



नेशनल कमेटी ऑफ आरकिविस्ट्स  
NATIONAL COMMITTEE OF ARCHIVISTS

स्वर्ण जयन्ती स्मृति अंक  
(1953 - 2003)  
GOLDEN JUBILEE COMMEMORATIVE VOLUME  
(1953 - 2003)

राष्ट्रीय अभिलेखागार  
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## PREFACE

In 1919, the Government of India, had set up the Indian Historical Records Commission as an all India forum for record creators, custodians and users to meet and deliberate upon the professional aspects regarding the management of records and their use for historical research. Over the years, the Commission played an important role in ensuring a steady growth in the level of archival awareness in the country. However, in spite of the Commission's efforts, Archivists continued to face several problems in their day to day work relating to kinds of repair material, scientific methods for storage of records, suitable techniques for preservation, etc. In order to provide a suitable forum to discuss such problems and find out their solutions, Government of India set up the National Committee of Archivists in 1953 under the Chairmanship of the Director of Archives, Government of India and comprising representatives from State Archives. Since then the Committee has held 40 meetings and has gone about its task in a devoted and professional manner. This small volume tries to provide an overview of the major achievements of the Committee during the fifty years of its existence.

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## **NATIONAL COMMITTEE OF ARCHIVISTS FIFTY YEARS (1953-2003)**

The setting up of the Indian Historical Records Commission in 1919 by the Government of India symbolized an effort to foster the spirit of historical research in the country and to promote steps to preserve for posterity, the documentary heritage of the country. With the passage of time, the activities of the Commission multiplied to cover diverse areas like liberalization of access rules; setting up of separate Archives Departments in States; archival legislation; computerization of records; appointment of trained staff in Archives Departments; microfilming of records etc so as to enable the archival fraternity in the country to keep pace with the rapid developments taking place all over the world.

Yet inspite of the Commission's pioneering efforts, archivists all over the country continued to face numerous day to day problems relating to non-availability of repair material, standard quality of carton boxes for storage of records, specifications for proper shelving systems, disposal procedures, acquisition of proper equipments for repair and reprography, preparation of flour, glue and other pastes for repair work, etc. These issues did not receive adequate attention from the Commission because it had been focussing on the broader professional issues concerning archives administration and historical research. Consequently, some forum was needed where such technical issues of daily routine could be addressed and resolved.

Such an opportunity came during the discussions on resolutions placed before the 29th Session of the Commission, which was held at Bhopal in 1953. One of these concerned the constitution of a Committee of experts to study the problems in protecting cultural properties during the time of war, while another recommended the compilation of a Handbook of Archival Repositories in India so as to facilitate mutual cooperation amongst them. This resolution was duly supported by Dr. S.S. Bhatnagar, Educational Advisor to the Government of India who was in the Chair. During the course of informal discussions on the ways and means to implement these resolutions, Dr. B.A. Saletore, Director of Archives, National Archives

of India and the representatives of the State Archives of Madras, Bombay, Pepsu, Hyderabad, Uttar Pradesh and Punjab decided to form a National Committee of Archivists which could supplement the work of the Indian Historical Records Commission, by addressing itself to the purely technical problems faced by Archives Departments in their day to day working, through mutual exchange of ideas and expertise. Having achieved a broad consensus in the matter, Dr. Saletore, addressed a letter dated 23rd May 1953 to the Secretary, Ministry of Education, Government of India, outlining the highlights of the discussion held at the 29th Session of the Commission and sought the Government's approval to the constitution of the National Committee of Archivists. In his very lucid and succinct letter he clarified that "...this Committee is not a rival body to the Commission; neither does it aspire as the latter body does, to advise Government on general matters of records and historical research. On the other hand the National Committee of Archivists is essentially a small unpretentious body of technical experts whose only desire is to exchange views among themselves, to tackle certain definite problems which continually face them in their daily discharge of duties and to bring about economy in expenditure relating to the costly problem of preservation of records".

Acting on the request of Dr. Saletore, the Ministry of Education, Government of India invited the views of the State Governments in the matter and after receiving a positive response from them, issued a formal order on 1 September 1953, conveying the approval of the Government of India, to the constitution of a National Committee of Archivists under the Chairmanship of the Director\*, National Archives of India and comprising the Directors of those States which had Records Offices (**Annexure A**). The order defined the mandate of the Committee "to exchange views amongst themselves to tackle certain definite problems which continually face them in their day to day discharge of duties and to bring about economy in expenditure relating to the costly problem of preservation of records." It was expected to meet ordinarily not more than twice a year, one of the meetings taking place along with the Session of the Indian Historical Records

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\*Redesignated Director General of Archives w.e.f. 1.6.1990

Commission. The Committee thus set up in 1953 comprised of seven members including the Director, National Archives of India as Chairman; the others being Raja Trimbak Raj Bahadur of Hyderabad, Shri V .S. Suri of Simla, Dr. G.N. Saletore of Uttar Pradesh, Dr. P.M. Joshi of Bombay, Dr. B.S. Baliga of Madras and Shri M.L. Sharma of Jaipur.

However, the Government order constituting the National Committee of Archivists contained an inherent flaw. By restricting the membership of the Committee to Directors of States which had Records Offices, a number of states which had Records Offices but no Director as Head of their Archives were excluded; secondly and more importantly even senior professional Archivists from such Records Offices were not given a place on the Committee. They were permitted to attend meetings from time to time only as special invitees. Consequently, for several years the Committee had to function with a limited membership. The matter came up for review at its 29th meeting held in 1977 at Mysore wherein members expressed concern over the exclusion of States which had no Director as Head of their Records Offices, as well as professional Archivists for whom the Committee was primarily meant. In view of the sentiments of the members, a letter was sent to all the States by the National Archives of India, inviting them to send their suggestions on the changes considered desirable in the Constitution of the Committee. After a scrutiny of the replies received, the first formal Constitution of the National Committee of Archivists was issued on 22 July 1978 (**Annexure B**). The two main aspects of this Constitution were: (a) according membership to each State Government, the representative being the Senior most professional Archivist in the State Archives, (b) those States where there was no Record Office, were to be represented by the Secretary of the Regional Records Survey Committee. Heads of the Regional Offices of the National Archives of India as well as the State Archives were also made members of the Committee. To assist the Director of Archives, the Assistant Director of Archives in the National Archives of India looking after the Committee's work was made Member Secretary. The Constitution thus achieved two important objectives, viz. (i) the broader aspects of Archives Administration were left to the Directors of Archives many

of whom were non-professionals and were members of the Indian Historical Records Commission, while the technical matters came to be addressed by the professional Archivists as members of the National Committee of Archivists, (ii) even those States which had no Archives came to be represented by the Secretary of the Regional Records Survey Committee. Through another amendment carried out in 1984, the mantle of Member Secretary was passed on to the Deputy Director/ Assistant Director of Archives in the National Archives of India, and meetings of the Committee were delinked from the Sessions of the Indian Historical Records Commission. (**Annexure C**). Quite clearly the Committee was seeking to establish its own identity. However, it was soon felt that, with the regular opening of new Regional Offices by the State Archives, the number of members on the Committee was threatening to become unwieldy and consequently another amendment was effected in 1987, whereby the membership of the Heads of Regional Offices of both the National Archives as well as the State Archives was done away with (**Annexure D**). As a result of these amendments, the National Committee of Archivists became a more compact and representative all India body, with a strong presence of professional archivists.

Before, we attempt an analysis of the work done by the National Committee of Archivists, it would be useful to remember that the Committee was set up in 1953, thirty-four years after the constitution of the Indian Historical Records Commission. Prior to that, the central forum for discussion on all archival issues, be it technical, professional or administrative was the Commission, which deliberated upon such matters and submitted its recommendations to the Government of India. However, due to its very character, the Commission remained a somewhat 'closed body' for several years with little interaction with the States. The Post War Scheme for Reorganization of Archives Offices in India laid down in 1944, was the first major step to deal comprehensively with the administration, management and preservation of records at an all India level. Accordingly, the Commission focussed itself on the broad policies regarding archives administration, on the lines stipulated in the Reorganization Scheme, leaving the daily technical matters in the hands of the National Committee of Archivists. The



contribution of the Committee needs to be assessed against this background.

For about thirty years, the Committee's policies and programmes were shaped and guided by eminent scholars and experts like Dr. B.A.Saletore, Dr. S.N. Prasad, Dr. V.G. Khobrekhar, Dr.V.K.Bawa, Sh. T.S. Sinha, Sh. J.K. Jain, Dr. M..P. Dash, Dr. B.S. Baliga, Dr. G.N. Saletore, Dr. S.N. Sinha, Sh. V.S. Suri, Dr. S.V. Desikachar, Sh. C.B. Pandya, Dr. P.P. Shirodkar, Sh. S.D. Guru, all of whom played an important role in imparting a truly professional character to the Committee in its efforts to address the various problems faced by Archivists. During this period the Committee held as many as 32 meetings, and was able to take up several key issues concerning the day to day working of Archives Departments, like storage conditions for records, lamination problems, repair material, functional buildings, shelving for Archives offices etc. In this connection the contribution of Dr. B.A. Saletore is particularly significant. Not only was he the motivating force behind the setting up of the Committee, it was mainly due to his initiative that the Committee was able to take up many important issues during its early period. However, the decision to de-link the meeting of the Committee with that of the Indian Historical Records Commission, has not achieved the desired result, because the Committee has been able to meet only 6 times in the last 21 years, while the Commission has met ten times during the same period. Obviously the State Governments have been constrained in permitting their officials to expend financial expenditure each year to attend meetings of both the bodies and have preferred one over the other.

The first meeting of the Committee took place at Hyderabad in 1954, under the chairmanship of Raja Trimbak Raj Bahadur, Director, Central Records Office, Hyderabad. It is interesting to note here that during the tenure of Dr. B.A. Saletore, Director, National Archives of India, the meetings of the National Committee of Archivists were chaired either by the Director of the host State Archives or by rotation among the members attending the meeting. In fact, Dr. Saletore did not chair a single meeting during his tenure. The Government of India however did not take this too kindly and accordingly Sh.R.C.Gupta, Officiating Director, National Archives of India chaired the seventh

meeting held at Madras in 1957. At this meeting, Dr. P. M. Joshi observed that 'although the practice of nominating one of the State Directors to Chair the meetings was unconstitutional since the Director, National Archives of India was in effect the Chairman of the Committee, the practice was healthy and Govt. of India should be requested to agree to this arrangement'. However the Government of India did not accept this suggestion and since then, meetings of the Committee have been held under the Chairmanship of the Director and later Director General, National Archives of India, except on a couple of occasions due to exceptional circumstances.

One of the issues to be discussed by the Committee at its first meeting held at Hyderabad in 1954 related to the need to discourage the use of carton boxes for storing records, since, "they breed insect pests, require constant replenishing with naphthalene bricks which add to the cost of the administration.....". This was supported by many members and consequently many States introduced the use of plywood or teak wood or pressed hard wood boards for keeping records. Similar guidelines were issued for storing maps, for which the Committee recommended that maps in rolls should be kept in rolls, their surface being provided with chiffon wherever necessary. Flat maps should be kept in flat trays, in almirahs containing naphthalene bricks. Bigger maps without much folding could be dissected into sections or folded at such sections.

Another problem which has been discussed time and again by the Committee and which still persists has been the lack of availability of key repair material, like cellulose acetate foil and tissue paper of archival specifications. At the very first meeting, members had raised this issue, since it was hampering the progress of repair work in State Archives. In an effort to help them, the National Archives of India requested the Directors of State Archives to send in their requirements so that their demands could be indented through the Directorate General, Supplies and Disposals, Govt. of India. However, in view of the difficulties encountered in book adjustments under such an arrangement, the National Archives of India was advised to procure the entire requirement in its name and distribute the same among the States as per a set procedure, on payment basis. A Scheme to this effect was

included in the Fifth Five Year Plan of the National Archives of India and States are being supplied repair material according to this arrangement. Meanwhile, on the persistent recommendation of the National Committee of Archivists and the Indian Historical Records Commission, the National Archives of India has been trying very hard to get tissue paper of the desired specification manufactured indigenously, but the results of these efforts have not been very fruitful so far. Hopefully some breakthrough will be achieved in the near future.

At the second meeting of the National Committee of Archivists held in January 1955, a detailed discussion took place on the measures needed to combat the menace by white ants, which was being faced by many States. On the advice of the Committee, the National Archives of India undertook a comprehensive exercise to obtain information about preventive measures from various agencies in USA, as well as Research Institutes in the country, and a detailed Report prepared by the Conservation Research Laboratory of the National Archives of India was placed before the House at its Seventh meeting held in July 1957. Realizing that total eradication of this menace was very difficult and expensive, the Committee advised that the best way to meet this challenge was to ensure that wherever new archival buildings were being contemplated, they should be made white-ant proof as laid down in the guidelines given in the Report.

Meanwhile, continuing its efforts to improve upon its techniques of repair, the National Archives of India on the advice of the Committee, conducted exhaustive studies on the use of Dextrine Paste for repair and rehabilitation of records and its Report presented at the Third Meeting in 1955, sought to allay the doubts raised by some members that the use of Dextrine Paste for repair of records caused a yellowish tinge on the document. (**Annexure E**). The Committee duly approved the Report and recommended that it be forwarded to all States for their use.

The Committee simultaneously realized that without having proper Research Laboratory facilities, States would find it extremely difficult to undertake a proper and scientific programme for repair of records. Towards this end, it passed a resolution at the 24th meeting

in 1970 recommending that the National Archives of India should assist the State Governments in setting up their own Archival Laboratories in order to help them solve their preservation problems. This was reiterated at the 37th meeting of the National Committee of Archivists held in 1989. Subsequently, on the request of the State Archives, the National Archives of India prepared a detailed note on the Minimum requirements for setting up a Conservation Laboratory which was placed before the House at its 38th meeting (**Annexure 'F'**). Many State Archives have since taken steps to set up small Conservation Laboratories to attend to their daily problems in repair of records.

Humidity is considered to be a major factor in the deterioration of records in Indian repositories and at the first meeting of the Committee, members had urged upon the National Archives of India to examine the advantages in installing Dampness-sucking machines in the Record Rooms. At the 5th meeting held in 1956, the Director of Archives, National Archives of India placed before the Committee a plan of a Rotary Silica Gel Dehumidifier on which the Department had been working and which was considered to be effective in cases where the humidity was in excess of 50%. Many other methods were also discussed in detail, like (i) the solid absorbent process; (ii) hygroscopic dehumidifying process, and (iii) the cooling process. These were designed to suit different conditions of record storage. Much progress has been made in this field since then and States are now adopting modern techniques. The National Committee of Archivists deserves to be credited for having set the ball rolling on such issues.

Construction of functional archival buildings has been of constant concern to the Committee and at its Third Meeting held in 1955, a comprehensive set of guidelines was discussed and finalized for construction of buildings for Archives, covering the major points like location, roofing, interiors, flooring, shape and size of the building, protection against white-ants, rodents, pests, etc electrical and fire arrangements, as well as facilities for air-conditioning. All these points were consolidated and included in a Note on the Minimum Requirements for a State Record Office, which was placed before the House at the Tenth meeting held in 1958 (**Annexure G**) and subsequently forwarded to all States. The Committee was equally



meticulous about the kinds of shelves to be fitted in record rooms and a set of recommendations for this purpose was laid down at the Third Meeting held in 1955. Use of best quality steel or seasoned teak was considered the best option for shelves, care being taken to ensure the required height, distance from wall, space for movement of records, proper gangways, etc. These efforts of the Committee led the Bureau of Indian Standards to bring out a publication laying down the 'Standards relating to primary elements in the design of buildings for Archives (IS: 2663-1977)'.

