

इंटरनेशनल काउंसिल ऑन आर्काइव्ज  
INTERNATIONAL COUNCIL ON ARCHIVES

गाईड टू द सोर्सेज ऑफ  
एशियन हिस्ट्री  
GUIDE TO THE SOURCES  
OF ASIAN HISTORY



सत्यमेव जयते

भारत

3.5

INDIA

3.5

राज्य/संघ शासित प्रदेश  
States/Union Territories

राष्ट्रीय अभिलेखागार  
नई दिल्ली-110001

2001

National Archives of India  
New Delhi-110001

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## **PREFACE**

The present volume is the fifth one in the series of the 'Guide to the Sources of Asian History' containing description of the record holdings of repositories of State Governments/Union Territory Administrations. It may be mentioned here that volumes 3.1, 3.2, 3.3, 3.4 and 3.6 of the series have been published in 1987, 1992, 1995, 1997 and 1994 respectively. This volume covers the record holdings of the 14 States/Union Territories, viz. Andaman and Nicobar, Andhra Pradesh, Arunachal Pradesh, Chandigarh, Haryana, Jammu and Kashmir, Karnataka, Lakshadweep, Meghalaya, Mizoram, Nagaland, Pondicherry, Punjab and Sikkim. Description of the record holdings of each State/Union Territory has been presented in separate chapters which have been arranged alphabetically.

Each chapter includes profile of the State concerned and also of its archival repository. Information on the growth of the secretariat, research facilities and availability of reference media have also been given. In the case of Lakshadweep, where there is no archival repository, information about its present Secretariat Departments has been indicated.

I am thankful to the Directors and the officials of the State Archives, State Governments/Union Territory Administrations who graciously provided information about their respective record holdings.

My thanks are also due to my colleagues, viz. Smt. Manju Sehgal, Smt. Sangita Tawakley, Shri Ashok Kaushik, Shri Navratan Singh, Shri M.L. Dhusia, Shri N. Raju Singh, Dr. Pramod Mehra and Dr. S. Sengupta for their professional efforts in the publication of this volume. It is sincerely hoped that this volume like the earlier volumes of UNESCO guide series would provide an overall view of the record holdings of the States/Union Territories.

**New Delhi**  
**6 November, 2001**

**Dr. Sukumar Sarkar,**  
Director General of Archives,  
Government of India.





# INTRODUCTION

## Origin of the Project

'Guide to the Sources of Asian History' is a part of UNESCO's project "Guide to the Sources of the History of Nations" initiated in 1959 in collaboration with the International Council on Archives. The Asian chapter of the project was, however, inaugurated at a Planning Meeting held at Kuala Lumpur (Malaysia) during 2-6 July 1979 where modalities of compiling National Guide were discussed. After having participated in the Kuala Lumpur meeting, India launched the project in June 1984 with the constitution of an Advisory Committee, which deliberated and set the guidelines for preparing the Indian chapter of the "Guide to the Sources of Asian History". Of the twelve Asian countries participating in the project, India has been allocated number "3" for its Guides.

## Plan of the Volumes

The National Archives of India has programmed to bring out six volumes of Guides under the project, which may hopefully serve as a useful reference media for holding of archival repositories and custodial institutions in India. The volumes were planned as follows –

Volume 3.1 – 3.2	.....	Guide to Records and other material in the National Archives of India.
Volume 3.3 – 3.5	.....	Guide to Records in the State/Union Territory Administration.
Volume 3.6	.....	Directory of Custodial Institutions in India, having records and manuscripts.

The first two volumes 3.1, 3.2 covering the records in the National Archives of India, Volume 3.3 covering the record holdings of the State Archives of Assam, Delhi, Goa, Tamil Nadu, Uttar Pradesh and West Bengal and the Volume 3.4 covering the record holdings of the State Archives of Bihar, Gujarat, Himachal Pradesh, Kerala, Madhya Pradesh, Maharashtra, Manipur, Orissa, Rajasthan and Tripura have been published. The Directory of Custodial Institutions covering Volume 3.6 has been brought out as well.

The present Volume 3.5 covering the record holdings of the State Archives and Union Territory Administrations of Andaman and Nicobar, Andhra Pradesh, Arunachal Pradesh, Chandigarh, Haryana, Jammu and Kashmir, Karnataka, Lakshadweep, Meghalaya, Mizoram, Nagaland, Pondicherry, Punjab and Sikkim has been compiled. In this volume we have only given a brief note on Lakshadweep and the existing departments of the Secretariat as Lakshadweep does not have an archival repository as they are not following any archival principles in preserving their records.

## **Method of Implementation**

As in the earlier volumes, the cut-off year for this volume has been set at 1960, as most of the State/Union Territory Archives and States/Union Territory Administrations follow the 30 year access rule in respect of the record holdings in their custody, barring few exceptions.

The methodology for compilation of this volume is similar to what was adopted for earlier volumes. The co-operation of the States was solicited for eliciting information on their record holdings and officials were deputed to the concerned State Archives for collecting additional information and for resolving specific queries. Information thus received has been compiled as per State Archives under the following heads:

- (a) Brief history of the concerned State.
- (b) Introduction to the State Archives/Secretariat Archives.
- (c) Chart indicating the major record groups in the custody of the concerned State Archives/Secretariat Record Room.
- (d) Statement showing bulk of records of the series with the break up in accordance with its organisation components (Departments, Branches, Sections, etc.), physical form (bundles, files, volumes, etc.) alongwith chronological limit in each case and indication of available finding aids.
- (e) Description of collections of Private Papers, wherever applicable.
- (f) Some significant documents available in the concerned State Archives/ Union Territory Administrations.

The Guide is designed to aid research scholars, officials and other users of archives in identifying easily and quickly the series/groups of records of their interest.

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# **ANDAMAN AND NICOBAR**

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# **ANDAMAN AND NICOBAR ISLANDS**

## **Andaman and Nicobar Islands – Brief History**

The Andaman and Nicobar Islands comprise two separate groups of islands, viz. the Andaman group and the Nicobar group. The English East India Company established their first settlement at Andamans in 1789, primarily for locating penal settlements for Indian convicts. However, due to insalubrious climate, the plans for penal settlements were abandoned. After the Revolt of 1857, the British Indian Government established the penal settlements in Andamans.

In 1896, as a result of an agreement with Danish Government, the British Indian Government took possession of Nicobar Islands. The administration of Andaman and Nicobar Islands was placed under the charge of the Superintendent. In 1896, the designation of Superintendent was changed to Chief Commissioner, Andaman and Nicobar Islands.

Japanese forces occupied Andaman and Nicobar Islands during World War II in March 1942. In October 1945, the Islands were re-occupied by the British Indian Government. The Andaman and Nicobar Islands became a part of Indian Union, after India attained independence on 15 August 1947 and was accorded the status of Part D State.

On 1 November 1956, the Andaman and Nicobar Islands were constituted into a Union Territory and a Chief Commissioner headed the Administration. Since 1982, Lt. Governor is carrying out the administration of Andaman and Nicobar Islands.

## **Central Records Room/Archives Unit**

Central Records Room/Archives Unit of Andaman and Nicobar Administration has its origins in a Record Room which started functioning in Cellular Jail, Port Blair in October 1945. This Record Room, which was started with a nucleus of two staff members, initially housed records of various Departments which were salvaged after British reoccupation of Andamans from Japanese forces in 1945. The Central Records Room/Archives Unit is presently housed in a separate building in the campus of Secretariat of Andaman and Nicobar Administration under the charge of a trained Assistant Archivist. The Central Record Room/Archives Unit has in its custody non-current and semi-current records of 19 Departments of Andaman and Nicobar Administration (1926-1997).

The Central Records Room/Archives Unit also organises courses in Records Management for the benefit of staff of the Andaman and Nicobar Administration. It Central Records Room/Archives Unit has in its custody gazettes, administrative reports, newspapers, official circulars, etc.

