

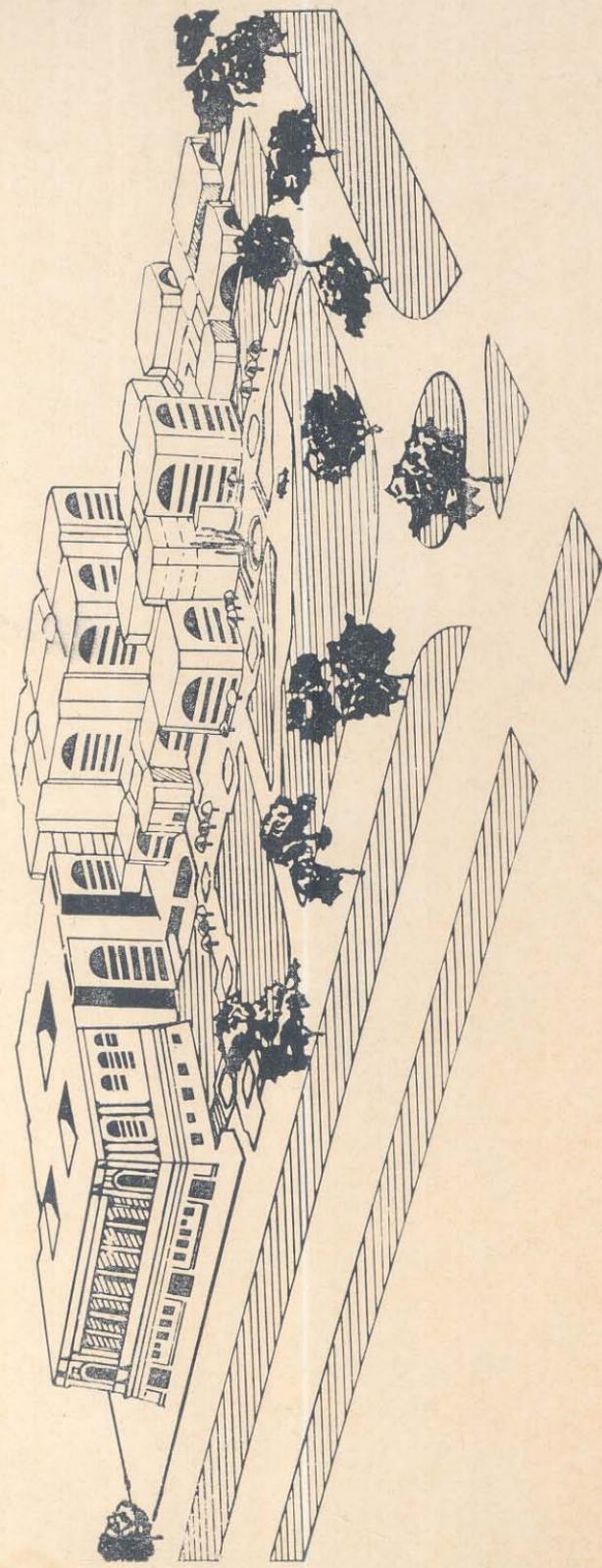


INTERNATIONAL ARCHIVES WEEK

23rd to 29th October, 1979

ARCHIVES IN INDIA

NATIONAL ARCHIVES OF INDIA  
New Delhi



National Archives and its proposed annexe



## INTERNATIONAL ARCHIVES WEEK

23rd to 29th October, 1979

International Archives Week is observed all over the world this year. The Indian Government has invited the public to visit and utilize the Archives for greater understanding of the history of India and the National Archives of India is organizing a week of activities on various subjects and themes. The National Archives of India is inviting all the educational institutions and the public to participate in these celebrations. As you all know, India is a member of the International Council of Archives and the Indian Archives is taking lead in the International Archives Week in India to propagate the culture and the public with the development of archival organizations in our States and the National Archives of India is only in the service of the society and the state of knowledge. But also in addition, it is a duty for the National Archives to maintain and keep the historical records. It is hoped that the documents used will find their use in the various researches as well as in the educational institutions. The Indian Archives have the following objects:

## ARCHIVES IN INDIA

23rd October, 1979

24th October

25th October

26th October

27th October

28th October

NATIONAL ARCHIVES OF INDIA

NEW DELHI

## PREFACE

An International Archives week is being celebrated all over the world this year to bring home to the members of the public the vital role played by archival organisations in managing the memory of mankind. The National Archives of India as also a number of Archives of State Governments and Union Territories in our country are participating in these celebrations. As part of these countrywide celebrations this brochure is being issued by the National Archives of India to acquaint the scholars and the public with the development of archival organizations in our country and the part played by them not only in preserving for posterity the archival heritage but also in making it available for purposes of efficient administration and historical research. It is hoped that the discerning reader will find this brochure interesting as well as informative. In the preparation of this brochure I have received assistance from Dr. N.H. Kulkarni, Assistant Director of Archives and Shri P.K. Ghose, Archivist.

8th October, 1979  
New Delhi

S.A.I. TIRMIZI  
Director of Archives  
Government of India

## NATIONAL ARCHIVES OF INDIA

Formerly known as the Imperial Record Department, the National Archives of India formally came into existence in the first year of the last decade of the nineteenth century at Calcutta, though the idea was conceived at least three decades prior to its birth. It was Mr. Sandeman, the Civil Auditor, who in his report of 1860 stressed the need for relieving the offices of congestion by destruction of papers of routine nature and minor interest, and advocated transfer of all valuable records to a 'Grand Central Archives'. Accordingly a Record Committee was set up in 1861 to study the implementation of the Auditor's Report.

The Committee overlooked its real task of supervising, weeding and organisation of official records. It also abandoned the idea of a central records repository and instead engaged itself in a records publication programme. The result was the publication of J. Long's *Selections from Unpublished Records* (1748-67), two reports of J. Talboys Wheeler on the records of the Home and Foreign Department and his *Early Records of British India*, and Scott Smith's *Calendar of Indian State Papers, Secret Series* (1774-75). These publications provided, in their own way, justification for the British rule in India, but the purpose for which the Committee had been set up was not served.

Meanwhile G.W. Forrest, Professor of English History, Elphinstone College, Bombay, had already earned reputation as an archivist by his personal interest and work in the Bombay Records Office. Consequently he was invited in 1889 for special duty to examine the records of the Foreign Department of the Government of India.

In his report of 17 August of that year Forrest deplored the state in which records were kept in the muniment rooms of the various Departments. He noted that many documents were already destroyed by "ignorant and indifferent custodians, damp and white ants". He pointed out the urgency of

transferring all records of the administration of the East India Company to a central repository. The majority of the Viceroy's Council supported Forrest's recommendations.

It was on 11 February 1891 that the Government of India approached the Secretary of State for appointing Forrest as Officer-in-Charge of the records of the Government of India and on approval he was duly appointed to the post. Forrest's duties included examination, transfer and cataloguing of records of all departments, and organising a central library in place of the various departmental libraries. By 19 June 1891 Forrest got the records of the Home Department transferred and the library organized. Gradually records of other offices were also deposited in the Imperial Record Department which was located in half a dozen ground floor rooms of the new Imperial Secretariat building opposite the Government House in Calcutta.