The complex issue of indexing of records has also been the subject of much deliberation by the National Committee of Archivists. At its Sixth meeting held in January 1957, the Committee discussed the kinds of indexing rules, which could be employed by Archives Offices in India. Sh. F.M. Hassnain of Jammu and Kashmir Archives presented a succinct note on 'Problems in indexing of books, manuscripts, indexes for administrators, abbreviations and contractions,' while the Madras Record Office forwarded a Note on the Indexing practice in Madras Secretariat. Expressing concern at the large mass of un-indexed material lying in State repositories, members urged expeditious indexing of the same and for this purpose, recommended formulation of a set of uniform indexing rules. To examine the various complexities involved and to make suitable recommendations, a Sub-Committee on Indexing was appointed under the Chairmanship of Dr. B.S. Baliga and having Sh. V.S. Suri and Dr. P.M. Joshi as members. Director, National Archives of India was to act as Convenor of the Committee. The Sub-Committee met on 22 July 1957, and examined the indexing practices in various States. In its Report, the Sub-Committee cautioned "that the tendency to regard indexing as of secondary importance should be avoided and when the records were transferred to the archives with adequate indexes, they would enable the research worker as well as the Archivist to select the wanted papers" The Sub-committee further pointed out that it was very difficult to lay down the list of subject heads for all Departments but added that "each Department could with profit draw upon the list prepared by the Madras State and the directions contained in their Secretariat Manual". This Report was discussed at the Seventh meeting of the National Committee of

Archivists held in July 1957 and it was agreed that since it was not possible to frame uniform rules for all Departments, the Archives Departments were free to adapt the recommendations to suit their convenience. The Sub Committee's Report was accordingly forwarded to the State Archives to take up the matter with their Governments, after making necessary adjustment to suit the nature of records in their custody.

The ninth meeting of the Committee held in September 1958 is considered very significant because four important reports on investigations carried out by the National Archives of India were placed before it. The first of these was a report on the yellowing effect on chifon used for repairing records, which had been pointed out by some members at the 8th meeting. Dr. B.S. Baliga of Madras Records Office who had done a good deal of research on this subject informed the House that chifon was being used in almost in the entire Europe particularly by the Public Records Office in London, England. The Committee agreed with his suggestion that it was advisable to use a suitable paste, which would neither affect the chifon nor the legibility of writing in the documents. Flour paste was preferred to dextrine for the purpose. Another report related to the air-conditioning of records in the National Archives of India in which it was pointed out that the relative humidity and the temperature were being maintained in the range of 52-54% and 72-750 F (22-23.50C) respectively during the period January to June. During the rainy season however this showed a slight increase ,ie 60-64% and 74-760F(24-250C), which was within the accepted limit of variation of humidity and temperature as ascertained from the National Archives and Record Service of the U.S.A. The Report on the Lamination machine also attracted much interest because of the variety of models discussed with prices ranging from Rs.4,194.60(plus forwarding and insurance charges) to Rs.68,960/-. The latter was considered very suitable for archival lamination. The last report presented at the Meeting concerned specification of Binding materials, which had been discussed at the 4th meeting held in 1956. During discussions on the Report,a number of suggestions were put forward to strengthen the leather preservative dressing material used for binding among which were treatment with swab dipped in Sodium

Benzoate solution, cleaning the dust with soft cloth, etc. On the suggestion of the House, additional information was collected by National Archives of India from various archival institutions and libraries in India and abroad about the comparative vulnerability of leather and art canvas to insect infestation and placed before the Committee at its twelfth Meeting held in 1959 (**Annexure H**).

Conscious of the risk faced by the staff engaged in the constant handling of records in the midst of dust, heat etc, the National Committee of Archivists took up their cause and a suggestion came up at the 17th meeting held in 1964 that some special allowance be paid to Archival Staff engaged in dusting duties as was being done in the Kerala State Museum. Pending some concrete steps in the matter, it was recommended that staff employed in dusting work in the Stack Area of Archival Repositories should be provided with aprons and masks so that the risks to their health could be minimized. The matter was however pursued further and at the 29th meeting held in 1977, the following Resolution was adopted: "Resolved that Archival work may be treated as duty of arduous nature. Consequently, the benefits extended to other arduous duty personnel working in the Central as well as State Government Departments should be extended to the staff of the Archives Departments". However in order to clarify certain doubts about the exact implications of the term 'arduous', a Sub-committee was constituted at the 32nd meeting held in 1982, to define the terms 'arduous nature of work' and 'functional buildings', so that members could examine the same and take up the matter with their State Governments. The Sub-committee was headed by the Director, National Archives of India and comprising Sh. T.S. Sinha, Dr. P.P. Shirodkar with Dr. S.N. Sinha as Member-Secretary. In pursuance of the Resolution, the Sub-Committee held wide ranging consultations and compiled relevant data on the subject. These efforts were fruitful, as the National Archives of India initiated an exercise for medical examination of its employees dealing with records and after detailed consultations with the concerned Agencies, masks and aprons were provided to the staff working in the stack area. Some States like Kerala, Punjab intimated that special allowances were being provided to employees in their State Archives who were engaged in duties defined as arduous.

A well defined records administration programme being fundamental to its concerns, the National Committee of Archivists, at its 18th meeting held in 1965, on the suggestion of Prof. K.K. Datta, placed upon the National Archives of India, the responsibility of preparing a comprehensive manual giving details regarding conservation, accessioning, arrangement and other operations connected with Archives keeping. The matter was taken up again at the 19th meeting in which a Sub-Committee comprising of the Director of Archives, National Archives of India, Dr. V.K. Bawa, Dr. G.N. Saletore and Sh. V.S. Suri was constituted to chalk out a detailed scheme for compilation of a Manual of Archives. Dr. Bawa was asked to prepare a draft scheme for consideration of the Committee. This draft scheme for the Manual prepared by Dr. Bawa, was placed before the National Committee of Archivists at its 20th meeting held in March 1967 wherein the State Directors were requested to study the same and offer their comments. The response was positive and many members including Prof. K.K. Datta, Sh. V.S. Suri, Sh. F.M. Hassnain, Sh. P.C. Sarma offered many useful suggestions. At the 21st meeting of the National Committee of Archivists, members felt that the scheme suggested by Dr. Bawa was generally on the right lines but needed to be examined in greater detail. It was therefore decided to constitute another Committee for the purpose. Its members were Dr. G.N. Saletore, Dr. V.K. Bawa, Prof. N.R. Khadgawat, Sh. P.N. Pushp while Dr. S.V. Desikachar was to act as Convenor. The Sub-committee met in Feb. 1968 and in its report it recommended that "it would be best if a serving or retired officer of the National Archives of India or a State Archives is appointed on a full time basis as compiler for a period of one year to undertake the compilation of the volume..." The Committee also suggested the setting up of an Editorial Board to advise the Compiler of the volume. At its 22rd meeting, members approved the Draft Scheme submitted by Dr. Bawa and also supported the recommendations of the Sub-Committee. However, at the 23rd meeting of the National Committee of Archivists, members felt that since each state had been following a practice to suit its own needs, it was extremely difficult to prepare a comprehensive manual on the working of Archives in the whole country. It was therefore suggested that a Manual on the lines of the draft prepared by Dr. Bawa be compiled by the National Archives of India. The Director

of Archives, National Archives of India promised to consider the matter, subject to additional staff being provided by the Government of India for the purpose.

At the same time, National Archives of India initiated work on the Manual with a skeleton staff in 1974. An Advisory Committee was subsequently set up in 1975 under the Chairmanship of Prof. Bisheshwar Prasad to examine the draft prepared by the Department. The Committee did not approve the draft and in 1982 it was decided that efforts be made to get the Manual prepared *denovo*. The National Archives of India accordingly initiated an exercise to engage a retired Archivist to undertake the task but was unable to find a suitable person for the job. The matter came up before the National Committee of Archivists again in 1989 wherein another Sub-committee headed by Dr. R.K.Perti, Director of Archives, National Archives of India and having Sh. R. Muniswamy, Dr. Adhir Chakravarty as members and Sh. J.K. Jain as Convenor was constituted to examine the manuals prepared by other States and evolve common guidelines. However with the sad demise of Sh. Muniswamy, and superannuation of the other members of the Committee almost simultaneously, this important issue has remained unresolved.

The Report of the Committee on Archival Legislation is considered to be a landmark in the history of Archives in India and its recommendations were discussed in detail by the National Committee of Archivists at its 15th meeting held in September 1962. The House observed that in order to accommodate the fast accumulating records in the subordinate offices of the Government of India in different parts of the country, it was desirable that the National Archives of India set up Regional Offices at select places. It was equally emphatic in pressing upon the need for early enactment of archival legislation by the Government of India, which could serve as a model for the States. While supporting the proposal for setting up of the Archival Council, it disagreed with the Tarachand Committee's views regarding the utility of the Indian Historical Records Commission and supported the continuation of the Commission. It also unanimously resolved that the National Committee of Archivists should continue in its present form.



Suitable status for Archivists has been another area of concern to the Committee. As early as 1962, there was a suggestion for an all India cadre of Archivists, and at its 27th meeting held in 1975, a formal resolution was moved by Dr. V.T. Gune, recommending the creation of an archival cadre on the lines of the academic cadre in the universities with the same status and enjoying the same scales. After a detailed discussion on the enormous complexities involved in the matter, the Committee adopted the following resolution: "Resolved that a Sub-Committee consisting of Dr. V.T. Gune, Dr. S.V. Desikachar and Thiru C. Badrinath, be formed, to consider the creation of a single cadre of Archivists in the country, to consider the status of various archival posts in relation to the academic staff in the Universities and other relevant issues involved in it". The Sub-Committee examined the relevant reports and other material connected with the subject and in its report submitted at the 28th meeting held in 1976 at Bikaner, it suggested that an archival cadre would be a big step in attracting qualified persons to the profession and help in its development. Incidentally, the Indian Historical Records Commission which met a day before the meeting of the National Committee of Archivists had also recommended the setting up of a Committee by the Government of India, to suggest appropriate qualifications, and pay scales for the different professional posts in the National Archives of India and State Archives Offices. The National Committee of Archivists however went further and adopted a Resolution at its Meeting demanding inter-alia, the constitution of an All India Archival Service, placing pay scales in Archives Offices at par with the teaching staff in Universities, adequate facilities for archival training, etc. However, in view of many administrative and technical complexities involved, the Archival cadre could not be established but pay scales of archival staff all over the country have since been revised and are now more or less at par with sister organizations like Museum and Archaeology. Parity with the University staff is something, which has eluded the archival staff, but hopefully the Committee will keep pursuing the matter. Meanwhile due to the initiative of the National Committee of Archivists, the Association of Indian Archivists came into being in 1976, as a non-governmental forum for all professional archival personnel to debate, deliberate and discuss matters of professional interest concerning archives.

Training in Archives-keeping is another area to which the National Committee of Archivists has devoted a lot of effort and energy. The Indian Historical Records Commission had favoured recruitment of trained personnel for archival work, but the National Committee of Archivists went into the nitty gritty of the kinds of courses suited for different categories of staff, qualifications necessary for archival training and even debated upon the contents of the training syllabi of the Courses run by the National Archives of India. As early as 1957, the Committee deliberated upon the suggestion of Dr. G.N. Chandra that the National Archives of India should make arrangement for short-term courses for Menders and Binders in the State Record Offices. This was reiterated at its 11th meeting in 1959, wherein Dr. V.K. Bawa suggested that the National Archives of India could collaborate with Delhi University in formulating a One year course in Archives Keeping for graduates and others with no experience. The Committee while discussing the issue, also felt that Government of India should facilitate deputation of officials for training abroad. For this purpose, a Sub-Committee was appointed under the Chairmanship of Dr. P.M. Joshi to work out a detailed programme for deputing candidates from the states for training in archives administration in foreign countries. In pursuance of the efforts of the Committee, Dr. K.P. Srivastava and Sh. J.K. Jain were deputed for training abroad, though financial constraints put a stop to subsequent visits. But the real challenge for the Committee lay in ensuring suitable training programmes for the lower staff in State Government offices, who were most likely to deal with records, yet could not be deputed to the National Archives of India for training. Towards this end, a Resolution was adopted at the 21st meeting in 1971, recommending that a two months short term course be introduced by the State Archives for the benefit of the Record Clerks and Record Assistants employed in Secretariats and District Offices. This was reiterated at the 30th meeting held in 1979. At the same meeting another Resolution was passed recommending that the syllabus of the one year Diploma Course of the National Archives of India be revised in consultation with Directors of State Archives to make the Course more useful. This constant monitoring of key issues in training has had a positive effect and the Board of Studies of the National Archives of India School of Archival Studies has been regularly assessing

the suggestions received from time to time to make its training programmes truly world class.

The Committee also realized that in order to successfully manage and administer the vast holdings in the custody of Archives Departments, it was essential for the staff to be familiar with the numerous languages and scripts in which records were to be found. At its 18th meeting held in 1965, the Committee deliberated upon the problem of arrangement and listing of records in languages with which the record staff were not conversant and felt that in such cases the services of officers with requisite qualifications and experience be borrowed from sister organizations. At the same meeting, the Committee supported a Resolution by Dr. V.K. Bawa that Universities should be requested to encourage the study of regional languages like Persian, Rajasthani, Tamil at the post graduate level, and that Paleography of medieval records be made part of the syllabus of the Diploma Course run by National Archives of India. This was reiterated through another resolution of the 31st meeting held in Delhi in 1981. The National Archives of India had accordingly initiated steps in the direction by offering one paper entitled 'Reading and Interpretation of Documents - Persian or Rajasthani or Marathi or Malayalam or Portuguese' as an optional paper in the Diploma course but faced with a poor response was constrained to withdraw the paper. Perhaps the Committee would further discuss this important issue in the coming years in an attempt to resolve it.

Microfilming of records is an integral part of scientific preservation of records and the National Committee of Archivists has paid due attention to this. At its fourth meeting held in 1956, Dr. P.M. Joshi moved a proposal suggesting detailed discussion on all the aspects of microfilming of records so that State Archives could be made familiar with its advantages and take suitable steps to augment their reprographic facilities. A comprehensive note on microfilming of records, which had been prepared by the National Archives of India, was placed before the Committee at the meeting. (**Annexure 'I'**). After detailed deliberations, the Committee adopted a Resolution recommending that the Central and State Governments be requested to restrict their microfilming programmes to fill in the gaps in their



records series in the first instance and then to aid the State Governments which are in need of copies of records of their interest. The Resolution discouraged taking up of gigantic programmes of microfilming of records, as this would seriously hamper the daily work of Records Offices and added that only after the above requirements were fulfilled should State Archives Offices attend to the demands of scholars and research institutions. The techniques for proper use and storage of microfilming were discussed by the Committee at its 8th meeting held in 1958 wherein members were apprised with the British Standards and Recommendations for the storage of microfilms (LS.1153.1954) which had been found to be quite suitable to Indian conditions. Microfilming facilities in States have since been greatly augmented and the National Archives of India is also providing financial assistance to State Archives for the purpose, under its Grant-in-Aid Scheme.