All non-confidential records in the Central Records Room/Archives Unit, Andaman and Nicobar Administration which are more 30 years old are open for consultation to the bonafide research scholars.\* Foreign scholars are required to apply through Government of India's diplomatic and consular representatives in their respective countries or from their respective Diplomatic Missions in India. All such applications for permission to consult the open period records are to be addressed to the Head of Archives, Andaman and Nicobar Administration, Secretariat, Port Blair-744101.

## **Growth of Secretariat**

The secretariat administration work of Andaman and Nicobar Islands was carried out by six departments since 1869, viz., Police, Medical, Commissariat, Forest, Marine, Civil and Criminal Justice. In 1872, the secretariat administration was placed under the control of Home Department of the Government of India. The Chief Commissioner was the chief revenue and financial authority. The Andaman and Nicobar Regulation of the year 1874 placed the administration of Andaman and Nicobar Islands directly under Government of India for matters pertaining to judiciary. In 1885, Sir Alexander Mackenzie, Home Secretary to Government of India visited Andaman and Nicobar Islands and suggested some improvements in the secretariat administration. In 1890, a Committee consisting of Sir Charles Lyall and Sir Alfred Lethbridge was appointed to investigate the affairs relating to the penal settlement in the Islands. The Report thus submitted resulted in development activities in the Islands in the field of building activities and communication network.

This administrative arrangement continued upto 1942. The Japanese occupied the Islands from 23 March 1942 to 7 October 1945 and had their own administration for the period. With the reoccupation of Islands by the British on 8 October 1945, the penal settlements in Andaman and Nicobar Islands were abolished.

In 1960, there were 24 administrative departments under the Andaman and Nicobar Administration:

1. Accounts
2. Administration
3. Agriculture
4. Budget
5. Chief Commissioner's Office
6. Cottage Industries
7. Development and Jails
8. Education
9. Electricity
10. Fisheries
11. Forests

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\*For details see "Terms and Conditions/Guidelines relating to Address to Records in Central Records Room/Archives Unit, Andaman and Nicobar Administration" in Appendix-A.

12. General
13. Judicial
14. Labour
15. Marine and Shipping
16. Medical
17. Planning
18. Police
19. Public
20. Publicity
21. Public Works
22. Revenue and Jails
23. Statistical
24. Supply

In 1982, the administrative head of the Union Territory, i.e. Chief Commissioner was elevated to the status of Lieutenant Governor. At the Secretariat level, the Lt. Governor was assisted by the Chief Secretary, six Secretaries and four special Secretaries, viz. Secretary (Planning)-cum-Development Commissioner, Judicial Secretary, Finance Secretary-cum-Chief Pay and Accounts Officer, Secretary (Personnel and Administrative Reforms), Secretary (Transport and Shipping), Secretary to the Lt. Governor, Special Secretary (Forest), Special Secretary (Public Works), Special Secretary (Health) and Special Secretary (Revenue) and other complement of officers and staff. The Forest Administration is being controlled by the Principal Chief Conservator of Forests who is also ex-Officio Secretary to the Administration in respect of Forests, Science and Technology and Environment. Andaman Public Works Department and Electricity Department are controlled by the Chief Engineer and the Superintendent Engineer. The Chief Engineer, Public Works Department functions as ex-officio Secretary to the Administration in respect of these departments as well as Housing and Urban Development Department.

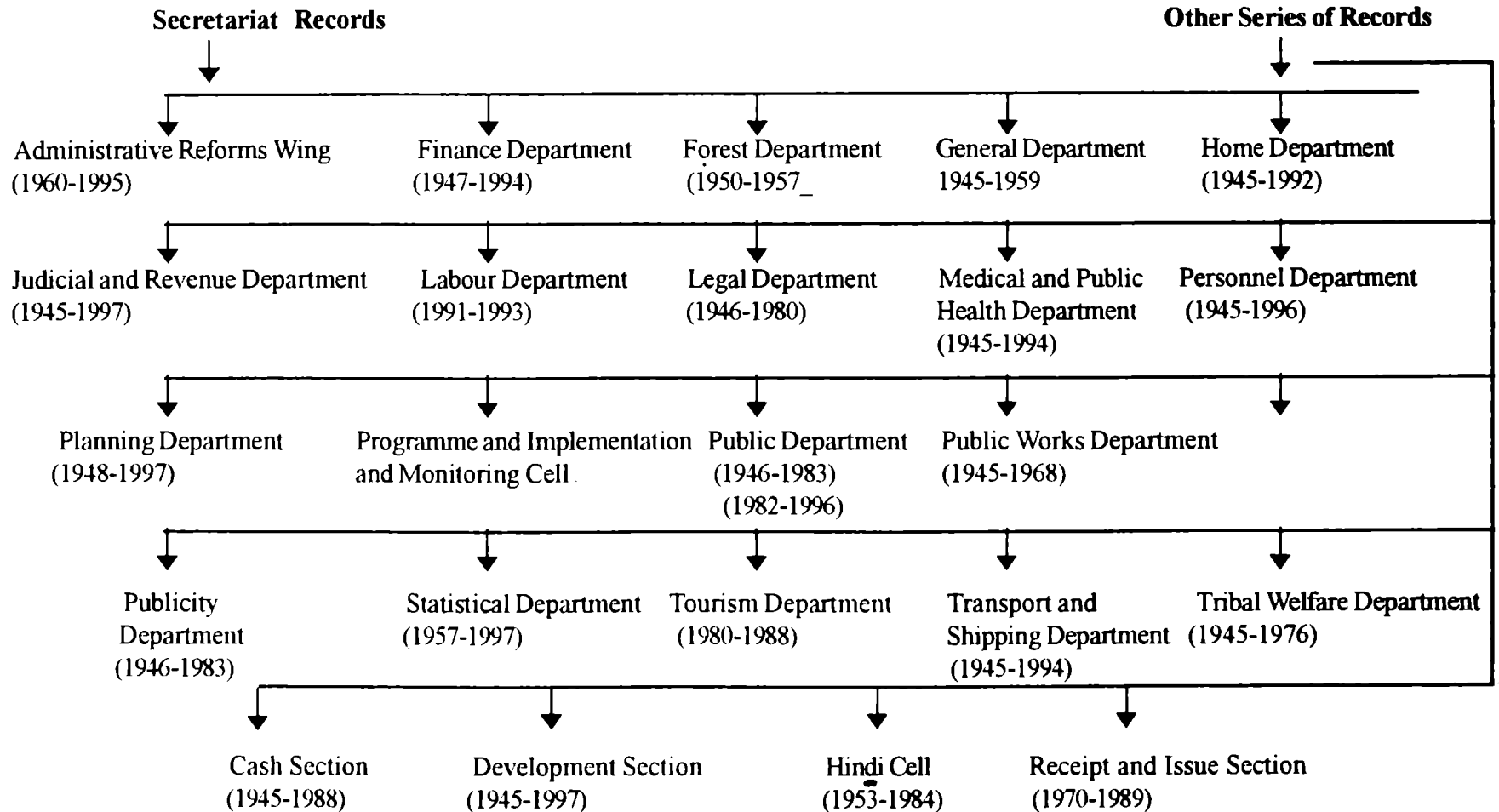
In 1990 there were 26 departments to look after the Administration of the Andaman and Nicobar Islands.

1. District Administration, Andamans
2. District Administration, Nicobars
3. Jails
4. Police
5. Forest
6. Public Works

7. Medical and Public Health
8. Education
9. Shipping
10. Transport
11. Civil Supplies
12. Panchayat
13. Accounts and Budget
14. Labour and Employment
15. Agriculture
16. Animal Husbandry
17. Fisheries
18. Cooperation
19. Industries
20. Electricity
21. Social Welfare
22. Tribal Welfare
23. Information, Publicity and Tourism
24. Port Management Board
25. Rural Development
26. Economics and Statistics



# RECORDS HOLDINGS IN THE CENTRAL RECORDS ROOM/ARCHIVES UNIT OF ANDAMAN AND NICOBAR ADMINISTRATION



# RECORDS AVAILABLE IN THE CENTRAL RECORDS ROOM/ARCHIVES UNIT ANDAMAN AND NICOBAR ADMINISTRATION

Reference media available: Subject lists of the files of all Departments/Offices in the custody of Central Records Room/Archives Unit are available.