Forrest started with a modest staff of an assistant, 8 clerks, 18 daftries and coolies for the archives and a temporary staff of 2 munshies and 2 pundits for the library. With this staff he got by 1899 the following series of records arranged chronologically as well as in accordance with their origin : Home (1752-1879); Foreign (1764-1829); Military Board (1777-1858); Military (1786-1893); Medical Board and Surgeon General (1845-59); and Public Works (1850-71). A valued accession was the Foreign Department's correspondence with Indian rulers in Persian and other oriental languages; a few of the illuminated, gold-sprinkled documents in it are excellent specimens of Indian calligraphy.

But Forrest was primarily a historical investigator. The historian in him got better of the archivist and nearly half of the decade of his tenure was spent abroad not merely in studying the administration of repositories in England but in historical research resulting in the publication of a series of source-books of Indo-British history. It was A.T. Pringle who officiated for him during his furlough and initiated the time-consuming task of press-listing the papers acquired till then.

Forrest's successor S.C. Hill carried on the records publication work and unearthed a mass of material which formed the nucleus of his monumental volumes on *Bengal in 1756-57*. He acquired for the Department a complete set of the *Calcutta*

*Gazette* and a number of old maps of Calcutta between 1723-1842. Valuable as his research publications were, Hill took equal interest in the preparation of reference media. He compiled the Abstract of the Early Records of the Foreign Department (1756-62) and a Calendar of the Proceedings of the Select Committee (1756-60). The press-listing of Public Proceedings from March 1754 to 1757 was successfully completed under a less elaborate and simple plan prepared by himself.

He also took effective steps to rehabilitate the fragile papers in his custody. A programme of flattening the entire series of folded documents, repairing them when necessary and placing them between docket covers, was taken up. It was he who introduced a superior quality of tracing paper for repair work, recommended by the India Office in 1900. Thus when Hill made over charge to Dr. C.R. Wilson (18 March 1902), the Imperial Record Department had made substantial progress both in rehabilitation of disintegrating documents and preparation of reference media while the scholarly publications of the Officer-in-Charge would have done credit to any records office in the world. Wilson's career was cut short by illness and he proceeded to England on 24 May 1904. His work was continued by his successor N.L. Hallward who published the *List of the Home Department Records* (1749-1859). Although Wilson had mooted the proposal for calendaring the Persian Correspondence, it was actually taken up by E. Denison Ross, himself a great Persian scholar and linguist. Two volumes of the *Calendar of Persian Correspondence* (1759-69) were published by him with the help of four Moulvis recruited for the purpose. It was during his tenure that a systematic attempt was made to prepare a complete inventory of the records in the custody of the Department. Thus lists of Foreign, Military, Finance, Home and Public Works Departments covering various periods of the 18th and 19th centuries, were published. Similarly the work of listing the original treaties, engagements etc. transferred to the Imperial Record Office from the Foreign Department, in 3 volumes was completed. It was again during Ross's tenure that the Imperial Record Department till then under the Home Department was transferred to the newly created Department of Education (1910). Ross's duties included not only filing, indexing and preservation of ancient records but also answering all queries from various Departments involving search among records and correspondence relating

to Government of India's patronage and distribution of learned publications. Ross was the last of a band of distinguished men of the Indian Education Service who contributed so much to the building up of the central archives office.

A.F. Scholfield who succeeded Ross in 1915 was more of an archivist than a scholar. For preservation of records he replaced the old method of mending documents with tracing paper by that of repair with chiffon. He often repaired brittle documents with his own hands. He put the preservation branch on a sound basis and trained the menders in the techniques of repair. This attracted the admiring notice of other archivists in India and they confidently looked to the Imperial Record Department not only for technical services but also for providing the necessary training to their staff. Mr. P. Dias, Superintendent in the Department, was appointed Keeper of the Records of the Government of Bengal in 1916. There was no branch of archival activities that Scholfield left untouched or unimproved. It was under him that press-listing of the Public Department Proceedings upto 1800 was completed. He added a supplementary volume to include the papers brought to light since the publication of the regular series. Press-lists were also prepared for the papers of the Secret Department of Inspection (1770-87) and the Secret Department Proceedings (1763-75). Not only calendaring work was continued but a consolidated index to the entire series of Public Press-lists was launched. Himself an expert indexer, Scholfield framed the rules for indexing and published them in a pamphlet form. He also compiled a staff manual. It was significant that his designation was changed from Officer-in-Charge to Keeper of Records. If Scholfield's predecessors had lent academic distinction to the Department, he endowed it with the less spectacular but more essential virtue of technical efficiency.

It was towards the end of Scholfield's tenure that the Government of India appointed the Indian Historical Records Commission in 1919 to advise them on such questions as the treatment of archives for historical study, the compilation of reference media, public access to archives and training of Indian students in historical research. The Keeper of Records (later Director of Archives) was to act as Secretary to the Commission.

Scholfield was succeeded by Messrs R. A. Blaker, J.M. Mitra, A.F.M. Abdul Ali, and Dr. S.N. Sen. Blaker's

tenure was brief for any major undertaking but preliminary work on a handbook to the pre-Mutiny records in the Department as suggested by the Indian Historical Records Commission was started. Also, the press-listing of Mutiny Papers was completed during his regime. Rai Bahadur Jamini Mohan Mitra was the first Indian to be placed as the Head of the Imperial Record Department. He had to take effective measures for eradication of possible termite menace. In accordance with the Government of India's decision he revised and remodelled the Press-lists of the Secret and Separate Department Records and the Chander-nagore and Chinsura Proceedings on run-on-style. It was he who completed enquiry into the wrong division of records among the Government of India and that of Bengal when the latter was constituted a Lt. Governor's province and got the stray papers restored to their proper series of origin. Abdul Ali held office for nearly 17 years from 1922 to 1938, the longest period so far on record. It was to his genial personality that much of the early popularity of the Indian Historical Records Commission was due. But he was handicapped by two serious difficulties. One was the depression of the thirties which resulted in drastic retrenchment in budget and personnel with consequent severe curtailment in the Department's activities. Secondly the Department itself had to be shifted to New Delhi. The capital had already been transferred from Calcutta to the new metropolis in 1911 and it was inevitable that the official records would go with it. But the present building could be completed only in 1926 for reception of the records. The office was opened at New Delhi on 1 November 1926. The process of transferring the entire holdings was, however, slow and cautious as any likely damage to the older records had to be prevented during the course of transition. The transfer was completed only by March 1937. But the temporary bisection of the records establishment could not but cause considerable dislocation of the normal work of the Imperial Record Department.

From 1937 the records of the Government of India found a permanent home at New Delhi and Imperial Record Department quietly settled down to its scheduled work. During the decade of the stewardship of Dr. Surendra Nath Sen (1939-49), who succeeded Abdul Ali after a short interval, it witnessed a wholesale reorientation in its activities. One of Sen's most important achievements was that

by 1940 the portals of the archives came to be thrown open to all genuine seekers of knowledge. The rules governing access to public records were further liberalised in 1947 and all pre-1902 official records became available for research. To facilitate the use of these records more detailed reference media became necessary and as a pilot project two volumes of detailed indexes to the Land Revenue records (1830-59) were published. These were well-received and so work was initiated on another Index to Select Committee and Secret Department Records (1756-80). A *Manual of Rules Regulating Access to Archives in India and Europe* was also compiled and published in 1940 for the benefit of research students. The calendaring of Persian Correspondence was speeded up and 2 more volumes were compiled. A qualitative innovation was providing the volumes with elaborate introductions and copious notes.