Another important step taken by the National Committee of Archivists at its 30th meeting in 1979 related to the presentation of technical papers by members of the Committee at its meetings. A Resolution to this effect was adopted at the meeting, stating that "...For discussion in the meetings of the National Committee of Archivists, one paper dealing with any one of the archival problems be presented by any one of the members of the National Committee of Archivists or by a specialist" The purpose behind this was to highlight and discuss the technical and professional problems being encountered by archivists in their day to day work. 'Trends in Document Restoration', 'Preservation of Endangered Documents', 'Care and Preservation of Newspapers', 'Conservation in Uttar Pradesh: Problems and Prospects' are some of the papers which have been presented at its meetings in pursuance of the Resolution.

A significant achievement of the Committee has been its success in enabling Archives to reach out to the common man. Inspired by the work of the International Council on Archives, and the recommendation of its Executive Committee in 1977, the National Committee of Archivists at its 30th meeting held in 1979, adopted a resolution recommending that "Archives Weeks be celebrated throughout the country during the last quarter of 1979, preferably after Diwali." This resolution elicited a very good response and since then

Archives Week is being celebrated annually throughout the country, during which the National Archives as well as the State Archives have been organizing exhibitions, seminars, talks, open house programmes etc as an effort to promote archival awareness among the people.

Post 1980, a new generation of officials began to take charge of Archives Departments in States. Many of them were non-professionals, who were stronger on the administrative rather than the professional side and brought with them new ideas and a new vision. Consequently, the activities of the Committee no longer represented the narrow confines of the Archives but assumed a new character, addressing issues concerned with the broader aspects of archives administration. But still, while the Indian Historical Records Commission continued to concentrate on the use of archives for historical research, the National Committee of Archivists focussed its activities primarily on the preservation and management aspects.

Realizing that funds were basic to the development of archives, the National Committee of Archivists at its 35th meeting held in 1986, urged the Central and State Governments "to impress upon the Planning bodies to make suitable provision for the organized development of archives for functional buildings, conservation, publication as well as organization of Regional or District Record Centres". At the same meeting, it reiterated the need for resolving the sensitive issue of division of records following reorganization of territories, as per well-accepted archival norms. These resolutions were favourably received and over the years funds for the development of archives have shown appreciable increase; functional buildings have also come up in states like Bihar, Manipur, West Bengal, and general archival awareness has shown an upward trend. States like Kerala, Tamil Nadu, Karnataka, Punjab, Haryana, Manipur, Assam etc have as well been engaged in resolving their problems relating to division of records as per internationally accepted principles.

Another problem, which the Committee took up during this period, was the slow pace at which reference media to the huge bulk of records lying in archival repositories all over the country was being prepared. The Committee realized that the main reason for this was

the shortage of staff and financial constraints. At its 36th meeting, the Committee felt that while computerization was a long term solution some other ways were needed to be explored. It, therefore took up the matter again at its 38th meeting held in 1990 and after a good deal of discussion, passed a resolution urging the National Archives of India and the State Archives to take steps "to employ competent and professionally qualified staff on remunerative basis to facilitate expeditious clearance of compilation of reference media". States like Goa, Karnataka, West Bengal responded positively to this proposal while many other states were considering it. Meanwhile, National Archives of India has introduced computerization of reference media to its records in a phased manner.

The Committee was equally concerned at the danger being posed to original records through frequent handling for research or other purposes and at its 39th meeting held in 1994, it passed a resolution recommending "that use of original records for reference purposes be restricted to the barest minimum and that Xerox or Photostat copies be supplied for the purpose to the extent possible." This resolution received good support and is being implemented by the National Archives of India as well as the State Archives.

The National Committee of Archivists has therefore come a long way since its birth in 1953. Starting with a modest objective of resolving day-to-day problems faced by archivists, its canvas has gradually widened, in order to meet the new challenges, new techniques and new technology being introduced in the field of archives. To absorb itself in this changing scenario, the Committee is continually trying to redefine its priorities, chalk out new areas of activities so that it could act as a true complement to the Indian Historical Records Commission. We wish and hope that the Golden Jubilee year may prove to be the turning point in the life of National Committee of Archivists.

## REMINISCENCES

**Dr. S.N. Prasad**

It is with a sense of deep satisfaction, tinged with some nostalgia, that I recall my long association with the National Committee of Archivists. As head of the National Archives of India from 1969 to 1979, I had the honour to chair seven meetings of the National Committee of Archivists from all over the country. Many abiding friendships were formed. Archival development of the country also made good progress.

The bedrock of archival development was cooperation and trust between the National Archives of India and the Archives Departments of the various states, generated through the National Committee of Archivists. In tackling conservation problems, in obtaining imported tissue paper and cellulose acetate foil, in drawing up Plan projects and securing sanctions and funds for them, in borrowing the services of experienced archivists, in persuading the states' senior officers to support development of archives and welfare of archivists in their domains, there was unstinted and fullest possible joint effort by all concerned. On their request, I visited most of the states to see their archival situation and problems for myself and to give all possible help. Karnataka, Kerala and Haryana were given experts from the National Archives of India to set up/support their Archives Departments. We also helped effectively in the planning and construction of the states' archival buildings in Assam, Gujarat, and Delhi. We passed Resolutions in the National Committee of Archivists, emphasizing the importance of appointing only professional archivists/historians to head or to man all State Archives. And then the State Government concerned was pressed to implement it.

It is amusing to recall the incident when a senior and politically influential I.A.S. Officer of a State Government frankly asked me to raise no objection to his attending the International Congress on Archives at Moscow as his States' archival representative. He agreed that, as leader of the Indian team, I would receive his full cooperation and respect. With my nod, he joined the team - which included Dr.



K.P. Srivastava, Director, U.P. State Archives, and several other professional archivists. As I expected, he repaid my favour by establishing within a year, the Government Archives for his state, which till then had no Archives Department.

It would be tedious, and unnecessary, to recount the many occasions when success crowned our joint efforts in the National Committee of Archives, and outside it. The essential prerequisite for this was all round cooperation and trust, flowering in many cases into affectionate personal friendships. I still carry fond memoirs of old colleagues and friends, like B.S. Nijjar, V.G. Khobrekar, M.P. Dash, K.P. Srivastava, T.S. Sinha, A.H. Choudhury, and many others. Most of them have left this world. But there still are dear friends like J.K. Jain and M.L. Kachroo who remain in contact to relive the old days.

The old memories are not only of dull archival developments and musty old records. There were exciting events and funny moments too.

The very first National Committee of Archivists meeting I attended was definitely the most exciting. As recorded sedately in the Proceedings of that 24th meeting of National Committee of Archivists held on 20th February 1970 in the Tamilnadu State Archives, the Members had just assembled when Thiru S. Singarajan observed that "the National Committee of Archivists was a collective body representative of the Central Archival repositories of the Government of India and the State Governments. While the Director of Archives could continue to be the Convener, it was highly desirable that the Chairman should be elected by the members or the office should go by rotation among the members every year. Stating that this was the earlier practice, he pointed out that the late Dr. B.S. Baliga had presided over the Committee's proceedings on one occasion. Dr. G.N. Salletore observed that he had himself presided over the Committee's proceedings held at Simla. The Convener said that he did not know what the practice was long ago, but under the orders of the Government of India setting up the Committee, the Director of Archives was both its Convener and Chairman. He also pointed out that constitutional propriety required that in any meeting of, for example, the Education Secretaries of the State Governments and of the Central Government,

the Education Secretary of the Central Government, must preside. In any meeting of the Home Ministers of the States and the Central Government, the Home Minister of the Central Government always presided, and so on."

What is not reflected in the Proceedings was the rising tempers and acrimony, till I declared firmly that I could take no part in any meeting violating clear orders of the Government of India, and would walk out immediately, and also withdraw the National Archives of India officers forming the Secretariat of the National Committee of Archivists, who had all the archives and Agenda papers of the Committee. Many Members strongly supported my stand. That ended the confrontation. Before the next meeting held twenty months later, we came to know one another fairly well, and the question of Chairmanship of the National Committee of Archivists was never raised again.

I would like to end this reminiscing on a lighter note. In one of the Sessions of an International Congress on Archives, a National Committee of Archivists' colleague was reading out his paper before the delegates. Simultaneously it was being translated from English into French, Russian, etc. The paper was being read too fast for the translator, and sitting on the raised dais, I could see the listeners getting restless and many taking off their ear-phones. I quickly walked up to the Speaker and whispered to him, "Aur Dheere, please" (more slowly, please). He responded, not by reducing his speed but by reducing his volume or sound level. Now the translator could hardly hear him. The audience giggled, and I was pink in the face. Fortunately, after the problem was set right by another attempt from me, the international delegates could hear and understand the excellent paper, and praised it highly. At the end we all had a hearty laugh.

## Sh. J. K. Jain

The Indian Historical Records Commission was setup in the year 1919 by the then British Government with a view to provide an official platform to Indian historians to make use of the archival material available with the erstwhile Imperial Record Department to push their agenda and if we look to the various subjects allotted to the young Indian history students, it was nothing but to eulogize the role of various Viceroys in the development and growth of India. Obviously, the members of this Commission were primarily those loyal historians who contributed to this view. And if we look to the earlier Research Rules of the Archives, they were so discretionary that the permission to consult records was given to the selected few after having a fool-proof screening. The 'open-period' of records was 50 years, and that too, with a rider of scrutiny of notes taken by the scholar by the Research Room Incharge of the National Archives. In brief there was a total control of the creating agency over the use of its records by any scholar. There was hardly any scope for any critical material to go out of Archives.

Similarly, if we go through the Proceedings and the Resolutions passed by the various sessions of Indian Historical Records Commission; they reflect more on academic deliberations on historical studies, rather than observations on the state of records in the Central Government, British Provinces and in the Indian States. And if at all, there is a resolution on records, it is more on providing better research facilities. The Imperial Record Department and then the National Archives of India was used more as a platform for historical research done by members rather than a forum to solve the problems of records pertaining to their current, semi-current and non-current stages. The question of scientific up keep of records was hardly taken up seriously, more so about the records in British Provinces and Princely States of India.

The Indian History Congress came into being in the year 1927 but historians never liked to loosen its grip over the Indian Historical Records Commission and National Archives of India as it provided a second string in their academic view to browbeat their fellow historians.

After Independence, professional archivists were appointed in the National Archives of India and their aim was to make the institution a professional one. It was this section of National Archives of India which worked behind the scenes, and ultimately led to the establishment of National Committee of Archivists by an Executive order of the Government of India in the year 1953. Since there was no defined constitution of this body for many years, it could not make its presence felt within the profession to a great extent; however, with the coming up of some established Archives Departments in major states of India, this body got a boost. In earlier meetings of this Committee which used to be held only once along with the Session of Indian Historical Records Commission, the various State Archives used to clamour for 'preservative material' like cellulose - Acetate foil, Tissue-Paper, Raw-microfilms etc, as there were lot of restrictions on import of these items due to foreign exchange shortage. However, this body continued to work hard and through the good offices of the National Archives of India it managed to set up their Repair & Reprography Unit wherever the State Government extended some financial support.

In some States, Archives Department were clubbed with Archaeology or similar other Historical Research Departments. The National Committee of Archivists struggled hard to emphasize that archives is a specialized field and it must be made an independent Department, as it has got its own sphere of activity and is more linked with the administration rather than with historical research.

Since most of the Cultural Departments both at the Central and the State level are generally low in priority, therefore availability of funds, recognition of their importance etc has not drawn the desired attention of administration even to this date. As a result, those personnel who opt for Archival profession often get frustrated both in terms of promotion avenues as well as in financial aspects since they suffer from little recognition in society. These aspects add insult to their injury.

In order to retrieve the professional from this quagmire of financial weakness and status, efforts were made in the Bikaner Session of the Indian Historical Records Commission in 1976 and XXVII



meeting of National Committee of Archivists through resolutions that the grades and working conditions in Archives Departments, be improved so that more talented people may join the profession and those who were already there may not feel suffocated. Lengthy discussions took place in the meetings, some resolutions were passed recommending that only professional Archivists be appointed as the head of the Archives Departments, short term training be imparted to the persons working in the Departmental Record Rooms of ministries and departments etc.

But if we look honestly at the ground situation, the profession is suffering from an 'inertia and professional paralysis'. In many states the post of Head of Archives has not been filled for years together or is being held as an additional charge by some District Officer. This is a matter for concern and these posts should be filled by professionals at the earliest. This apathy could be solved by reconstituting Indian Historical Records Commission so that there is proper representation of the administrative personnel both from the Central Government, as well as from all the State Governments. I am sure that such participation will ensure that various resolutions would attain the status of a mandate rather than recommendations. The alarming condition of records with the creating Agencies would then be taken up seriously. People working in Archives would feel that we are in fact part of administration rather than sit in gloom with a feeling of being nothing short of a 'Dead file Clerk' in this kingdom of administrators and Historians.

## **Sh. Chandrakant B. Pandya**

I am happy to know that the National Committee of Archivists will be completing 50 years in September/October 2003. To commemorate this occasion, we the Archivists have to extend our heartiest support to the National Committee of Archivists.

During the journey of last 49 years, the National Committee of Archivists has passed several important resolutions at its meetings and has drawn the attention of the concerned authorities to several important problems in the management and administration of Archives, like uniform policy for access to records for research, appointment of trained staff, need for improving training facilities in the States, construction of Archival Building and preparation of proper Reference Media., etc.

The State of Gujarat came in existence during the process of reorganization of States with effect from 1st May 1960. Gujarat State has been carved out from several Princely States and political agencies of British India. The former Rulers and Administrators connected with the former Princely States Administrations and Agencies of British India, are in possession of very old and valuable records of Archival Importance in the form of files and manuscripts. These records constitute a part of historical and cultural heritage of Gujarat and are very useful for research and reference.

The Gujarat State Archives Department was formed in 1973-74. Till 1980 it remained under charge of other departments. Only in 1981 I was appointed as full time Director of Gujarat State Archives, being the first professionally qualified Archivist. I served up to October, 1990. During my tenure, I attended many Sessions of the National Committee of Archivists and played an active role in order to provide a professional forum to Gujarat State Archives.

With the directives from the National Committee of Archivists, Gujarat State Archives has set up the Regional Records Survey Committee under the Chairmanship of the concerned Departmental Minister, at the State Level, and 25 District Records Survey Committees

under the Convenorship of District Collectors for collecting historical records from private sources.

As for Archival administration, the Government of Gujarat have scientifically constructed an Archival Building at Gandhinagar in 1982 where the permanent records of the Secretariat Departments and the offices of the Heads of Department are centralized.

In order to run Archives Department efficiently and to remove any lacuna, an Archival Council with 12 Members under the Chairmanship of the Chief Secretary had also been formed. The Members comprised, Secretaries from different administrative Departments of Government of Gujarat, Heads of History Department from respective Universities, members of the Indian Historical Records Commission and Director General of Archives, Government of India.

During my tenure, the Recruitment Rules of various cadres of staff were formed and recruitment was made accordingly. The Archival Policy Resolution had been approved and working of different items were started. The Research Rules have been got sanctioned as per the recommendations of the National Committee of Archivists.

At present the Scientific Department constitutes the Exhibition Section, Binding and Repairing Section, Reprographic Unit, facility of Research Room and Editorial Board for publishing "Raj-Daftar" being a half yearly magazine. The Reprographic Unit and Reference Library will be strengthened as and when sufficient fund and staff are provided.

The original records relating to Gujarat are scattered at various places because of administrative changes. Many records of the period prior to 1960 are lying at Bombay, Poona and National Archives of India at New Delhi. The Department has begun collecting the information on source material pertaining to Gujarat from Maharashtra Archives as well as from National Archives of India. After getting such information Microfilms, Photostat copies of important historical records pertaining to Gujarat will be collected and deposited in the State Archives.

