. It has also been resolved to supply copies of these books to all the libraries which receive grants from the Government. The question of fixing the number of copies to be printed is now under the consideration of the Government. As soon as this question is decided, steps will be taken to entrust the work of printing to some private press.

7. *Preservation of documents.*—The usual precautions for the protection of records from damage by insects or otherwise were taken during the year. In regard to the rehabilitation of old and brittle documents the non-availability of chiffon made it necessary to restrict the work to such of the documents as were required for reference urgently. The menders were chiefly employed in repairing those files of the modern period which have become damaged by frequent handling; and this has gone a long way to facilitate referencing not only in this office but also in the Secretariat. Thus, hundreds of files relating to current matters can now be consulted without any inconvenience by any one and without any injury to the documents. The Superintendent of Stationery is now making arrangements for obtaining a supply of chiffon from Europe. When this supply is received it will be possible to resume the programme of mending of old records.

The mending of the records of other Government offices and institutions had also to be restricted for want of chiffon. Repairs, however, were carried out in several special cases. Thus, the manuscripts of the Poet Subrahmanya Bharathi, which had been acquired by the Government for the Madras Museum and which were not in a condition to be exhibited or handled properly, were reconditioned with chiffon and bound into handy volumes. They now present a fine appearance and can be handled without any fear of injury to them. Similarly a good number of the old Urdu and Persian records of the Kurnool Collector's Office which are of historical importance were mended with chiffon and made up into suitable files in order to make their preservation by the Collector easy. A few volumes of the District Court, Chittoor, two manuscripts belonging to the Government Oriental Manuscripts Library and an inam register belonging to Sandur State were also mended by the office. A statement of the work done by the mending section is given in Appendix C. It will be seen that the section has turned out a large amount of work.

No binding work was done by the Government Press for the office during this year also. The office binder attended to the work of rebinding the old manuscript volumes of the East India Company's period and the registers and reconditioned files which were bulky. The work done by him is shown in Appendix D.

8. *Information supplied to the public and the Government.*—Orders were issued by the Government during the year laying down the procedure, and fixing the search fee, for supplying to the members of the public information about particular individuals from the records. According to this procedure, the applicant has to specify the period to be covered by the search and to pay a search fee at the rate of Rs. 5 for every year prior to 1858 and Rs. 2 for every year from 1858. A higher fee is demanded for examining the records of the earlier years as it is more difficult to make searches among them. This procedure has greatly facilitated the work connected with searches. Thirty-eight applications were received during the year for information about private individuals.

Of all the items of work of this office, that of dealing with requisitions from the Departments of the Secretariat, the Board of Revenue and other Heads of Departments, is undoubtedly one of the most important. For, upon the promptness and thoroughness with which the requisitions are complied, the papers are furnished or the information is supplied, depend the passing of proper orders by the higher authorities. Seventeen thousand and seventy-six requisitions were received during the year from the various departments for which no less than 36,330 papers were furnished. The special arrangements for dealing with urgent requisitions and for despatching the records expeditiously to Madras through special messengers continued to be followed during the year. As usual, a large number of requisitions involved searches. The number of such requisitions was 794. The subjects of some of the more important of these searches are shown in Appendix E. This will show the great variety of subjects that came under the consideration of the Government.

During the year a very large number of papers, 43,116 papers, which had been returned by the departments or which had been taken out in connexion with searches, were restored to their proper places. Reminders were issued, as usual, for the return of the papers which had been outstanding with the departments for more than six months. For facility of tracing the papers, a separate list was made out for each section of a Secretariat Department. Two hundred and eight lists were issud on the whole. Only 149 of these were, however, returned to the office with remarks, and even in the case of these 149 lists, the departments did not account for all the papers in 32 lists. These 32 lists were therefore returned to the departments for further remarks, but they were not received back by the office. Fifty-nine lists were not returned at all by the departments in spite of reminders. More co-operation on the part of the departments is called for to ensure the proper return of the papers sent out of this office.

9. *Report on work by research scholars.*—A statement showing the names of the scholars who were granted permission to do research among the records

and their subjects of research will be found in Appendix F. The rules governing access to records for purposes of *bona fide* historical research were revised this year. Till now all applications for examining the records of the Revenue and Irrigation departments after 1800 and the records of other departments after 1856 had to be forwarded to the Government for their orders. The Curator has now been empowered, in the new rules, to dispose of all applications himself and to refer to the Government only such applications as he thinks necessary. It is needless to say that this procedure has eliminated not only a great deal of unnecessary work both in this office and in the Secretariat but also all delays in granting permission.

10. *Report on the district records.*—The reports received from the Collectors and heads of departments about the condition of the non-current records in their offices are, as usual, forwarded to the Government with this report. No reports were received from the Collectors of Salem and Kurnool. The other reports show that the records in most of the Collectorate and offices of the heads of departments are in a fairly good condition. There is, however, no doubt that most of these records are very old and brittle and that no proper use can be made of them until they are all mended with chiffon. The mending of these records cannot, however, be taken up, as has been explained elsewhere, for want of chiffon. When chiffon becomes readily available at a moderate price they will have to be mended. The condition of the district court records is similar to that of the Collectorate records. These records will also have to be mended when chiffon becomes available.

Mention has been made in the last year's report about the weeding of the old Tamil records of the Mathurai Collectorate. The weeding was completed during the year and all unimportant papers were destroyed. The question of mending the papers which have been retained is under consideration. The mending of the Urdu and Persian records of the Kurnool Collectorate was completed during the year and these records were returned to the Collector for safe custody.

The Modi records of the extinct Tanjore Agency, which have been the subject of correspondence for several years, continued to remain where they were under the custody of the Collector of Tanjore. After a great deal of consideration the Government decided that these records should be transferred to the custody of the Government Oriental Manuscripts Library, Madras, and they addressed the Government of India for permission to do so. But the Government of India replied that nothing need be done in regard to these records until the Director of Archives, National Archives of India, had inspected them. The Director has not yet inspected them.

In regard to the records of the States of Pudukkottai, Banganapalle and Sandur, which have merged in Madras, the reports received from the Collectors of Tiruchirappalli, Kurnool and Bellary were submitted to the Government and it was recommended that such of these records as relate to the East India Company's period might be centralized in the Madras Record Office. Orders have not yet been passed by the Government upon this proposal. In the meantime, as has already been stated in the last report, instructions have been issued to the Collectors of these districts to see that the records are not dispersed or damaged or lost.

11. *Weeding.*—The work of weeding the duplicate records of the East India Company's period was carried on by two clerks of the publication section. The progress made by them during the year is shown in Appendix G. Besides this, the passport records of the years 1920 to 1924 were carefully weeded and more than 4,200 papers of unimportance were destroyed under the orders of the Government. The weeding of covenants and agreements has now been discontinued as it was found that the documents weeded out every year were very few and the space released by such weeding was out of all proportion to the work involved in weeding them.

12. *A resume of action taken on the recommendations of the Indian Historical Records Commission and the Research and Publication Committee.*—A number

of resolutions passed by these bodies were referred to this office for remarks by the Government as and when they were received from the Government of India.

At its 13th meeting the Research and Publication Committee passed a resolution recommending that early and suitable steps should be taken by the Indian Historical Records Commission for the publication of original texts or translations of comparatively important historical manuscripts and documents discovered by the Regional Records Survey Committees. While forwarding this resolution to the Provincial Governments, the Government of India suggested that this work should be undertaken by the Provincial Governments in conjunction with their regional committees. As the regional committee of Madras had only lately been appointed and as it had not unearthed any manuscripts till then, the Government of India were informed that the question would be considered by the Government of Madras if and when the committee unearthed any important manuscripts.

The next resolution was Resolution I, passed by the Research and Publication Committee at its 13th meeting. This resolution recommended that scholars, archivists and others engaged in research among archives should bring to the notice of the Indian Historical Records Commission interesting new subjects which they might come across in the course of their researches in order that a list of such subjects might be published in the annual proceedings volumes of the Indian Historical Records Commission for the use of students who might wish to tke up research. While forwarding this resolution, the Government of India suggested that the subjects might be published in the 'Indian Archives' instead of in the annual proceedings volume of the Indian Historical Records Commission. As this resolution had been suggested by the Curator of the Madras Record Office and had been forwarded to the Indian Historical Records Commission by the Government of Madras, the latter issued orders for implementing it. Copies of the resolution were communicated to the Universities in the State. Copies were also ordered to be given to the research students who might come to the Madras Record Office for research.

Another resolution which was referred to the Government of Madras was Resolution XV passed by the Indian Historical Records Commission at its 24th session, recommending that the Provincial Governments should give adequate grants to historical research institutions in their provinces expressly for the preservation of the collections in their possession. As there were no institutions engaged in collecting historlical manuscripts or in conducting purely historical researches in this province the question of giving them financial assistance did not immediately arsie.

The next resolution received by the Government was Resolution III of the 14th meeting of the Research and Publication Committee which recommended that the Provincial Governments should expedite the establishment of organized records offices in their provinces if they had not already done so. As this Government had organized a Central Record Office as long ago as 1909, no action had to be taken by them upon this resolution.

Resolution IV of the 14th meeting of the Research and Publication Committee was also received by the Government. This resolution recommended that the Government of India should take suitable steps for the safe custody and proper preservation of the records which were in the possession of the various Indian States and that the Director of National Archives should be given all necessary facilities for this purpose and that he should submit his report to the Indian Historical Records Commission. While forwarding this resolution, the Government of India hoped that the Provincial Governments would appreciate the need for the proper preservation of these records and that they would take such steps as they considered necessary in order to ensure that no State records were allowed to be dispersed, damaged or destroyed. The only States which had merged into Madras were Pudukkottai, Banganapalle and Sandur. In regard to the records of these States action had already been taken by the Government on the suggestion of the Curator, Madras Record Office, to see that none of them were dispersed or damaged or destroyed. The Collectors of the districts who had taken charge of the administration of these three States were instructed to report about the nature and condition of these records and to keep them

intact pending further orders. Their reports which were received in the Madras Record Office showed that the records were generally in a fair state of preservation and that many of them had indexes. It has been suggested to the Government that, on the analogy of the centralization of the Collectorate records, such of these records as are earlier than 1858 might, if the Government of India have no objection, be transferred to this office. Orders have not yet been passed by the Government upon this suggestion.

A suggestion made by the Research and Publication Committee at its 14th meeting was to the effect that the Regional Records Survey Committee which had been appointed by the Government of Madras should take over all the activities of the earlier *ad hoc* Committee. This suggestion was made in consequence of certain representations which had been made by the Convenor of the Madras Committee. The Convenor represented that the permanent Committee formed in Madras had decided to restrict its activities to the salvaging of documents and that therefore the old *ad hoc* Committee should continue to function in order to attend to the remaining items of work. He did not explain what these other items of work were, but the Research and Publication Committee and the Government of India desired that the Madras Committee should continue to adhere to the programme of the *ad hoc* Committee in its entirety. So far as it could be seen the only activity which the Madras Committee had not agreed to undertake was the collection of material for the preparation of the National Register. And this the Committee refused to undertake because the Government had definitely stated that the Committee had been especially constituted for the purpose of unearthing manuscripts in private custody and that therefore it was not desirable that it should be diverted from that work. However, the Convenor was requested to state what were the activities which the *ad hoc* Committee was engaged in and which of these were not being attended to by the permanent Committee. His reply showed that, while the Indian Historical Records Commission had decided that the Regional Committees should concentrate on the work of compilation of the materials for the National Register to the exclusion of all other items of work which they might have taken up or which they might intend to take up in the near future, the Madras Committee had decided to furnish only such information as it came across. He, however, stated that he was going to place the matter again before the Committee.

13. *Enquiries on archival matters.*—An enquiry about the practice followed in Madras in regard to the centralization of district records was received from the Government of the Cochin State. Enquiries about the preservation of old and brittle documents were received from the Keeper of the Records of the Government of East Punjab, the Tanjore Maharaja Serfoji Saraswathi Mahal Library and the Collector of Chittoor. Suitable replies were furnished to these enquiries. Information was also furnished to the Director of Archives, Orissa, the Keeper of the Records of the Government of the United Provinces and the Secretary, Bhagalkhand Historical Records Commission, Rewa State, Vindhya Pradesh, about the rules governing access to records for research purposes. A list of useful books on archive administration was also furnished to the Government of West Bengal.

14. *Library and Museum.*—In view of the present financial stringency only one book was purchased for the office library this year. Two thousand four hundred and fifty-five volumes were, however, added to the library by transfer from the Secretariat. During the year the office subscribed for a new journal on archive administration called ' Archives ' issued by the British Records Association. Two thousand five hundred and twenty-six patents and specifications were transferred to this office for safe custody in the course of the year. Thirteen persons consulted the patents and specifications.

15. *General.*—The Curator could not attend the 26th session of the Indian Historical Records Commission held at Cuttack in December 1949 as he was busily engaged with the collection of materials for the use of the Andhra Province formation committee. He attended two meetings of the Regional Records Survey Committee and a meeting of the Government Oriental Manuscripts Library.

APPENDICES.

APPENDIX A.

STATEMENT SHOWING THE ACCESSIONS OF RECORDS.

Board of Revenue Records.

Department.	Number of bundles.	Number of files in the bundles.
Routine Board's Proceedings, 1937	2	126
Do. 1938	2	125
Press Board's Proceedings, 1938	7	152
Miscellaneous Board's Proceedings, 1938	60	3,586
Survey records	..	165
Total ..	71	4,154

Strong almirah documents.

Nature of documents.	Number of documents.
(*a*) Deeds relating to land mortgage banks	5,429
(*b*) Do. to co-operative building societies	1,117
(*c*) Do. to land reclamation societies	147
(*d*) Do. to loans under the State Aid to Industries Act.	478
(*e*) Agreements relating to Public Works Department	63
(*f*) Covenants and bonds relating to Government servants ..	20
(*g*) Documents relating to Hindu Religious Endowments	8
Total ..	7,262

APPENDIX B.