To serve the scholars at a distance, however, a more ambitious publication programme was taken up : *in extenso* publication of the entire correspondence between the Fort William authorities and India House in London (1748-1800) in 21 volumes and 7 volumes of documents in oriental languages in collaboration with the universities and learned institutions. These academic bodies were also to cooperate with the Department in editing 10 volumes of select documents from English records. Sen was equally exercised by the problems of conservation. Installation of a laminating hydraulic press which enabled large scale repair of brittle and fragile documents and of a vacuum fumigatorium which facilitated speedy disinfection of documents infested by insects and moulds signified the change-over from traditional methods to scientific and mechanised modes of repair. The setting up of a microphotographic laboratory likewise made it possible to conserve the Department's valuable collections on microfilm. Another measure which reflects Sen's vision and foresight is the establishment of a laboratory to conduct researches on problems relating to conservation, particularly under tropical conditions. It is the first of its kind in all of Asia. The research laboratory soon justified itself by inventing an insecticide paper and a method of repairing palm-leaf manuscripts.

All these activities brought to the forefront another crying need of the country—that of trained archival personnel. The first step taken in response to this need was that of

gradually replacing the existing staff of untrained persons in the Department by a band of qualified workers having a degree either in History or Chemistry, who were to be trained in the scientific treatment of records. This was followed up by securing for the archival staff much better scales of pay than had been their lot under any previous arrangement. Another measure initiated to promote the growth of the new profession of archives-keeping was the setting up, in 1943, of a formal course of archival training in the Department. A journal on archival science and related topics was likewise started with the object of providing the new profession with a medium for self-expression.

During 1946-47 a decision was taken by the British Government to weed out all records of the former Political Department, barring only those needed for future political transactions. The latter were to be handed over to the Government of U.K. immediately on the transfer of power. Through timely efforts, however, the greater part of these could be saved for the nation. A more formidable challenge faced the Department, when, as a consequence of the political decision to partition India, the entire archival assets of the then Central Government were threatened with physical amputation. The menace, however, was ultimately averted and both the successor Governments could reach an immediate settlement agreeing to respect the integrity of the archival fonds affected by the partition.

Independence ushered in a new era for the Central records repository immediately reflected in the change of its name from Imperial Record Department to the National Archives of India on 30th August, 1947. The rechristening emphasised that the repository was no longer merely the storehouse of records of a colonial administration but the proud custodian of a nation's heritage in documentary form containing the essence of Indo-British experience for over two centuries. It also indicated in no uncertain manner that henceforth the Department was to play a more dynamic, inspiring and creative role in the archival field of the whole country. The manifold expansion of its activities since independence and the progress achieved by it in several sectors of the archival field are briefly described below :

#### **Holdings :**

The National Archives of India has in its custody public records, maps, private papers, microfilms and books.

**Public Records :** The public records in the custody of the National Archives of India occupy today a shelf-space of 25 Kilometres. Among the acquisitions in recent years particular mention may be made of the 20th century records of the late Foreign and Political Department and those of its numerous agencies scattered all over India; the papers of the Constituent Assembly and the Reforms Office embodying a detailed history of the constitutional development of the country, and the papers of old Calcutta and Bengal Banks throwing a flood of light on India's economic history.

Among the major series of the ministerial records, the archives of the Ministry of Home Affairs and its predecessor bodies (1748-1957) constitute an impressive bulk. With the miscellaneous records added, its chronological range dates back to 1680. The records of the Ministry of External Affairs, along with those of its predecessors (1756-1950), is another interesting series containing information on many major elements of diplomatic history. Its miscellaneous records actually date from 1630. The Ministry of Finance (1811-1948) also has miscellaneous records dating since 1750. The other important series of records are those of the Ministry of Agriculture and its predecessors (1871-1948), as well as, Education (1910-51), Railways (1905-55), Industries (1923-37), Labour (1921-37), and Defence (1771-1938). Among papers of the offices other than the Ministries may be mentioned those of the Indian Munition Board (1917-20), Central Board of Revenue (1923-46), Survey of India 1777-1902, Directorate General of Health Services (1855-1948), Solicitor General (1761-1920), Comptroller and Auditor General of India (1882-1959) and the Indian Council of Agricultural Research (1929-45).

**Maps :** The National Archives of India has in its custody the records of the Survey of India (1777-1902) and its extremely rich collection of more than 15,000 printed and manuscript maps.

The total holdings of the National Archives, in consequence, cover 1,05,000 bound volumes and 53,81,200 loose documents (kept in boxes or bundles), the whole covering over 140 million folios not to mention the 16,830 maps, and thousands of authenticated copies of Bills passed by the

various State Legislatures and assented to by the President of India.

**Private Papers :** The National Archives is primarily a public record office and for a long time housed only public records. However, since Independence there has been a growing awareness that private papers constitute an important source material for the study of history though they often do not receive the care and attention necessary for their preservation. The Department, therefore, embarked on a programme of acquiring, mainly through donations, the private papers of eminent Indians. Already 49 such collections of eminent leaders such as Dadabhai Naoroji, Badruddin Tyabji, Pherozeshah Mehta, Gopal Krishna Gokhale, G.S. Khaparde, V.S. Srinivasa Sastri, Maulana Abul Kalam Azad, Dr. Rajendra Prasad, M.R. Jayakar, to name only a few, have been acquired. Papers of the eminent scientist S.S. Bhatnagar and the brilliant mathematician Ramanujam are also available in the National Archives. Another important private collection comprising archives of the Provincial Government of the Deccan under Aurangzeb and quite a few of his successors is the Inayat Jung collection. From time to time the Historical Documents Purchase Committee constituted by the Department meets to examine documents for acquisition.

**Microfilms from Abroad :** In 1948 the National Archives initiated a project for obtaining microfilm copies of documents of Indian interest from various repositories in the world. Along with private papers these microfilms provide researchers with valuable supplementary data. U.K. has been a major source and has furnished microfilm copies of the private papers of Secretaries of State for India, Viceroys and senior public servants. The British Museum, the Public Record Office, the India Office Library and Records, University Libraries and some other repositories in Great Britain have cooperated in the programme. There is also an on-going programme with the India Office Library for the exchange of microfilms to fill in the gaps in official records in both the repositories. Netherlands, France, the U.S.A., U.S.S.R., Denmark, Vatican, Australia, and Brazil are some other countries through whom microfilms have been procured. This rich collection now exceeds 2500 rolls of microfilms.

**Library** : The Department has also a rich Library of rare publications and printed documents which date back to the 18th century. These include the Calcutta Gazettes, Parliamentary papers from 1807, the celebrated Hakluyt Series, the Bibliotheca Indica Series, and complete files of the earliest Persian and Urdu newspapers of the early 19th century. The Library has also a collection of interesting publications in various languages proscribed by the British Government, Reports on Native Newspapers, survey and settlement reports, a variety of official publications, and the Fort William College collection. The holdings of the Library now exceed 1,90,000 volumes.