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4	
<b>I. Secretariat Records</b>				
1.	Administrative Reforms Wing	1960-1995	-	336
2.	Finance Department	1947-1994	-	322
3.	Forest Department	1950-1957	-	232
4.	General Department	1945-1959	-	37
5.	Home Department			
	(i) Foreigners	1950-1985	-	284
	(ii) Home	1945-1992	-	2760
	(iii) Jails	1926-1991	-	791
6.	Judicial and Revenue Department	1945-1997	-	2692
7.	Labour Department	1961-1993	-	302
8.	Legal Department	1946-1980	-	1502
9.	Medical and Public Health Department	1945-1994	-	2740
10.	Personnel Department	1945-1996	-	5188
11.	Planning Department	1948-1977	-	547
12.	Programme Implementation and Monitoring Cell	1982-1996	-	40
13.	Public Department	1952-1987	-	1909
14.	Publicity Department	1946-1983	-	669
15.	Public Works Department	1945-1968	-	36
16.	Statistical Department	1957-1978	-	107
17.	Tourism Department	1980-1988	-	26
18.	Transport and Shipping Department	1945-1994	-	3629
19.	Tribal Welfare Department	1945-1976	-	487
<b>II. Other Series of Records</b>				
1.	Cash Section			
	(i) Files	1947-1980	-	137
	(ii) Pay Bill Registers	1973-1993	-	1000 Registers
	(iii) Vouchers	1945-1998	1105	-
2.	Development Section			
	(i) Development I	1945-1997	-	2118
	(ii) Development II	1947-1984	-	2968
	(iii) Development III	1948-1980	-	2504
3.	Hindi Cell	1953-1984	-	223
4.	Receipt and Issue Section	1970-1989	193	-

**SOME SIGNIFICANT DOCUMENTS AVAILABLE  
IN THE CENTRAL RECORDS ROOM/  
ARCHIVES UNIT  
ANDAMAN AND NICOBAR ADMINISTRATION**

1. Accommodation for Japanese Prisoners of War in Port Blair.  
Jail, 1945, F.No.1-3(1)/45-A-134.
2. Arrangements for free distribution of food to the inhabitants of Andamans after British re-occupation from Japanese in 1945.  
Jail, 1945, F.No.52/15/1945, A-232.
3. Bombardment of Chatham Islands by airplanes of Royal Air Force for reoccupation of the Islands from Japanese forces.  
Jail, 1945, F.No.1-109.
4. Formation of Andaman and Nicobar Islands Development Force for rehabilitation of ex-convicts after reoccupation of Andaman Islands from Japanese forces.  
Jail, 1945, F.No.55/48/45, A-339.
5. Coconut Plantations at Port Blair.  
Development, 1945, F.No.18-6/1945, D-I/2.
6. Development of orchards for growing tropical fruits at Port Blair.  
Development, 1947, F.No.1826/1945, D-I/2.
7. Scheme for Development of Ross Islands.  
Personnel, 1946, F.No.1-138/46, E-31.
8. Arrangements for engagement of labour force in Andamans.  
Shipping and Transport, 1946, F.No.1-197/46, T-5.
9. Reoccupation of Car Nicobar Islands from Japanese forces.  
Revenue/Judicial, 1946, F.No.16/1/46 J-5.
10. Andaman Forest Reconstruction Scheme.  
Jails, 1947, F.No.A-147.
11. Survey for locating salt manufacturing units in Andaman and Nicobar Islands.  
Shipping and Transport, 1947, F.No.1-423/47.
12. Tea and Coffee Plantations in Andamans.  
Development, 1948, F.No.18-18/48, D-I/18.
13. Establishment of Plywood Factory in Port Blair.  
Forest, 1948, F.No.2-41/48, F-97.
14. Constitution of Kisan Sabha in Andamans.  
Development, 1948, F.No.1-650/48, D-II/6.

15. Illicit trade by Chinese sailors in Nancowri and Nicobar Islands.  
Shipping and Transport, 1949, F.No.10/41/49-50, T-27.
16. Amnesty granted to prisoners in Andamans during Republic Day, 1950.  
Home, 1950, F.No.14-16/50-H, H-62.
17. Repair and maintenance of Japanese shrines at Dilthaman Water Supply Tank in Andaman Islands.  
PWD, 1952, F.No.8-43/52, PE-4.
18. Prohibition of Opium products in Andaman and Nicobar Islands.  
Revenue and Judicial, 1953, F.No.12-20(1)/53, J/41.
19. A Note on the History of Trade in Nicobar Islands.  
Home, 1954, F.No.16/4/54, H-1226.
20. Plans for refugee settlements at Craikabad in Andamans.  
Personnel, 1954, F.No.1-91(2)/54.
21. Policy for intensive cultivation and irrigation works in Andamans.  
Development, 1954, F.No.18-7(1)/54, DI-40.
22. Enquiry into anti-social activities and smuggling in little Andamans.  
Home, 1955, F.No.1-23(3)/55, H-149.
23. Launching campaign for popularisation of Japanese method of paddy cultivation in Andamans.  
Development, 1956, F.No.35-31(6)/56 PL, D-I/49.
24. Development of Village Leather Industry in Andamans.  
Development, F.No.35-26(5)/56-PL.
25. Provision of midday meals to school children in Andaman and Nicobar Islands.  
Development, 1956, F.No.35-2(6)/56-PL, D-III/85.
26. Declaration of Protected and Reserved Forests in Andaman and Nicobar Islands.  
Forest, 1957, F.No.2-58/57-Y, F-173.
27. Report on the Industrial Development of the Andaman and Nicobar Islands.  
Development I, F.No.35-21/131/58-PL, D-I/226.
28. Report on the development and cashew nut cultivation in Andamans.  
Development, 1958, F.No.35-37/58-PL, D-I/82.
29. Pilot Project for teaching of science in elementary schools in Andaman and Nicobar Islands.  
Jails, 1959, F.No.3-2/59-Jails, A-656.
30. Cartographic records of Andaman and Nicobar Islands indicating roads, navigation canals, industrial centres and concentration of mineral deposits.  
Shipping and Transport, 1960, F.No.68/94/60-Pub., 1-223.

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# **ANDHRA PRADESH**

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## **ANDHRA PRADESH**

### **Andhra Pradesh – Brief History**

Andhra Pradesh was under the rules of Satavahanas, Sakas, Ikshvakus, Eastern Chalukyas, Kakatiyas, etc. The other dynasties which ruled over the region in succession were the kingdoms of Vijayanagar, Qutab Shahi and Nizam. The Nizams were involved in the Anglo-French wars in the Deccan and finally entered into a subsidiary alliance with the English East India Company in 1800.

After India gained independence, the Telugu speaking areas of erstwhile Madras Presidency were separated from Madras State and a new Andhra State came into being on 1 October 1953 with Kurnool as its capital. In accordance with the recommendations of the States Organisation Commission, the Andhra State was merged with Hyderabad State and consequently Andhra Pradesh came into being on 1 November 1956.

The present State of Andhra Pradesh comprises 24 districts with its capital at Hyderabad.