STATEMENT SHOWING THE WORK OF THE PUBLICATION SECTION.

Volumes typed—

Factory records—

Tellicherry (Diaries—General),		1758–59,	Volume	No. 25-A.
Do.	do.	1761	,,	No. 26-C.
Do.	do.	1762–63,	,,	No. 27-A.
Do.	do.	1763–64,	,,	No. 27-B.
Do.	do.	1764–65,	,,	No. 28-B.
Do.	(Letters received),	1751–54,	,,	No. 13.
Do.	do.	do.	,,	No. 14.
Do.	do.	do.	,,	No. 15.
Do.	do.	1754–59,	,,	No. 17.
Do.	do.	do.	,,	No. 18.
Do.	do.	do.	,,	No. 19.
Do.	do.	do.	,,	No. 20.
Do.	do.	1760–64,	,,	No. 21.
Do.	do.	do.	,,	No. 22.
Do.	do.	do.	,,	No. 23.
Do.	do.	do.	,,	No. 24.
Do.	do.	do.	,,	No. 25.

Volumes typed—*cont.*

Factory records—*cont.*

Tellicherry (Letters sent), 1751–52, Volume No. 9.
Do. do. 1752–53, ,, No. 11.
Do. do. do. ,, No. 12.
Do. do. do. ,, No. 13.

Selections typed —

Judicial Consultations, 1816, Volume No. 112.
Do. do. ,, No. 113.
Do. do. ,, No. 115.
Do. do. ,, No. 117.
Do. do. ,, No. 119.
Do. do. ,, No. 120.
Do. do. ,, No. 121.
Do. do. ,, No. 123.
Do. do. ,, No. 124.
Do. do. ,, No. 125.
Do. do. ,, No. 126.
Do. do. ,, No. 127.
Do. do. ,, No. 128.
Judicial Despatches to England, 1816–26, Volume No. 4.
Do. from England, 1817–19 ,, No. 3.
Judicial Consultations, 1818, Volome No. 130.
Do. do. ,, No. 131.
Do. do. ,, No. 132.
Do. do. ,, No. 133.
Do. do. ,, No. 134.
Do. do. ,, No. 135.
Do. do. ,, No. 136.
Do. 1819 ,, No. 138.
Do. do. ,, No. 139.
Do. do. ,, No. 140.
Do. do. ,, No. 141.
Do. do. ,, No. 142.
Do. do. ,, No. 143.
Do. do. ,, No. 144.
Do. do. ,, No. 145.
Do. do ,, No. 146.

Volumes edited—

Factory records—

1. Tellicherry Factory Records (Diaries-General), 1752–53, Volume No. 22-A.
Do. do. 1753–54 ,, No. 22-B.
Do. do. 1754 ,, No. 23-A.
Do. do. 1754–55 ,, No. 23-B.
Do. do. 1755–56 ,, No. 24-A.
Do. do. 1756–57 ,, No. 24-B.
Do. do. 1758–59 ,, No. 25-A.
Do. do. 1760–61 ,, No. 26-A.
Do. do. 1761 ,, No. 26-B.
Do. do. 1763–64 ,, No. 27-B.
Do. do. 1764–65 ,, No. 28-A.
2. Anjengo Factory Diaries, 1760–63 ,, No. 7-A.
Do. 1760–63 ,, No. 7-B.

Volumes edited—*cont.*

Factory records—*cont.*

2. Anjengo Factory Diaries, 1760–63, Volume No. 7-C.
Do. 1763–64 ,, No. 8.
Do. 1764–66 ,, No. 9-A.
Do. 1764–66 ,, No. 9-B.
3. Masulipatnam (Letters sent), 1764–66 ,, No. 3.
Do. do. 1764–66 ,, No. 4.

Volumes in proof stage—

A. Records of Fort St. George—

1. Diary and Consultation Book, 1757, Volume No. 87.
2. Do. 1758 ,, No. 88.
3. Do. 1759 ,, No. 89.
4. Do. 1760 ,, No. 90.
5. Public Despatches from England, 1757–58, Volume No. 61.
6. Major's Court Proceedings, 1728.
7. Fort St. David Consultations, 1704.

B. Departmental Indexes—

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

Volumes indexed—

Public Despatches from England, 1757–58, Volume No. 61.

APPENDIX C.

STATEMENT SHOWING THE WORK OF THE MENDING SECTION.

Series of records.	Number of sheets mended.
1. Secretariat records (Government Orders)	79,724
2. Board of Revenue records (Board's Proceedings)	590
3. Collectorate records (Volumes)	143
4. Do. (Chittoor)	379
5. Do. (Kurnool), (Urdu and Persian records)	5,005
6. District Court records (Chittoor)	337
7. Government Oriental Manuscripts Library	182
8. Poet Bharathi's Manuscripts	532
9. Strong Almirah documents	521
10. Miscellaneous registers and files of the office	667
11. Maps	1
Total ..	88,081

55. The opening of a Police Station in the Military quarters of Fort St. George.

56. The supply of web equipment to the Malabar Special Police.

57. The withdrawal of the provisions of Cruelty to Animals Act, 1890, from any area.

58. Over-detention in jails caused by the non-intimation of payment of fines promptly to the jail authorities.

59. The practice of issuing of railway warrants to prisoners and to students of certified schools.

60. The appointment of Assistant Inspectors and Provincial vistors of certified schools.

61. The transfer of security prisoners from jails to outside hospitals.

62. The passing of the Criminal Tribes Act, 1871, 1876, 1897, 1911 and 1924 and the Madras Restriction of Habitual Offenders Act, 1943.

63. The introduction of the Dramatic Performance Act, 1876.

64. The remission of stamp duty in respect of property transferred to charitable institutions.

65. The authority for overprinting non-judicial stamps with the name of each province.

66. The inclusion of hydrochloric, nitric and sulphuric acids in the schedule of poisons under Poisons Act.

67. The prescribing of certain types of fire extinguishers under rule 38 of the Madras Cinematograph Rules, 1933.

68. The registration of the Madras Race Club under the Indian Companies Act, 1913.

69. The will of Cojah Petrus Uscan.

70. The appointment of Deputy Collectors and Assistant Secretaries to Government as the Inspector-General of Registration.

71. The exercise of the franchise by prisoners in elections to the Legislature, local bodies, universities, etc.

72. The residence of District Board Presidents, Vice-Presidents, clerks, etc., outside the District Board's headquarters.

73. The use of printed letter heads by Panchayats and District Boards.

74. The prescription of a form for giving a written notice of no-confidence motion under clause 2 of Section 40 (A) of the Madras District Municipalities Act.

75. The constitution of village panchayats in villages with a population of 3,000 and more and of informal panchayats in villages with a population of less than 3,000.

76. The appointment of Additional District Panchayat Officers for North Arcot, Guntur and Tanjore.

77. The constitution of certain Panchayat Boards.

78. The formation of District Board Circles and their subsequent revisions and alterations.

79. The constitution of the Visakhapatnam District Board and the extension of the Local Boards Act to the Agency tracts of the Visakhapatnam District.

80. The bifurcation of the old Krishna District Board into the present Krishna and West Godavari District Boards.

81. The amendment of the Madras District Municipalities Act so as to provide for the appointment of executive officers.

82. The recovery of the compensation from municipalities for the diversion of water from Government irrigation sources to town water-supply reservoirs.

83. The origin of the levy of track rent for laying underground pipe lines or cables.

84. The removal of lepers and beggars in Tirupati to the Leper Asylums and Poor Homes.

85. Proposals for including the French establishments of Yanam and Mahe within the Indian frontier.

86. The inclusion of the French *Loge* at Musilipatnam within the Municipality.

87. The question of taking over the French establishments by the Madras Province.

88. The holding of medical examination for commutation of political pensions.

89. The tenure of Mysore political pensions.

90. The passing of the Prince of Arcot Endowments Act, II of 1923.

91. The creation of the post of Surgeon to H. E. the Governor of Madras.

92. The creation of the post of Deputy Director of Agriculture.

93. The sanction of establishment for the Central Farm, Agricultural College, Coimbatore.

94. The payment of premium for the proper maintenance of breeding bulls to private individuals or societies.

95. The delegation of powers to the Registrar of Co-operative Societies to transfer Non-Gazetted Government Servants to Foreign Service under Fundamental Rule 110 (c).

96. The formation of the Ceded Districts Economic Development Board.

97. Discussions relating to the introduction of prohibition.

98. The assistance given by the Government to sufferers from floods and cyclones between 1920 and 1944.

99. The creation of the Indian People's Famine Trust Fund.

100. The preparation of a Record of Rights for the inam villages of the Prince of Arcot in Tiruchirappalli district.

101. A history of the Black Town Wall, and the fixation of the boundaries of Black Town, Madras, as defined in the Madras City Land Revenue Act, XII of 1851.

102. The grant of single pattas in the place of joint pattas.

103. The conversion of joint 'mulgeni' pattas in the South Kanara District into individual pattas in the name of the landholders alone.

104. The payment of cash grants to thottis and talayaris instead of inam lands in the Madras Province.

105. The plantation of casuarina in Sriharikota island in Nellore district.

106. The levy of penal assessment in respect of lands requisitioned under the Defence of India Rules and granted to cultivators.

107. The escheat of the properties of Duvvur Janakamma, Vakad village, Guntur taluk, Nellore district to the State.

108. The question of declaring the Paleri property in the Malabar district as an escheat.

109. The Grant of Malikhana allowance to the late Zamorin of Kozhikode.

110. The delegation of powers to Subdivisional Magistrates under Section VI of Regulation VII of 1817.

111. The basis for making provision in the Budget Estimate under the head 57 (c) Miscellaneous—Donations for charitable purposes—D-Indian choultries.

112. Discussions relating to Section 20-B of the Estates Land Amendment Act, VIII of 1934.

113. The grant of a lease of land to the Adyar Club and the collection of rent from it.

114. The formation of the Yemmiganur sub-taluk in Bellary district.

115. The appointment of Revenue Inspectors of different grades.

116. The imposition of customs duties around the ex-State of Sandur.

117. The grant of a site for the construction of a chapel at Mettur.

118. The resumption of certain lands endowed to the Ulundurpet Choultry.

119. The production of activated sludge in the Madras Province.

120. The building of the Palar and Ponnai Anicuts.

121. The formation of the Krishnagiri Reservoir Project.

122. The formation of an informal committee at Mettur to advise the Engineer-in-chief on sanitary and other matters at the head works at Mettur.

123. The improvements to the Cooum and the excavation of a canal connecting the Buckingham canal and the sea near Tondiarpet.

124. The exercise of fishing rights by the French Indian and British Indian subjects in the Mahe river.

125. The opening of the Changileri Kadavu ferry in Walluvanad taluk, Malabar district.

126. The improvement of irrigation tanks in Zamindaris in connection with the "Grow More Food" campaign.

127. The conversion of private tanks into minor irrigation services.

128. The employment of Minor irrigation clerk-draftsmen in the Collectorates.

129. The electrification of the High Court buildings.

130. The capitalisation of interest on electricity projects during construction stage.

131. The convention on Freedom of communications and transit adopted by the International Conference held at Barcelona in 1921.

132. The origin of the Bevin training scheme.

APPENDIX F.

STATEMENT SHOWING PARTICULARS OF RESEARCH.

Name of the scholar.	Subject of research.
1. Sri N. Venkatramana, M.A., L.T., Member of the Pachaiappa's College Staff.	Administration of District Municipalities, 1873–1919.
2. Sri T. S. Deva Rajan, B.A. (Hons), Research student, Presidency College, Madras	Factory Labour in Madras Presidency, 1898–1944.
3. Srimathi T. Minakshi, Research student, Madras University.	Finance of the Madras Government since 1919.
4. Srimathi M. A. Janaki, B.A., B.L., Senior Advocate (Federal Court).	Mysore Pradhans.
5. Sri N. Bhogendranath, B.A. (Hons.), Research student, Madras University.	Development of Textile Industry up to 1898.
6. Sri E. S. Jayaraman, Research student, University of Madras.	Revenue Administration of the Madras Province, 1900–1944.
7. Srimathi Vijayalakshmi Srinivasan, B.A. (Hons.), Research student, University of Madras.	History of the Madras Government Secretariat with special reference to its organization and procedure.
8. Sri R. Chandramouli, M.A., Research student, Madras University.	A Century of Mattursai Country (1736–1836).
9. Sri K. V. Raghunatha Reddi, Research Scholar, Lucknow University.	Rural labour employment and wages; a study in integrated planning for Agriculture and Industry in Andhra area.
10. Sri V. Shunmugasundaram, B.A. (Hons.), Research student, University of Madras.	Recent trends in Federal finance.

APPENDIX G.

STATEMENT SHOWING THE PARTICULARS OF WEEDING.

Department.	Year.	Number of bundles.	Number of pages.
Secret	1813–39	46	8,544 papers, covering 42,720 pages were examined and listed.

EDUCATION DEPARTMENT

(Education)

G.O. No. 1658, 1st June 1950

Madras Record Office—Administration Report for 1949–50—Recorded.

READ—the following paper :—

From the Curator, Madras Record Office, Chittoor, dated the 27th April 1950,
Pdl. No. 32/–50.

Order—No. 1658, Education, dated 1st June 1950.

Recorded.

2. The Madras Record Office continued to do satisfactory work during the year.

(By order of His Excellency the Governor)

R. D. PAUL,
Secretary to Government.

To the Curator, Madras Record Office, Chittoor.
" Keeper of Records, Government of West Bengal, Calcuttta.
" Director of Archives, National Archives of India, New Delhi.
" Secretary to Government of India, Ministry of Education, New Delhi.
" Librarian, Common Wealth Relations Office, London.
" Secretary, Public Service Commission, Madras.
" Secretary, Indian Historical Records Commission, National Archives of India Buildings, New Delhi.
" Honorary Secretary, British Records Association, 3rd Kings Bench Walk, Inner Temple, London.
" Archivist, National Archives, Washington, D.C., U.S.A.
" Public Department.
Secretariat of the Madras Legislature.