#### **Archive Administration :**

The description above of holdings would indicate how there has been an unceasing flow of records and documentary materials in National Archives. Consequently the Department is fully and continuously occupied with the checking and arrangement of these materials. Most of these when received are in a disorderly state and have to be sorted out and properly arranged. To maintain them in a consultable manner they have to be examined and rearranged in their proper series according to the principle of provenance. Isolated proceedings are incorporated in the main body; those divided into artificial collections are broken up and restored to their original order. Those requiring docketing, numbering, labelling and pagination to facilitate easy location and restoration are so provided. Track is also kept of every file that leaves its parent body till it is restored to its proper place by means of requisition slips and movement registers. The magnitude of the task involved may be understood by the fact that after 1947 not only new massive accessions detailed earlier have been so checked and arranged but also eight million documents and volumes in the Department's custody prior to Independence have been thus rearranged.

It has been realised that the problems of archive administration arise mainly on account of irregular and unsystematic retirement of records to the National Archives. An example may be cited. In the past, indexes to records series have been transferred to the National Archives without actual transfer of many files listed in them. Similarly records of permanent value have been mixed up

with those of ephemeral nature. These problems were highlighted by the Archival Legislation Committee appointed by the Government of India in 1959, which also suggested systematic retirement of records under the Record Management Programme.

### Record Management :

Consequently in 1962 the National Archives took up a pilot project of records management to help various agencies of the Government of India to relieve them of their burden of ephemeral records. The object of the project was to evolve appraisal procedures for finding out records of permanent value. The appraisal work received willing cooperation from the Government agencies and the annual rate of appraisal of records came to about 100,000 files. The National Archives also helped in drawing up of retention schedules for various agencies to facilitate appraisal.

The programme of records management soon stood in the need of being toned up. Progressive increase in the number of offices and their records added to the problems of housing them. For streamlining the work, the Government of India adopted in December 1972 an Archival Policy Resolution. The Resolution laid down a well-defined policy in respect of appraisal and retirement of records, stressed the need for trained personnel to run the departmental muniment rooms, improvement of the conditions of storage, preparation of serviceable indices, revision of departmental manuals concerning management of records and improving functional relationship between the departmental record rooms and the National Archives of India.

The Resolution is being successfully implemented as the non-current records in the record rooms of various ministries and departments of the Union Government throughout the country are being surveyed. Regular annual reports on the implementation of the Resolution are being submitted to the Government of India since 1973.

In 1975 when historians and archivists were alarmed at the reports of indiscriminate destruction of records in several States, a Record Management Committee was set up by the Government. The Committee strongly affirmed the ideas in the Archival Policy Resolution and recommended

that archival buildings be given high priority in the construction programmes of Governments, interim repositories be set up, departmental record rooms be managed by trained personnel and the Indian Historical Records Commission have closer association with the actual disposal of non-current records. These recommendations are being gradually implemented and form part of the future archival programmes of the country as a whole.

### Access to Archives:

With Independence grew the strong feeling that in a democracy the people have a right to full access to the records created by the Government. The National Archives has responded to this feeling by further liberalisation of the rules governing admittance to the Archives. In 1954 the system of scrutinising excerpts from pre-1902 records before release was abolished by the Ministries of External and Home Affairs. In 1956 was taken the momentous step of throwing open to research all records which were more than 40 years old, subject to certain restrictions applicable only to classified records. Of late an even more radical step has been taken in fixing the limit to 30 years old records only.

In respect of these 'open' records the only restrictions in force are those relating to sensitive zones and border areas. As for private papers and microfilm collections conditions imposed by the donors and the original authorities have to be observed. A set of rules has been framed for the security and servicing of records for scholars. Normally Indian scholars are required to establish their bona fides with appropriate letters of recommendation while foreigners have to obtain prior clearance by the Government of India for their research projects. No fees are charged from the scholars save for supply of copies in film or on paper. A well-equipped research room in which 45 persons can work at a time is kept open from 9 to 20 hours on all week days and 9.30 to 16.30 hours on holidays. Alongside is a small lounge where the scholars can relax. A record of research work done by all types of scholars is maintained through periodical publication of a *Bulletin of Research Theses and Dissertations* and so far eight such Bulletins have been issued.

As a result of liberalisation of rules governing public access to records and with the research facilities now offered,

the National Archives has developed as a major and indispensable centre for research in all respects of India's recent past. The number of research scholars consulting original sources, which was limited to 51 in 1946 rose to 766 in 1978 and included persons from all the continents of the world. For those investigators who are unable to conduct research personally information is furnished by post for which protracted researches are often taken up on behalf of both government agencies and members of the public. A modest search fee is charged from the latter and nearly 100 enquiries are annually dealt with in this manner. The total number of official files consulted in 1946 was a little over 26,000. In 1978 the National Archives attended to 62,290 requisitions for records and 1707 rolls of microfilms from the researchers, various government agencies and the members of the staff.

### Reference Media:

Compilation of suitable finding aids to the materials in its custody has engaged the attention of the National Archives ever since its inception and the progress achieved in this field till Independence has already been described. After Independence two volumes of *Index to the Foreign and political Department Records Vol. I (1756-80) and II (1781-83)* were issued. While the volumes have proved extremely valuable for researchers it was realised that compilation of such detailed indexes was a time-consuming process and that descriptive lists would serve the same purpose while their compilation would be quicker. In 1969, therefore, a volume of the *Descriptive List of Secret Department Records (1776-80)* was published. Soon after the publication of this volume, it was felt that increase in the cost of printing and delays in the press could be avoided if the finding aids were issued in cyclostyled form. Consequently cyclostyled descriptive lists for the period 1781-95 have been issued. Finally, the Department replaced this scheme by one of preparing summary inventories. Inventories for the period 1801-08 have already been prepared. The scheme of preparing finding aids to the Secret Department Records envisages completion of inventories for the period upto 1830 after which elaborate printed indexes are already available. Another reference work at once valuable and interesting is the *Catalogue of the Historical Maps of the Survey of India (1700-1900)*. The Catalogue was published in 1975.

But the finding aids for specific series of records do not acquaint the investigators with the total holdings in the Department's custody. A detailed guide to the complete records series has been a long-felt desideratum. All that existed by way of a guide was the *Hand Book of Pre-Mutiny Records* in the Department published as far back as 1925. Three parts of a new—*A Guide to the Records in the National Archives of India* have so far been brought out.

The National Archives has also prepared finding aids to Oriental Records in its custody. *A Descriptive List of Persian Correspondence* (1801) and 4 volumes of *Descriptive List of Mutiny papers* (in the Bhopal Branch of the National Archives) are useful aids to researchers. The programme of calendaring of Persian Correspondence has been continued and 4 more volumes have been published, the latest being Vol. XI (1794-95), while descriptive docketing is being done of the Inayat Jang Collection. A comprehensive English *Index to Titles* is under print. Another programme is that of cataloguing the seals occurring among the records.

It is the regular programme of the Department to prepare systematic inventories of important collections of public records. As for the collections of microfilm rolls obtained from abroad and the private papers gathered within the country, introductory brochures have been published. Additionally, detailed lists in manuscript are available for consultation by the scholars.

**National Register of Private Records** : India is a store-house of valuable private records but they were left for centuries to be devoured by time and destroyed by human indifference. The importance of these records as sources of history was recognized but no organized effort was made to keep an account of them till the Indian Historical Records Commission urged for a survey in 1942 through the Regional Committees, and in 1947 pointed out the desirability of having a register of private and semi-public records. Reinforced by further recommendations of the Commission in 1958, and encouraged by the Estimates Committee of Parliament in the same year, the Government of India appointed in 1960 the National Register Committee to guide the work. The Committee recommended setting up of a central agency for coordinating the work, as also organisations in the States to collect information for incorporation in the proposed National

Registers. The National Archives of India promptly set up the central agency. Subordinate units were formed in fifteen states and in the Union Territory of Delhi. The National Archives has so far brought out 9 volumes of the Register covering a variety of collections in different states based on the information gathered by them during the decade 1959-68. While the scope of such a gigantic all-India inventory of the archival wealth in private possession in the entire country is naturally limited, the compilation of this particular reference work emphasizes the countrywide role being played by the National Archives. A cell has been recently set up at Bhubaneswar for coordinating the work in connection with the National Register.