### **Andhra Pradesh State Archives**

The Andhra Pradesh State Archives has its origins in Record Office of Nizam State which was established in 1894 and called 'Dafter-e-Diwani-wa-Mal-wa-Mulk'. This office comprised 14 Daftars (Departments). These were:- (1) Diwani, (2) Mal, (3) Mulki, (4) Mawahir, (5) Istifa, (6) Manasib, (7) Kanungoi, (8) Chak Bandi, (9) Munshi Khana, (10) Bakshigiri, (11) Peshkari, (12) Darul Insha, (13) Muntakhab, and (14) Khitabat. In 1924 this office was elevated to the status of Directorate and subsequently, it was redesignated as 'Central Record Office' in 1950 by the then Government of Hyderabad. This was later merged with Andhra Record Office in 1956 after formation of Andhra Pradesh. In 1965 this office had been renamed as 'Andhra Pradesh State Archives'.

The Andhra Pradesh State Archives has in its custody records of the Secretariat, Asaf Jahi Period, Mughal Records, Farmans, and Private Papers Collection. The records of the Secretariat comprise records transferred from Madras Presidency.

All records, which are 30 years old, are open for consultation for bonafide researchers\*. Foreigners are required to produce a letter of accreditation from their sponsoring institution as also from their respective Diplomatic Mission in India. All such applications for permission to consult records are to be addressed to the Director, Andhra Pradesh State Archives, Tarnaka, Hyderabad-500007.

The Research Room of the Andhra Pradesh State Archives remains open between 10 A.M. and 5 P.M. on all days excepting Sundays and other gazetted holidays.

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\* For details see "Rules Regulating Public Access to Records in State Archives. Andhra Pradesh" in Appendix-'B'.

The Library of the State Archives has in its custody more than 50,000 publications which comprise books on Telugu literature, administrative reports, gazettes, rare publications, etc. Besides, it has in its custody newspapers in Urdu, English and Telugu.

## **Growth of Secretariat**

Before the formation of Andhra Pradesh State, the records pertaining to the Andhra region were located in a Records Office at Kurnool. After the formation of Andhra Pradesh on 1 November 1956, the Andhra Records Office at Kurnool was merged with Central Record Office of ex-Hyderabad State and the records pertaining to the Secretariat Departments of Andhra region for the period 1920-1952 were transferred to the Andhra Pradesh State Archives by Tamil Nadu State Archives. These records series pertain to Secretariat Department as detailed below:

1. **Development Department:** The records of the Development Department comprises Government Orders (1921-1953). In 1954 this Department was merged with Industries Department and contains information on the development of agriculture, civil supplies, irrigation facilities, minerals, coal, purchase of agricultural implements, etc.
2. **Education Department:** Before 1936, this Department was a part of Ecclesiastical Department which was constituted in 1880 in the erstwhile Madras Presidency. These records cover the period from 1936 to 1953. The records contain information on elementary, secondary and college education, acquisition of lands for the purpose of setting up of schools, grants, physical education, archaeology, ancient monuments, etc.
3. **Finance Department:** This Department was constituted in 1811. The records of this Department cover the period 1920 to 1953 and contain information on cyclonic damages, rules and regulations regarding pay, budget, estimates, treasury work, audit, Public Accounts Committee, etc.
4. **Food and Agriculture Department:** The Food Department was created in 1946. Earlier, it was dealt within the Development Department. The records cover the period 1946 to 1948 and during the period 1949 to 1953 it became a part of Food Department. The documents contain information on the procurement and distribution of food grains, acquisition of buildings and storage space in various districts for storing of food grains, setting up of an agriculture college, etc.
5. **Health Department:** Earlier it was dealt within the Department of Education and Public Health. The records cover the period from 1948 to 1952. The records contains information on sanction of expenditure of medicines, eradication of diseases, viz. malaria, polio, etc. and establishment of dispensaries, hospitals, registration of births and deaths.
6. **Home Department:** Earlier this Department was a part of Public Department. It was constituted in 1936 as a separate Department. The records of this Department contain information on appointments of district munsifs, magistrates, etc. renewal and cancellation of licenses, maintenance of law and order, sale of petroleum products, courts, jails, passports, etc. The subjects of



General Administration, viz. India Police Service, Zonal Councils, elections, electoral rolls, etc. were dealt with in this Department till a separate General Administration Department was organised in 1956.

7. **Judicial Department:** This Department was constituted in 1798. The records cover the period from 1922 to 1928. In 1929 this Department was merged with Public Police Department. The records contain information on Criminal Courts in the mufasil districts, transfer of prisoners, matter relating to code of criminal procedure, etc.
8. **Law Department:** This Department was constituted in 1815. It was known as Law General Department from 1921 to 1936. From 1936 to 1952, it was named Legal Department and from 1953 to 1959 it was called Law Department. The records comprises Government Orders which contain information on appointment of judicial officers, councillors, public prosecutors, etc. Besides, prosecution of Government officials on various charges, changes in the jurisdiction of judicial courts, grants or withdrawal of powers to local panchayats and other bodies of arbitration were also being dealt in this Department.
9. **Local Administration and Local Self Government:** This Department was constituted in 1843. The records are in the form of Government Orders (1920 to 1956) and contain information on accounts, expenditure on contracts, construction, maintenance and repair of buildings and bridges, records improvement of sanitation facilities, railway construction and laying of new railway lines and construction.
10. **Public Department :** This Department was constituted in 1670. The records cover the period from 1920 to 1953 and contains information on prisoners, matters relating to courts, Acts of Legislature and merger of Indian princely states.
11. **Public Works Department :** This Department was constituted in the year 1843. The records cover the period from 1920 to 1954 and contain information on construction, maintenance and repair, buildings and bridges, road improvement, sanitation, construction of new railway lines, etc.
12. **Revenue Department :** This Department was constituted in 1843. The records are in the form of Government Orders (1920 to 1956). These records contain information on accounts, expenditure on contracts, etc.

In 1950, the Home Department was renamed as Home and Education Department. Other important changes effected were: Food and Agriculture Department became Agriculture Department; constitution of Forest Department; Health Department became Health; Housing and Municipal Administration; Planning and Development Departments were constituted. Three new Departments; viz. General Administration Department, Panchayati Raj, Department and Industries and Commerce Department were established in 1956 and 1960 respectively.

## **Asaf Jahi Period Records**

During the Asaf Jahi period, feudal administration was prevalent in Andhra Pradesh and the families of nobles handled its administration. This system was replaced

in the mid 19th century by an efficient secretariat administrative system under Salar Jung-I.

The details of the Secretariat are as follows:

1. **Army Secretariat:** The office of the Military Secretary for Regular Troops was created in 1884. This comprises the Secretary and his assistants who dealt with expenditure on troops, enlistment, appointment and transfers of army personnel and general orders passed by the Prime Minister in the Military Department. The administrative control of all these units of army was in the charge of the Military Secretary. After Police Action in September 1948, the Hyderabad Army was disbanded, but some of the units of the Regular Forces were merged with the division of the Indian Army. As result of this change, the Military Secretariat ceased to function. The records of the Army Secretariat were transferred to State Archives in 1950, which comprises files, fly leaves and registers.
2. **Army Headquarters:** The State Army of Hyderabad State comprised irregular troops, regular troops, the Golconda Brigade, Imperial Service Troops, the Mahboob Regiment and volunteers. The organisation of the Army Department of the erstwhile Hyderabad Government comprised a member incharge of the Army Department and the Army Secretariat was controlled by the Secretary and the Army Headquarters. The Army Headquarters was composed of branches controlled by the Commander with the assistance of two principal officers.
3. **Cabinet Council :** The Cabinet Council came into existence by a special order issued by Nizam VI known as Qanun-cha-i-Mubarak of 1890. This Cabinet Council was established for executive business and for the purpose of framing laws. The Cabinet Council was formed in place of the Council of State, which was executive and legislative body. The Cabinet Council comprised President and four Ministers, each held the portfolios of revenue, military public works and justice respectively. The Cabinet Council was entrusted with the responsibility of carrying on the administration of the State under the overall control of the Nizam. The Cabinet Council paved the way for the Executive Council which was established in 1919, under the nomenclature of Bab-i-Hukumat, whose responsibility was to decentralise the administrative functions of the rulers.
4. **Commerce and Industries Secretariat:** Prior to 1917, the industrial matters of the State were dealt within the Revenue Department. In 1917 an Advisory Board was formed to advise the Government in former Hyderabad State. In 1918, a new department of Commerce and Industries was established. However, the secretariat of Commerce and Industries was established in March 1918. The following departments were under the control of this Secretariat.
  1. Agriculture
  2. Co-operative Societies
  3. District Municipalities and Local Funds
  4. Excise
  5. Industries and Commerce
  6. Mines