13

161/1 Edn. (E)

92428

Sub: Madras Record office - Administration Report for 1949-50. Recorded.

20 JUL 1950

From the Curator, M.R.O. chittoor
Pdl. No. 32/50. Dated 27-4-1950.

Order No. 1658 Edn. Dated 1-6-50

Recorded.

2. The Madras Record office continued to do satisfactory work during the year -

To

The curator, M.R.O. chittoor.
To The Keeper of Records, West Bengal
The Govt of India, Calcutta
The Director of Archives, National Archives of India, New Delhi.
The Secretary to Govt of India, Ministry of Edn, New Delhi.
The Librarian, Commonwealth Relations Office, London.
" Secretary Public Service Commission, Madras.
" The Secretary, Indian Historical Records comm., National Archives of India Buildings, New Delhi.
" Hony. Secretary, British Records Assocn, 3rd. Kings Bench Walk, Inner Temple, London.
" The Archivist, National Archives, Washington.
" The Pub. Deptt.
The Secretariat of the Madras legislature.

Note: The Report may be printed.

For orders whether as, in the previous year, the following para may be added to the draft above as para 2.

The Madras Record office continued to do satisfactory work during the year.

~~H.M (Edl) may see.~~

2. The Removal of the Records from Chittoor to Madras is still engaging attention & the Delay is due to the fact that it has not yet

yet been possible to find alternative accommodation for the offices now occupying the M.R.O buildings at Egmore - The Coll^r is still searching for this accommodation.

3. The reprinting of the Dt. Gazetteers & Manuals which Govt has ordered, has not yet been undertaken by the Govt Press owing to its inability to do it - This is separately being dealt with -

4. The usual draft order on p. 1 ante is for approval -

19.5.50

27.5.50.

H.M. (E. & L.).

Issue.

Ai

I want to know why the press is unable to do it. Refer to the paper file

KM
30/5

✓ (Endt taken & added to the connected file)

29
16/50

C.F. 304.

OFFICE OF THE .....

Date ..... 194 .

Hours F Minutes .....

TELEPHONIC MESSAGE.

From	To
Supt. Govt. Press	Asst. Secretary Education

T.M No. Nil / P.P.C / of 1-9-50

Sub: Administration Report Madras Record office for 1949-50 - Printing office

Please furnish this office with a distribution list for printing and supply of the administration Report of the Madras Record office for the year 1949-50.

[Please write on both sides.

G.B
5/9/50

No.114567/Bk.

Government Press,
Madras, 6-9-1950.

ASSISTANT SECRETARY
8 SEP 1950
27200
EDUCATION DEPARTMENT

Note for the Superintendent,
Education Department,
Fort St. George.

Ref: Your post copy of telephonic message dated 30-8-50
Sub: Administration Report of Madras Record Office 1949-50
Printing of.

Your kind attention is invited to this office telephonic message dated 1-9-1950 wherein a revised distribution list to the above Report has been called for. It may be sent early to enable this office to print and distribute the final copies in time.

rg/7/9

for Superintendent.

76

Edn Deptt(F)

From the S.G.P, No. 114567 / BK dt 6.9.50
Administration Report of the Madras
Record Office for 1949-50.
Memo No 27200/F/50 / Edn dt 14/9/50

A copy of the ~~administration~~ distribution list of the administration report referred to above is furnished herewith.

Dy
12/9/50

[illegible]
13/9/50

Dy to section
12/
14/9/50

To Dy the 16/9.
The S.G.P
(with a copy of the list)
R 130/9 (W)

ASSISTANT SECRETARY
9498
1 MAY 1950
EDUCATION DEPARTMENT

17

ADMINISTRATION REPORT

OF THE

MADRAS RECORD OFFICE

FOR

1949-50.

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Pdl.No. 32/50.

Madras Record Office,
Chittoor, 27th April 1950.

From

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

To

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

Sir,

Sub:- Madras Record Office - Administration Report for 1949-50.

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 1949-50.

Yours faithfully,

BR.

CURATOR.
29-4-1950.

ADMINISTRATION REPORT
OF THE
MADRAS RECORD OFFICE
FOR
1949--1950.

***

1. ADMINISTRATIVE ACTIVITIES:

The administration of this office has not yet been freed from the effects of the War. In 1942, as a war measure as a precaution against air raids, all the important records of the Government housed in this office were evacuated to Chittoor, and only the unimportant records, the spare copies or duplicates, were left in the Egmore office at Madras. Special arrangements made to protect the records transferred to Chittoor and to make them at the same time readily available for reference to the various Departments of the Secretariat, the Board of Revenue and other offices, no doubt, contributed not a little to safe-guard the interest of this priceless collection of archives of historical and administrative value. But, after the war was over, there was no justification for retaining the records in the interior. No opportunity was, therefore, lost in transferring back whatever collections could be transferred to the Madras Office. Still, however, this transfer has not been completely effected; the modern records are still in Chittoor; and the office still continues to function from Chittoor with a branch office in Madras. This is because there are still three public offices, two big and one small, occupying large portions of the Record Office buildings. The Office of the Provincial Motor Transport Controller occupies the whole of the administrative block and one large record block; the Office of the Chief Conservator of Forests another large record block; and

the Office of the Deputy Commercial Tax Officer, Moore Market Division, occupies a fairly large room, where previously the library books of this office were kept. Unless either of the first two offices mentioned above is shifted elsewhere, preferably, the office of the Provincial Motor Transport Controller, it is not possible to transfer the records from Chittoor to Madras. And unless the records are transferred from Chittoor to Madras it is not possible to avoid the various inconveniences incidental to the administration of records from the interior noticed in the previous administration reports of this office. This has been again and again brought to the notice of the Government and it is hoped that arrangments would soon be made to enable this office to go back to its legitimate abode and cater from there promptly and properly to the needs of both the administrators and scholars of research.

There was no change in the management of the office. Dr. B.S.Baliga, Ph.D.(Lond.), continued to be the Curator and Sri M.C.Subramanian, M.A., continued to be the Assistant Curator.

2. GENERAL REPORT ON BUILDINGS, STACK STORAGE, ETC:-

No additions or alterations were made to the Record Office buildings during the year. The office of the Provincial Textile Commissioner vacated the portion occupied by it in the Record Office buildings, but this portion was immediately allotted to the Office of the Provincial Motor Transport Controller. But for this arrangment the records could have by this time been transferred back to Madras, especially as the

record block No.5 occupied by another office, viz., the Office of the Chief Construction Engineer (Electricity), became shortly afterwards vacant. As it was, the only portion which came into the possession of this office again during the year was the record block No.5. Orders have been issued by the Government for refitting this block with racks, and the Public Works Department authorities have been asked to expedite the work. In the last year's report it was stated that record block No.6 which had become vacant was being fitted up with racks. This work was completed in January 1950 and some of the old and less frequently required series of records were transferred from Chittoor to Egmore and housed in that block. This was done with a view to relieving congestion in the buildings occupied by the office at Chittoor.

3. ANNUAL ACCESSIONS:-

The Secretariat records of 1945 which were due for transfer in the middle of 1949 could not be taken in for want of space in the buildings at Chittoor. When subsequently space was provided for them by transferring some of the less frequently required series of records from Chittoor to Egmore, the Central Record Branch stated that they were not ready to be sent. Consequently the 1945 records are still in the Central Record Branch. They are, however, expected to be transferred to this office in the first week of May. The particulars of the other series of records which were received for custody by the office during the year are shown in Appendix A.

4. 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.

5. CALENDARING, INDEXING, ETC.:

The nature of these items of work have been described in the last report. Much progress in these, however, could not be made on account of the inability of the Government Press to take up all but the most urgent printing work.

An index of the Survey Section files which had been transferred to this office last year was prepared by the Board of Revenue and supplied to the office.

6. PUBLICATION OF HISTORICAL DOCUMENTS:

Although the paper position was not very bad, the Government Press was not in a position to take up the usual printing work for this office. The work of the publication section had therefore to be confined, as in the last few years, to the preparation of typescripts for the press. A large number of typescripts have been got ready 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. — Pages 21-23 infra

In the last year's administration report it has been described how this office has undertaken the writing of full and exhaustive notes on various administrative matters and policies under the consideration of the Government. The notes hitherto written and ordered to be published under the title of "Studies in Madras Administration" were, during the year, edited and sent to the press and they are expected to be

issued very shortly. That these notes go a long way to assist administrators was proved by the frequency with which they had to be consulted for answering several points raised by the Departments of the Secretariat and the Board of Revenue. During the year also some notes on important subjects such as 'Irrigation Tanks and their Problems' have been written, but they will be published for official use only after a sufficient number of them are ready to be incorporated in a volume or two.

Not much progress was made in the programme of reprinting the district manuals and gazetteers. It has now been decided that in view of the pressure of work in the Government Press the work of printing these volumes should be entrusted to private presses. It has also been resolved to supply copies of these books to all the libraries which receive grants from the Government. The question of fixing the number of copies to be printed is now under the consideration of the Government. As soon as this question is decided, steps will be taken to entrust the work of printing to some private press.

7. PRESERVATION OF DOCUMENTS:

The usual precautions for the protection of records from damage by insects or otherwise were taken during the year. In regard to the rehabilitation of old and brittle documents the non-availability of chiffon made it necessary to restrict the work to such of the documents as were required for reference urgently. The menders were chiefly employed in repairing those files of the modern period which have become damaged by frequent handling; and this has gone a long way to facilitate referencing not only in this office but also in the Secretariat. Thus,

hundreds of files relating to current matters can now be consulted without any inconvenience by any one and without any injury to the documents. The Superintendent of Stationery is now making arrangments for obtaining a supply of chiffon from Europe. When this supply is received it will be possible to resume the programme of mending of old records.

The mending of the records of other Government offices and institutions had also to be restricted for want of chiffon. Repairs, however, were carried out in several special cases. Thus, the manuscripts of the Poet Subrahmanya Bharathi, which had been acquired by the Government for the Madras Museum and which were not in a condition to be exhibited or handled properly, were reconditioned with chiffon and bound into handy volumes. They now present a fine appearance and can be handled without any fear of injury to them. Similarly a good number of the old Urdu and Persian records of the Kurnool Collector's Office which are of historical importance were mended with chiffon and made up into suitable files in order to make their preservation by the Collector easy. A few volumes of the District Court, Chittoor, two manuscripts belonging to the Government Oriental Manuscripts Library and an inam register belonging to Sandur State were also mended by the office. A statement of the work done by the mending section is given in Appendix C. It will be seen that the section has turned out a large amount of work.

No binding work was done by the Government Press for the office during this year also. The office binder attended to the work of rebinding the old manuscript volumes of the East India

Company's period and the registers and reconditioned files which were bulky. The work done by him is shown in Appendix D.

8. INFORMATION SUPPLIED TO THE PUBLIC AND THE GOVERNMENT.

Orders were issued by the Government during the year laying down the procedure, and fixing the search fee, for supplying to the members of the public information about particular individuals from the records. According to this procedure, the applicant has to specify the period to be covered by the search and to pay a search fee at the rate of Rs.5/- for every year prior to 1858 and Rs.2/- for every year from 1858. A higher fee is demanded for examining the records of the earlier years as it is more difficult to make searches among them. This procedure has greatly facilitated the work connected with searches. Thirty eight applications were received during the year for information about private individuals.

Of all the items of work of this office, that of dealing with requisitions from the Departments of the Secretariat, the Board of Revenue and other Heads of Departments, is undoubtedly one of the most important. For, upon the promptness and thoroughness with which the requisitions are complied, the papers are furnished or the information is supplied, depend the passing of proper orders by the higher authorities. 17,076 requisitions were received during the year from the various departments for which no less than 36,330 papers were furnished. The special arrangements for dealing with urgent requisitions and for despatching the records expeditously to Madras through special messengers continued to be followed during the year.

As usual, a large number of requisitions involved searches. The number of such requisitions was 794. The subjects of some of the more important of these searches are shown in Appendix E. This will show the great variety of subjects that came under the consideration of the Government.

During the year a very large number of papers, 43116 papers, which had been returned by the Departments or which had been taken out in connection with searches, were restored to their proper places. Reminders were issued, as usual, for the return of the papers which had been outstanding with the Departments for more than 6 months. For facility of tracing the papers, a separate list was made out for each section of a Secretariat Department. 208 lists were issued on the whole. Only 149 of these were, however, returned to the office with remarks, and even in the case of these 149 lists the Departments did not account for all the papers in 32 lists. These 32 lists were therefore returned to the Departments for further remarks, but they were not received back by the office. 59 lists were not returned at all by the Departments in spite of reminders. More co-operation on the part of the Departments is called for to ensure the proper return of the papers sent out of this office.

9. REPORT ON WORK BY RESEARCH SCHOLARS.

A statement showing the names of the scholars who were granted permission to do research among the records and their subjects of research will be found in Appendix F. The rules governing access to records for purposes of bona fide historical research were revised this year. Till now all applications for examining the records of the Revenue and Irrigation Departments

after 1800 and the records of the other Departments after 1856 had to be forwarded to the Government for their orders. The Curator has now been empowered, in the new rules, to dispose of all applications himself and to refer to the Government only such applications as he thinks necessary. It is needless to say that this procedure has eliminated not only a great deal of unnecessary work both in this office and in the Secretariat but also all delays in granting permission.

10. REPORT ON THE DISTRICT RECORDS.

The reports received from the Collectors and heads of departments about the condition of the non-current records in their offices are, as usual, forwarded to the Government with this report. No reports were received from the Collectors of Salem and Kurnool. The other reports show that the records in offices of the most of the Collectorates and heads of departments are in a fairly good condition. There is, however, no doubt that most of these records are very old and brittle and that no proper use can be made of them until they are all mended with chiffon. The mending of these records cannot, however, be taken up, as has been explained elsewhere, for want of chiffon. When chiffon becomes readily available at a moderate price they will have to be mended. The condition of the district court records is similar to that of the collectorate records. These records will also have to be mended when chiffon becomes available.