### Publication Programme

Reference has already been made to the elaborate publication programme taken up by the Department in 1942 during Dr. Sen's tenure. Under this programme Dr. Sen himself edited the *Indian Travels of Thevenot and Careri*, interesting and illustrated travelogues of two European visitors to India during the 17th century. Among other documentary publications of the Department are *Browne Correspondence* containing letters exchanged between Maj. James Browne, the Company's envoy at the Court of Shah Alam II, and Warren Hastings during 1782-85, and *Selections from Educational Records* Vols. I, II, and IV dealing with different aspects of educational development between 1860 and 1907, and Sharp and Richey's classic *Selections from Educational Records* (1781-1859) in 2 volumes. The most important part of this scheme, however, was publication *in extenso* of the despatches exchanged between the Court of Directors of the East India Company and the Fort William Board at Calcutta during 1748-1800 in 21 volumes entitled *Fort William—India House Correspondence* embodying the many-sided activities of the East India Company in the 18th century. Each volume is edited by a reputed historian, and contains, besides the text of the letters, scholarly introduction, copious notes, select bibliography, exhaustive index and a number of rare illustrations including maps. So far nineteen volumes in this series have been published.

Under the same publication programme the Department collaborated with universities and learned societies and sponsored the publication of *Selections from Orme Manuscripts* (Annamalai University), *Punjab Akhbars*, 1839-40

(Sikh History Society), *Elphinstone's Correspondence*, 1804-08 (Nagpur University), *Ochterlony Papers* 1818-25 (Calcutta University) and the Foreign Department Newsletters entitled *North-Western Frontier and British India* (1839-42), Vol. I (Punjab University). Similarly under this programme a volume each of Bengali, Hindi, Persian, Sanskrit and Telugu documents in the custody of this Department have been sponsored and published.

To mark the silver jubilee of the Indian Historical Records Commission the Department published a volume entitled *Indian Historical Records Commission: A Retrospect* which contains a history of the National Archives of India as also a description of the holdings of the Archives. 45 volumes of proceedings of the Commission which also include the papers read at its academic meetings, index to these papers, and 2-volume compendium of resolutions passed by the Commission so far are also available in print. Similarly the proceedings of the National Committee of Archivists have been published in 4 volumes.

*The Indian Archives* : Among the most significant regular publications of the Department is this journal on archival science, which was first issued as a quarterly in 1947. At present it is a biannual journal and 34 issues containing articles by eminent archivists and historians have so far seen light. The first of its kind in the whole of Asia, it deals with archivology, problems of records management, archives as source materials, preservation techniques, photo-duplication and other allied subjects. The latest edition of the *Encyclopaedia Britannica* has hailed the appearance of the Journal as a "Post-war Development of Outstanding Importance". It has been playing an important role in the dissemination of technical information on the scientific treatment of archives and general information on archives as sources of history, and serves as an effective forum for exchange of opinions, ideas and experiences among the archivists and archive-users. In addition to articles (lately in Hindi as well), it contains news-notes of archival importance and reviews of books on archives and history. Contributors are paid a token honorarium.

*Towards Freedom Project* : The most ambitious among the publication projects sponsored by the National Archives is

the one relating to complete documentation on India's struggle for freedom in the decade 1937-47. At present 10 volumes are envisaged in collaboration with the Indian Council of Historical Research which will share editorial and publication responsibilities while the National Archives is entrusted with the selection of materials in official custody from all over India. The National Archives has so far selected from its own holdings, as well as from those of the various State Archives, materials running into more than half a lakh of pages which are to be pruned and edited by the Council.

### **Exhibitions and Archives Weeks :**

While the scholarly world had some idea of the vast storehouse of documentary materials at the National Archives through its publications and finding aids, the general public could have glimpses of it only at the annual sessions of the Indian Historical Records Commission. But of late the National Archives has increasingly participated in numerous exhibitions in India and abroad and has itself mounted special displays from time to time. Rare books, impressions of seals, and copies of interesting documents in the Archives have been exhibited in London, Paris, Tokyo, Kabul and Cordoba. Among the exhibitions arranged by the Department in Delhi in commemoration of great personalities of the past, those relating to Mahatma Gandhi, S. Ramanujam, the Mathematician, Mirza Ghalib, Maulana Azad, Sardar Vallabhbhai Patel and Amir Khusrau, have proved popular. Equally successful were the displays arranged to mark the 25th anniversary of Indian Independence (1973) and the inauguration of the South and West Asian Regional Branch of the International Council on Archives (1976).

An exhibition of select material entitled 'Our Heritage' was mounted in connection with the *Archives Week* last year (7-13 August 1978). Since 1978 the National Archives has decided to celebrate the week regularly with a view to informing the general public of the Department's activities. Besides an exhibition the Week includes T.V. and Radio broadcasts, seminars, panel discussions, film shows, special brochures, distribution of souvenirs, press interviews, etc. On this occasion is also arranged 'Open House' visits in which members of the public are encouraged to get an idea of the

Repository, its contents and the techniques of conservation and reprography.

### Conservation:

The hydraulic laminating press, the setting up of which was one of the first fruits of the change-over from the traditional methods of repair to scientific process, has made possible large-scale repair of old and brittle documents by sealing every page between cellulose acetate foils by means of heat and pressure and thereby affording them immunity against possible risks of deterioration. By this process the Department has been able to get renovated within a short space of time, no less than 16 lakh folios of old manuscript documents. Similarly the installation of a vacuum fumigatorium enabled the Department for the first time to undertake large-scale treatment of documents affected by attacks from moulds and insects. This fumigation chamber is capable of fumigating at a time 300 cubic feet of records. The setting up of a bindery likewise helped the Department to speed up the tempo in the reinforcement of the brittle volumes in its custody. With a view to ensuring in the muniment rooms optimum conditions of conservation, steps were taken to air-condition the entire ground floor stack area in the present premises.

In all the operations connected with conservation the Research Laboratory of the Department has been playing a pivotal role. Its outstanding achievement has been the development of a special process of manual lamination which consists in the fixing of tissue paper on manuscript pages by means of cellulose acetate foils dissolved in acetone. This inexpensive and handy process particularly designed for those with small collections and means is now widely in use in many repositories both in India and abroad. Another significant achievement of the Laboratory is the entirely new process of repairing palm leaf and birch bark manuscripts. In collaboration with the International Centre for the Study of the Preservation of Cultural Properties (Rome) and the International Council on Museums, the Laboratory has been conducting researches on the effect on writing materials of some of the commercial insecticides commonly in use. It has already produced two extremely valuable studies on the subject. Among other interesting investigations successfully carried out in the Laboratory may be mentioned those on

deacidification of documents written in water-soluble inks; use of naphthalene vapour for fumigation of diseased manuscripts; fibral analysis of clay-coated proto-paper of 6th century, A.D. (discovered in Gilgit) and the method of its rehabilitation; preservation of pencil writing; efficacy of sodium benzoate as a leather-preserved; use of carboxymethyl cellulose as paste for repairing documents. The Department collaborated with the Indian Standards Institute in evolving standard procedures for processing and storage of safety base microfilms, specifications of permanent ink, durable paper and binding materials, and other items connected with manuscript conservation and documentation. Among the problems now under investigation are those relating to the selection of suitable material for document covers, and the determination of physical and chemical characteristics of indigenous paper as exemplified in the oriental language documents in the custody of the Department.