The Department is celebrating Archives Week every year for developing Archival Consciousness in Public. During the celebration

of Archives Week, the Department arranges exhibitions on historical subject and also delivers lectures before the students of Schools and Colleges. Archival Policy Resolution has stressed upon the need to put departmental record room under suitable trained officers/employees, and transfer of records selected for permanent preservation to State Archives as well as its subordinate offices. Instruction for compilation and periodical revision of Retention Schedules have also been issued to all Secretariat Departments and Heads of Departments.

In order to have suitable training programme of Record Management to officers and employees, I had started to impart training to class-I and class-II officers in Sardar Patel Institute of Public Administration at Ahmedabad. Moreover, the Department had started to conduct the short term Record Management Programme for class-III employees in the premises of Gujarat State Archives, Gandhinagar. I had also arranged to impart intensive training of Record Management as well as Archival administration and conservation of records of one year training course of Archival Science in Gujarat Vidyapith at Ahmedabad and trained more than 25 persons during my tenure.

Considering that the records are perishable in nature, and need to be handled carefully, it is desirable that Record Keeper should have an up to date information of scientific storage, preservation and care of records. It has also been felt that Record Keepers or Personnel entrusted with the task of maintenance of records should be sufficiently equipped with an adequate background of preventive records conservation programme and practice. I had deputed 3 persons for such training to National Archives of India. The National Committee of Archivists deserves much credit for focusing on such issues.

Lastly, I may suggest taking up the issue of special pay to the trained staff to the Archives Department in the next session of Committee of Archivists because they have undergone scientific training for one year and generally they are postgraduates.



## Dr. S. N. Sinha

The Director General, National Archives of India, New Delhi has kindly desired me to write some reminiscences of my association with the National Committee of Archivists. As Director of Uttar Pradesh State Archives, Lucknow, I was the member of this Committee from 1980 to 1989 and during this long period I managed to attend all its meetings. An important feature of these meetings was its friendly nature in which much mutual information was obtained. Each meeting provided a very inspiring feeling that some useful work relating to the growth and development of archives in this country was being done. I can also never forget the generous hospitality and cordial interest shown to us by the host institutions in all the meetings.

The first meeting of the Committee which I attended was its 31st meeting held at Delhi in 1981. I also participated in the 32nd meeting held at Gandhinagar(Gujarat) in 1982. Both these meeting took place just after the conclusion of the 47th and the 48th Sessions of the Indian Historical Records Commission. Shri S.A.I. Tirmizi, Director, National Archives of India, presided over these meetings. He was held in high esteem by the members. The resolution unanimously adopted at Gandhinagar which recorded with gratitude the valuable services rendered by him 'to the cause of Development of Archives in India' and 'raising the status of the National Archives of India in the international Archival Field' was a befitting tribute to him. Clarification of the terms - 'functional building' and 'arduous nature of work' in Archives were also sought in this meeting. Being an important issue, a Sub-Committee was formed to define them with the Director, National Archives of India as its Chairman: I was nominated its Member-Secretary. Sri T.S. Sinha and Dr. P.P. Shirodkar were other members. I submitted an interim Report on the progress of the work which was presented at the 34th meeting held at Panaji(Goa).

The 33rd meeting of the Committee took place at the National Archives of India, New Delhi in 1984 in a new atmosphere, after the amendment in the Constitution of the Committee, which envisaged its meeting once a year independently of the sessions of the Indian Historical Records Commission came into effect. The change provided

ample time to members to discuss archival problems. Dr. R.K. Perti, Director, National Archives of India presided over this meeting. Dr. Perti had much dynamism in him which contributed to his success in the expansion of archival activities in the country. His cordial attitude towards the members had made him much popular among them. He also presided over the 34th meeting at Panaji(Goa), in 1985, 35th meeting at Bangalore in 1986 and the 36th meeting at Simla in 1988. Due to an important engagement at New Delhi, he could not attend the 37th meeting at Hyderabad in 1989. In his absence, Sri J.K. Jain, Director, Rajasthan State Archives presided over this meeting and conducted the proceedings with grace. Sri S.N. Sharma, Deputy Director, National Archives of India and Member-Secretary of the Committee read the Address of Dr. Perti. Sri Sharma, who held this office for several years had endeared himself to all the members by his amiable nature and sweet temperament.

With the passage of time, some new activities developed during the meetings of the Committee. The idea of presentation of paper, which began in the 31st meeting continued regularly from the 34th to the 37th meetings. Papers relating to repair materials, trends in document restoration, micrographic services in Archives, conservation problem in states etc were read by experts and archivists. These papers were informative as well as interesting. I had also contributed a paper entitled : "Conservation in Uttar Pradesh - Problems and Prospects." Excursion to historical and sight seeing spots was introduced in the 34th meeting at Panaji. It was further continued at Bangalore, Simla and Hyderabad. Old churches and beaches of Goa, Historical sites at Seringapatam, Mysore and lovely Vindraban garden there, hilly landscapes at Simla and mausoleums of Qutubshahi rulers at Golkunda are still vivid in my memory. Such programmes fostered closer relations, and more cooperation and understanding among the members. The 35th meeting at Banagalore started with an inaugural function in which a Minister of State of Karnataka Government was the chief guest. I noticed this formality for the first time. Ceremonies for this sort were also observed at Simla and Hyderabad. However, such functions added to the dignity and importance of the Committee.

The contribution of fellow members of the Committee was no less significant. They were intimately involved in its functioning by their resolutions, suggestions and active participation in its discussions. It was also gratifying to note that effect was given to many resolutions adopted by the Committee.

I hope that the Committee will continue its useful career and render more service to the cause of archives in the coming years. I also hope that the present Director General, National Archives of India and Chairman of the Committee will do his best to enhance its activities.

**Dr. M. P. Dash**

Archives contain the original and basic information in many important fields of study in humanities and social science. Through Archives are nothing more than mere instrument of administration and they are preserved primarily to enable the administrative bodies which created them to function efficiently, as time passes archives come to acquire values other than purely administrative value, - values for scholarly investigators. The special value of archives to research has been realized from the very moment when archives-keeping was started. But it is from the later half of the 19th Century, that the archives have been used as source materials for scholarly investigation.

The problem connected with the management of archives had been engaging the attention of the government authorities for a long time and a major event of importance in the field of management of records was the emergence of the Indian Historical Records Commission in the year 1919. the Commission is an Advisory Body so far as record management programme of the Central as well as State Government is concerned and a number of resolutions regarding appraisal, weeding and also on archival legislation were passed in different sessions of the Commission. These resolutions extended considerable influence on the thinking of the Governments who took action within their respective limits. Although the Indian Historical Records Commission is the apex body and functions as an Advisory Body in respect of record management, its membership is not confined to professional archivists only who in fact are the actual record managers. Therefore, with a view to tackling certain definite problems faced by the record manager and to bring economy in expenditure relating to the costly problem of preservation of records the Government of India decided to set up National Committee of Archivists in 1953.

The main purpose of the committee comprising the Director of Archives, Government of India as its Chairman and Heads of those State Governments having organized record officers was to exchange views amongst themselves to tackle certain definite problems. The Committee passed resolutions just as the Indian Historical Records Commission



did, and the resolutions were forwarded for consideration to the Central and State Governments.

I was associated with the Committee as the Head of Orissa State Archives from its 25th Session held at Trivendrum in 1971 and continued as such till the year 1995. During the long period of 25 years I was much benefited with my interaction with Dr. S.N. Prasad the then Director of National Archives of India and his successors as well as with my counterparts in the States. The 29th meeting of the Committee was held at Mysore in 1977 and it was resolved to organize Archives Week in order to inculcate archives consciousness in public mind and also to focus attention on the importance of Archives and various activities of the National as well as State archives Offices. It was certainly a very important resolution of the Committee having the desired effect. I am happy to note that since then Archives Weeks are being organized at the centre and State Archives Offices. In the 27th meeting of the Committee held at Lucknow in 1975 an important decision was made to establish a Voluntary Association of Archivists. Accordingly in the 28th Session of a National Committee of Archivists, a draft Memorandum of Association was placed which was unanimously agreed to with minor changes and in the 29th meeting it was reported that the Association of the Indian Archivists was established.

Preservation of Archives as the cultural heritage of the country is a national responsibility. Therefore, an important recommendation was made by the National Committee in the 26th Meeting held at Goa to procure such materials by the National Archives of India and distribute them to State Archive. The Government of India in the Department of Culture while examining the recommendation decided that the preservative material should be supplied to the State Archive Offices on payment basis. When the scheme was finally implemented by the National Archives of India, the problem faced by different State Archives Offices in procuring the preservative materials was solved. During my tenure as Head of Archives of Orissa I was regularly getting preservative materials from National Archives of India.

The 28th meeting of the National Committee of Archivists was held at Bikaner in 1976 where it was resolved that All-India archival

camps should be organized by rotation in different states, once in a year, for at least one week where professional archivists could acquaint themselves with the latest development in the archival filed and exchange view on common problems. Although the resolution has not yet been implemented, exhibitions and workshops are being organized by the National Archives of India in different states of the country on different professional subjects. It is certainly a praiseworthy step taken up by the National Archives of India and it should continue in collaboration with concerned State Archives Offices of the country.

Dr. S.N. Prasad who presided over the National Committee of Archivists from its 25th Meeting to 30th Meeting played a vital role in creating archival consciousness among the masses and raising the status of National Archives of India in the International Archival Field. During his tenure there was significant development in this country in the field of National and International Co-operation in Archive-keeping and with the growth of archive consciousness, new Archives Offices have been established. India continues to occupy a place of prominence in the archival field at the international level.

In the subsequent sessions as far as I recollect, one important resolution was passed by National Committee of Archivists in its 31st meeting wherein it was resolved that "in the syllabi of various training courses of archives keeping which are now being conducted by the National Archives and some State Archives should include one paper on old scripts/languages". It is happy to note that the School of Archival Studies, New Delhi offers one paper entitled "reading an interpretation of document - Persian or Rajasthani or Marathi or Malayalam or Portugues" as one of its optional papers for Diploma Course in Archival Studies. While appreciating the steps undertaken by the National Archives of India I am of the view that old Oriya Karani scripts/language should also be included in the Diploma Course. As far as I know, a scheme is in operation since 1980-81 by the Department of Culture, Government of India which provides fellowships covering different disciplines including Epigraphy, Paleography, Extinct Languages and scripts. The scholars from different universities should avail themselves of this opportunity and different State Archive Offices should sponsor suitable candidates for this purpose.

While recollecting my participation in different sessions of the National Committee of Archivists I recollect with great pleasure the active participation of friends namely J.K. Jain, V.G. Khobrekar, S.N. Sinha, T.S. Sinha, M.L. Kachroo, C.B. Pandya, P.P. Shirodkar, K.P. Srivastava, S.D. Guru, Kailash Bihari and others. In fact all of them participated in dedicated spirit for the development of Archives Offices in the country. The role of National Archives of India is no less important in co-coordinating the archival activities in the country and all credits go to the dedicated staff of the Institution.

## Sh. M. L. Kachroo

It was the year 1970, when I went to Madras (now Chennai) to attend the Session of the Indian Historical Records Commission for the first time. I was not its member yet. It was a 4 days Session. After the Session was over, a meeting of the National Committee of Archivists was held. Persons like me from other State Archives were asked to join and we all were taken as invitees. Obviously, this was my first opportunity to attend the meeting of National Committee of Archivists. We the invitees had a chance to meet the members of the National Committee of Archivists (the Directors and other professionals from State Archives) etc.

During the stay at Madras, I had the fortune to meet a galaxy of scholars, and eminent historians. It was nice of late Shri M.L. Ahluwalia to introduce me to great historians like late Professor Nurul Hasan. Although I had heard about him and read some books which the Late Professor and former Education Minister had written, this was my first opportunity to meet him. It was also a great pleasure to meet other eminent persons like late Dr. N.R. Khadgawat, Director of Rajasthan State Archives. During the meeting, Professor Nurul Hassan and Dr. Khadgawat were surprised to know that the Delhi Administration (a Union Territory) had not established a Repository yet. Dr. Khadgawat was very eager to do something otherwise he feared that the Company records from 1803, when Delhi was conquered by Lord Lake, may get damaged & infested by insects. It was a surprise to me when Dr. Khadgawat told me the location and the place where the records were dumped in one of rooms in the Old Secretariat building. However, it was decided that a special Resolution may be passed in the Session. A special Resolution for setting up a Repository was passed with one voice, the next day. The credit for passing the Resolution by the Indian Historical Records Commission will, however, go to Shri Ahluwalia. My maiden attending the Session of the Commission brought fruitful results to some extent. As Shri T.N. Chaturvedi, he is now Governor of Karnataka State at present, had taken over as the Chief Secretary, Delhi Administration, I was optimistic that the chances of establishment of a Repository in Delhi were bright.



The special Resolution was accepted by the Delhi Administration and accordingly the Delhi Archives was established early next year (1971). I was very happy to see that my eight years labour had at last brought fruitful results.

I continued to attend the meetings of National Committee of Archivists whenever I attended the Sessions of Indian Historical Records Commission (I become its member in 1973). Since I was initially an invitee, I had no privilege of taking part in the deliberations of National Committee of Archivists' meetings. My presence was like a silent spectator. However, I got a first chance to take active part in the deliberations at its meeting in 1976.

The Session of the Indian Historical Records Commission took place at Bikaner, Rajasthan in the year 1976. After this, a meeting of National Committee of Archivists was held on 23rd February 1976. In this meeting, late Dr. P. Basu was a special invitee as the Draft Constitution of the Association of Indian Archivists was to be discussed. Here it is necessary to state that the Draft Constitution of the Association was drafted under the Chairmanship of Shri S.A.I. Tirmizi. When the Draft Constitution was taken up for discussion, the Chairman, Dr. S.N. Prasad, invited Members and non-Members to join in the deliberations and give their views or opinions. I had also the privilege to join in the discussions.

The Draft Constitution was discussed very freely. The Chairman, Dr. S.N. Prasad while concluding the discussions observed "..... there are some changes to be made: the necessary changes might be made by himself (Dr. S.N. Prasad) in consultation with members of National Committee of Archivists available in Delhi (i.e. late Dr. P. Basu, Shri Tirmizi and M.L. Kachroo) and the revised draft could be sent to all members for information and comments, if any. This was unanimously agreed to." It was a great surprise to me when I heard my name announced by the Chairman of the Committee.

In Delhi there were a number of meetings in which late Dr. P. Basu took active interest. At last the Draft Constitution was revised and finalized. The revised constitution was sent to all members of the National Committee of Archivists. I took the fair copy of the

Constitution to the Office of Registrar of Societies, Delhi Administration where the Constitution of the Association of Indian Archivists was registered on the 7th July, 1977. I continued to attend the meetings of the National Committee of Archivists till the year 1981 when I retired from service.

It would be perhaps interesting to budding professionals to know under which circumstances the Committee known as "National Committee of Archivists" was set up by the Government of India in the year 1953. In this context it is necessary to state that since 1919, there was no separate platform or forum for Archivists to discuss their problems but on other hand the professional Archivists and the historians used to get together in the Annual Sessions of the Indian Historical Records Commission, and discuss the technical problems of the Archival Repositories.

The Commission had undergone a big change in the year 1941. The re-organization transferred the Commission into a representative body composed not only of nominees of the Provincial & State Governments but members nominated by the Universities and other Learned Societies. The Commission has had two Adjuncts viz., Research and Publication having the same composition as the parent body (Indian Historical Records Commission) and Local Records Sub-Committee. However, it was felt that neither the Commission nor any of its Adjuncts were in position to discharge its functions well. There were no members in the Commission who had knowledge or experience in archives (in general terms). The Commission was now a large body and it could not meet frequently nor control the entire field of Archives.