Mention has been made in the last year's report about the weeding of the old Tamil records of the Mathurai Collectorate. The weeding was completed during the year and all unimportant papers were destroyed. The question of mending the papers which

have been retained is under consideration. The mending of the Urdu and Persian records of the Kurnool Collectorate was completed during the year and these records were returned to the Collector for safe custody.

The Modi records of the extinct Tanjore Agency, which have been the subject of correspondence for several years, continued to remain where they were under the custody of the Collector of Tanjore. After a great deal of consideration the Government decided that these records should be transferred to the custody of the Government Oriental Manuscripts Library, Madras, and they addressed the Government of India for permission to do so. But the Government of India replied that nothing need be done in regard to these records until the Director of Archives, National Archives of India, had inspected them. The Director has not yet inspected them.

In regard to the records of the states of Pudukkottai, Banganapalle and Sandur which have merged in Madras, the reports received from the Collectors of Tiruchirapalli, Kurnool and Bellary were submitted to the Government and it was recommended that such of these records as relate to the East India Company's period might be centralised in the Madras Record Office. Orders have not yet been passed by the Government upon this proposal. In the meantime, as has already been stated in the last report, instructions have been issued to the Collectors of these districts to see that the records are not dispersed or damaged or lost.

11. WEEDING:

The work of weeding the duplicate records of the East India Company's period was carried on by two clerks of the

publication section. The progress made by them during the year is shown in Appendix G. Besides this, the passport records of the years 1920 to 1924 were carefully weeded and more than 4200 papers of unimportance were destroyed under the orders of the Government. The weeding of covenants and agreements has now been discontinued as it was found that the documents every year weeded out were very few and the space released by such weeding was out of all proportion to the work involved in weeding them.

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

A number of resolutions passed by these bodies were referred to this office for remarks by the Government as and when they were received from the Government of India.

At its 13th meeting the Research and Publication Committee passed a resolution recommending that early and suitable steps should be taken by the Indian Historical Records Commission for the publication of original texts or translations of comparatively important historical manuscripts and documents discovered by the Regional Records Survey Committees. While forwarding this resolution to the Provincial Governments, the Government of India suggested that this work should be undertaken by the Provincial Governments in conjunction with their regional committees. As the regional committee of Madras had only lately been appointed and as it had not unearthed any manuscripts till then, the Government of India were informed that the question would be considered by the Government of Madras if and when the committee unearthed any important manuscripts.

The next resolution was Resolution I passed by the Research and Publication Committee at its 13th meeting. This resolution recommended that scholars, archivists and others engaged in research among archives should bring to the notice of the Indian Historical Records Commission interesting new subjects which they might come across in the course of their researches in order that a list of such subjects might be published in the annual proceedings volumes of the Indian Historical Records Commission for the use of students who might wish to take up research. While forwarding this resolution, the Government of India suggested that the subjects might be published in the 'Indian Archives' instead of in the annual proceedings volume of the Indian Historical Records Commission. As this resolution had been suggested by the Curator of the Madras Record Office and had been forwarded to the Indian Historical Records Commission by the Government of Madras, the latter issued orders for implementing it. Copies of the resolution were communicated to the universities in the State. Copies were also ordered to be given to the research students who might come to the Madras Record Office for research.

Another resolution which was referred to the Government of Madras was Resolution XV passed by the Indian Historical Records Commission at its 24th session, recommending that the Provincial Governments should give adequate grants to historical research institutions in their provinces expressly for the preservation of the collections in their possession. As there were no institutions engaged in collecting historical manuscripts or in conducting purely historical researches in this province the question of giving them financial assistance did not immediately arise.

The next resolution received by the Government was Resolution III of the 14th meeting of the Research and Publication Committee which recommended that the Provincial Governments should expedite the establishment of organised records offices in their provinces if they had not already done so. As this Government had organised a Central Record Office as long ago as 1909, no action had to be taken by them upon this resolution.

Resolution IV of the 14th Meeting of the Research and Publication Committee was also received by the Government. This resolution recommended that the Government of India should take suitable steps for the safe custody and proper preservation of the records which were in the possession of the various Indian States and that the Director of National Archives should be given all necessary facilities for this purpose and that he should submit his report to the Indian Historical Records Commission. While forwarding this resolution, the Government of India hoped that the Provincial Governments would appreciate the need for the proper preservation of these records and that they would take such steps as they considered necessary in order to ensure that no state records were allowed to be dispersed, damaged or destroyed. The only states which had merged into Madras were Pudukkottai, Banganapalle and Sandur. In regard to the records of these states action had already been taken by the Government on the suggestion of the Curator, Madras Record Office to see that none of them were dispersed or damaged or destroyed. The Collectors of the districts who had taken charge of the administration of these three states were instructed to report about the nature and condition of these records and to keep them intact pending further orders. Their reports which were received

in the Madras Record Office showed that the records were generally in a fair state of preservation and that many of them had indexes. It has been suggested to the Government that, on the analogy of the centralisation of the Collectorate records, such of these records as are earlier than 1858 might, if the Government of India have no objection, be transferred to this office. Orders have not yet been passed by the Government upon this suggestion.

A suggestion made by the Research and Publication Committee at its 14th meeting was to the effect that the Regional Records Survey Committee which had been appointed by the Government of Madras should take over all the activities of the earlier ad hoc Committee. This suggestion was made in consequence of certain representations which had been made by the Convenor of the Madras Committee. The Convenor represented that the permanent committee formed in Madras had decided to restrict its activities to the salvaging of documents and that therefore the old ad hoc Committee should continue to function in order to attend to the remaining items of work. He did not explain what these other items of work were, but the Research and Publication Committee and the Government of India desired that the Madras Committee should continue to adhere to the programme of the ad hoc Committee in its entirety. So far as it could be seen the only activity which the Madras Committee had not agreed to undertake was the collection of material for the preparation of the National Register. And this the Committee refused to undertake because the Government had definitely stated that the Committee had been especially constituted for the purpose of unearthing manuscripts in private

custody and that therefore it was not desirable that it should be diverted from that work. However, the Convenor was requested to state what were the activities which the ad hoc Committee was engaged in and which of these were not being attended to by the permanent Committee. His reply showed that, while the Indian Historical Records Commission had decided that the Regional Committees should concentrate on the work of compilation of the materials for the National Register to the exclusion of all other items of work which they might have taken up/up in the near future, the Madras Committee had decided to furnish only such information as it came across. He, however, stated that he was going to place the matter again before the committee.

13. ENQUIRIES ON ARCHIVAL MATTERS:-

An enquiry about the practice followed in Madras in regard to the centralisation of district records was received from the Government of the Cochin State. Enquiries about the preservation of old and brittle documents were received from the Keeper of the Records of the Government of East Punjab, the Tanjore Maharaja Serfoji Saraswathi Mahal Library and the Collector of Chittoor. Suitable replies were furnished to these enquiries. Information was also furnished to the Director of Archives, Orissa, the Keeper of the Records of the Government of the United Provinces and the Secretary, Bhagalkhand Historical Records Commission, Rewa State, Vindhya Pradesh, about the rules governing access to records for research purposes. A list of useful books on archive administration was also furnished to the Government of West Bengal.

14. LIBRARY AND MUSEUM.

In view of the present financial stringency only one book was purchased for the office library this year. 2455 volumes were, however, added to the Library by transfer from the Secretariat. During the year the office subscribed for a new journal on archive administration called 'Archives' issued by the British Records Association. 2526 patents and specifications were transferred to this office for safe custody in the course of the year. 13 persons consulted the patents and specifications.

15. GENERAL.

The Curator could not attend the 26th session of the Indian Historical Records Commission held at Cuttack in December 1949 as he was busily engaged with the collection of materials for the use of the Andhra Province formation committee. He attended two meetings of the Regional Records Survey Committee and a meeting of the Government Oriental Manuscripts Library.

APPENDIX A.

Statement showing the Accessions of Records.

Board of Revenue Records.

Department		No. of bundles.	No. of files in the bundles.
Routine Board's Proceedings ..	1937	2	126
do. ..	1938	2	125
Press Board's Proceedings ..	1938	7	152
Miscellaneous Board Proceedings	1938	60	3586
Survey records			165
Total		71	4154

Strong Almirah Documents.

Nature of documents	No. of documents
(a) Deeds relating to Land Morgage Banks	
(b) " " Co-operative Building Societes ...	5429
(c) " " Land Reclamation Societies ...	1117
(d) " " Loans under the State Aid to Industries Act ...	147
(e) Agreements relating to Public Works Department ...	478
(f) Covenants and bonds relating to Government Servants	63
(g) Documents relating to Hindu Religious Endowments...	20
Total ...	8
	7262

APPENDIX B.

Statement showing the work of the Publication Section.

Volumes typed:

Factory Records:

Tellicherry (Diaries-General) 1758-59 Volume No. 25-A

Tellicherry (Diaries-General),	1761	Volume No.	26-C
do. do.	1762-63	"	27-A
do. do.	1763-64	"	27-B
do. do.	1764-65	"	28-B
Tellicherry (Letters Received)	1751-54	"	13
do. do.	do.	"	14
do. do.	do.	"	15
do. do.	1754-59	"	17
do. do.	do.	"	18
do. do.	do.	"	19
do. do.	do.	"	20
do. do.	1760-64	"	21
do. do.	do.	"	22
do. do.	do.	"	23
do. do.	do.	"	24
do. do.	do.	"	25
Tellicherry (Letters Sent)	1751-52	"	9
do. do.	1752-53	"	11
do. do.	do.	"	12
do. do.	do.	"	13

Selections typed:

Judicial Consultations	1816	Volume No.	112
do.	do.	"	113
do.	do.	"	115
do.	do.	"	117
do.	do.	"	119
do.	do.	"	120
do.	do.	"	121
do.	do.	"	123
do.	do.	"	124
do.	do.	"	125
do.	do.	"	126
do.	do.	"	127
do.	do.	"	128
Judicial Despatches to England	1816-26	"	4
do. From England	1817-19	"	3
Judicial Consultations	1818	"	130
do.	do.	"	131
do.	do.	"	132
do.	do.	"	133
do.	do.	"	134
do.	do.	"	135
do.	do.	"	136
do.	1819	"	138
do.	do.	"	139
do.	do.	"	140
do.	do.	"	141
do.	do.	"	142
do.	do.	"	143
do.	do.	"	144
do.	do.	"	145
do.	do.	"	146

Volumes edited.

Factory Records:

1. Tellicherry Factory Records (Diaries-General)	1752-53	Volume No.	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
do.	1763-64	"	27-B
do.	1764-65	"	28-A
2. Anjengo Factory Diaries	1760-63	"	7-A
do.	do.	"	7-B
do.	do.	"	7-C
do.	1763-64	"	8
do.	1764-66	"	9-A
do.	do.	"	9-B
3. Masulipatam Letters Sent	1764-66	"	3
do.	do.	"	4.

Volumes in proof stage:

A. Records of Fort St. George:

1. Diary and Consultation Book	1757	Volume No.	87
2. do.	1758	"	88
3. do.	1759	"	89
4. do.	1760	"	90
5. Public Despatches from England	1757-58	"	61

6. Major's Court Proceedings, 1728.
7. Fort St. David Consultations 1704.

B. Departmental Indexes:

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

Volumes Indexed:

Public Despatches from England, 1757-58, Volume No. 61

APPENDIX C.

Statement showing the work of the Mending Section.

Series of records.	No. of sheets mended.
1. Secretariat records (Government Orders) ..	79,724
2. Board of Revenue records (Board's Proceedings) ..	590
3. Collectorate records (Volume) ..	143
4. Collectorate records (Chittoor) ..	379
5. do. (Kurnool) (Urdu & Persian records)	5,005
6. District Court records (Chittoor) ..	337
7. Government Oriental Manuscripts Library ..	182
8. Poet Bharathi's Manuscripts ..	532
9. Strong Almirah documents ..	521
10. Miscellaneous registers and files of the office ..	667
11. Maps ..	1
Total ..	88,081 Sheets

APPENDIX D.

Statement showing the Binding Work.

Series of records	No. of items bound.
1. Secretariat records (Government Orders) ..	525 x 525
2. Board of Revenue records(Boards Proceedings) ..	6 x 6
3. Board of Revenue Consultations (Volumes) ..	101 x 101
4. Collectorate records (Volume) ..	1 x 1
5. Collectorate records (Chittoor) ..	3 x 3
6. do. (Kurnool) ..	43 x 43
7. District Court records ..	5 x 5
8. Government Oriental Manuscripts Library ..	2 x 2
9. Poet Bharathi's Manuscripts ..	13 x 13
10. Strong Almirah documents ..	13 x 13
11. Library books ..	103 x 103
12. Miscellaneous Registers and files of the office	179 x 179
Total	994 x 994

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APPENDIX E.

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

1. Irrigation tanks in Madras and their problems.
2. The action taken by the Madras Government to implement the Reforms of 1935.
3. The regulations issued under Section 92 (2) of the Government of India Act, 1935.
4. The Business of Government and distribution among the Departments.
5. The formation of the Orissa Province and the various problems connected with it.
6. The laws in force in the Excluded and Partially Excluded Areas.
7. The conditions under which the emigration of Indian labour to Ceylon was permitted in the past.
8. The origin and history of the Accountant-General's Office, Madras.
9. The circumstances under which certain landed properties of the Rajah of Tanjore came into the possession of the Government.
10. The history of a land at Chittoor which was claimed as the burial ground of Haider Ali's followers.
11. The selection of candidates for admission to the Prince of Wales Royal Indian Military College, Dehra Dun.
12. The rendering of assistance by officers of the Madras Government to the Central Enquiry Committees during their vists to the Madras Province.
13. The grant of facilities to press representatives.
14. The allocation between the Central and Provincial Governments of the cost of the Education Department of the High Commissioner's Office, London.
15. The fixation of the Cadre strength of the Indian Civil Service in the Madras Province.
16. The principles governing the promotion of Deputy Collectors to listed posts in the executive branch of the I.C.S.
17. The use of honorifics in respect of the I.C.S. officers, Justices of the Peace, etc.