### **Reprography :**

The photo-duplication activities of this Department are a post-war development. The implementation of the plan for photographic reproduction of records for security, research and exhibition, under contemplation for a long time was delayed by Second World War. It was only in 1950 that a number of microfilm cameras and other equipment could be imported and a microfilm laboratory installed. This has enabled the Department to take up systematic duplication of its most valuable holdings and to prepare a complete microfilm set of nearly a crore of manuscript pages of old record. The microfilm laboratory has also proved itself a useful means for meeting the rapidly increasing demands from scholars and institutions for documentary transcripts. Apart from microfilming, xerographic copying facilities are available and the services are made available on a no-profit basis. A mobile microfilm unit of the Department is available for microfilming valuable and rare material which cannot be brought to the Department. This service has often been availed of by various State Archives.

### **Technical Assistance :**

Although primarily concerned with the conservation of the Central Government's records the work done by the National Archives of India in this field serves not

only its own needs but also those of other institutions and individuals. A beginning was made as early as 1924 when the services of a Maulvi and an experienced mender were lent to Jaipur State for preserving their collections. After Independence the clientele of those seeking help from the National Archives in preserving their collection of manuscripts, rare books, records and documents, has been increasing. The Gandhi Smarak Nidhi, the Rajasthan State Archives and Raza Library, Rampur, have been given reprographic assistance on a very large scale. For the last named institution no less than 4,64,000 manuscript pages have been microfilmed. Several Asian and African countries have also secured its assistance in reprography programmes. There has been an ever-widening circle of individual scholars, record repositories, research institutes and documentation centres in this country as well as abroad who have been utilising the microfilming and repair services. If required, experts from the repository undertake personal inspection to render on-the-spot advice on a variety of preservation problems. Advice is also given on starting new preservation and reprographic services and personal help given in installing equipment for the purpose. To impart basic instruction on the subject a brochure *Repair and Preservation of Records* (in Hindi as well as English) is freely distributed.

The advisory services of the National Archives are not confined to matters of conservation and reprography alone. Advice and assistance in person is given in setting up archival services in ticklish problems of division of records among the owning States and authorities, in appraisal and management of records and various other aspects of archival work. Among those who have availed of such advice and services may be mentioned the Governments of Kerala, Andaman and Nicobar, Manipur, the Keladi Temple Museum and Research Bureau etc.

**Consultancy Services :** The experts in the National Archives of India have been invited by the Governments of Singapore, Nepal, Saudi Arabia, Kenya, Senegal, and Italy where they have rendered consultancy services. Some of them have also served on the various Committees of the International Council on Archives and the UNESCO. The Research Laboratory of the National Archives of India has rendered technical advice to the repositories in Fiji, Malaysia, Nigeria, Sri Lanka, Japan, Bulgaria, Kansas and New Zealand.

## **Institute of Archival Training:**

The formal course in archival training which the Department launched in 1943 referred to earlier, has now grown into a regular school for turning out trained archivists to meet the steadily increasing need for competent specialists not only by India but other developing countries in Asia and Africa. Originally introduced as a combined 2-year Diploma Course in Archival and Library Sciences for the nominees of the Central and Provincial Governments, the syllabus was changed in 1946 laying stress on practical archival work and the course period reduced to one year.

The necessity of having trained record managers in the departmental muniment rooms urged in the Archival Policy Resolution of the Government of India (1972) led to the introduction of courses of a shorter duration. There are now a eight-week course in Records Management and a six-week course in Preservation and Repair besides the regular Diploma Course. To conduct all these courses of training efficiently the Institute of Archival Training was set up in separate premises in December 1976.

The Diploma Course trainees of the Institute require to be good post graduates with at least one paper in Modern Indian History. Stipends are given to the two best trainees. The candidates sponsored by the State Governments are also admitted to this course. A number of trainees have been coming from the various developing countries of Asia and Africa. This Institute and its predecessor organization have so far turned out more than 200 archivists who are now serving the Governments of Afghanistan, Burma, Nepal, Sri Lanka, Malaysia, Philippines, Singapore, Kenya, Nigeria and the United Nations and its various agencies.

The curriculum of the Diploma Course includes archivology, record management, research methodology, editing and publication of records, archival developments in India and abroad, international co-operation in the field of archives, conservation and reprography. Lectures are followed by practical work.

In 1978 a correspondence course in Archives-Keeping was introduced to impart instruction to interested persons who are not able to attend the courses in person.

## Public Relations :

The National Archives of India does not work in isolation. No large-scale archival undertaking can be thought of, let alone carried out, without the cooperation from academic bodies.

*Indian Historical Records Commission* : An institutional basis for this cooperation came to be provided by the Indian Historical Records Commission, an advisory body constituted by the Government of India as long ago as 1919 to advise the Central as well as the Provincial Governments and princely states on technical matters relating to archives-keeping and scientific preservation, and use of records. Under its revised constitution, in 1941, the Commission underwent a thorough transformation having expanded from a virtually official body into an open association widely representative of both academic and archival interests. Reference has already been made to the survey of private records at the instance of the Commission. A parallel project was the concerted country-wide move for reorganising on scientific lines, all public archives in the country for which a systematic enquiry was instituted. Since Independence the Commission has become the most effective agency for voicing the grievances of all who may have anything to do with archives in the country. Its constitution, revised again in 1974, has made it possible for public and private records creators, users, professional and academic specialists and eminent men of learning and archivists, not a few from different countries, to work together.

Its achievements include the elaborate publication programme of 1942, training programme for professional archivists, introduction of modern scientific methods of preservation of records etc. The papers read by scholars at the academic sessions of the Commission have proved of immense value in bringing to light many hitherto unknown aspects of our recent past. Its most significant achievement, however is that in response to its persistent demand, the Government of India in 1959 appointed a Committee of Experts presided over by Dr. Tara Chand to explore, among other things, the possibility of initiating comprehensive legislation in respect to both Central and State Archives, and of effecting coordination between the archival activities at the Centre and those in the States. The Report

which the Committee submitted forms one of the most important and informative documents on the subject of archival problems. The Archival Policy Resolution adopted by the Government of India in 1972 is a direct result of this Committee's report. Similarly the report of the Committee appointed at the Commission's instance in 1975 to look into alleged indiscriminate destruction of records in the country is a very useful document. The Commission has made laudable efforts to prevent export of records of national importance.

Today the Commission functions as a forceful forum for creators, custodians and users of archives. Its responsibilities include salvaging and use of materials in private and semi-public custody in collaboration with the universities, libraries, museums, Regional Records Survey Committees and learned societies. The Commission meets annually save in exceptional circumstances like the period between 1962 and 1965.

*National Committee of Archivists:* Another consultative body is the National Committee of Archivists set up in 1953 and composed of the heads of the Central and all organised State archival agencies. Its purpose is to ascertain and find solutions to the common technical problems facing all of them. The Committee normally meets annually and has held 21 meetings so far. Its activities have been of great help to official archivists in the country in determining the means to tackle day-to-day difficulties, charting out common programmes and plans for development and bringing about uniformity in archival work.