The Government of India, Ministry of Education decided to set up a Committee better known as National Committee of Archivists under the Chairmanship of Director of Archives (now Director General of Archives), National Archives of India comprising of Directors of Archives of those States who had established Record Offices. Thus, a professional forum for Archivists and other Professionals of Repositories was created where they could discuss the problems and issues related to the management and administration of records and archives. It was

made clear the Committee's scope would be limited to tackling the technical problems.

The National Committee of Archivists since its set up has been doing commendable job. It has travelled a long way and completed 50 years this year (2003) without any hindrance or fetters. To me it looks like mini Indian Historical Records Commission. It is not a rival body to the Indian Historical Records Commission and has been functioning nicely.

It is heartening to note that the Director General of Archives, National Archives of India (Chairman of the National Committee of Archivists) has decided to celebrate the Golden Jubilee of National Committee of Archivists in befitting manner. I deem it a privilege to associate myself with the Programme.

**ANNEXURE - A**  
**CONSTITUTION OF THE NATIONAL**  
**COMMITTEE OF ARCHIVISTS**

No.F.92-16/53-A.2  
Government of India,  
Ministry of Education

New Delhi - 1, the 1st September 1953

From

Shri T.S. Krishnamurti, M.Sc.  
Assistant Secretary to the  
Government of India.

To

All State Governments.

**Subject:** Meeting of the Directors of Archives of Madras, Bombay, Uttar Pradesh, Pepsu, Punjab and Hyderabad and the Director of Archives, Government of India at Bhopal - Decision to set up a National Committee of Archivists.

Sir,

I am directed to invite a reference to this Ministry's letter No.F.92/16/53-A.2 dated the 13th June 1953, on the subject mentioned above and to say that it has since been decided by the Government of India to set up, under the Chairmanship of the Director of Archives, Government of India, a "National Committee of Archivists" comprising the Directors of Archives of those State Governments who have Records Offices. The main purpose of the Committee will be to exchange views amongst themselves to tackle certain definite problems which continually face them in their day-to-day discharge of duties and



to bring about economy in expenditure relating to the costly problem of preservation of records. The Committee is neither intended to be a rival body to the Indian Historical Records Commission nor will it be required to advise the Government on general matters of records and historical research but its scope will be limited to tackling the technical problems concerning the administration of Archives and exchanging ideas.

2. The Committee will meet normally not more than twice a year and as one of the meetings will be held either immediately before or soon after the annual session of the Indian Historical Records Commission, travelling allowance, and daily allowance for the State's Archivist will be necessary for only one meeting a year. As the meeting may be held at different record offices in succession, the expenditure on travelling allowance and daily allowance may not be much. No additional expenditure is likely to be incurred by the State Governments in this regard as the reports and brochures, which the Committee may bring out, will be roneed at the National Archives of India.

3. I am to request that necessary co-operation of the State Government may kindly be extended to the Director of Archives, Government of India to make the Committee a success. The Director of Archives will also act as Convener of the meetings of the Committee and will inform direct the State Governments concerned of the dates of the meetings of the Committee.

Yours faithfully,

Sd/-

T.S. Krishnamurti,  
Assistant Secretary.

## **ANNEXURE - B**

# **CONSTITUTION OF THE NATIONAL COMMITTEE OF ARCHIVISTS, 1978**

## **1. AIMS AND OBJECTIVES**

**To provide a professional forum:**

- (a) To discuss archival problems and to disseminate knowledge of their approved solutions;
- (b) To achieve uniformity in professional practices;
- (c) To draw attention to the advantages and disadvantages of new techniques and developments;
- (d) To co-ordinate activities of common interest among archives offices in the country.
- (e) To consider and recommend measures to accelerate archival development in the country;
- (f) To develop contacts and liaison with archival institutions in the Region as a whole;
- (g) To solve problems by cooperative efforts at a professional level.

## **2. ROLE**

The National Committee of Archivists will have purely advisory role. It will take decisions and make recommendations by consensus and not by voting.

### 3. COMPOSITION

The National Committee of Archivists will consist of:-

- (i) Director of Archives, Government of India, as Chairman and Convener.
- (ii) A representative each of all State Governments/Union Territories, as follows:
  - (a) The senior-most professional archivist, who is not normally liable to transfer, from States and Union Territories which have organized Archives Offices; or
  - (b) Where there are no organized Archives Offices the Secretary of the Regional Records Survey Committee, if it exists.
 (Those States having neither an Archives Office nor Regional Records Survey Committee will not be represented).
- (iii) Heads of Archives Offices of Union Territories placed under the National Archives of India.
- (iv) Heads of Regional Offices of the National Archives of India.
- (v) Heads of well established Regional Offices of State Archives.
- (vi) An Assistant Director of Archives, National Archives of India (Government of India) as Member-Secretary.

### 4. MEETINGS

The Committee will meet normally once in a year immediately before or immediately after the annual Session of the Indian Historical Records Commission.

## **ANNEXURE - C**

### **CONSTITUTION OF THE NATIONAL COMMITTEE OF ARCHIVISTS, 1984**

#### **1. AIMS AND OBJECTIVES**

To provide a professional forum:

- (a) To discuss archival problems and to disseminate knowledge of their approved solutions;
- (b) To achieve uniformity in professional practices;
- (c) To draw attention to the advantages and disadvantages of new techniques and developments;
- (d) To co-ordinate activities of common interest among archives offices in the country.
- (e) To consider and recommend measures to accelerate archival development in the country;
- (f) To develop contacts and liaison with archival institutions in the Region as a whole;
- (g) To solve problems by cooperative efforts at a professional level.

#### **2. ROLE**

The National Committee of Archivists will have purely advisory role. It will take decisions and make recommendations by consensus and not by voting.

#### **3. COMPOSITION**

The National Committee of Archivists will consist of:-



- (i) Director of Archives, Government of India, as Chairman and Convener.
- (ii) A representative each of all State Governments/Union Territories, as follows:
  - (a) The senior-most professional archivist, who is not normally liable to transfer, from States and Union Territories which have organized Archives Offices; or
  - (b) Where there are no organized Archives Offices the Secretary of the Regional Records Survey Committee, if it exists.

(Those States having neither an Archives Office nor Regional Records Survey Committee, will not be represented).

- (iii) Heads of Archives Offices of Union Territories placed under the National Archives of India.
- (iv) Heads of Regional Offices of the National Archives of India.
- (v) Heads of well established Regional Offices of State Archives.
- (vi) A Deputy Director/Assistant Director of Archives, National Archives of India, Government of India as Member-Secretary.

#### **4. MEETINGS**

The Committee will meet normally once in a year.

## **ANNEXURE - D**

### **CONSTITUTION OF THE NATIONAL COMMITTEE OF ARCHIVISTS, 1987**

#### **1. AIMS AND OBJECTIVES**

To provide a professional forum:

- (a) To discuss archival problems and to disseminate knowledge of their approved solutions;
- (b) To achieve uniformity in professional practices;
- (c) To draw attention to the advantages and disadvantages of new techniques and developments;
- (d) To co-ordinate activities of common interest among archives offices in the country.
- (e) To consider and recommend measures to accelerate archival development in the country;
- (f) To develop contacts and liaison with archival institutions in the Region as a whole;
- (g) To solve problems by cooperative efforts at a professional level.

#### **2. ROLE**

The National Committee of Archivists will have purely advisory role. It will take decisions and make recommendations by consensus and not by voting.

#### **3. COMPOSITION**

The National Committee of Archivists will consist of:-

- (i) Director of Archives\*, Government of India, as Chairman and Convener.
- (ii) A representative each of all State Governments/Union Territories, as follows:
  - (a) The senior-most professional archivist, who is not normally liable to transfer, from States and Union Territories which have organized Archives Offices; or
  - (b) Where there are no organized Archives Offices the Secretary of the Regional Records Survey Committee, if it exists.

(Those States having neither an Archives Office nor Regional Records Survey Committee, will not be represented).

- (iii) Heads of Archives Offices of Union Territories placed under the National Archives of India.
- (iv) A Deputy Director of Archives/Assistant Director of Archives, Government of India as Member-Secretary.

#### **4. TENURE**

All appointments and re-appointments shall be for a period of two years effective from the date of the first meeting and on the expiry of one term the members concerned shall be eligible for re-appointment.

#### **5. MEETINGS**

The Committee will meet normally once in a year.

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\* Re-designated Director General of Archives w.e.f 1.6.1990.

## ANNEXURE - E

### STUDIES IN DEXTRINE PASTE

#### Preface

On my assuming charge of the National Archives of India in February 1952, I felt that the Department should devote more attention to the repairing and rehabilitation of records and manuscripts in its possession than was hitherto done. Accordingly, among other things, a Five Year Programme for the repairing of documents was chalked out and work was started on those lines. The records were to be reinforced as usual by Chiffon guage and to a lesser extent by tissue paper with dextrine paste as adhesive which was being prepared in the Department since 1920 according to the following formula-

Dextrine	-	5 lbs.
Water	-	10 lbs.
Oil of cloves	-	11/2 oz.
Saffrol	-	11/2 oz.
White arsenic	-	21/2 oz.

In the course of the work it was found that the records which were repaired with chiffon and dextrine paste some years ago, were turning yellowish in colour. As the matter was quite serious, the Research Laboratory of the National Archives of India conducted experiments in order to find out as to whether the records so repaired turned yellowish because of the ageing of chiffon or because of certain defects in the preparation of the dextrine paste itself. The matter was also brought to the notice of the National Committee of Archivists when it met at Mysore on 25 January 1955. The Committee appreciated the steps taken by the National Archives of India and recommended that the findings of the Department in this respect should be made available to the Committee at its next meeting. The results of the investigation conducted by the Department were consequently placed before the Committee at its Third Meeting which was held at



Bombay on 4 June, 1955. The Committee approved of the report and recommended that the same should be printed by the Secretary for the use of the State Records Offices in the Indian Union. Accordingly, the report is being printed and while placing it at the hands of my fellow archivists in the country, I hope that the new formula of dextrine paste will prove to be an improvement on the old formula. Opinions on further improving the methods of repairing of records, or suggestions given in this behalf would be most welcome.

I have to thank Mr. Ranbir Kishore, M.Sc. and Mr. Y.P. Kathpalia, M.Sc., Assistant Archival Chemists of the Department, who conducted the investigation in connection with the above bulletin in this Department.

(Dr.) B.A. SALETORÉ

Secretary,  
National Committee of Archivists.

## NOTE ON STUDIES IN DEXTRINE PASTE

A yellowing effect on documents repaired with chiffon and dextrine paste was observed during accelerated ageing tests (heating for 72 hours at 1000C) conducted in this Department. The expected life of chiffon is about 30 years, because chiffon being an organic protein fibre is, itself, liable to gradual decomposition and decay; the change being accelerated by the high temperature in tropics, and also, by the acidic gases that might be present in the atmosphere. That the change in chiffon on aging is a minor factor responsible for the yellowing of chiffon repaired specimens and that it is the dextrine paste which is mainly responsible for the pronounced yellowing of chiffon repaired documents, has been shown by the experiments conducted in this Department. (**Appendix II Table I**).

In order to corroborate our observations on yellowing of documents repaired with chiffon using dextrine paste adhesive during heating tests conducted in the Laboratory, a physical inspection of records which were repaired in this Department during the years 1935 and 1941 with chiffon and dextrine paste was undertaken. (Since data regarding the dates on which the particular series of records were repaired could be obtained only for those two years work could not be extended to periods earlier to 1935).

Bundles for the following series of records were physically examined:

1. Foreign Department Secret Consultations 1846, 24 October - 26 December
2. Foreign Department Secret Consultations 1812, May-12 September.
3. Home Department Public Consultations 1775, January-December.
4. Military Department Up-country Records 1850, (A&B) January-December
5. Military Department Up-country Records 1842, January-December.

Out of the above mentioned records examined, 162 were found repaired with chiffon and it was observed that these have turned considerably yellow.

It was, then, thought desirable to undertake further work to investigate:

1. the possibilities of replacement of chiffon with fine muslin or linen gauze etc., and
2. to study the effect of dextrine paste on such new reinforcement materials.

Our experiment with muslin as a repair material, dextrine paste being used as an adhesive, indicated that there was no pronounced change in colour of the samples so reinforced during accelerated heating test but the extent of transparency of the writing with muslin as a repair material was not the same as that with chiffon. Samples repaired with muslin were found to be much thicker than those repaired with chiffon. Use of cellulose acetate adhesive was tried with muslin. Transparency of the writing in this case was better than what it was when dextrine was used as adhesive, while in all other respects performance quality of cellulose acetate adhesive was just the same as with chiffon. Results are incorporated in **Appendix II Table II**.

Since it was observed that dextrine paste (**Formula I, Appendix I**) was the chief cause (leaving aside the agents of pollution present in the atmosphere) for the pronounced yellowing of chiffon repaired specimens, it was then considered of importance to investigate the effect of paste composition on yellowing of chiffon repaired specimens.

Dextrine paste being used as an adhesive in this Department (**Formula 1, Appendix I**) was recommended by the Chemical Examiner to West Bengal Government in 1920 and has been in use since then. Dextrine in water forms the adhesive paste, while Oil of Cloves, Saffrol and White arsenic act as insect deterrents.

A measurement of pH of the paste solution (3.5) indicated that it is too much acidic, and that it might be this excessive acidity of the paste which might be responsible for the pronounced yellowing of

specimens repaired with chiffon and dextrine paste. In order to find out the effect of the individual constituents of the paste, dextrine was dissolved in water. The solution had a pH of 4.2. Addition of white arsenic (arsenic acid), approximately 1.5%, lowered the pH value to 3.8. Samples of specimens repaired with chiffon and dextrine solution without the insect deterrents of Formula I (**Appendix I**) did not show as much yellowing in colour as shown by the specimens repaired with chiffon, dextrine paste (**Formula I, Appendix I**) being used as an adhesive. It was observed that presence of arsenic oxide in the paste influences the ageing of chiffon and that the oil of cloves and saffrol (0.5% by weight of the formula) have little effect. Sodium Carbonate and Sodium Bicarbonate (0.5%) were added in the paste (Formula I, Appendix I) to counteract the effect of excessive acidity, but it was observed that the addition of Sodium Carbonate or Sodium bicarbonate changed the colour of the paste to yellowish brown and that the paste with arsenic oxide yellowed more than that without arsenic oxide.

Since it was observed that arsenic oxide accelerated the ageing and subsequent yellowing of chiffon, it was thought desirable to replace it with other suitable insect deterrents. Well-known preservatives like mercuric chloride, borax and alum, thymol etc., tended to increase the yellowing effect of the dextrine paste. Sodium fluoride was tried and it also did not respond satisfactorily. Lead Carbonate and Barium Carbonate (1% by weight) were then tried. Addition of these compounds increased the pH value of the pastes, made it poisonous to insects and at the same time, minimized the yellowing of chiffon repaired specimens.

Two pastes with the compositions as in Formula II and III (**Appendix I**) were tried. It was observed that the adhesive quality of both these pastes were alike and were just the same as of the paste with Formula I (**Appendix I**). Transparency of writings maintained with the pastes Formula II and III, (**Appendix I**) was also found to be better than with paste with Formula I (**Appendix I**). However, it was observed that the performance qualities of the dextrine paste with lead carbonate were better than that of the dextrine paste with barium carbonate. It was also observed that the addition of lead carbonate, in place of arsenic oxide, to the dextrine paste improved the performance



of the paste for tissue paper repair. The transparency of the writings maintained with paste containing lead carbonate was better than that obtained with paste containing arsenic oxide.