5. **Constitutional Affairs Secretariat:** In 1935 Nizam VII approved the creation of a secretariat for Constitutional Affairs on the recommendation of the Executive Council. The secretariat was entrusted responsibility with all important issues of the Instrument of Accession and various legislations passed in British India. This secretariat was also entrusted with the responsibility to ensure co-ordination with the other State Departments in the matters of constitutional affairs. The Information Bureau was also placed under this secretariat. A Sub-Committee of the Executive Council was formed to review the issues before the Constitutional Affairs Secretariat for taking final decision. The Constitutional Affairs Secretariat was re-designated as Foreign Secretariat in 1947 and it continued to function till 1948.
6. **Education Department:** The Education Department came into existence under Salar Jung I, Prime Minister. A decision was taken to open two schools in each taluq and district headquarters. One of the schools was to be conducted in Persian and the other in local languages under the supervision of Revenue Department. The Education Department was separated from the Revenue Department and was placed under the charge of the Ministry for Miscellaneous Department. The Collegiate Education was reorganized with the establishment of Osmania University in 1918 and a separate Secretariat was created for Education Department in 1944. The records of the Education Secretariat, which were preserved in the State Archives cover the period 1863 -1963.
7. **Executive Council:** When Salar Jung III resigned his office in December 1914, Nizam VII took over the administration of the State. On 17 November 1919, the old Cabinet Council was dissolved and Mir Osman Ali Khan, Nizam VII established the Executive Council. A Constitution was framed defining cases which required orders and cases which could be disposed of by the President and cases which had to be referred to the Council. Members of the Council called Sadr-ul-Maham (Cabinet Minister) assisted the President of the Executive Council or Sadr-i-Azam. The Executive Council continued to function in the erstwhile Hyderabad State till 1948.
8. **Finance Secretariat:** A new Department known as Political and Finance Department was established in 1884 which was bifurcated in 1892 when a independent Finance Department came into existence. In Earlier Revenue Branch was in Finance Department but it was withdrawn from the Finance Secretary in 1896. The functions of the Finance Department were gradually enlarged till 1921. The records pertaining to Finance are available from 1859 onwards and are in Persian, Urdu and English languages.
9. **Home Secretariat:** Two new offices of the Political and Finance Secretary and the Home Secretary were created in the Secretariat. The following Departments were in the charge of the Home Secretary;
  1. Railways
  2. Hyderabad State Post-Office
  3. Sanitation of Hyderabad city and suburbs
  4. Mint of Hyderabad
  5. Forest

As an important administration set-up, the judicial and the police secretariats were combined with Home Secretariat in 1888. The designation of the Secretary of the Home Department was changed to Secretary, Judicial, Police and General Department in 1891. Later, the Department of Jail and Education also came under the administrative control of Home Secretariat. In 1944, the Education Department was separated from the Secretariat. In 1948, the Home Secretariat was designated as the Home Department in the Secretariat.

10. **Labour and Social Welfare Secretariat:** This Secretariat was established in 1945. Earlier the labour problems were dealt in by the respective departments upto 1944. A Special Labour Officer was appointed for the first time in the Hyderabad State in 1941. This officer was entrusted with the responsibilities of drafting and amending labour legislation and for maintaining records of legislation enactments. This was the beginning of the Labour and Social Welfare Secretariat which developed into a regular secretariat in 1945. This secretariat also dealt with labour problems.
11. **Local Government Secretariat:** A Reform Committee was established in 1937. The recommendations of the Reforms Committee for drafting the various enactments dealing with Local Governments were approved by Nizam in 1938. This work was assigned to the Local Funds Administration which remained under the control of Revenue Department till 1940. The Local Funds Administration grew into a regular secretariat by 1947 and it was known as the Local Government Department.
12. **Political Secretariat:** The Nizam had diplomatic relations with contemporary princely states and also had close political ties with the English East India Company. The diplomatic correspondence with contemporary princes and the execution of treaties and enactments were made through the Daftar-i-Darul Insha. This arrangement continued till the establishment of Daftar-i-Mulki in 1846. A new department known as Political and Finance Department was established in 1884. It was bifurcated in 1892 as: (1) Finance Department; and (2) Political and Private Secretary's Office. This arrangement continued till 1947.
13. **Revenue Secretariat:** In 1853, the former Hyderabad State was divided into taluks which was controlled by a Taluqdar, who received 1/8 part of the revenue as charges for collection of the revenues. A Board of Revenue comprising of five members was established in 1864 to manage the revenue administration of the entire Hyderabad State. Fourteen Zilas or revenue districts each under an Awwal Taluqdar or a Collector were also formed in the state to facilitate the administration. In 1867 five divisions or subas under the control of a Subedar were formed and these Subedars were placed incharge of the Subas having revenue and judicial powers. The Court of Sadr Taluqdars was the Court of Appeal. The Board of Revenue was replaced by a Sadr Mahkuma-i-Malquzani. The Central Revenue Department remained in existence for two years and was abolished in 1868. The Board of Revenue was revived and a separate Minister for Revenue was appointed incharge of Revenue Department.

- 14. Rural Construction Secretariat:** The Rural Construction (Agriculture) Secretariat was established in 1937 to control the offices of the Agriculture Department, the Fisheries Department and the Grow More Food Department. A major portion of the records of this secretariat pertains to Agriculture Department, which was the oldest Department under this secretariat. The Department of Co-operative Societies was established in the Hyderabad State in 1919. The Department of Agriculture was created under a Director in 1893 and till 1913, which functioned under the control of the Board of Revenue. The Department of Agriculture was separated in 1913 and it was accorded permanent status and placed under the administrative control of the Board of Revenue. From 1919 onwards, the Department of Agriculture came under the control of Commerce and Industries Department.