*International Council on Archives :* The National Archives of India is an active member of this world body of archivists and co-operates with the Council in its various professional programmes. A number of officers of the Department have currently been serving on the Council's different committees.

*SWARBICA:* The Government of India took the initiative in establishing in 1976 a branch of the International Council on Archives for the South and West Asian Region. Besides India, Iran, Afghanistan, Pakistan, Nepal, Bangladesh and Sri Lanka are currently its members. The Branch brings out an annual journal of its own and its Secretariat is located in the National Archives of India.

In addition to these bodies with which the National Archives of India is intimately connected and involved, there are a number of academic organisations in India and abroad dealing with history and archives with which the National Archives is actively associated. In recent years there have been regular visits of senior archivists under India's Cultural Exchange Programmes with different countries. There have been visits from archivists from U.S.S.R., the Federal Republic of Germany, Hungary etc. Similarly Indian archivists and specialists in conservation and reprography have paid visits to the German Democratic Republic, U.S.S.R., Hungary, Federal Republic of Germany etc.

### STATE ARCHIVES

#### ANDHRA PRADESH

The Central Record Repository of the former Hyderabad State, established in 1894, underwent various organisational changes and assumed the modern form as the State Central Archives of Andhra Pradesh in 1962. It has 2,000,000 records and files occupying 76,000 linear feet of shelf space in its custody, and a functional building of its own. It has an intermediate repository at Hyderabad, regional offices at Tirupati, Vishakhapatnam and Waltair. Its records consist of collections of historical and private papers and the regular archives series. A few private papers in its custody date back to 1412 and Government records to 1760. Mughal records from 1628 and Salar Jung Collection of 1800-1960 are important historical records in the custody of the State Archives. It has issued a number of useful finding aids and offers duplication services. Most of pre-20th century records are in Persian, Marathi and Urdu.

### ASSAM

Assam Civil Secretariat Record Office was established at Shillong in 1874. The records in its custody occupy 5,000 cubic feet of shelf space and cover the chronological range of 1823-1949. Its publications include handbooks, press lists, indices and a report on its holdings prepared by Dr. S.K. Bhuyan in 1951.

### BIHAR

The Civil Secretariat Record Room was set up at Patna in 1861. It became the State Central Record Office in 1954.

It has opened a regional office at Darbhanga and has received sanction for another to be established at Ranchi. The records in its custody cover the period 1771-1963. This State Archives has issued a number of record publications and finding aids.

## GUJARAT

The State Archives was established in December 1971. It has its headquarters at Ahmedabad and two subordinate repositories at Baroda and Rajkot. Its records cover 31,000 Sq. ft. of shelf space and constitute three series (a) Government Departments, (b) Baroda Residency and (c) Baroda City Municipality. Their chronological range is 1728 to 1947. A few indices, inventories, catalogues and selections of records have been issued by the Baroda repository which forms the nucleus of the archival set up in this state.

## HARYANA

The Haryana State Archives at Chandigarh was set up in September 1975. Its holdings comprise 36,780 files, 2150 volumes, 31 bastas and 32 registers covering the period 1822-84. The finding aids prepared by the State Archives are descriptive lists of the records of Ambala and Delhi Divisions.

## JAMMU & KASHMIR

Although a repository was in existence at Jammu since 1928, the Central Record Office at Srinagar was established in 1951. There is also a regional repository at Leh. The total bulk of records of this Archives comes to 1,000,000 files and documents and 1,500 maps. Covering a chronological range of 1724-1975, these records are multilingual being in Persian, English, Tibetan etc. There are 22 volumes of indices of all pre-1950 Secretariat records. It has its own building.

## KARNATAKA

Originally functioning as the Secretariat Record Office of the erstwhile princely State of Mysore, the State Archives of Karnataka was set up at Bangalore in 1973. It has already acquired records covering 25,600 linear feet of

shelf space. Its holdings are composed of Public records from pre-1799 period to 1956. It has published a catalogue of important vernacular records, selections from important papers from the proceedings of the Government, 1804-91 and a number of indices.

### KERALA

The two records offices of the princely State of Travancore and Cochin were in existence since 1887 and 1909 respectively. But the Kerala State Archives Department was set up at Trivandrum in 1962. It coordinates the activities of three Regional Offices at Trivandrum, Ernakulam and Kozhikode. The total holdings of the three repositories are 45,000 bundles, 33,641 volumes and 40,987 sheets of documents. These records cover a long period from 1625 to 1956. Besides lists, selections from records and indices, the Kerala State Archives has issued a summary guide.

### MADHYA PRADESH

The State Archives was established at Bhopal in 1975. Its holdings comprise the archives of the former princely states of Bhopal, Gwalior, Indore and Rewa as well as the former Government of Central Provinces and Berar. These records occupy a shelf space of 80,000 linear feet.

### MAHARASHTRA

The record office was established at Bombay in 1821. Its record accumulations cover 30,000 sq. feet of shelf space. It has three regional offices at Pune, Kolhapur and Aurangabad. The records in its holdings date back to 1646 and can be divided into three broad groups viz. (a) Factory Records (1646-1809) (b) Residency Records (1744-1828) and Secretariat Records from 1775 onwards. It has published a large number of finding aids and selections from Records. The repository at Pune, known as the Alienation Office, has in its custody 350,000 papers relating to the governments of the Peshwa, Rajas of Satara and also those of the Inam Commission.

### MANIPUR

Manipur State has recently established a State Archives which is being organized.

## ORISSA

The Orissa State Archives, located at Bhubaneswar, was created in 1946. Its holdings comprise 766, 147 documents, 3,587 bundles, 607 files and over 200 maps. It houses collectorate and departmental records, oriental records including documents of the Mughals and Marathas and private records covering the period 1803-1967. It has brought out a Guide to Orissa Records in five volumes. It has a functional building of its own and photoduplication services have been recently started.

## PUNJAB

The State Archives was set up in 1948 at Simla and was shifted to Patiala in 1959. It has regional repository at Jullundar. The acquisitions of the State Archives are 254,000 documents, 1,925 bundles and 21,140 files. The records retired to the State Archives pertain to the period 1811-1947 and include public records and two collections of private papers. Guide to the Punjab State Archives, Handbook of Patiala Union Records as well as a few catalogues and lists have been issued by the State Archives.

## RAJASTHAN

The various record offices of the erstwhile princely State of Rajasthan were unified into Rajasthan State Archives in 1955 with headquarters at Jaipur. In 1960 it was removed to Bikaner to a separate building of its own. It has in its custody non current records of nineteen former princely State totalling 9,542,428 individual pieces of records. It has intermediate repositories at Jaipur, Udaipur, Jodhpur, Kota and Alwar. The chronological range of these records is from 1635 to 1948 and the major series are in Rajasthani and Persian. It has issued several summary inventories, descriptive lists and a publication entitled Rajasthan States Archives: An Introduction.

## SIKKIM

Established in January 1977, the State Archives is still in a formative stage.