Maida was also tried in place of dextrine for the preparation of thin paste for repair with chiffon and Japanese tissue paper,  $\frac{1}{2}$  to  $\frac{3}{4}$  lb. of maida in 8 to 10 lbs. of water provided sufficient good adhesive properties to the paste so prepared. Amounts slightly more than that mentioned above tended to increase the consistency of the paste and made it unsuitable for use with chiffon or Japanese tissue paper. However, in case of maida paste as well, like dextrine paste, the paste with lead carbonate gave the best performance. It was, however, observed that the keeping qualities of maida pastes were not as good as of dextrine pastes. Maida pastes tended to become thick quickly and scum formation took place easily. While in the case of dextrine, the pastes could maintain better consistency and no scum formation could be observed even on prolonged keeping. Results are incorporated in Appendix II Table IV.

## SUMMARY

An investigation of the cause of yellowing of documents repaired with chiffon, dextrine paste being used as an adhesive, was undertaken in the Research Laboratory of this Department and it was observed that excessive yellowing of these documents was due to the high acid contents of the dextrine paste, which accelerated the decomposition and decay of chiffon.

Our attempt to replace chiffon with other suitable repair materials did not succeed.

Different starch and wheat floor pastes (Canadian Read Wheat) with preservatives like thymol, methyl salicylate etc., have been described for use in archives. Indian wheat floor does not respond satisfactorily to a thin paste suitable for repair with chiffon and Japanese tissue paper. Maida was tried and found satisfactory for preservation of thin paste, but all the properties of dextrine paste could not be observed in the paste prepared with maida.



Formula of the dextrine paste (**Formula I, Appendix I**) in use was examined and it was observed that the replacement of arsenic oxide with lead carbonate improves upon the defects of the Formula I. Dextrine paste with lead carbonate with the formula given below responded satisfactorily as an adhesive for repair with chiffon and Japanese tissue paper. (**Performance tests Appendix II Table IV**):

Dextrine	-	5 lbs.
Water	-	10 lbs.
Oil of cloves	-	11/4 oz.
Saffrol	-	11/2 oz.
Lead Carbonate	-	21/2 oz.

## REFERENCES

- I. Hilary Jenkinson: A Manual of Archives Administration, page 70.
- II. Douglas Cockerell: Bookbinding and the Care of Books.
- III. British Record Association Technical Bulletin Nos. 1 & 8 (1940)
- IV. A.E. Minogue: Care and Preservation of Records.
- V. Imperial Record Department (India), Proceedings: 1913, Nos. 60-61, 1920, Nos. 45, 49, 1936, File No.73.

## Appendix I

### Formulae of Dextrine and Starch Pastes (Vide Report)

I		II	
Dextrine	5 lbs.	Dextrine	5 lbs.
Water	10 lbs.	Water	10 lbs.
Oil of cloves		1.1/2 oz. Oil of cloves	1.1/4 oz.
Saffrol	1.1/2 oz.	Saffrol	1.1/4 oz.
White Arsenic	2.1/2 oz.	Lead Carbonate	2.1/4 oz.
III		IV	
Dextrine	5 lbs.	Dextrine	1/2 to 3/4 lbs.
Water	10 lbs.	Water	10 lbs.
Oil of cloves		1.1/4 oz. Oil of cloves	1.1/4 oz.
Saffrol	1.1/4 oz.	Saffrol	1.1/4 oz.
White Arsenic	2.1/2 oz.	Lead Carbonate	2.1/2 oz.
V		VI	
Starch	1/2 to 3/4 lbs.	Starch	1/2 to 3/4 lbs.
Water	10 lbs.	Water	10 lbs.
Oil of cloves		1.1/4 oz. Oil of cloves	1.1/4 oz.
Saffrol	1.1/4 oz.	Saffrol	1.1/4 oz.
White Arsenic	2.1/2 oz.	Lead Carbonate	2.1/2 oz.

## Appendix II

### Table-I

S. No.	Sample	pH	Colour	Aging Test Heating for 72 hrs. at 100°C	
				pH	Colour
1.	Control (Blank sheet used for repair)	5.6	White	5.45	No apparent change in colour
2.	Chiffon (used for repair)	4.6 (Water extract colourless)	Trans-parent guaze	4.4 (Water extract slightly dirty yellow in colour)	Light Yellow colour
3.	Chiffon treated with dextrine paste I (Appendix I)	4.2	Same as 2	4.05	Yellow in colour
4.	Specimen I repaired with chiffon and dextrine paste (Formula I, Appendix I)	5.5	Same as 1	5.2 (Water extract is yellow in colour)	Yellow in colour

pH of Water 6.65 (used for paste)

Table-II

S. No.	Sample	Colour	Transparency of the writing after repair	Thickness	Aging Test (Heating for 72 hrs. at 100°C)	
					Colour	
1.	Sample of the paper in use for test	White		0.0055"	No apparent change could be observed	
2.	Chiffon for test (C) 7,052 mesh/Sq. inch	Transparent gauze		0.0032"	Slight change in colour (towards yellow)	
	Muslin for test (M) 5,963 mesh/Sq. inch	White		0.0046"	No change in colour	
3.	Specimen repaired chiffon and dextrine paste (C)	White with slight yellow Tinge	Writing remains visible to nearly the same extent as in (1)	0.0109"	Specimen develops distinct yellowish colour	
4.	Specimen repaired with chiffon and cellulose acetate adhesive (C)	White	Visibility of writing better than in 3 (C)	0.0107"	No change in colour	
	Specimen repaired with White muslin and cellulose acetate (M)	White	Visibility of writing better than 3 (M), but not the same as in 3 (C)	0.0144"	No change in colour	

Table-III

S. No.	Sample of repair material	Treatment	Colour	pH	Aging Test (Heating for 72 hrs. at 100°C)	
					Colour	pH
1.	Chiffon	(a)	Transparent White (with very slight yellow tinge)	4.6	Light yellow in colour changed to yellow	4.4
		(b) Treatment with paste I		4.2		4.05
		(c) Treatment with paste II	White	5.25	Very slight yellow tinge	5.1
2.	Tissue Paper	(a)	Translucent (White)	6.4	No change in colour	6.4
		(b) Treatment with paste I		6.05	No change in colour	4.95 to 6.0
		(c) Treatment with Paste II	White	6.25	No change in colour	6.20

pH of Water = 6.65



Table-IV

S. No.	Paste Composition	pH	Colour	Treated Specimen	pH	Colour	Aging Test (Heating for 72 hrs. at 100°C)		
							Colour	pH	Remarks
1.	Dextrine Paste without Arsenic Oxide (I)	3.8	Greyish White	Specimen repaired with chiffon Specimen repaired with tissue paper	5.6 6.3	Slight yellow tinge White	Yellow White	5.5 6.0	Low pH value of dextrine paste which is further lowered by the addition of arsenic oxide is responsible for yellowing of chiffon repaired manuscripts.
2.	Dextrine Paste with Arsenic Oxide (I)	3.5	Greyish White	Above in 1 Above in 1	5.45 6.2	White White	Yellow White	5.1 5.8	
3.	Dextrine Paste with Lead Carbonate (II)	5.05	White	Above in 1	5.9	White	Slightly Yellow	5.8	Addition of Lead and Barium Carbonate (1% by wt.) increase the pH value of the dextrine paste and reduces its yellowing effect on chiffon repaired specimens.
4.	Dextrine Paste with Barium Carbonate (III)	6.2	White	Above in 1 Above in 1 Above in 1	6.2 6.2 6.5	White White White	White Slightly Yellow White	5.9 6.1 6.2	
5.	Starch Paste (IV) without Arsenic Oxide	6.1	White	Above in 1 Above in 1	5.9 6.0	White White	Yellow White with Yellow tinge	5.9 6.0	

S. No.	Paste Composition	pH	Colour	Treated Specimen	pH	Colour	Aging Test (Heating for 72 hrs. at 100°C)		
							Colour	pH	Remarks
6.	Starch Paste (IV) with Arcenic Oxide	6.1	White	Above in 1	5.9	White	Yellow	5.8	
					6.0	White	White with Yellow tinge	5.9	
7.	Starch Paste with Lead Carbonate	6.9	White	Above in 1	6.1	White	Slight Yellow tinge	6.1	White with Yellow tinge
					6.6	White	White	6.3	White
8.	Starch Paste with Barium Carbonate	7.15	White	Above in 1	6.7	White	White with Yellow tinge	6.5	
					7.2		White	6.9	

## ANNEXURE - F

### **Note on Minimum requirements for setting up a Conservation Laboratory**

An Archival Office in India usually deals with our documentary heritage on birch bark, palm leaf or paper. These are organic materials and they deteriorate with the passage of time. If these materials are selected for preservation, it is essential that they are imparted longevity through chemical treatment and by adopting latest conservation techniques. This objective can be well ensured by establishing a small Conservation Laboratory in the Archives.

#### **Location and Accommodation :**

Conservation Laboratory should be located at a place where there is adequate light, ventilation, good supply of water and good drainage system. It must have good arrangement for artificial light wherever daylight is insufficient. It should have good cross ventilation, with provision for an exhaust fan to facilitate quick removal of chemical effluents. Windows should preferably face north so that they may permit maximum natural light but not direct sunlight into the room. The room(s) should preferably have 200 Sq. Metre area. It may be divided into two portions:

- A. Restoration Laboratory
  - B. Research Laboratory for tackling special problems and undertaking studies in related aspects.
- A. **Restoration Laboratory:** Restoration work involves cleaning and fumigation de-acidification, re-strengthening and binding. Basic requirements for different units are as follows:

## **(a) CLEANING AND FUMIGATION**

### **1. Furniture:**

- (i) Fumigation Chamber - An air tight steel vault of dimensions - 0.75m X 0.75m X 1.25m
- (ii) An air tight wooden almirah, with frame work of wire net within, at least 15 cm high from the bottom, having provision for an electric bulb at the base. Preferably of size 1.25m X 1.50m X 0.75m for thymol fumigation.
- (iii) Table - Size - 2.25m X 0.75m X 0.75m

### **2. Equipment and Implements:**

- (i) Vacuum cleaner
- (ii) Mask, gloves, aprons, soft brushes, eraser and pencils

### **3. Chemicals:**

- (i) Thymol
- (ii) Carbon tetrachloride and ethylene dichloride
- (iii) Ethylene oxide and Carbon dioxide.

For these fumigants Vacuum fumigation chamber is needed.

## **(b) DE-ACIDIFICATION\***

### **1. Implements:**

- (i) Enamelled trays - three

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\*N.B. Quality of Ink should be analysed before undertaking de-acidification of documents.

- (ii) Pair of tongs
- (iii) Wax paper
- (iv) Acid free blotting paper

## 2. Chemicals

- (i) For Aqueous de-acidification-
  - (a) Calcium oxide
  - (b) Calcium Carbonate
  - (c ) Carbon Dioxide gas
- (ii) For non-aqueous de-acidification
  - (a) Anhydrous Barium Hydroxide
  - (b) Magnesium Methoxide
  - (c) Methanol
  - (d) Acetone
- (iii) Dry Methods-
  - For vapour phase/gaseous de-acidification
    - (a) Liquor Ammonia
    - (b) Air tight chamber with grills (baking oven can be used at room temperature).



### **3. Furniture:**

- (i) Drying racks-made of wood consisting of several tiers of stainless steel wire/terylene cords stretched across.

Size 1.25m X 1.0m X 1.25m.

- (ii) Table size 2.25m X 0.75m X 0.75m with a sink attached to a drain and tap for running

### **(C) RE-STRENGTHENING**

#### **1. Preservation materials and chemicals :**

- (i) Tissue paper
- (ii) Acid free blotting paper
- (iii) Acid free handmade paper
- (iv) CMC paste
- (v) Maida/Starch
- (vi) Cellulose Acetate foil
- (vii) Wax paper
- (viii) Acetone

#### **2. Implements:**

- (i) A pair of Scissors
- (ii) Enamelled or brass cups
- (iii) Knives

- (iv) Enamelled or brass dishes
- (v) Soft brushes (Camel hair)
- (vi) Forceps
- (vii) Magnifying glass
- (viii) Foot rule
- (ix) Sauce pan
- (x) Electric Iron
- (xi) Weighing Scale
- (xii) Paper trimmer
- (xiii) Eraser
- (xiv) Pencil

### **3. Furniture:**

- (i) Repair table size 2.25m X 0.75m X 0.75m with (a) glass top (b) an electric bulb fixed underneath and (c) side drawers for keeping tools etc.
- (ii) Almirah for keeping documents and preservation materials.

### **(d) BINDING:**

#### **1. Equipments:**

- (i) Nipping press/Dab press-platen area 0.50m X 0.25m.

- (ii) Guillotine - These are of two types-electric and hand operated. Hand operated Guillotine is cheaper but electrically operated is preferred, as it does not require manual pressure.
- (iii) Document trimmer - Photographic print trimmer.
- (iv) Lying press - For backing books after binding and holding books for cleaning.

## **2. Implements:**

- (i) Enameled dishes
- (ii) Brushes
- (iii) Sewing needles
- (iv) Bodkin
- (v) Sauce pan
- (vi) Wiping cloth
- (vii) Backing hammer
- (viii) Pencils
- (ix) A pair of scissors
- (x) Foot rule
- (xi) Binding card board
- (xii) Weighing scale
- (xiii) Knives of 8 cm blades

### **3. Binding materials:**

- (i) Acid free handmade paper
- (ii) Ledger paper
- (iii) Maida/starch
- (iv) Wax paper
- (v) Glue
- (vi) Long cloth
- (vii) Thread of unbleached linen or good quality cotton.
- (viii) Tapes and cords
- (ix) Art canvas or calico binding cloth/rexine
- (x) Leather

### **4. Furniture**

- (i) Binding table size 2.25m X 0.75m X 0.75m. Single ply hard pressed, uniform in thickness and strong enough to hold heavy books and bound volumes.
- (ii) Almirah

B. Research Laboratory: Documentary components like paper, parchment, birch bark, palm leaf, ink etc. vary to a great extent as also the agents which cause and promote degeneration. Their problems need analytical study and investigation in an Investigating Laboratory. Basic requirement of the laboratory is as follows:

#### **(a) Accommodation: It may be divided:**

- 1. For keeping chemicals

2. For keeping Instruments
3. Dark room
4. Stone

**(b) Equipment:**

1. Oven
2. Weighing Scale (Chemical digital type)
3. pH meter (Digital type)
4. UV lamp
5. Humidity chamber - one
6. Dehumidifier - one
7. Equipment for paper testing\* (optional)
8. Water distillation unit
9. Microscope
10. Water bath
11. Hot plate
12. Muffle furnace
13. Small Refrigerator

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\*N.B. Paper testing area should be air-conditioned.



**(b) Chemicals and Laboratory glass-ware:**

A select list of firms supplying chemicals and other requirements for the laboratory are given in Appendix I.

**(d) Furniture:**

1. For equipment -  
Table size 2.25m X 0.75m X 0.75m.
2. Chemical Laboratory -  
Table size 2.25m X 0.75m X 0.75m with glass top and electric fitting for light at the bottom.
3. Dark room -  
Table size 2.25m X 0.75m X 0.75m.
4. Store - Almirah.