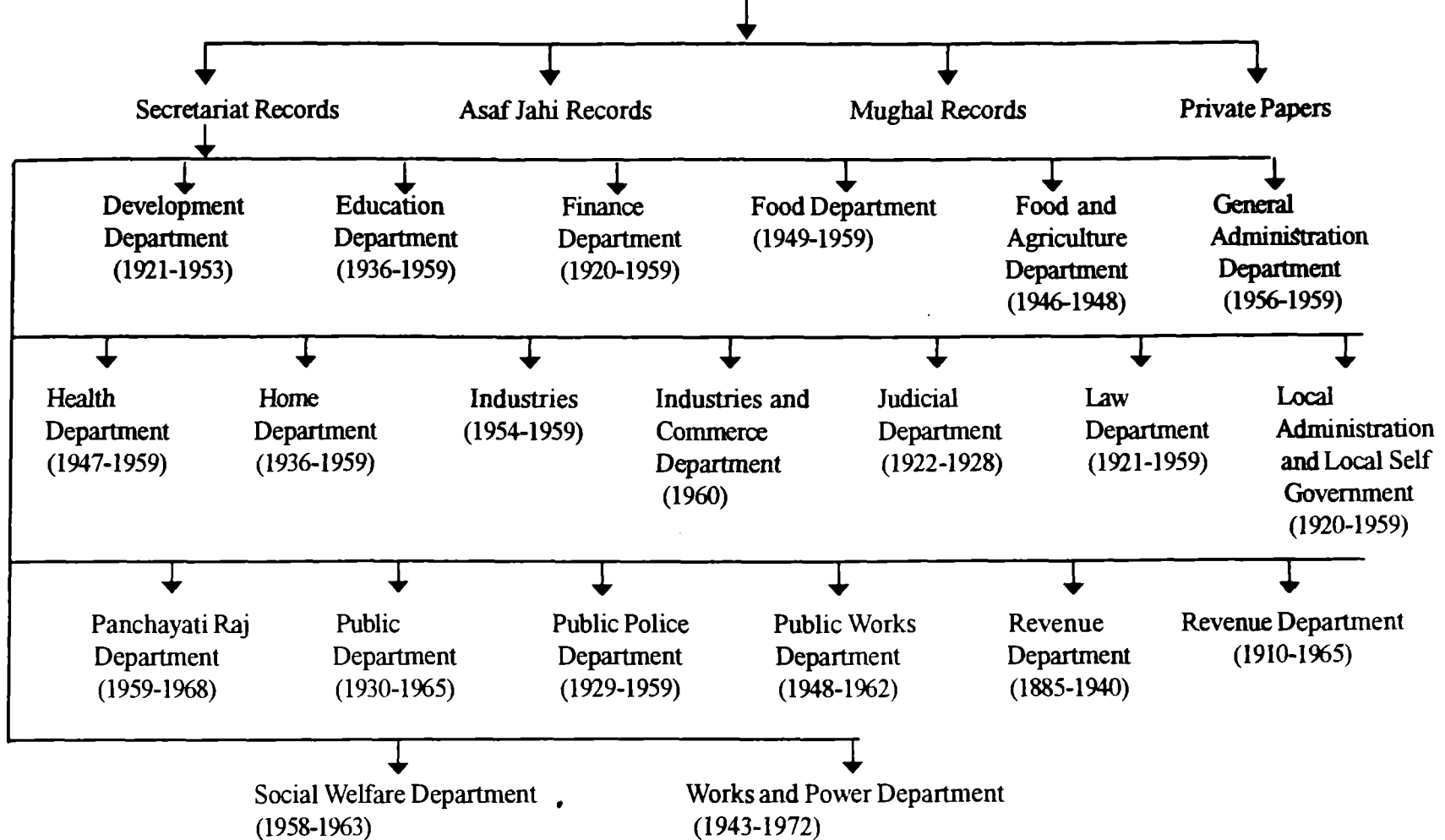
## **Mughal Records**

The Mughal Records pertain to the reign of Shahjahan (1628-1658) and Aurangzeb (1658-1707). These documents pertain to various aspects of the Mughals in the Deccan administration, organisation, revenue and military administration, etc.

## **Farmans**

Among the records preserved in the Andhra Pradesh State Archives, farmans are also available. These farmans are maintained departmentwise in bound registers called Chicket Books. There are 355 such chicket books of farmans of various departments.

# RECORDS HOLDINGS IN THE ANDHRA PRADESH STATE ARCHIVES



## RECORDS HOLDINGS AVAILABLE IN THE ANDHRA PRADESH STATE ARCHIVES

Reference Media in the form of Department-wise registers, transfer lists and catalogues are available.

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Files
1	2	3	4	5
<b>I. SECRETARIAT RECORDS</b>				
1.	Development Department	1921-1953	415	-
2.	Education Department	1936-1959	312	-
3.	Finance Department	1920-1959	1,602	-
4.	Food and Agriculture Department	1946-1948	165	-
5.	Food Department	1949-1959	91	-
6.	General Administration Department	1956-1959	102	-
7.	Health Department	1947-1959	105	-
8.	Home Department	1936-1959	278	-
9.	Industries and Commerce Department	1960	182	-
10.	Industries Department	1954-1959	57	-
11.	Judicial Department	1922-1928	356	-
12.	Law Department	1921-1959	266	-
13.	Local Administration Department	1920-1959	309	-
14.	Panchayat Raj Department	1960	62	-
15.	Public Department	1920-1953	309	-
16.	Public Police Department	1929-1959	113	-
17.	Public Works Department	1920-1953	291	-

## II. A ASAF JAHI PERIOD

Sl. No.	Description	Inclusive Years	Bulk
1	2	3	4
1.	Daftar-i-Diwani	1741-1897	68,776 files
2.	Marathi Papers of Daftar-i-Diwani	1776-1846	1,20,719 items
3.	Daftar-i-Mal	1725-1917	21,908 items
4.	Daftar-Darul Insha	1771-1919	754 sanads/items
5.	Daftar-i-Istifa	1714-1858	32,790 folios
6.	Daftar-i-Mansib-o-Khitabat	1720-1948	18,141 items
7.	Daftar-i-Bakhshigiri	1756-1931	9,09,113 papers
8.	Sadarat-ul-Aliya	1758-1949	28,488 sanads/files
9.	Daftar-i-Mawahir	1767-1956	6,347 files/seals
10.	Daftar-i-Peshkari	1798-1941	44 bastas
11.	Daftar-i-Qanungoi	1807-1929	9,270 papers
12.	Daftar-i-Mulki	1843-1918	398 bastas
13.	Munshi Khana	1847-1918	23,63,509 viles/papers
14.	Khazana-i-Amira	1852-1894	1,40,359 papers
15.	Daftar-i-Nazm-i-Jamiyat	1875-1948	5,12,500 pay bills/files
16.	Muntakhabajats	1864	67,000 documents

## B. ASAF JAHI SECRETARIAT RECORDS

1.	Political Secretariat	1846-1951	1,09,665 fly leaves/files
2.	Finance Secretariat	1884-1863	2,51,339 items
3.	Revenue Secretariat	1866-1949	31,586 files/fly leaves
4.	Education Secretariat	1868-1952	37,561 files/fly leaves
5.	Home Secretariat	1863-1888	82,044 items
6.	Army Secretariat	1863-1950	87,290 files/fly leaves registers
7.	Army Headquarters	1885-1957	975 bundles
8.	Cabinet Council	1839-1920	3,033 files/registers



Sl. No.	Description	Inclusive Years	Bulk
1	2	3	4
9.	Commerce and Industries Secretariat	1889-1950	1,80,000 files
10.	Executive Council	1891-1950	32,715 files/registers
11.	Rural Construction Secretariat	1896-1952	14,925 files/fly leaves
12.	Constitutional Affairs Secretariat	1928-1950	3,332 files
13.	Local Government Secretariat	1936-1940	1,297 files
14.	Labour and Social Welfare Secretariat	1929-1950	2,880 files

### III. MUGHAL RECORDS

Sl. No.	Description	Inclusive Years	Bulk
1	2	3	4
1.	Catalogues	1628-1668	27,494 Catalogues
2.	Documents pertaining to the reign of Shahjahan	1628-1658	5,000 Documents
3.	Documents pertaining to the reign of Aurangzeb	1658-1707	1,50,000 Documents

## IV. FARMANS

The State Archives has in its custody a small collection of farmans, ahkams, sanads and other type of documents pertaining to the Sultans of Deccan (1406-1687) i.e. Bahmani, Adilshahi and Qutabshahi rulers.