## TAMIL NADU

The Madras Record Office was established in 1806. It was reorganized as a repository in 1909 with a separate building of its own. Its holdings cover a shelf-space of 47,332 running feet. The earliest series of British records in its custody dates back to 1670 although it also has Dutch records of the 16th century and Danish records of 17th and 18th centuries. Besides the archives of thirty three secretariat departments it has in its custody Tanjore Raj Records (1738-83), Church records (1739-1882) and Some maps and plans (1765-1884). *A Guide to Records Preserved in the Madras Record Office* was published in 1936. A large number of catalogues, press-lists, calendars and 419 volumes of records *in extenso* have also been issued.

## UTTAR PRADESH

Established in 1949 at Allahabad, the U.P. State Archives shifted its headquarters to Lucknow in 1973. It has regional repositories at Allahabad, Varansi and Nainital and a manuscript library at Allahabad. Its holdings are 200,000 files, 15,000 volumes and 2,000 bundles and cover the period 1800-1917. It has prepared handbooks, catalogues, Press-lists, indices and calendars and has so far issued 26 publications based on records. It has a well equipped microfilm unit.

## WEST BENGAL

A General Record Office of the Bengal Presidency was established at Calcutta in 1829. It became the State Archives of West Bengal in 1961. Its holdings are divided into two sections viz. (1) the Historical Section containing records upto 1901 and (2) Current Section as Writers Building housing records from 1902 onwards. The records in this State Archives comprising 2,514,800 documents and 45,466 volumes, occupy 22,113 running feet of shelf space and date back to 1756. The State Archives has brought out *A Guide to Records in the State Archives of West Bengal* in two parts and a number of hand books, catalogues and indices.

## UNION TERRITORIES

### DELHI

Set up in 1972, the State Archives of Delhi Union Territories has in its custody post-1858 records of the Chief Commissioner and his subordinate departments and a substantial collection of private papers. It has 50,000 files and documents in its custody.

### GOA

The Directorate of Historical Archives at Panaji, the oldest archival repository in India, was set up by the Portuguese in 1595 and assumed its present form in 1952. It has 60,000 volumes of records mostly in Portuguese in its custody. The series of records housed here number 224. These are of political, administrative, judicial, revenue, naval military educational and diplomatic character. Certain Sanskrit manuscripts on Vedic literature and *Dharamshastra* are also available at Goa Archives. It has brought out three volumes of Guides, a number of indices and selections from records. It has a building of its own to which additions are being made.



It would have been observed that, beginning modestly, archives have moved a long way in India which has come to be regarded as most advanced among the countries of the third world. The expertise of the Indian archivists is sought not only by the Afro-Asian countries but also by the International Council on Archives and the Unesco. While there is sufficient reason for satisfaction, the Indian archivists need not be complacent as much remains to be done in framing national archival policy in integrating archives in public administration, in creating archive awareness among the people and in making archives fully recognised profession in our country.

## APPENDIX I

### Heads of the Imperial Record Department/National Archives of India \*

Name of the Officer	Period of office	Remarks
1. G.W. Forrest	1891 to 1900	
2. S.C. Hill	1900 to 1902	
3. C.R. Wilson	1902 to 1904	
4. N.L. Hallward	1904 to 1905	
5. E.D. Ross	1905 to 1914	
6. A.F. Scholfield	1914 to 1919	
7. R.H. Blaker	1919 to 1920	
8. J.M. Mitra	1920 to 1922	
9. A.F.M. Abdul Ali	1922 to 1938	C. Singer officiated for seven months from February 1938.
10. Dr. S.N. Sen	1939 to 1949	
11. Dr. P. Basu (Offg)	1949 to 1951	Dr. (Mrs) Bina Chatterjee, Under Secretary, Ministry of Education, officiated from 13 June 1951—7 February 1952.
12. Dr. B.A. Saletore	1952 to 1957	<p>1. Shri R.C. Gupta, then seniormost Assistant Director, performed the duties of the Head of the Department from 8 February 1957 to 8 September 1957.</p> <p>2. Dr. Tapan Raychaudhuri, Deputy Director of Archives, officiated from 9 September 1957 to 14 September 1958.</p>

13. Shri K.D. Bhargava 1958 to 1960.  
 14. Shri S. Roy (Offg) 1960 to 1962.  
 15. Shri K.D. Bhargava 1962 to 1969.  
 16. Dr. S.N. Prasad 1969 to 1979.  
 17. Shri S.A.I. Tirmizi 1979 to date.

\*The following carried on current duties for less than six months at various periods : J. Macfarlane, E.D. Ross, H.G. Graves, H. Claughton, A.F. Scholfield, K.K. Datta, K. Bose P.N. Kirpal, G.K. Chandiramani, R. C. Gupta, and S. A. I. Tirmizi.

## APPENDIX II

### Officers of the National Archives currently on the International Organisations

#### I. Committee on Archival Development

1. Mr. S.A.I. Tirmizi, Director of Archives	...	Member
2. Dr. N.H. Kulkarni, Assistant Director of Archives	...	Regional Rapporteur for South and West Asia
3. Mr. N. R. R. Chari, Deputy Director of Archives	...	Corresponding Member for India

#### II. Committee for Business Archives

1. Mr. M. L. Ahluwalia, Deputy Director of Archives	...	Member
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#### III. Committee on Conservation

1. Mr. Y. P. Kathpalia, Scientific Officer	...	Chairman
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#### IV. Committee for Microfilming Officer

1. Mr. R. C. Gupta, Deputy Director of Archives	...	Corresponding Member for India
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#### V. Committee for Professional Training

1. Mr. R. C. Gupta, Deputy Director of Archives	...	Member
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#### VI. Committee for Sigillography

1. Mr. S. A. I. Tirmizi, Director of Archives	...	Member
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### ARCHIVUM

Miss D. G. Keswani, Officer-on-Special Duty (on Deputation with UNESCO)	...	Corresponding Member for India
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### SOUTH AND WEST ASIAN REGIONAL BRANCH

Dr. N. H. Kulkarni, Assistant Director of Archives	...	Secretary-General
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Shri Ranbir Kishore, Assistant Director of Archives	...	Treasurer
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### UNESCO

Regional Coordinating Bureau for Guide to Sources of Asian History	...	
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Mr. S. A. I. Tirmizi, Director of Archives	...	Vice-Chairman
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### Appendix-III

#### National Archives of India-Organisational set-up.

Administrative Ministry in the Government of India	Ministry of Education and Culture-Department of Culture.
Headquarters	New Delhi
Regional Offices	1. Bhopal (Madhya Pradesh) 2. Jaipur (Rajasthan) 3. Pondicherry
National Register State Cell	Bhubaneswar (Orissa)
Institute of Archival Training	New Delhi

#### Senior Professional Staff

Director of Archives	Head of the Department
Deputy Directors of Archives	Three
Officer on Special Duty	One, for the Towards Freedom Project
Chief of Conservation	One
Asst. Directors of Archives	
Repository, Research and Reference	One
Publication	One
Oriental Records	One
Institute of Archival Training	One
Towards Freedom Project	Four
Records Management	Three
Reprography	One
Preservation	One
Jaipur Centre	One
Bhopal (Keeper of Records)	One

The above staff is assisted by a large complement of Archivists, besides Scientific Officers, Microphotographists and Librarians. There is also an Administrative Wing with an Administrative Officer, and a workshop for repair and maintenance of equipment, with an Asst. Engineer. The total staff strength is 565.



Tamil Nadu State Archives, Madras



Punjab State Archives, Patiala



U. P. State Archives, Lucknow



A. P. State Archives, Hyderabad