27

18. The question as to how and when some of the etchings of the artist Thomas Daniel came into the possession of the Madras Government.

19. The origin of the practice of flying flags on the motor cars of Collectors, etc.

20. The principles to be observed in transferring Government Servants.

21. The question of ~~the~~ granting permission to Muslim employees of the Government to leave office at 4 P.M. during the month of Ramzan.

22. The duties of the French Translator to Government.

23. The origin of the practice of printing ~~in~~ the regional language of a district in the Monthly List of Gazetted Officers.

24. The authority for the use of the telegraphic address "ZUPEXRIS" for the Chief Secretary to the Government of Madras.

25. The question of absorbing posts paid from contingencies into the regular establishments.

26. The method of disposal of books forfeited under Section 99A of the Criminal Procedure Code and seized by the police.

27. The authority for the supply of copies of newspapers to the District Magistrates by press owners.

28. The change of designation of the caste "Golla" into "Yadava".

29. The inclusion of "Sanars" or "Nadars" in the list of 'backward' classes.

30. The Reports of the Indian Universities Commission of 1902 and the Sir Michael Sadler Commission of 1919 and the action taken by the Madras Government on them.

31. The authority under which the Universities are supplying the language text books for the S.S.L.C. examinations.

32. The reservation of seats in the Madras Veterinary College for students coming from Indian States and other provinces.

33. The concessions granted to the members of the public for reproduction of Government publications.

34. Reciprocal arrangements made with the Mysore Government for the treatment of mental patients.

35. The principles under which new localities are included in the list of 'unhealthy localities' for purposes of granting special pay.

36. The formation of an All-India Bar.

37. The terms of appointment, conditions of service, etc., of the Advocate-General and the Government Solicitor, Madras.

38. The removal of the distinction between Advocates and Pleaders.

39. The question of appointing a firm of advocates in the place of the Government Solicitor.

40. The delegation of powers to the Provincial Governments for appointing Government Solicitors.

41. The appointment of a Committee to investigate the accumulation of arrears on the file of the Madras High Court.

42. The amendments to the Madras High Court Original Side Rules, 1927 and the Madras High Court Fees Rules, 1933.

43. The defence of the accused at State expense in Sessions cases arising in the Agency areas.

44. The jurisdiction of the District Magistrate and the District Superintendent of Police and the Deputy Superintendent of Police and the Divisional Magistrate in the matter of the maintenance of law and order.

45. The rules governing the dispersal of unlawful assemblies and the issue of orders for firing on mobs.

46. The question as to whether the Deputy Superintendent of Police can overrule the orders of the Sub Divisional Magistrate or Sub Magistrate in regard to the use of fire arms for dispersing a riotous mob.

47. The powers of the Chief Presidency Magistrate in relation to the Police in cases in which fire arms have to be used.

48. The selection of District Munsifs by the Commission.

49. The appointment of a Gujarati Interpreter in the Presidency Magistrate's or any other ~~Court~~ Court.

50. The issue of instructions to Criminal Courts for the expeditious disposal of cases in which military personnel are involved.

51. The grant of time to the accused for the payment of fines imposed by Criminal Courts.

52. The appointment of an additional Sub-Magistrate for Sivaganga, Ramnad District.

53. Pictures, designs, etc., showing the evolution of the present police system uniforms.

54. The fixation of the strength of the Cadre of the Indian Police Service for the Madras Province.

55. The opening of a Police Station in the Military quarters of Fort St. George.

56. The supply of web equipment to the Malabar Special Police.

57. The withdrawal of the provisions of Cruelty to Animals Act, 1890, from any area.

58. Over-detention in jails caused by the non-intimation of payment of fines promptly to the jail authorities.

59. The practice of issuing of railway warrants to prisoners and to students of certified schools.

60. The appointment of Assistant Inspectors and Provincial vistors of certified schools.

61. The transfer of security prisoners from jails to outside hospitals.

62. The passing of the Criminal Tribes Act, 1871, 1876, 1897, 1911 and 1924 and the Madras Restriction of Habitual Offenders Act, 1943.

63. The introduction of the Dramatic Performance Act, 1876.

64. The remission of stamp duty in respect of property transferred to charitable institutions.

65. The authority for overprinting non judicial stamps with the name of each province.

66. The inclusion of hydrochloric, nitric and sulphuric acids in the schedule of poisons under Poisons Act.

67. The prescribing of certain types of fire extinguishers under rule 38 of the Madras Cinematograph Rules, 1933.

68. The registration of the Madras Race Club under the Indian Companies Act, 1913.

69. The will of Cojah Petrus Uscan.

70. The appointment of Deputy Collectors and Assistant Secretaries to Government as the Inspector General of Registration.

71. The exercise of the franchise by prisoners in elections to the Legislature, local bodies, universities, etc.

72. The residence of District Board Presidents, Vice-Presidents, clerks, etc. outside the District Board's headquarters.

73. The use of printed letter heads by Panchayats and District Boards.

74. The prescription of a form for giving a written notice of no-confidence motion under clause 2 of Section 40 (A) of the Madras District Municipalities Act.

75. The constitution of village panchayats in villages with a population of 3000 and more and of informal Panchayats in villages with a population of less than 3000.

76. The appointment of Additional District Panchayat Officers for North Arcot, Guntur and Tanjore.

77. The constitution of certain Panchayat Boards.

78. The formation of District Board Circles and their subsequent revisions and alterations.

79. The constitution of the Vizagapatam District Board and the extension of the Local Boards Act to the Agency tracts of the Vizagapatam District.

80. The bifurcation of the old Kistna District Board into the present Kistna and West Godavari District Boards.

81. The amendment of the Madras District Municipalities Act so as to provide for the appointment of executive officers.

82. The recovery of compensation from Municipalities for the diversion of water from Government irrigation sources to town water-supply reservoirs.

83. The origin of the levy of track rent for laying underground pipe lines or cables.

84. The removal of lepers and beggars in Tirupati to the Leper Asylums and Poor Homes.

85. Proposals for including the French establishments of Yanam and Mahe within the Indian frontier.

86. The inclusion of the French Loge at Musilipatam within the Municipality.

87. The question of taking over the French establishments by the Madras Province.

88. The holding of medical examination for commutation of political pensions.

89. The tenure of Mysore political pensions.

90. The passing of the Prince of Arcot Endowments Act, II of 1923.

91. The creation of the post of Surgeon to H.E. the Governor of Madras.

92. The creation of the post of Deputy Director of Agriculture.

93. The sanction of establishment for the Central Farm, Agricultural College, Coimbatore.

94. The payment of premium for the proper maintenance of breeding bulls to private individuals or societies.

95. The delegation of powers to the Registrar of Co-operative Societies to transfer Non-Gazetted Government Servants to Foreign Service under Fundamental Rule 110 (c).

96. The formation of the Ceded Districts Economic Development Board.

97. Discussions relating to the introduction of prohibition.

98. The assistance given by the Government to sufferers from floods and cyclones between 1920 and 1944.

99. The creation of the Indian People's Famine Trust Fund.

100. The preparation of a Record of Rights for the inam villages of the Prince of Arcot in Tiruchirapalli District.

101. A history of the Black Town Wall, and the fixation of the boundaries of Black Town, Madras, as defined in the Madras City Land Revenue Act, XII of 1851.

102. The grant of single pattas in the place of joint pattas.

103. The conversion of joint 'mulgeni' pattas in the South Kanara District into individual pattas in the name of the land-holders alone.

104. The payment of cash grants to thoties and talayaris instead of inam lands in the Madras Province.

105. The plantation of casuarina in Sriharikota island in Nellore District.

106. The levy of penal assessment in respect of lands requisitioned under the Defence of India Rules and granted to cultivators.

107. The escheat of the properties of DUVVUR Janakamma, Vakad village, Gundur Taluk, Nellore District to the State.

108. The question of declaring the Paleri property in the Malabar District as an escheat.

109. The grant of Malikhana allowance to the late Zamorin of Kozhikode.

110. The delegation of powers to Sub-Divisional Magistrates under Section VI of Regulation VII of 1817.

111. The basis for making provision in the Budget Estimate under the head 57 (c) Miscellaneous-Donations for charitable purposes-D-Indian choultries.

112. Discussions relating to Section 20-B of the Estates Land Amendment Act, VIII of 1934.

113. The grant of a lease of land to the Adyar Club and the collection of rent from it.

114. The formation of the Yemmiganur Sub-Taluk in Bellary District.

115. The appointment of Revenue Inspectors of different grades.

116. The imposition of customs duties around the ex-state of Sandur.

117. The grant of a site for the construction of a chapel at Mettur.

118. The resumption of certain lands endowed to the Ulundurpet Choultry.

119. The production of activated sludge in the Madras Province.

120. The building of the Palar and Ponnai Anicuts.

121. The formation of the Krishnagiri Reservoir Project.

122. The formation of an informal committee at Mettur to advise the Engineer-in-Chief on sanitary and other matters at the head works at Mettur.

123. The improvements to the Cooum and the excavation of a canal connecting the Buckingham canal and the sea near Tondiarpet.

124. The exercise of fishing rights by the French Indian and British Indian subjects in the Mahe river.

125. The opening of the Changileri Kadavu ferry in Walluvanad taluk, Malabar District.

126. The improvement of irrigation tanks in Zamindaris in connection with the "Grow More Food" campaign.

127. The conversion of private tanks into minor irrigation services.

128. The employment of Minor Irrigation clerk-draftsmen in the Collectorates.

129. The electrification of the High Court buildings.

130. The capitalisation of interest on electricity projects during construction stage.

131. The convention on Freedom of communications and transit adopted by the International Conference held at Barcelona in 1921.

132. The origin of the Bevin training scheme.

APPENDIX F

Statement showing particulars of Research.

Name of the Scholar.	Subject of research.
1. Sri N.Venkatramana, M.A.,L.T., Member of the Pachaiappa's College Staff.	Administration of District Municipalities 1873-1919.
2. Sri T.S.Deva Rajan, B.A. (Hons.), Research student, Presidency College, Madras.	Factory Labour in Madras Presidency, 1898-1944
3. Srimathi T.Minakshi, Research student, Madras University.	Finance of the Madras Government since 1919.
4. Srimathi M.A.Janaki, B.A.,B.L., Senior Advocate (Federal Court)	Mysore Pradhans.
5. Sri N.Bhogendranath, B.A.(Hons.), Research student, Madras University.	Development of Textile Industry up to 1898.
6. Sri E.S.Jayaraman, Research student, University of Madras.	Revenue Administration of the Madras Province 1900-1944.
7. Srimathi Vijayalakshmi Srinivasan, B.A. (Hons.), Research student, University of Madras.	History of the Madras Government Secretariat with special reference to its organisation and procedure.
8. Sri R.Chandramouli, M.A., Research student, Madras University.	A Century of Madura Country (1736-1836)
9. Sri K.V.[redacted]unatha Reddi, Research Scholar, [redacted] University.	Rural labour employment and wages; a study in integrated planning for Agriculture and Industry in Andhra area.
10. Sri V.Shanmugasundaram, B.A.(Hons.), Research student, University of Madras.	Recent trends in Federal finance.

APPENDIX G.

Statement showing the particulars of weeding:

Department	Year	No. of bundles.	No. of pages.
Secret	1813-39	46	8544 papers covering 42720 pages were examined and listed.

70426

PRESS SLIP.

Sectt. 11.22—5,506—18-11-42.

GOVERNMENT PRESS 5-JUN 1950 MADRAS

ORDINARY. URGENT (a). SPECIAL (a). ✓

Education Department.

Current No. 9498 dated 19 5 6 ..... 194 .

G.O. No. 1658 ..., dated 1—6—1950 ..... 194 .

Number of MS. pages sent { (b) Correspondence 32 pages / (c) Notes .....

Brief subject Administration Report of the Madras Record Office, 1949-50.

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

FOR ISSUE.†	Letter only.	Complete G.O.	(b) Special issue copies of G.O. No.	Special issue copies of G.O. Papers.	Notes.
Signature copies	.....	11	.....	.....	.....
India Office	.....	C to the	.....	.....	.....
Govt. of India ..... Dept.	.....	a.d. dispatch	.....	.....	.....
Revenue Department	.....	as in the (a.c.)	.....	.....	.....
Public Works Department	.....	.....	.....	.....	.....
Local Administration Department ...	.....	.....	.....	.....	.....
Education and Public Health Dept	.....	.....	.....	.....	.....
Public Dept.	.....	.....	.....	.....	.....
Home Dept.	.....	.....	.....	.....	.....
Dev. Dept.	.....	.....	.....	.....	.....
Finance Dept.	.....	.....	.....	.....	.....
Legal Dept.	.....	.....	.....	.....	.....
Sectt. of the Madras Legislature	.....	.....	.....	.....	.....
Total ...					
Spare copies. The Curator M.R.O.	.....	4	.....	.....	.....
The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
The Spare copies.	.....	20	.....	.....	.....
The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
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The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
The	.....	.....	.....	.....	.....
Total ...		35			

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

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

‡ *To be initialled and dated.*

Despatched on 6.6.1950

1-3 Vachalu 19/6

P.R.O.

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.
S Ganapathy Clerk.	Type may be released ~~at once.~~ after usual interval.	Type may be released after usual interval.
D Kamaraja 16/6/50 Supt.	E. Sivarajan. ~~S Ganapathy~~ Clerk.	..... Clerk.
	D Kamaraja 16/6/50 Supt.	..... Supt.

SPECIAL INSTRUCTIONS.

I certify that the number of copies indented for has been fixed with due regard to the prevailing paper shortage. The report may, as usual, be printed in booklet form.

Note: ~~Letter Report may be printed in Booklet form.~~

N Venkatachalam
Assistant secretary to Govt.
8/16.6.50
16/6/50

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	.....
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33

REPORTS OF THE COLLECTORS

AND

HEADS OF DEPARTMENTS

G.O. No 1658 Edn
Dated 1-6-1950
with 32 pages
sent to press
on 2/6/50

clean copies received 20/7

Proof received from and sent to the S.I.P. during the week ending 1st July 1950

34

Medical Department.