## APPENDIX

### A. List of firms dealing in chemicals

1. Ranbaxy Laboratories Ltd.,  
S.A.S. Nagar - 16005. Punjab.
2. S. Merck (India) Ltd.,  
Shiv Sagar Estate 'A'  
P.O. Box No.16554,  
Dr. Annie Besant Road,  
Worli, Bombay-400018
3. BDH Dye & Chemicals,  
113 Rang Mahal,  
Gali Telain, Tilak Bazar,  
Delhi-110006.
4. G.S. Chemical Testing Lab. & Allied Industries,  
S-162, Panchshila Park,  
New Delhi-110017
5. S.D. Fine Chemical Pvt. Ltd.,  
315-317, TV Industrial Estate,  
248, Worli Road,  
Mumbai-400025

### Glass-ware

1. Asian Scientific Instruments Co.,  
12, Basti Harphool Singh,  
Sadar Thana Road,  
Delhi-110006.
2. The Delhi Scientific Works,  
5232, Shardhanand Marg,  
Ajmeri Gate,  
Delhi-110006.

3. Lab Sales Corporation,  
1053, Phatak Muftiwalan,  
Tiraha Behram Khan,  
Darya Ganj,  
New Delhi-110002.
4. Precision Scientific & Engineering Works,  
24/6, Rajinder Nagar,  
New Delhi-110060.

## **B. List of firms dealing in repair & preservative materials and their allied equipments.**

### **1. Fumigants:**

- (a) M/s. Chemi Tar Products, 3/35, Roop Nagar, Delhi-7
- (b) M/s. Barare Coke Co., 4 Clive Row, Calcutta.

### **2. Book binding materials, Equipments:**

- (a) M/s. International Impex Corporation,  
18, Mothari Jamnadas Building,  
64, Surat Chawl, Mumbai-2
- (b) M/s. Eurasia Trading & Printer Providers, Chawri  
Bazar, Delhi.

### **3. Tissue Paper - Imported:**

- (a) M/s. James R. Crompton & Bros. Ltd.,  
Elton Paper Mills, Burry,  
Lancashire, U.K.
- (b) M/s. Strandford Paper Co., 3001, VSt., N.E.,  
Washington, U.S.A.

#### **4. Waxed Paper and binding cloth:**

- (a) M/s. Diamond Products, 4-Clive Row, Kolkata.
- (b) M/s. Dharampur Leather Cloth Co. Ltd., 10-Chowpatty Sea, Mumbai-7

#### **5. Handmade Paper:**

- (a) M/s. Khadi & Village Industries Commission, P.O.Box No.482, Mumbai.
- (b) M/s. Handmade Paper Research Centre, Pune.

#### **6. Laminating Press Rotary:**

M/s. W.J. Barrow, Director, W.J. Barrow Research Laboratory, Richmond, Virginia, U.S.A.

#### **7. Vacuum Fumigation Plant:**

- (a) M/s. LAP LAB, Perfect Profile Compound, A-I, Everest Estate, Nagarwal Hanuman Street, Rakhail, Ahmedabad.
- (b) M/s. W.J. Alcock & Co., 7, K.S.Roy Road, Kolkata.

#### **8. Relative Humidity: Hair Hygrometer:**

- (a) M/s. Sehgal Sons, A-1, 14/3, Asaf Ali Road, New Delhi.
- (b) M/s. Starch and Allied Products, Electronic Division, 308, Khareb Bazar, Mumbai-9

#### **C. List of firms dealing in Instruments:**

- 1. Bharat Instruments and Chemicals, 2733 st., 23 Desh Mesh Pura, New Delhi.

2. Khera Scientific Industries,  
289, Azadpur, Delhi-33
3. Scientific Agencies,  
8, VA Jawahar Nagar,  
New Delhi.
4. K.C. Gupta & Co.,  
6, Netaji Subhash Marg,  
Darya Ganj,  
New Delhi-2
5. York Scientific Industries,  
11, Netaji Subhash Marg,  
Darya Ganj,  
New Delhi-2



## **ANNEXURE - G**

### **NOTE ON MINIMUM REQUIREMENTS OF A STATE RECORD OFFICE**

The National Committee of Archivists at its eighth meeting held at Bhubaneswar in March 1958 recommended that a small pamphlet be prepared by the Committee which would lay down a minimum standard which a State Record Office, however small, would be expected to maintain with regard to maintenance, preservation and utilization of the records, and the staff to be required for the purpose. The present pamphlet is designed to lay special emphasis on these minimum requirements. It is felt that once a State repository is established on a solid basis, future expansion will follow as and when the need is felt.

#### **Status & Functions**

The State Record Office should be an independent organization, and should in no case be tagged with Archaeology, Museum or Library. The administrative control of the Record Office should preferably remain with the Education Department of the State. The head of the State Record Office should be a responsible Officer with knowledge and experience of archive science, and preferably a man of academic distinction, who can represent his Government effectively on such academic and technical bodies as Indian Historical Records Commission, Indian History Congress and National Committee of Archivists.

The main functions of a State Record Office should be (i) to concentrate in a single repository all the non-current records, both confidential and non-confidential, of the State Secretariat and the authorities subordinate to it, whether all the headquarters or elsewhere, including District, Division and Collectorate records and similar records of the High Court and other Courts; (ii) to house them in a properly equipped buildings; (iii) to arrange and classify them on scientific principles; (iv) to take such measures as are required for their preservation and rehabilitation; (v) to make them available both to the official and non-official users; and (vi) to provide the records with the

necessary reference media, such as summary and detailed inventories, hand-books etc. Another important function of a Record Office should be to ensure that no Government agency weed any of their archives except in accordance with the rules accepted for the purpose by the State Government.; The weeding rules should be drawn up in consultation with the Director of the State Record Office.

### **Acquisition & Arrangements**

A chronological limit, of 20 or 25 years, whichever may suit the Departments concerned or the State Record Office, may be fixed for transfer of records. The records older than the period specified for the purpose should automatically be transferred to the State Record Office. The creating agencies should themselves weed out the unimportant records before transferring them to State Archives. In case of doubts the opinion of the Director of the State Record Office should always be obtained. The transferring agencies should transfer, along with their records, the indexes to those records, if available, and lists (in triplicate) of those records giving the number, year and short subject of each file. The State Record Office should maintain a separate register for each transferring Department where all records of that Department should be accessioned chronologically. The records of the agencies that may have become defunct should be similarly acquired and accessioned by the State Record Office.

The records after they are received in the State repository should be kept according to their Department of origin and arranged chronologically, according to serial number or subject-wise, as the case may be. Subsequent accessions should follow the same pattern, records of different agencies being kept in their respective fonds. After the records are cleaned and fumigated they should be kept in bundles of convenient size (approximately 12" in depth) or in carton boxes. Each bundle should have 5-plywood boards (size should be slightly bigger than the size of the bundle) on either side and should be tied with log line. Each bundle must have proper label, in which the name of the Department, year and inclusive serial numbers of files contained in each bundle should be clearly written in bold letters. Brittle or loose or unstitched files should as far as possible be kept in carton boxes, which

should be similarly labelled. All these bundles and carton boxes should be kept in the muniment rooms provided with shelves either of steel or of teak wood. The confidential records should be kept in a specially constructed strong room or in steel almirahs to be kept in a safe place.

### **Servicing & Reference**

Supply of records or information contained in them to the various Departments of the State Government who require them for their reference purposes is one of the most important functions of the State Record Office. It is, therefore, imperative that the Record Office should maintain an efficient supply service. The other aspects of servicing are to make the records available for historical research and to supply private persons with information from records, or copies thereof, for legal purposes or private research. The work on behalf of private persons should be undertaken on payment. A set of rules regulating access to records for bona fide scholars and private persons should be drawn. For servicing of records the Record Office should maintain separate Registers for each requisitioning Department, wherein should be recorded the details of records supplied and their movements. Requisitions for records or files should be submitted in approved form separately. Separate Registers should be maintained for research scholars and staff of the Record Office.

For maintaining an efficient servicing system up-to-date and scientific reference media are indispensable. The first thing to be done in this behalf is to have a Handbook of all records in the custody of the Record Office. This will not be difficult to prepare since all the transferring agencies are required to supply lists of all the files they transfer. Descriptive lists of all the files of each Department should also be prepared. Indexes, press-lists and calendars of records will be useful for the research scholars. Compilation of these reference media will, however, depend on the resources of a State Record Office.

The State Record Office should have a Reference Library for the benefit of scholars and staff of the office where books pertaining to the period of the records in the custody of the Record Office should be kept.

## **Repair & Rehabilitation**

The first thing to be done for the preservation of records is to clean them properly with vacuum cleaner, or with hand dusting, if the records are brittle. The records should thereafter to be fumigated with paradichlorobenzene or thymol. This could be easily done in a specially made chamber which would not cost more than Rs.1,000. All fresh accessions should invariably go through these two processes before they are kept in the muniment rooms. The repairing of documents can be done with Japanese tissue paper, or with chiffon, with the help of dextrine paste. Hand-lamination could also be effectively used. The repaired documents should thereafter be properly guarded with hand-made paper, stitched. (if they form part of the same file), kept in protected covers, which should be properly docketed, and finally placed in bundles.

## **Building**

The main requirements of a record building are that it must have proper arrangements for housing records under an optimum temperature and humidity, for which air-conditioning is necessary. Since this may not be possible for all the Record Offices, the record building should be so designed as to provide the maximum benefit recommended by the National Committee of Archivists.

The Record Office should be located, as far as possible away from the busy thoroughfares and factories, so as to minimize the problem of dust, smoke and acid contents of the atmosphere. No hard and fast rules could be laid down in regard to the size and architectural designs of the building, but it is always desirable that provision is made for future extensions. The building should be fire, burgler, and if possible, bomb proof. The roof of the building should be designed to prevent leakage during monsoon. The walls should preferably be covered with glazed tiles in the interior, so as to prevent the accumulation of dust and render cleaning easy. The floor may be covered with cement concrete, which should be swept clean without washing. The joining of the walls and floor should be rounded off with cement plaster; and cornices, sharp angles etc., should be avoided with a view to preventing



the accumulation of dust, and more particularly as a measure of defence against the entry of white ants.

It is desirable that the administrative block should be separated from the stack area. It is also essential that in a record building provision is made for a reception room for records, a fumigation room and a room for repairing of records. Provision should also be made for a special room for the research scholars. The muniment rooms, or the rooms where the records are to be housed, should have adequate natural light and ventilation. The windows and the shelves should be so arranged and designed as will not allow sun-rays to fall directly upon the records, nor will it allow hot or wet breeze to blow directly in them as these would have an adverse effect on paper and ink. The best arrangement would be to have a number of windows facing each other and the racks arranged in between these windows at right angles to them. The racks and shelves should be of the best quality steel or of high grade seasoned teak wood. The height of the racks should not be more than 6 or 7 feet so as to be within the reach of the person standing on the floor, and to enable the records even at the topmost shelves to be properly dusted.

Adequate provision should also be made for fire-fighting equipment in a record building.

### **Air-conditioning**

For such State Governments as may like to have their Record Offices air-conditioned, its advantages are stated below for their information.

Protection against dangers of excessive heat, damp, dirt, gases, molds and other growths can be obtained by employing air-conditioning which ensures control of temperature, relative humidity, dust content and sulphur dioxide content of the air. In discussing proper storage conditions for records, the ideal conditions quoted are: a temperature varying between 68 and 75°F and a relative humidity of 50 per cent plus or minus 2 per cent. But these exacting conditions will require moisture proof walls etc., and involve enormous expenditure. Therefore, for all practical purposes, the following conditions of temperature and



humidity are recommended:

Summer - 78+20F Temperature - 50+5% R.H.

Winter - 72+20F Temperature - 50+5% R.H.

This will considerably reduce the size of the cooling machinery as well as the working cost. This will also lessen the chances of shock to the workers coming in and going out.

## **Staff**

The strength of the staff will depend upon the size of the repository and the volume of work it has to handle. The State Record Office should have a Director of Archives in charge of the Office, who should preferably be an M.A. in History, and should have some practical training or experience in Archive-administration. If the Office is large, there should be an Assistant Director to assist the Director in all the affairs, particularly in administrative matters relating to the Office. The details of other staff worked out on the basis of the essential requirements enumerated above are given below. The pay-scales for each grade of post will depend upon the standard prevalent in each State and the requirements of the State Government:

1. Director of Archives(Gazetted, Class I) - Incharge of the Record Office
2. Asstt. Director(Gazetted, Class II) - To assist the Director.

## **I. Acquisition, Arrangement & Servicing**

Acquisition & Arrangement Assistant Archivist (Grade II). 1 Junior Technical Assistant or

2 Record Attendants

4 Record Lifters or Peons

Supply Service Assistant Archivist (Grade II). 1 Junior Technical Assistant or

4 Record Attendants

4 Record Lifters or Peons

## II. Reference Service

Listing

2 Junior Technical Assistants or  
Asstt. Archivist (Grade II).

1 Typist

Hand-Book

1 Senior Technical Assistant,  
or Asstt. Archivist (Grade I)

2 Record Attendants

1 Typist,

Library

1 Librarian

2 Library Assistants

1 Typist

4 Helpers or Daftries

III Repair &amp; Rehabilitation

1 Chemist in the grade of Asstt.  
Archivist (Grade I)2 Junior Chemists in the grade of  
Asstt. Archivists(Grade II)

2 Binders

8 Menders

IV Administration

1 Superintendent

1 Assistant

2 Clerks

1 Cashier

2 Typists

2 Peons

N.B.- No staff has been shown for Publication, which can be undertaken later depending on the development of the Record Office and its resources.

## Other Requirements:

Chemical, repairing materials  
etc.

Rs.2,000 annually

Contingencies (excluding d.a.,  
house

Rs.2,000 annually  
Rent etc.)

5 Plywood boards and carton  
boxes for bundles

Number depending on  
Log line for binding the bundles  
the volume of records  
Docket Covers

2 tables with thick glass  
covering plates

2 big hand presses

1 small hand press

1 wooden vice (sakanja)

1 trimmer

2 wooden fumigation chambers for fumigation with thymol.

2 steel fumigation chambers(cabinets) for fumigation with  
paradichloro- benzene.

## Other repairing articles:

Scissors, knives, chisels, punches, hammers, brushes, cutting saw,  
leather, trimmer, slices, needles, ironers etc.

1 churner for leather preservative mixture

1 churner for dextrine paste

1 dextrine weighing machine.

## ANNEXURE - H

Summary of replies received from various archival institutions and libraries on the relative vulnerability of leather, art canvas and other binding materials.

Name of the institutions	Summary of the replies received
<b>INDIA</b>	
1. The Librarian, Oriental Manuscript Library, Madras	Rexine, morocco leather, art canvas, etc., are being used in the Library. Only bulky volumes are bound in full leather. The life of calico binding is about 5 years, while that of other binding materials except leather is approximately 10-20 years.
2. The Asiatic Society, Calcutta	Reply not received so far.
3. The National Library, Calcutta	Art canvas, binding cloth and pvc materials have been only recently used for binding work, and durability of these materials for quality binding work is yet to be ascertained. Although a few books bound with different materials e.g., leather, art-canvas etc. were examined yet it is not possible to give a general statement regarding the relative vulnerability of these materials to insect infestation since deterioration of these materials will depend on storage conditions and make up of the volume. That deterioration of leather is due to degradation in quality being used has been supported by the findings of the special committee appointed by the Royal Society of Arts, London, in 1900. It is observed that some of the volumes bound

in leather in 15th and 16th centuries are still in good state of preservation.