Sl. No.	Description	Inclusive Years	Bulk	
1.	2.	3.	4.	
1.	Finance Department	1901-1947	75 chicket books	
2.	Home Department	1901-1947	95	-do-
3.	Revenue Department	1901-1947	130	-do-
4.	Constitutional Affairs Department	1936-1945	1	-do-
5.	Nim Sarkari	1941-1948	13	-do-
6.	Peshi-i-Khudawandi Sigha-i-Siyasiyat (raz)	1930-1939	7	-do-
7.	Sigha-i-Sanat-o-Hirfat	1918-1947	12	-do-
	Sigha-i-Zirat			
	Sigha-i-Imdad-i-Bahami			
	Sigha-i-Madaniyat			
	Sigha-i-Abkari			
	Sigha-i-Tibaat			
8.	Directorate of Darulqizat, Hyderabad	1906-1931	2	-do-

## V. PRIVATE PAPERS

The Andhra Pradesh State Archives has a regular programme of acquisition of private papers of individuals and institutions. Some of the significant private paper collections are described below:

1. Shri Burgula Ramakrishna Rao, Former Chief Minister of Hyderabad State (1916-1960).
2. Shri Gummadidala Venkata Subba Rao, Freedom Fighter, Amalapuram, West Godavari District (1920-1970).
3. Shri Pragada Kotaiah, M.L.C., Nidubrolu, Guntur District (1950-1970).
4. Shri Vavilala Gopalakrishnayya, Freedom Fighter, Guntur (1947-1968).
5. Prof. N.G.Ranga, Nidubrolu (1936-1973).
6. Shri Gurazada Apparao, Social Reformer (1895-1914).
7. Shri K.B.Krishna, Social Reformer (1945-1960).
8. Shri Paturi Nagabhushanam, Sarvottam Bhavan, Patamata, Vijayawada (1911-1957).
9. Shri Atmakuri Govinda Chari, Ex-Member of Legislative Council (1926-1929).
10. Shri G.D.Saksena, Hyderabad (1945-1952).
11. Shri J.Narayana Reddy, Pendyala (1930-1960).
12. Shri P.Racheppa Partwari, Anred, Sadasivpet (1960-1978).
13. Shri Y.V.Krishna Rao, Hyderabad (1942-1950 AD).
14. Arya Pratinidhi Sabha, Hyderabad (1950-1970).
15. Ramakrishna Mutt, Secunderabad.
16. Shri Bhavanarayana Swamy Vari Temple, Ponnuru (1950-1976).

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE ANDHRA PRADESH STATE ARCHIVES**

1. Treaty concluded between Mir Nizam Ali Khan Bahadur and Rao Pandit Pradhan Madhu Narayan on cession of territories.

Daftar-i-Diwani, 1 Shaban, 1198 A.H., 20 June 1784.

2. Kharita of Lord Cornwallis addressed to Nizam Ali Khan expressing views of goodwill and friendship.

Daftar-i-Darul Insha, 14 Safar, 1202 A.H. 25 November 1787.

3. Inspection of Treasury and Accounts of the High Court.

Munshi Khana, File No.309/AM/1315 Fasli, 1802 AD.

4. Sanad issued by Maharaja Chandulal granting Re 1 per diem to Konia Shastry as madad-i-maash.

Daftar-i-Peshkari, 10 Zilqada, 1244 AH/ 1824 AD.

5. Sketches of seals prescribed for various Government Departments.

Daftar-i-Mawahir, File No. 23, 1344 Fasli/1831 AD.

6. Notification regarding introduction and issue for Government Gazette from 1 November 1869.

Daftar-i- Mulki, 26 Rajab, 1286 AH/1868 AD.

7. Letter of request by Muhammad Afzaluddin Husain for the grant of sanad for the post of Qazi of Elgandal Sarkar.

Sadaratul Aliya, File No. 11, 1307 AH/1887 AD.

8. Demarcation of Lands for Military Chawni (Cantonment), Secunderabad.

Health and Municipal Administration Department, File No.55/66, 1310 Fasli/.1897 AD.

9. Statement showing European and Eurasian military personnel of Irregular Forces.

Daftar-i-Nazm-i-Jamiyat, File No.3, Hisah, 1311 Fasli/1901 AD

10. Agreement for Nizam's Guaranteed State Railway.

Revenue Secretariat Department, File No. 18/10 of 1320 Fasli/1907 AD.

11. Grant of compensation for the lands for Himayat Sagar (Water Reservoir).

Revenue Secretariat Department, File 3/17 1329 Fasli/ 1916 AD.

12. Lists of gold and silver ornaments donated to the Bhadrachalam Temple.

Board of Revenue, File No.7/86 1337 Fasli/1924 AD.

13. **Layout Plans for Osmania General Hospital.**

Health and Municipal Administration Department, File No.59,  
1351 Fasli/1938 AD.

14. **Establishment of Central Record Office for housing the pre-1900 files of secretariat of Nizam's Government.**

Health and Municipal Administration Department, File No.141  
1355 Fasli/1942 AD.

15. **Grant of Lands to ex-soldiers of Nizam State.**

Revenue Secretariat Department File No.A3/106/50, 1950.

16. **Introduction of English as an official language instead of Urdu.**

Revenue Secretariat Department, File No. A/28/609/1950.

17. **Acquisition of lands for T.B. Hospital at Eragadda, Hyderabad.**

Revenue Secretariat, File No. A 4/278/50/1950.

18. **Plans for Hyderabad State Forces and Cantonments.**

Revenue Secretariat Department, File No. A 4/100/51/1951.

19. **Demonetisation of local currency and table of conversion rates.**

Health and Municipal Administration Department, File No. 66/40, 1952.

20. **Plans for preservation of records of historical importance in the Central Record Office.**

Revenue Secretariat Department, File No.81/Rec./55, 1955.



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# **ARUNACHAL PRADESH**

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## **ARUNACHAL PRADESH**

### **Arunachal Pradesh – Brief History**

The present state of Arunachal Pradesh was a part of Assam under British India. In 1914, North East Frontier Tract was formed comprising Darrang and Lakhimpur districts of Assam. This region was under the administrative control of Assam till 26 January, 1950. In 1954, the North East Frontier Tract was known as North East Frontier Agency (NEFA). On 21 January 1972, North East Frontier Agency (NEFA) was constituted as a Union Territory under the nomenclature Arunachal Pradesh with headquarters at Shillong. The headquarters was, however, shifted from Shillong to Itanagar in 1974. It became a State of Indian Union on 20 February 1987. The State at present comprises 11 districts with its capital at Itanagar.

### **Arunachal Pradesh Archives Wing**

The Arunachal Pradesh Archives Wing was established in 1979 under the Directorate of Research, Government of Arunachal Pradesh and has two regional centres at Tawang (West Kameng) and Chowkham. The Archives Wing is situated at Itanagar and has in its custody the following record series : i) Secretariat Records comprising 20 Secretariat Departments; ii) Old Records comprising records of Eastern Bengal and Assam, Governor Secretariat, Assam, Office of the Adviser to the Governor of Assam, North East Frontier Agency (NEFA) Secretariat Records, iii) Other Series comprising tour diaries of Political Officers, Reports on Assam Tribal Areas; Ethnographic notes on tribes, etc.

The Archives Wing, presently under the Directorate of Research, Government of Arunachal Pradesh, provides facilities to research scholars. All records which are more than 20 years old are open for consultation by bonafide researchers\*. Foreigners are required to produce a letter of accreditation from their sponsoring institution and also from their Diplomatic Missions in India. All such applications for permission to consult records are to be addressed to the Director of Research, Government of Arunachal Pradesh, Ganga Market, Post Box No.129, Itanagar-791111.

The records in the custody of Archives Wing, Itanagar can be consulted between 9.30 A.M. and 5.00 P.M. on all working days excepting Saturdays, Sundays and National holidays.

### **Growth of Secretariat**

The Adviser to the Governor of Assam assumed direct administrative control of North East Frontier Tract in 1950. The Adviser to the Governor was assisted by a Legal Adviser, an Adviser for Tribal Affairs, Financial Adviser and Heads of the Departments for Agriculture, Education, Engineering, Forest and Health Services. Their work was

\* For details see "Rules Regulating Access to Records in Arunachal Pradesh Archives Wing" in Appendix-'C'.