From

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

To

The Secretary to Government, Education and Public Health Department

Thro'

The Curator, Madras Record Office, Chittor.

R.5660 A2/50 dated: 20-2-50.

Sir,

Records-East India Company's period-annual verification report-submitted.

Ref: G,O. Ms.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 are in good condition.

pto

2 FEB 1950

311-D7.

427/46

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

Yours faithfully,

For Surgeon-General with the Govt. of Madras.

an.17.2.

MADRAS RECORD OFFICE
2-MAR1950
380-D7
MADRAS

Pdl. 66/50 M.2.

Office of the Collector of Anantapur.

27-2-50.

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 1949.

Particulars of records.	Remarks.
Results of annual verification of the condition of records of the East India company's period and the English records of the period of prior to the introduction of the disposal number. system.	No English records of the Historical importance relating to the period in question are available.
Whether the old vernacular records of the East India company's period are in good condition.	The records of the Historical importance were already sent to the Curator of Madras records office with Collector's Rc. 8003/32 dated 16-9-33.
Whether 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 rack register.
Have the records relating to the Indian States and the British Government sorted and listed out.	Y E S

BLNS. 28/2.

For Collector.

To the Secretary to the Board of Revenue, Madras.

To the Curator, Madras Record Office, Madras.

From
Sri A.Uthandaraman, BABL.,IAS.,
Collector of Ramnad at
Mathurai.

To
The Curator,
Central Record Office,
MADRAS.

MADRAS RECORD OFFICE
3-MAR1950
393-D7
MADRAS

Pdl.E.1.41-50 dated 27--2--50.

****

Sir,

Sub:--Records--Ramnad Collector's office--Vernacular English--(Old)--report.

*****

I enclose an extract of entries in column 12 of the annual report for the year 1949, submitted to the Board of Revenue, Madras on the condition of the records in my office.

For Collector.

ASV/28.2.

Extract of Column 12 of the Annual report for the year 1949.

(12)

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

(i) A list of old records prior to 1857 was prepared in 1926 and sent to the Board in R.Dis.1842-26 dated 18--2--26.

True extract/

For Collector.

VR:28-2.

42

P.R. 964/50 B3 dated 28.2.50. Collector's office, Tanjore. 43

From
Sri T K. Sankaravadivelu Pillai, B.A.,
Collector of Tanjore,
Tanjore.

To
The Curator,
Madras Record office,
Chittoor.

MADRAS RECORD OFFICE
3-MAR-1950
394-D7
MADRAS

Sir,

Sub: Records - Collector's office, Tanjore - East India Company's period annual verification 1949.

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

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

3. The Inam Fair registers are preserved in good condition.

by order.
Huzur head clerk.
r. .28.2.

Md. Abdul Khadir,
for Collector.

Perl. 289/50

Malabar Collr's office,
Calicut dt. 28.2.50.

MADRAS RECORD OFFICE
4-MAR 1950
406-D7
MADRAS

From

Sri.R.Prasad,I.C.S.,
Collector of Malabar,Calicut.

To

The Secretary to the Government,
Finance Department,Madras.

Thro'

The Curator, Madras Record Officer,
Madras.

Sir,

Records - Malabar Collectorate - Records prior to the introduction of the disposal number system - Annual report 1949 - Submitted.

.....

The old Vernacular records of the East India Company's period in my office have been verified with the list maintained and found correct.

The records prior to the introduction of the disposal number system available in my office have also been checked with the list prepared in 1936 and found to agree. They have been methodically arranged and kept.

The condition of the above records is generally good.

All the Inam Fair registers in my office are preserved in good condition except the registers relating to Palghat Taluk which has been recently pasted here and there with tissue paper, being they old. All possible precautions have been taken to protect the registers from insects by using D.D.T. dust powder and nephthaline balls.

for Collector.

CTA/1.3

B.6. Perl. 83/50. Tirunelveli Collector's office, d/ 2822-50.

Column 12 of Report on the condition of records in the Collector's Office, District Of Tirunelveli for the year 1 9 4 9.

- - -

12.(i) Whether the old vernacular records of the the East India Company's period are in good condition and whether an inventory of those old records has been made and kept; (ii) Whether the registers and records of the periods 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), (ii) & (iii) Yes. Marathi Records are being sorted out by the Marathi Pandit, specially deputed by the Government Curator.

/true extract/

K.V. Kamaraj
For Collector. 4/3/50

MADRAS RECORD OFFICE
4-MAR 1950
408-D7.
MADRAS

To:

Curator,
Central Records Office, Madras.

VV

REGISTRATION DEPARTMENT

MADRAS RECORD OFFICE
5-MAR1950
415—57
MADRAS

From

Sri H. Krishnamurti,
Inspector-General of Registration,
Madras.

To

The Curator of Records,
Madras Record Office,
CHITTOOR.

No. 349-G4/Genl., dated 28th Feb., 1950.

Sir,

Sub: Madras Record Office - Records of East India Company's period - Annual verification report for 1949.

Ref: G.O. Ms. No. 1266, Education, dated 26.6.1946.

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

Yours faithfully,

3.3.50.

Personal Assistant
for I.G. of Regn.

BA/3.3.

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

(12).

(i) No such record.

(ii) Yes.

(iii) Yes.

/True copy/

MADRAS RECORD OFFICE
8-MAR 1950
428—57
MADRAS

P.E.1/50

Collector's Office,
Coimbatore, D/. 28-2-1950.

Extract of C.R.12 of the report on the condition of records of the Collector's Office, Coimbatore for 1949 is communicated to Curator, Madras record office for information.

(Sd) P.M. Subramanian
For Collector.

True copy/By Order

N. Sivadasan
Huzur Head Clerk.

CR/2.3.

52

PDL. 407/50.

Collector's Office, Nellore,
Dated 4-3-1950.

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.

For Collector.

Pvn.c/3/50.

Copy submitted to the Secretary, Government (Education Department) Madras through the Curator of Records,

Madras.

...

Pdl. 178/50.

Collector's Office,
Tiruchirappalli, 6-3-50.

RECORD OFFICE
12 MAR 1950
469-D8.
MADRAS

From
Sri V.N.Rajan I.C.S., Collector, Tiruchirappalli
To
The Curator, Madras Record Office, Madras.

Sir,

Sub: Records - Annual verification - Report - Furnished.
Ref: G.O.1266 Education dated 26-6-46.

--

The records relating to the East India Company's period (Maharattah Records) are kept in bundles well arranged in an iron rack in the Record Room. In spite of very careful preservation the records are showing signs of decay due to age. A portion of the records were sorted and listed out by a Maharatta clerk, sanctioned in G.O.1880 Mis. dated 25-8-42 but the proposal for the extension of the term of appointment of the clerk was negatived in Board's Rc.938 M dated 24-3-43.

2. The registers and records of the period prior to the introduction of the Tottenham system have been methodically arranged.

3. A portion of Inam Fair Registers have been rewritten as per orders of the Board. A number of pages have been torn out and the contents are not decipherable. Copies of those pages have been applied for to the Board in this Office Rc.F1.73/50 dated 4-1-50. On receipt of the copies the volumes will be bound and kept up-to-date.

/By Order/

Sd.N.Ramaswami Ayyangar
for Collector

SPG:9-3:

Huzur Sarishtadar.

ROP.No.2/50-D6.

RECORD OFFICE
12 MAR 1950
470-D7.
MADRAS

From

Sri K.N. GANPATI, B.A.,Bar-at-Law,
Registrar, High Court, Madras.

To

The Curator,
Madras Record Office,
CHITTOOR.

DATED, MADRAS, THE 8TH MARCH 1950.

Sir,

SUB: Records - East India Company's period - Report for 1949.
REF: G.O.No.1266 (Education) dated 26th June 1946.

From the annual verification reports received from the muffassal Courts, it is observed that the condition of records of the East India Company's period in the custody of the District Courts of Arcot (North), Bellary, Coimbatore, Godavari (West), Kanara (South), Krishna, Kurnool, Malabar (South), Mathurai and Visakhapatnam is generally good and that they are preserved carefully. But it is pointed out by the District Judges of Arcot (South), Chingleput, Cuddapah, Godavari (East), Guntur, Malabar (North), Ramnad, Tanjore (East), Tanjore (West), Tirunelveli and Tiruchirapalli that the records of the said period have become brittle, flimsy, mildewed and contain holes. Some of them are said to be in pieces on account of age, and affected by insects. Naptheline balls are used in such cases as a preventive measure against further deterioration. Particularly in the District Courts of North Malabar and Tirunelveli, the records are stated to be so brittle that they crumbl at the mere touch with the fingers, and that they have been eaten by moths and white ants. The papers in the said Courts have been eaten by worms leaving small holes and they are in an advanced state of deterioration. There are no records of the East India Company's period in the custody of the District Courts of Anantapur, Chittoor, Nellore and Salem.

As requested in the report for 1948, the District Judge, Guntur wants to be informed whether there is adequate supply of materials for mending the old records and whether the question of mending these records can be taken up now, since the war is over. The District Judge, Chingleput requests that as the records have become

P.T.O.

S8

damaged and unfit for handling without further damage, and as no reference to these records are received, they may be transferred to the Record Office.

The records in the custody of the High Court are kept tidy and dusted periodically. The record room is kept open for an hour almost daily for free ventilation. But the mending of the records has been stopped as mentioned in the previous year's report.

T. Rajagopala Rao
For REGISTRAR.
10.3.50.

RG/
10.3.50



MADRAS RECORD OFFICE
16 MAR 950
502-D7
MADRAS

4925 46 type 59

D7

Perl. No. 255/49. K.1. Collector's Office,
Visakhapatnam, d/ 10-3-50.

From

Sri D. Padmanabhan, M.A., Bar-at-law, I.C.S.,
Collector, Visakhapatnam.

To

The Curator, Madras Record office, Chittoor.

Sir,

Sub:- Records- East India Company's period and records prior to the introduction of the disposal number, system condition report of the records in the Collector's Office- Visakhapatnam for 1949- forwarded

--

I forward herewith a copy of the Record condition report of the Collector's Office, Visakhapatnam for the year 1949.

Sd/ D. Padmanabhan,
Collector,

(True copy).
B.J. 13-3-50.

M. Venkatarathnam
For Collector, 13.3.50.

13.3.

ECONOMY LABEL
To
The District
Despatching Clerk.
High Court, Madras.

69

R.F. XXII-M-4.

Report on the condition of records in the district of Visakhapatnam for the year 1949.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	*Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	WHETHER THE INSTRUCTIONS IN THE MANUAL HAVE BEEN STRICTLY FOLLOWED IN REGARD TO				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rule regarding issue of records from and return to, the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and of the periods prior to the introduction of the Tottenham system have been methodically arranged; and (ii) whether the inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 27th June 1893. (13)	Remarks. (14)
				the bundling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Collector's office, Visakhapatnam.	1) Yes. 2) Yes 3) Yes.	Yes in good Condition	15.9.20	Yes.	Yes.	Yes	=	3143. The last file indexed was D.Dis. 27937/49.	Yes.	The records that were ripe for destruction at the end of 1949 were destroyed as per rules. ~~The lists are herein enclosed~~	1) Yes. 2) Yes 3) Yes. Note:- The multilated old Vernacular records are being re-written by the Special Copyist Establishment Sanctioned by the Government.	There are no village accounts in the Collector's Office.	

Collector's Office, Visakhapatnam. 3-50. } Dy

To: The Curator, Madras Record Office Chittoor.

F/3/3/50 5/6 A 8-3-50 H Hc

Padmanabha 10 3-50 Collector

[P.T.O.

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

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

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

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

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

***

MADRAS RECORD OFFICE
22MAR1950
5-46-D7.
MADRAS

12.i. Whether the old 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 of the periods prior to the introduction of the Fottentiam system have been methodically arranged and — Yes.

iii. Whether the Inam Faar registers are preserved in good condition. — Yes.

13. Remarks: Whether all the English records prior to the disposal No. ‡ system as far as 1858 that are to be retained are kept in good state and whether an inventory for them has been made. — 1.Yes. 2.Yes. Vide separate sheet.

9.3.50

For Collector.

stk/9/3

To the Curator, Madras Record Office, Madras with enclosures.

64

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

S. No.	Name of the records.	Condition.
I.	All the English records of the Company's period have been sent to the Curator of the Madras Record Office already in 1935, and acknowledged by him in his letter No.27 D VII 35-2M dated 18-11-1935.	
II.	Vernacular records.	
	a. The retainable records relating to Tirupathur and Tiruvannamalai Taluks received in the year 1911 at the time bifurcation are kept in good condition in 35 bundles.	Fair.
	b. Records relating to other Taluks received from the Chittoor Collector's Office in the year 1933 are kept in good condition in 45 bundles.	Fair.
	c. The records relating to the 22 villages of the Kangundi Taluk retained in this district have been preserved in one cloth bundle. An inventory has been kept for all records.	Fair.
III.	The retainable records received from the Tahsildar of Tirupathur are also kept in good state in four cloth bundles with an inventory for them.	Fair.

stk/11/3

~~For Collector.~~

Statement showing the condition of the English records that have been retained from 1858 upto the disposal No. system (Col.14 of the report)

S.No.	Name of records.	Condition.
	The disposal number system was in vogue in the old North Arcot District from 1888.	
I.	Collector's Office:	
	All the English records of correspondence from 1858 upto the disposal No.system have been listed out and are kept in good state in 13 cloth bundles.	Good.
	The folded files in them requiring ordinary mending work have been got repaired by the attender trained in mending work at the Madras Record Office, while those requiring special mending have been kept pending as the work has been postponed for the present with reference to Curator's letter D.Dis.896/39 dated 2-3-1950.	Good.
	Besides these there are also proceedings of the Board of Revenue and Fort St.George Gazettes in bound volumes and Inam Fair Registers and they are kept in good state	Good.
II.	Subordinate Offices:	
	The following are the records kept in subordinate offices and they are all in good state in those offices.	
	a. Revenue Divisional Officer's Office, Tiruvannamalai:	
	Retained files 1870--1890	Good.
	b. Taluk Office, Tirupathur.	
	Railway Acquisition records 1890 and earlier - old and brittle	Good.

stk/11/3

~~For Collector.~~

66

JUDICIAL DEPARTMENT.