## BURMA

4. The Curator,  
National Library,  
Museum and Art  
Gallery, Rangoon

Reply not received so far.

## JAPAN

5. The Director,  
National Diet Library  
Tokyo

Production of leather being poor and its cost prohibitive, only good quality binding fabrics are being used. Durability and serviceability of leather is not believed to be superior to good quality binding fabrics. It has been observed that leather, if subjected to humid climate, tends to crumple and decay, and therefore has to be constantly cared for; but book binding in superior quality do not require such care.

## EGYPT

6. The Egyptian Library, Cairo

Reply not received so far.

7. The Curator,  
Museum of Islamic Art,  
Cairo.

Reply not received so far.

## CEYLON

8. Librarian, Colombo  
National Museum  
Library, Colombo

Reply not received so far.

## ISRAEL

9. The Librarian, Jewish  
Historical General

The institution being of new origin, no experience has been gained so far with



Archives, Jerusalem

performance of different binding materials.

## **AFGHANISTAN**

10. The Librarian,  
library of the Press  
Department,  
Kabul

Reply not received so far

## **LEBANON**

11. The Director,  
Bibliothèque Nationale,  
Beirut

Reply not received so far

## **MEXICO**

12. The Director,  
Association de  
Bibliotecarios,  
Mexico

Reply not received so far

## **NETHERLANDS**

13. The Director,  
Algemeen Rijksarchief,  
The Hague

Binding work is being done with  
Parchment, art leather, binding cloth etc.  
No observation regarding relative  
vulnerability of these materials have been  
made. It is taken for granted that the  
synthetic fabrics will be quite lasting.

## **FRANCE**

14. The Director,  
Bibliothèque Nationale,  
Paris.

Reply not received so far

## **ITALY**

15. The Director,  
Institute De Patologia  
de libro, Rome

Reply not received so far

## GERMANY

16. The Director,  
Bundesarchiv,  
Coblenz

Boom binding materials used, in order of preference, are parchment, leather, imitation leather and strong linen.

Parchment, unlike leather, does not require treatment with dressings for keeping flexibility, and is more permanent than leather. Leather is, however, more flexible and does not tear as easily as parchment which is rather thin.

Nothing is known regarding the permanency of imitation leather, while linen loses its durability in time. No observations regarding the relative vulnerability of these materials have been ever made. However, since the insects have a liking for paste and board used in binding, all these materials are likely to be damaged. PVC paste is used for binding work, and the bound volumes have another protective covering of PVC foil.

## CANADA

17. The Librarian,  
Edmonton Public  
Library,  
Edmonton

No opinion could be expressed regarding the relative vulnerability of leather vs. art canvas etc. It is suggested that Library of Congress may be approached for the information.

## UNITED KINGDOM

18. Keeper of Records,  
Public Record Office,  
London.

The life of native tanned Niger goat skin or vellum being indefinite, these are used for important archival bindings, while library books and reference materials are

sometimes bound with commercial calf leather. The decay of calf leather in 30-40 years may be a factor in encouraging crawling insects, while starch dressings and loadings in book binding fabrics are likely to attract cockroaches and silver fish.

Good quality linen-buckram has been found quite satisfactory as compared to commercially tanned calf.

Although plastic and synthetic fabrics are immune from insect attack, yet in the event of chemical break-down these materials may damage the books and other materials and cannot, therefore, be recommended.

Since reference to archival volumes is not very often made, linen-buckram answers the purpose of durability best. For protecting the bound edges, bound books are kept in vellum shoes. Cotton book cloth and art canvas are not considered as strong as buckram.

19. The Curator,  
British Museum,  
London

The insects that damage cellulose materials and leather are different and vulnerability will depend on the type of insect frequenting the depository. PVC and other synthetic fabrics are immune from insect attack, but care is to be taken for the paste which might be attractive to the insect pests.

**UNITED STATES**

20. The Librarian, Library of Congress,  
Washington, D.C. (Reply received from the U.S. Government, Printing Office, to whom our query was forwarded. The only damage that has been observed in leather bound volumes has been at places where gold lettering and tooling had been done. Leather in other portions was not damaged at all for tanning materials are not believed to be a food for ordinary cockroaches and silver fish which mostly thrive on starch filled book cloths, etc. Such damage to starch filled materials could be prevented with change over to groxylin or vinyl impregnated fabrics. Infestation of termites or bookbeetle can be severe to any type of binding material.

Heavy buckram serves the purpose of durability and serviceability for the binding work when such qualities in performance are required and is therefore extensively used. However for important rare books of the library of Congress best quality treated leather is used.

## **APPENDIX - I**

### **NOTE ON MICROFILMING**

#### **Definition**

Microfilming is the process of obtaining photographic reproductions of documents on a reduced scale, the finished product appearing as a sequence of images on a length of film upto about 100 feet long and usually 16 mms or 35 mms wide. In microfilming, the original text is reduced to such an extent that it cannot be read without magnification, To read a microfilm, a reading machine which projects an enlarged image on a screen is used.

#### **Equipment and raw materials**

The equipment for microfilming consists of a photographic camera with a highly perfected optical system and a device for the rapid and automatic advance of the film after every exposure. Different makes and types of microfilming cameras, including portable models, are being manufactured, their price ranging from about Rs.2,000/- to Rs.40,000/- depending on their quality and versatility (Please see list of manufactures page 49).

The raw material used in microfilming consist of a specially prepared photographic emulsion coated on a 'safety base' film of cellulose acetate which, unlike the nitro cellulose films that were until recently used widely in cinematography, is slow burning and chemically stable. The developing, printing and enlarging of microfilms is on the same principles as in ordinary photography and cinematography.

#### **Conditions of storage**

The ensure their safe preservation microfilms should be properly stored in fire-proof and dust-proof cabinets, preferably made of steel, to provide the optimum conditions for their preservation in rooms with a temperature maintained at about 70° F with the relative humidity at 45-50%. For microfilms that may not be required to be preserved for, say, more than fifty years, make-shift arrangements to approximate



these conditions are enough, but for archival microfilm records whose life expectancy is indefinite, may be hundreds of years, air-conditioning is absolutely essential. Before storage the film must be properly fixed and then thoroughly washed to remove the soluble silver compounds and hypo which may cause staining and fading of the images in the course of time.

## **Application**

Miniature photographic reproduction of documents, which was adopted on a large scale in the Franco-Prussian War of 1870-71, in transmitting messages, made considerable progress only during the last twenty-five years of this century. Some of the main uses are the following: -

Since the space saved by microfilming is usually 95% or more, the process can be used as a means of radically reducing the space occupied by large collections of documents. The enormous rate at which printed and unprinted material for research and reference that is being produced today makes it physically impossible for libraries and archives to house them. The only practical solution to this problem is microfilming. Printed materials in huge bulks could be compressed in a small space by means of microfilms.

By providing facsimile copies of a permanent nature which can be stored apart from the originals, microfilming secures the contents of rare and irreplaceable documents from loss or damage due to fire, floods, effects of war, and similar disasters. During World War II under a Rockefeller project over 6 million pages of

English Manuscripts were microfilmed to ensure the safety of their contents.

Again, microfilming is the best and cheapest means of obtaining permanent copies of documentary material which is perishing either due to the disintegration of the material embodying the text or the fading of the text itself. Moreover, the microfilms which can be freely used obviate the wear and tear on the originals. The microfilming of

old newspapers, files, old and rare manuscripts, are examples of the use of process of preservation.

The information contained in rare and unique works is now made accessible to many more by microfilming than was possible before. The microfilm copies which can be quickly and inexpensively produced and conveniently delivered enable persons in far flung parts of the world to have at their disposal facsimile copies of document, without the originals even leaving the custody of their owners. Unlike those in the past, the research workers of today do not have to travel great distances to the location of the materials or request for manual transcriptions or other types of reproductions which are both costly and subject to error. He can have microfilm copies at a reasonable price. It is the process which enables, for example, the National Archives of India to obtain facsimile copies of unique materials of Indian interest from foreign repositories like the British Museum, London, or the Bibliotheque Nationale, Paris.

In business, microfilming can play an important part in expediting and simplifying administrative, clerical and accounting procedures. In the USA commercial undertakings have found it highly profitable as a labour saving device and as a substitute for listing, filing, binding etc.

## **Advantages**

One of the main advantages in microfilming is the saving in space and weight that is achieved by the reduction in size of each document to a miniature photographic image on a strip of film. The degree of reduction is influenced by a number of factors, such as, the size of the original and its script and the extent to which it can be reduced and still be legible when magnified for reference. For example, over 1,500 foolscap pages of typewritten matter can be easily copied on a 100 feet roll of 35 mm film which can be accommodated in the palm of one's hand.

Another advantage that microfilming offers is its permanency. After extensive experiments, the National Bureau of Standards USA has stated that properly prepared and stored microfilm has a life equal to

that of good quality rag paper. Moreover, the use ability of microfilm can be renewed and extended indefinitely as it is very easy and inexpensive to prepare a fresh copy of the film, should it become necessary.

Due to the small surface and volume of the material used and the high degree of mechanization and speed of operation of the equipment, there is a considerable economy in the cost of raw materials, laboratory space and labour in microfilming, making the process substantially lower in cost than other processes of document reproduction, when only a limited number of copies are required. The cost of raw materials used in preparing a negative microfilm copy of an average foolscap size page on 35 mm film is as low as about 4 pies, and even when a liberal allowance is made for the depreciation on equipment, cost of skilled labour etc., the total cost will be about an anna a page. The cost of preparing a positive microfilm copy from a negative is much less. In comparison, it may be observed that, in the case of photostating the cost of raw materials per foolscap page will be about four annas, and because the process is much slower than microfilming, the total cost is much higher. In typewriting the cost per page as charged at the National Archives of India is Rs.6/- per page, and besides being much slower than microfilming, it does not provide for the correctness and authenticity of a facsimile reproduction as the latter. As for printing by letter-press, offset, etc., for the reproduction of documents, the cost is prohibitive except when a large number of copies are required.

## **Disadvantages**

No discussion on microfilming can be complete without a mention of its disadvantages. As a microfilm-reader is required to consult a microfilm, the user has always to go to the location of the reader, whereas a paper record can be conveniently consulted at one's own desk. Whenever there is a demand for different papers from a series of paper records from different individuals, these papers can be supplied separately, while in the case of microfilms only one person at a time can consult a roll of film, which may also contain material required by others. Another objection to microfilming is the difficulty

in comparing records on microfilm, which is due to the fact that the image of one document disappears when another is brought into view. This may retard the work when comparative data has to be collected. Again, the time taken to find a record on film may be longer than would be required if the original papers were used. For example, when a filing cabinet is opened, the search is quickly localized, and no more time is required to reach paper at the back of the drawer than at the front. In the case of a file on microfilm the whole of the film has to be wound up until the desired frame is reached. Besides these disadvantages there are photographic difficulties encountered in microfilming. When a document is smudged, blurred, faded or otherwise indistinct, it will not photograph well enough and there are instances when the original document may be quite legible while the microfilm copy is undecipherable. In such cases special photographic techniques have to be adopted and this is impracticable and expensive when records are being microfilmed on a large scale.

The disadvantages mentioned above are not meant to discourage the use of microfilm but to indicate its limitations. Against these must be considered the economy of space, the insurance against loss or damage of valuable material, the physical convenience of handling compact microfilm files, the low cost, and permanency of microfilm and the various other advantages of the process which point to the wider use of microfilms in the modern world.

### **(A) References**

1. Manual of Document Reproduction and selection,  
Published by the F.I.D. 6, Whillem Witsenplein, The Hague,  
Netherlands.
2. Photographic Reproduction for Libraries  
By Herman H. Fussler, published by the University of  
Chicago Press, Chicago, Illinois, USA.
3. Document Photography  
By H.W. Greenwood, published by the Focal Press Ltd., 31  
Fitzroy Square, London W.1.



4. Microfilming  
By Ralph De Sola, published by Essential Books, 270  
Madison Ave., New York.
5. Storage of Microfilms, Sheet films and Prints  
Data book published by Eastman Kodak Company,  
Rochester, 4 New York.
6. Recommendations for the Storage of Microfilm  
British Standards Institution, 2, Park St. London, W.I.

**(B) Some of the leading manufacturers of microphotographic equipment :**

1. Eastman Kodak Company,  
Rochester 4, N.Y.
2. Remington Rand,  
315, Fourth Ave.,  
New York 10, N.Y.
3. Bell-Howell Company,  
30, Rockefeller Plaza,  
New York.
4. Graflax Company,  
Rochester 8, N.Y.
5. Microtonics Corp.  
253, West 64th St.,  
New York 23
6. Debrrie,  
111, Rue Saint-Maur,  
Paris, 10



7. Thomson Houston,  
173, Boulevard Haussmann,  
Paris, 8.
8. Kodak Ltd.,  
Adelaide House,  
London Bridge,  
London, E.C.4
9. Edison,  
Swan Electric Co. Ltd.,  
155, Charing Cross Road.  
London, W.C.2
10. Carl Zeiss,  
Jena, W. Germany.

**APPENDIX - 1****List of Meetings of the  
National Committee of Archivists**

- 1st Meeting, 1 February 1954, Hyderabad
- 2nd Meeting, 25 January, 1955, Mysore
- 3rd Meeting, 4 June, 1955, Bombay
- 4th Meeting, 28 February, 1956, Patna
- 5th Meeting, 6-7 July, 1956, Simla
- 6th Meeting, 15-16 January, 1957, New Delhi.
- 7th Meeting, 23-24 July, 1957, Madras
- 8th Meeting, 22 March, 1958, Bhubaneswar
- 9th Meeting, 2 September, 1958, New Delhi
- 10th Meeting, 30 December, 1958, Trivandrum
- 11th Meeting, 14 April, 1959, Allahabad
- 12th Meeting, 8 September, 1959, Srinagar
- 13th Meeting, 6 July, 1960, New Delhi
- 14th Meeting, 21 April, 1962, New Delhi
- 15th Meeting, 28-29 September, 1962, Srinagar
- 16th Meeting, 30-31 December, 1963, Poona

- 17th Meeting, 7-8, December, 1964, Trivandrum
- 18th Meeting, 19-20 November, 1965, New Delhi
- 19th Meeting, 10 October, 1966, New Delhi
- 20th Meeting, 17-18 March, 1967, Madras
- 21st Meeting, 19 November, 1967, Jadavpur (Calcutta)
- 22nd Meeting, 17-18 May, 1968, Bhubaneswar
- 23rd Meeting, 27 December, 1968, Patna
- 24th Meeting, 20 February, 1970, Madras
- 25th Meeting, 12 October, 1971, Trivandrum
- 26th Meeting, 8 January, 1973, Panaji (Goa).
- 27th Meeting, 1 January, 1975, Lucknow
- 28th Meeting, 23 February, 1976, Bikaner
- 29th Meeting, 3 February, 1977, Mysore
- 30th Meeting, 15 January 1979, Aurangabad
- 31st Meeting, 21 May, 1981, New Delhi
- 32nd Meeting, 7 June, 1982, Gandhinagar
- 33rd Meeting, 28 January, 1984, New Delhi
- 34th Meeting, 11 April, 1985, Panaji

35th Meeting, 19 February 1986, Bangalore

36th Meeting, 7 July 1988, Shimla

37th Meeting, 9 August, 1989, Hyderabad

38th Meeting, 13 September 1990, Thiruvananthapuram

39th Meeting, 12 March 1994, Shimla

40th Meeting, 12 November, 1997, Jaipur