MADRAS RECORD OFFICE
24 MAR 1950
560-D7
MADRAS

From (Name) Sri R. Ramanathan Chettiar,
(Designation) Sheriff of Madras,
(Station) M a d r a s.

To,

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

Through,

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

D.No. 207 dated 15th March 1950.

Sir,

Sub: Records - East India Company's period - Submission of Report for the Calendar year 1949.

I 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,
R Ramanathan Chettiar
SHERIFF OF MADRAS.

D.J. 15/3.

68

69

Statement of old records in the office of the Sheriff of Madras.

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

Sheriff's Office,
High Court,
Madras, 15-3-1950.

R Ramanathan Chetty

SHERIFF OF MADRAS.

Encl.

20

Pdl. 1295.G.50 R

Mathurai Collector's Office,
16.3.50.

24MAR1950
561-D7

From

Sri. K. Rama Varma Raja. I.A.S.,
Collector, Mathurai.

To

The Curator, Madrs Record Office, Chittoor.

Sir,

Reports - East India Company's period report.

I enclose an extract of column 12 of the Annaual report on the condition of records for the year 1949 submitted to the Board of Revenue, Madras in 1950.

Sd. M. Ratnam.
for Collector.

B.O.

Huzur Head Clerk.

r. 17.3.

72

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

ii) Whether the registers and the records of the periods prior to the Introduction of the Tottanham system have been methodically arranged and

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

REMARKS: Yes. The records marked 'R' in the index registers by the Curator, Record Officer, Madras are being sorted out by the section riters. Excluding these vernacular records there are the following records.

1. Cadjan leaves records. 2. Takied Registers.
3. Minduvi Records. Most of the records are anot important enough to be retained. Action is being taken separately to send indices of these records to the Curator, forhis opinion.

II) Yes. (iii) yes.

(True copy)

D.

From
K.P.Venkat Rao,B.A.,
M.B.,B.S.,M.Sc.,A.R.I.C.,
Chemical Examiner to Govt.,
Madras.

To
The Secretary to Govt.,
Finance Department, Madras
through
The Curator,
Record Office, Chittoor.

No.1753/50 dated 23-3-50.

Sir,

SUB:- Records - East India Company's period - Preservation of.
Ref:- G.O.Ms.No.1266, Edn. dated 28-6-1946.

..

I have the honour to inform you that there are no records of the East India Company's period in this department other than a letter book which contains miscellaneous correspondence relating to examination of articles from 1st October 1849 to 11th February ~~18~~ 1857, This is kept safe.

P.Venkat Rao

Chemical Examiner to Govt.

Copy to the Surgeon-General with the Government of Madras, Madras.6.

From

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

To

The Curator,
Madras Record Office,
Chittoor.

MADRAS RECORD OFFICE
25MAR1950
MADRAS

570 D7

No. 1437 Dated 23rd March 1950.

Sir,

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

With reference to your letter No.311-D7/50-5 dated 15th instant (received in my office yesterday) 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.

MADRAS RECORD OFFICE
25MAR1950
MADRAS

Type

From
Sri.V.V.Subramanian,I.C.S.,
Collector of Madras,
Madras.

To
The Curator,
Madras Record Office,
Chittore.

Pdl.186 dated 22-3-1950.

--

Sir,

Sub:- RECORDS - East India Company's period - Annual Verification - Condition of the record - report for the year, 1949.

There are no records relating to the East India Company's Period in this office. The records in the Taluk Office relating to this period are in good c-ondition.

Sd.E.S.Nagesan,
for Collector.

By Order.

Huzur Head Clerk.

MLS/23-3.

23.3

MADRAS RECORD OFFICE
27 MAR 1950
580-D7
MADRAS

To
Tha Curator,
Madras Record
Office

1437

Chittore.

28

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

To
The Curator,
Madras Record Office,
Chittoor.

MADRAS RECORD OFFICE
28 MAR 1950
596-D7
MADRAS

No.A.874/50-1, dated 25-3-1950.

Sir,

Sub: Records - East India Company's Period -
Annual verification report.
Ref: Your letter No.311-D-7/50-5, dated 15-3-1950.

The periodical referred to in your letter cited has already been forwarded to Secretary to Government, Education Department through you., in my pdl. No.25/50, dated 9-3-1950. A copy is, however, enclosed.

Yours faithfully,

A. Aiyappan
for Superintendent.

dv.
Encl. 1.

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

To
The Secretary to Government,
Education Department,
Fort St., George, Madras-9.

~~DESPATCHED~~
~~2 MAR 1950~~

THROUGH The Curator,
Madras Record Office,
Chittoor.

No.25/50, dated 9th March 1950.

Sir,

Sub: Government Museum, Madras - Records - East India Company's Period - Annual verification report for 1949.

Ref: This Office letter No.Pdl.No.5/48, dated 29-3-1949.

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

Yours faithfully,

Sd. A. Aiyappan,
Superintendent.

dv.

/True Copy/

for Superintendent

D5 HF 5780 8360

Collector's Office, Cuddapah.

B4-0-82-50. Dated 23-8-1950.

MADRAS RECORD OFFICE
28 MAR 1950
597-D7.
MADRAS

From

Sri B. Madhavarao Naidu, B.A.,
Collector, Cuddapah.

To

The Curator,
Madras Record Office,
CHITTOOR.

Sir,

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

Ref:- Your Ref. No.311-D7/30-5 d/15-3-50.

The report called for was sent with this office 0-B4-82-50 d/6-3-50. A copy it is enclosed.

SGR/24.8.

FOR COLLECTOR. 25-3-50

GB 24/3.

Encl: (P.T.O.)

Enclosure.

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

(12)

(i), (ii) and (iii) Yes. The I.F.Rs. are being maintained carefully and examined periodically as required in Board's Ref.No.622/31 dated 21-12-31. All are in good condition.

(True extract)

===

Pdl.229/50/El. S.Kanara Collector's Office, Mangalore dated 27.3.50.

From

JANAB SYED AHMED,B.Sc (Hons.)
Collector of South Kanara.

To

The Secretary to Government
(Finance Department)
Fort St.George,
M a d r a s.

MADRAS RECORD OFFICE
29MAR1950
604-D7.
MADRAS

Through

The Curator,
Madras Record Office,
Chittoor.

Sir,

RECORDS: East Indian Company's period and the period up to the introduction of disposal No. system--report submitted 1950.

**

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

2.The English records existing here relating to the period prior to the introduction of the disposal number system, which have to be retained permanently were methodically arranged and a complete inventory prepared and sent to the Curator with this office D.Dis.No.1648-36 dated 29.4.36.

Yours faithfully,

For Collector.

IC/27.3.50.

Pdl.230/50-El.

Extract of col.12 from the report on the condition of records in the district of South Kanara for the year 1950 regarding the old vernacular records sent to the Board of Revenue, Land Revenue and Irrigation, Madras.

**

Whether the old vernacular records of the East India company's period are in good condition and whether an inventory of old records has been made and kept.	Old vernacular records except Kattuthura account have been destroyed long ago. An inventory of all vernacular records has been maintained.

/By order/

For Collector
~~Huzur Head Clerk.~~

S.Kanara Collector's Office)
Mangalore dated 27.3.50.)
To the Curator, Madras Record office, Chittoor.
IC/27.3.50.

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,
Madras Record Office,
C H I T T O O R.

MADRAS RECORD OFFICE
29 MAR 1950
605-D7.
MADRAS

No. 3715/50-S, dated, 15th March 1950.

Sir,

Sub:- Records - East India Company's period - Report for the calender year 1949.

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,

Administrator-General & Official
Trustee of Madras.

SA/

MADRAS SURVEY & LAND RECORDS DEPARTMENT

MADRAS RECORD OFFICE
29MAR1950
606-D7.
MADRAS

From
Srf.P.Raman Nair, B.A.,
Asst.Director of Survey,
Central Survey Office,
Chepauk, MADRAS--5.

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

No. Pdl.D.1. 48/50 dated 25--3--50

Sir,

Subject:-- RECORDS--East India Company's Period--Availability Annual inventory and report--Report for the calender year 1950--Submitted--

Reference: Your letter No.311-D7/50-5 dated 15--3--50.

There is no change in the condition of the records referred to in the Inventory forwarded with this office letter No.302/C/R of 34 dated 30--3--1935 except that the maps relating to items 13, 28 and 44 of the Inventory have been ~~transferred~~ transferred to the Madras Records Office permanently.

V. C. Rajagopalan
FOR ASSISTANT DIRECTOR OF SURVEY
25/3/50.

Through,
The Curator,
Madras Record Office,
Chittoor.

93

65

Pdl. 271/50 dated 21-3-50.

From
Sri H.S. Paul, B.A.,
Collector, South Arcot,
Cuddalore.

To
The Secretary to Government,
Finance Department,
Madras.

Through
The Curator,
Madras Record Office,
Chittoor.

MADRAS RECORD OFFICE
30 MAR 1950
623-D7
MADRAS

Records- Collector's Office- East India Company's period and period prior to disposal number system- condition- report- submitted.

I send herewith an extract of the report on the condition of records of this office relating to the East India Company's period and the period prior to the disposal number system sent by me to the Board of Revenue on 24-2-50.

2. The records are kept in good condition though the papers of the old vernacular records are brittle. An inventory of the records is kept in this office.

Yours faithfully,

For Collector. 23/3

k/exd.22-3.

(p.t.o

94

Extract of the report on the condition of the records of the Collector's Office relating to the East India Company's period.

--

1. Whether the oldvernacular records of the East India Company's period are are in good condition and whether an inventory of these old records has been made and kept.	Yes, though the paper is brittle.
2. Whether the registers and records of the periods prior to the introduction of Tottenham system have been methodically arranged.	Yes.
&3. Whether the inam fair registers are preserved in good condition.	Yes.

Sd. H.S. Paul,
24-2-50,
Collector.

/True copy/
k/ard.22-3.

From
Sri.C.Rami Reddi,B.A.,
Collector, Bellary.
R.N.No.613/50.G1.dated 25.3.1950.

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

Through
The Curator,Madras Record Office, Chittoor

Sir,

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

Ref:G.O.Ms.No.1266/Education,dated 26.6.1946 and Your No.311.D7.50.5.dated 12.3.1950.

-

The records relating to the period of the East India Company are intact. An inventory of them is maintained.

27-3-50
For Collector.

MADRAS RECORD OFFICE 27 MAR 1950 24-D7

krs/27.3.1950.

From
Mr.H.C.M.McLaughlin I.A.S.,
Collector of the Nilgiris,
Ootacamund.

To
The Curator,
Madras Record Office,
Chittor.

MADRAS RECORD OFFICE
4-APR 1950
680-D7
MADRAS

Perl No.68/50 dated 31-3-1950

Sir,

Records--East India Company's Records-Condition Report

Ref:- Your letter No.311-D7/50 dx -5 dated 15-3-1950.

There are no records of East India Company kept in record in this office.

NG.1.

for Collector.

B6-Per1-215/50.

Tirunelveli Collector's Office,
Dated 31-3-50.

From
Sri.R.S.Subbiah Pillai,B.A.,
Collector of Tirunelveli.

To
The Secretary to Government,
Finance Department, Madras.

Sir,

Through
The Curator, Madras Records Office,
Madras.

Sir,

Sub:- Records - (Old) English Collector's Office,Tirunelveli - Prior to the Introduction of the disposal number system - Preparation of inventory - Condition of Records - Annual report.

Ref:- G.O.No.684 Ms.Finance dated 11-11-1935.

--

Bundling system:-1881-1893. The important records were already sorted and listed.

Filing system:- (1858-1880). Out of 260 Volumes, 154 volumes have so far been examined and inventory of the records requiring retention has been prepared and the rest of the files destroyed. The remaining files will be examined in due course.

ARG.31/3.

for Collector.

Pdl.122/50.

N.A. Collector's Office,
Vellore, Dated:30-3-1950.

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

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

Thro'
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 for the year ending 31-3-1950.

Ref: 1) Government Memorandum (Finance Department) No. 5518 Rt. dated 21-12-1934 and B.P.No. 4345 dated 17-8-46.

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

For Collector.

Pdl.416/50.

West Godavary Collector's Office,
Eluru, dated 30-3-50.

From

Sri N.V.Sugavanam,
Collector, West Godavary, Eluru.

To

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

Through

The Curator of Madras,
Record Office, Chittoor.

MADRAS RECORD OFFICE
3-APR 1950
684D7
MADRAS

Sir,

Sub: Records-West Godavary Collector's Office-English Records of the East India Company's period-condition-report for 1949-submitted.

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

2. There are, however, some English Records relating to the period prior to the disposal-number system i.e., from 1858 to 1892 in my office. An inventory of these records has been prepared in accordance with the instructions contained in G.O.No.Ms.684, Finance, Dated 11-11-'35. The records are very brittle and most of them are in a torn condition and require careful handling.

3. As regards the condition of the vernacular registers, I enclose an extract of col.(12) from the Annual-report submitted to the Board in this office Pdl.414/50, dated 30-3-1950.

Bs.31/3.

31-3-50

for Collector.

Extract of Col.(12) from the Annual Report submitted to the Board on the condition of records in the district of West Godavary 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 period prior to the introduction of the Tottenham system have been methodically arranged; and (iii) whether the Inam Fair Registers are prescribed in good condition.

---

(12)

---

i) Yes. The records are in good condition;
ii) Yes;
iii) Yes.

(True Copy)

MADRAS RECORD OFFICE
3-APR 1950
685-D7
MADRAS

Ref:-M-1- Pdl.980/50. E.G.collectorate,Kakinada.
dated.31-3-50.

From

Sri D.Balasundaram,B.A.,
Collector,East Godavari,
Kakinada.

To

The Curator,
Madras Record Office,
Chittoor.

Sir,

Sub:- Records- East India- Company's period Annual verification report information- furnished.

...

Ref:-Your No.311-D7/50-dated- 15-3-50.

...

The old records containing Hukums , copies of Sanads, Lits of Karnams etc, in Telugu correspondence which relate to the 19th Century are all kept in as fair condition as far as possible. But due to age, the paper has become brittle,and an inventory has been made and kept as far as they are decipher -able . I consider that it is a difficult task to make out the writing at this stage and the paper falls to pieces when handled.

They are in a major portion tied up in dufters and some are kept up in tins as this is a time honoured custom and they are being maintained as such, on racks from a very long time. These records are all very sticky and even then they are kept for what they are worth. They cannot be placed open on racks as it is not desirable and not convenient to place them separately in almyrahs,. Each dufter containing these records has a card-board label tied to it to distinguish one from the other. They are kept serially in the order of years.

The registers and records of the period prior to the introduction of the Tottenham system have been methodically arranged .The Tham pair registers are carefully preserved in an almyrah and they are in good condition.

An extract of column 12 of my annual verification report to the Board on the condition of records is enclosed for your reference. As these records may become useless due to age. I propose that it is desirable to have photo prints of those records which are decipherable and which are worth having.

(Sd) I.V.SeshagiriRao.
For collector.

B.O.

hs.31.3.

Addl.Huzur-Head-clerk. 31/3

108

109

Copy of Col.12 of the Collector's annual report.,dated-
27-2-50.

72

yes.

Hukums , Hakikuts, Bhubands, Vasah accounts, Pedigrees and claim statements from the old vernacular records. All the Bhubands and some of the above documents have become brittle and fixed up with one another due to age and it is not possible to grant copies and decipher them for reading.. All the Bhubands were got rewritten some 30 years ago and kept in bound volumes. All these and other old accounts are kept in almyrahs ~~xxxxxxxxxxxxxx~~ under lock and key. Hukums and Hakikuts are tied in dufters and kept on record racks . pastefiles of old correspondance are kept in two almyrahs under lock and key and they are in good condition.

(True copy' (Sd)I.V.Seshagiri Rao.
For Collector.

B.O.

hs.31.3.

Addl. Huzur-Head-Clerk.

31/3

Opc.408-50/Annual. Chilakalapudi. D/30-3-1950.

From - P.Crombie Esq.,M.B.E.,I.C.S.,
Collector,Krishna district.

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

Through the Curator, Record Office, Egmore,
Madras.

MADRAS RECORD OFFICE
3-APR-1950
686-D
MADRAS

Sir,

Sub:- Records - East India Company's period up to the introduction of the Disposal 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 prescribed form.

P.R.30/3.

For Collector.

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

Sri. No.	O.R. No. of the volume.	Year to which the volume relates.	Description of the volume and subject matter
1.	2.	3.	4.
284	41619	1864	This volume contains reports of the Revenue authorities on the assessment of lands, wastes and Banjars. It commences with the precis of Talukdars' report on assessed waste lands in Bezwada taluk, stating that in the village of Gollapudi there is a large extent of land. It deals with the rates of assessment, stating and the non-cultivation is due to bad seasons in Bezwada taluk, jungles, want of means of irrigation in Vissannapeta existence of the water in Gudivada taluk due to the ~~brack~~ brackishness of collair water, and in Bandar taluk, non-cultivation due to want of rains and deficiency of water in tanks. It contains letter from the Hd.Quarters Asst.Collector in charge of Guntur subdivision to the Collector Krishna Dt. forwarding the returns of waste lands received from the Guntur taluk. It also contains memorandum regarding Banjor lands in Bandar taluk for F.1271, stating that out of the paraganas in this taluk, the soild of Inugudurru paragana, Auckmanadu, Podana, some villages in Divi paragana, some villages in Goodoor paragana, is sandy, brackish and saline due to their lying on the sea-coast and unsuitable for cultivation. It also contains a letter to the Collector of the Krishna district submitted with the abstract account showing the extent of Bunger, not in the possession of the ryots. Paper is thick, but brittle owing to the long period of preservation. The volume is in a broken condition.
296	41553	1864	This file contains correspondence on several miscellaneous subjects. One of the important subjects relates to the proceedings of the Board of Revenue No.872 of 1865 on the report of the Collector, Krishna, about the estimate of remissions likely to be required in the district owing to the effects of the cyclone. The proceedings reveal that throughout the tract covered by the sea, the crops were almost, without exception, entirely destroyed and that the destruction of life, property and live stock was so great that no revenue whatever can be collected from the survivors. It contains the following other important correspondence. Proposals of the Collector, Krishna for a canal from Maculipatam to the Salt Cotour at Manginapudi. In the proposals, it was stated that there were great facilities for the construction of a canal, which, in addition to the carrying of traffic, would act as a barrier against inundation and provide fresh water for drinking purposes, where it was very scarce and that the canal would be available for irrigation to a limited extent. Letter from the Collector, Krishna to the acting Secretary to the Board of Revenue, reporting, that the inam claimed by the petitioner Pongoma Venkataramaya of Gudur was granted long before fasli 1210 and the claim which was rejected on the simple ground of his absence at the time of enquiry may be investigated.

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1. 2, 3. Ex - 2 - 4.

and treated as that of other inams of the class. Letter from the Collector, Krishna district to the acting Secretary to the Board of Revenue, reporting Yalamelakuduru is a mokhasa village, appertaining to Nuzvid zamindary in the Krishna district, that the reversionary right vests in the zamindar and in the mokhasa, the petitioners, Sahebhatturu Jagannadhacharlu and Ruttandi, hold one katty of inam land granted to their ancestors by the former zamindars of Apparao family. The validity of the grant was enquired into by the Inam Commissioner but no title deed was issued and hence the inam was not enfranchised. The Collector was pleased to report that as the interests of the Government were not involved the certificate applied for by the petitioners, might be granted as the object of the petitioners was to get a certificate for suing the cultivators of their inam land for the recovery of their share in the Inam produce.

Proceedings of the Board of Revenue 2112 dated 26th April 1865 reveal that at the amalgamation of the district & revision of establishments, there were some persons in the Krishna district who had passed much of their service in the situation of Samudar and Gumastha on salaries of Rs.10/- and under and who were not, consequently eligible for pension, under rules, though they had served upwards of thirty years and Krishna Collector's recommendation that they might be allowed a compassionate allowance of Rs.4/- a month. Letter from the Krishna Collector reporting for the information of the Board, the death on the 15th December 1864, of Khaja Hussain Katteeb or the officiating priest of the Mosque at Masulipatam, who was on receipt of an allowance of Rs.16-9-8 per mensem under the head of Pagoda & Mosque allowances and recommending the vacant situation to the son of the widow of the deceased, Khaja Mohammad Wafa aged 35 years.

Letter of the Collector Krishna to the acting Secretary to the Board of Revenue, reporting that some of the Native Christians, whose houses were destroyed on the 1st November 1864, were assigned a portion of palmyra tope in Machavaram, a suburb of Masulipatam, recommending the grant of a free hold patta without payment.

Proceedings of the Board of Revenue 3629 dated 29th June 1865 reveals the report of the Collector that Tank diggers - Oppara Y.Bukkaya, B.Reddy, S.Dasari, D.Naredu and Mali Naredu who presented a petition to him for the payment of balance of Rs.150/- & odd for the repairs of the salt plat form at Bantumilli Koteru, were complaining that the sum (fines imposed) was withheld from them by the Maradumut gumastha and requesting him the sum to be paid to them, that the amount was under deposit though the connected were lost in the cyclone. The above proceedings empower the Collector to pay the sum, if it was still in deposit, to the applicants if he was satisfied that they were entitled to receive it.

The volume is in a broken condition. Though the papers are thick, most of them are little.

For Collector.

P.R.30/3.

115

Name of the offices in the Dt. following the Toll on horn System

State of Library whether the Act and Standing orders are kept correctly up to date. It shall also contain a list of books due to Government and in need of repair. It shall contain maps of all villages in the district

Preserved

State whether the record room is in good repair protected from heat, damp and white ants and whether it is kept clean and well ventilated. It shall also contain a list of all records destroyed during the year under the rules for the destruction of records

Water and secure from entry

The date from which the following rules have been in force

The general arrangement of the R D and X Disposal papers.

The filing of Government and Board's proceedings & the arrangement of Revenue Cases.

All R&D disposal file up to G.O. 5398-50 dated

The records that were received in 1949 were destroyed to make room for the records received from the Kistna district which was formed in 1950 and they were not replaced.

Total no of files indexed and the no of last file indexed

State whether the old records are periodically examined and whether any records have been destroyed during the year under report and if so whether the rules regarding such destruction have been observed

State whether the old records are properly classified and whether any records have been destroyed during the year under report and if so whether the rules regarding such destruction have been observed

Periodical inventory of old records has been made and if so whether the results are recorded in the inventory

Village accounts are arranged as prescribed in B.P. No. 285 (Stl) dt 276.1893

From
Sri N.Kanakasundaram, M.A.,
Collector & Dt.Magistrate,
GUNTUR

TO
The Curator, Madras Record Office,
Chittoor.

MADRAS RECORD OFFICE
7 APR 1950
728-D7
MADRAS

SIR,

No. L.Dis.6824-50 Dt. 1-4-50.

Sub:- Records - East India - Company's period - Annual verification No. records of East India company collectorate's office- Guntur - Intimation.

Ref:- Your letter No.311-D7/50-5 dt. 15-3-50.

There are no records relating to the East India Company in this office.

For Collector, Guntur.

NG.5/4.

From
Sri. S. Rajagopala Ayyangar B.A.,
Collector & Addl. Dt. Magistrate,
Chingleput Dt. Saidapet.

To 750-D7
The Curator
Madras Records Office,
Chittoor.

MADRAS RECORD OFFICE
11 APR 1950
MADRAS

L. Dis. 6725/50 dt 5.4.50

Sir,

Sub: Records East India Company's period – Annual Verification – report.

Ref: your office No 311/D.7/50.5 dt 15.3.50

The report called for in your reference cited, has already been sent in this office Pdl. 191/50 dt. 2.3.50. However a copy of it is enclosed.

for Collector.

8/4/50

× not read in this office

F. XXII-M-4.

Report on the condition of records in the district of Chingleput for the year 1949.

Names of the offices in the district following the Tottenham system. (1)	State of the library— (i) Whether the Acts and Standing Orders are kept corrected up to date. (ii) Whether all the books are duly catalogued and in good repair. (iii) Whether maps, etc., are carefully preserved. (2)	* Whether the record-room is in good repair—protected from white-ants and water-tight—and whether it is kept clean and secure from entry at all points and sufficiently lighted. (3)	The date from which the Tottenham system has been in force. (4)	Whether the instructions in the District Office Manual have been strictly followed in regard to				Total number of files indexed and the number and date of the last file indexed. (9)	Whether the rules regarding issue of records from and return to the record-room are strictly observed. (10)	† Whether old records are periodically destroyed and, if so, what records were destroyed during the year under report. (11)	(i) Whether the old vernacular records of the East India Company's period are in good condition and whether an inventory of these old records has been made and kept; (ii) Whether the registers and records of the periods prior to the introduction of the Tottenham system have been periodically arranged; and (iii) whether the Inam fair registers are preserved in good condition. (12)	Whether village accounts are arranged as prescribed in B.P. No. 255 (Settlement), dated 7th June 1893. (13)	Remarks. (14)
				the handling and the arranging of R.D.L. and X.L. disposal papers. (5)	the filing of Government Orders and Board's Proceedings and the arrangement of periodicals. (6)	the arrangement of general subject files. (7)	the issue of passports and the maintenance of the numbering book and the passport register. (8)						
Collector's Office Chingleput.	yes.										yes. The Old Records are in poor condition. They are kept in Steel Almirahs. Indexing has also been prepared and kept. ii. Records pertaining to the Inam Commissioner of the Tottenham System have been periodically arranged. iii. Inam Registers are in a poor condition. Pitiable. Registers are in good condition.		78
Sub Collector's Office Chingleput.													
R.D.O's Office Tambaram													
All Taluk Offices													

[P.T.O.

[True extract]

Sd. P. C. 4.2.50
for Collector.

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

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

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

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

REVENUE DEPARTMENT.

892-D7.

MADRAS RECORD OFFICE
22 APR 1950

From
Sri C. Ramchandran M.A.,
Collector,
Chittoor.

To
The Curator,
Madras Record Office,
Chittoor.

Pdl. No.109/50.... Dated 18--4--50

Sir,

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

Ref:--Your letter No. 311-D.7/50-5 dated 15-3-1950.

The report called for is sent herewith.

(Sd.) G. B. Sankaram
for Collector.

/By Order/

A.r.18/4.

For Huzur Head Clerk.

PTO

Copy of extract of Column 12 of the Pdl. 109/50.

...

Report on the condition of records in the Collector's Office, [illegible]
for the year 1949.

Col. 12.	
(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 have been made and kept.	(1) The old vernacular records of the East India Company's period are kept in bundles. Some of the records have become very old and paper is brittle. In Board's R. Dis. 652/49 dated 16-3-49 the Collector was asked to set right these records with the assistance of the Curator, Madras Record Office. The Curator after examining the records expressed his inability to set right the records for want of supply of Chiffons and promised to take up the work soon after fresh supply is received. This fact was reported to the Board in this Office Ref. 4507/49 dated 25-7-49. The inventory and of Telugu and Mahratta records is kept
(2) Whether the registers and records of the period prior to the introduction of the Tottenham System have been methodically arranged and	(2) Yes the registers and records prior to the introduction of the system have been methodically arranged.
(3) Whether the inam fair registers are preserved in good condition.	(3) The Inam Fair Registers are in good condition except a few which requires some repairs. When they were sent to the Curator, he returned them saying that they will be set right on receipt of chiffon. He is again being addressed separately.

/True Copy/

-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-