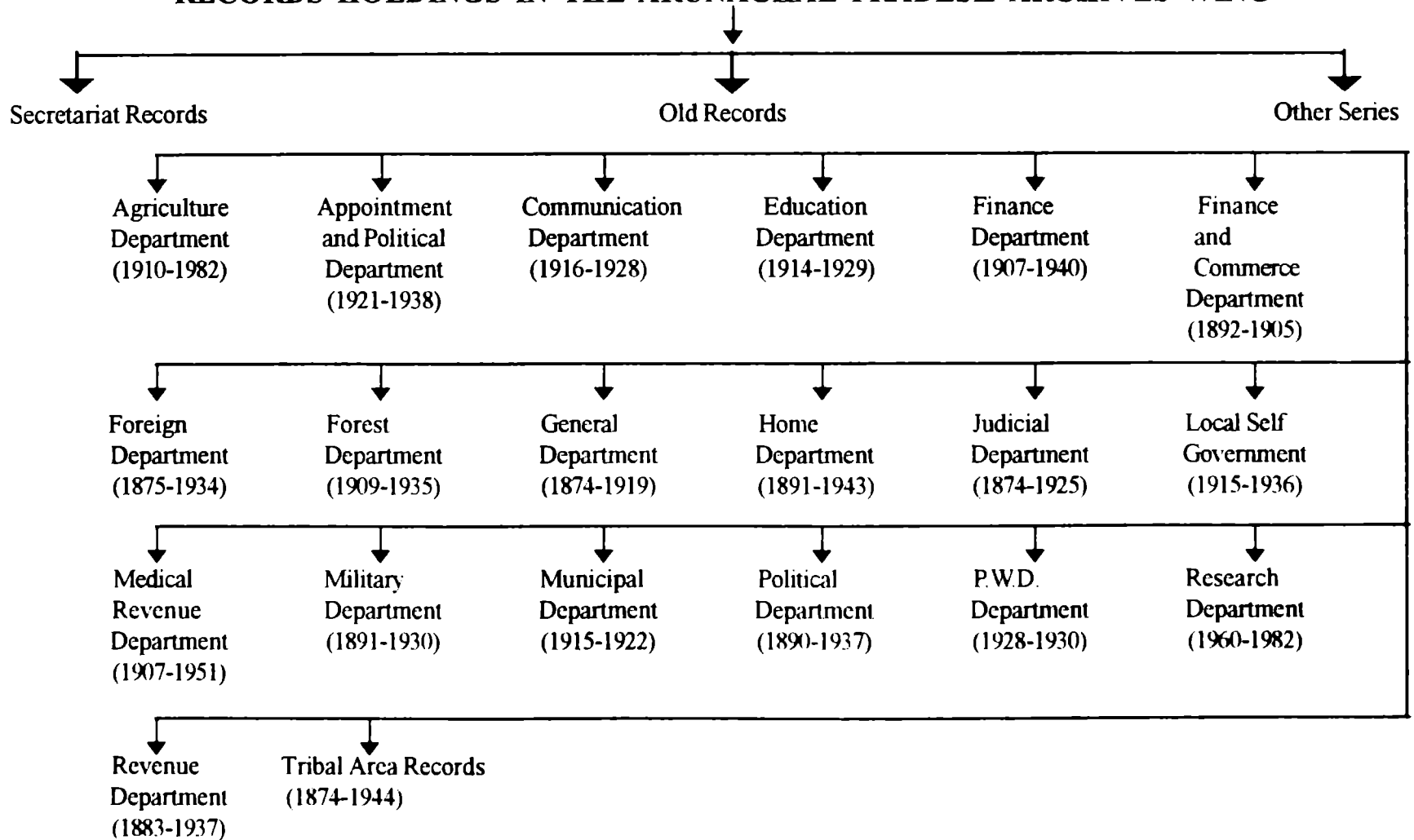
coordinated by Development Commissioner. The Adviser to the Governor was also entrusted the responsibility for coordinating the administration of Assam Rifles. In 1954 North East Frontier Tract was reorganised and the nomenclature was changed to North East Frontier Agency (NEFA). The administrative head continued to be the Adviser to the Governor of Assam with its headquarters at Shillong.

After North East Frontier Agency (NEFA) was constituted a Union Territory under the nomenclature Arunachal Pradesh in 1972, it was placed under the administrative charge of Chief Commissioner with its headquarters at Shillong. The Chief Commissioner continued to administer Arunachal Pradesh upto 15 August 1975. On 15 August 1975, Lt. Governor was entrusted with the responsibility to administer the Union Territory and consequently the secretariat administration was reorganised.

In 1975, the following nine Secretariat Departments came into being headed by Secretaries under a Chief Secretary.

1. Agriculture Department
2. Cooperative Department
3. Education Department
4. Engineering Department
5. Forest Department
6. Health Department
7. Industry Department
8. Medical Department
9. Research Department

# RECORDS HOLDINGS IN THE ARUNACHAL PRADESH ARCHIVES WING



## RECORDS AVAILABLE IN THE ARUNACHAL PRADESH ARCHIVES WING

Reference Media in the form of Indexes and Department-wise Registers are available :—

### A. SECRETARIAT RECORDS

Sl. No.	Description	Inclusive Years	Bulk Bundles	Volumes
1	2	3	4	
1.	Agriculture Department	1910-1982	10	
2.	Appointment and Political Department	1921-1938	5	
3.	Communication Department	1916-1928	10	
4.	Education Department	1914-1929	3	
5.	Finance Department	1874-1925	10	
6.	Finance and Commerce Department	1892-1905	3	
7.	Foreign Department	1875-1934	3	
8.	Forest Department	1909-1935	2	
9.	General Department	1874-1919	3	
10.	Home Department	1891-1943	11	
11.	Judicial Department	1874-1925	10	
12.	Local Self Government	1915-1936	2	
13.	Medical Department	1907-1951	12	
14.	Military Department	1891-1930	9	
15.	Municipal Department	1915-1922	1	
16.	Political Department	1890-1937	10	
17.	P.W.D.	1928-1930	1	
18.	Revenue Department	1883-1937	5	
19.	Research Department	1960-1982	45	
20.	Tribal Area Records	1874-1944	6	

### B. OLD RECORDS

1.	Agriculture Department	1910	1	
2.	Appointment Department	1906-1908	1	
3.	Finance Department	1908-1910	1	
4.	Judicial Department	1908-1911	1	
5.	Municipal Department	1911	1	
6.	Police Department	1911	1	
7.	Political Department	1905-1911	1	

Sl. No.	Description	Inclusive Years	Bulk Bundles	Volumes
1	2	3	4	

### C. GOVERNOR SECRETARIAT, ASSAM

1.	Ethnography	1938	1	
2.	Excluded Areas	1938-1940	2	
3.	Finance Department	1940	1	
4.	Political Department	1937	1	
5.	States Department	1938-1940	1	
6.	Tribal Department	1937-1940	2	

### D. OFFICE OF THE ADVISER TO THE GOVERNOR OF ASSAM

1.	Administrative Department	1940-44	1	
2.	Medical Department	1944-1945	1	

### E. NORTH EAST FRONTIER AGENCY

NEFA Secretariat Records	1960-1982	50	3000
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### F. OTHER SERIES

1.	Research Branch	1951-1982	10	
2.	General Department	1950-52	2	
3.	Finance Department	1952	1	
4.	Tour Diaries of Political Officer	1900-1952	-	5
5.	Reports on Assam Tribes	1945-1946	-	1
6.	Ethnographic notes on the Tribes of Subangiri Region.	1945-1946	-	1

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN ARUNACHAL PRADESH ARCHIVES WING**

1. Powers of a Political Agent on arrests and trial of criminals.  
Foreign Department, F. No.60J/1875, Code No.10/1875.
2. Identification of Trade Route from Assam to China.  
General Department, Tribal Areas Records, File No.20J of 1880, Code No.1880.
3. Details of ceremonial meetings convened by Maharaja of Manipur.  
Governor's Secretariat State Records, Foreign B, July 1884, Nos.71-72, Code No.73/1884.
4. Amalgamation of the Sibsagar Police Detachment with the Lakhimpur Frontier Police.  
Judicial Department, F.No. 23J of 1888, Code No.142/1888.
5. Slave Trade in Manipur.  
Governor Secretariat State Records, Judicial Department 'A', F.No.670 J of 1888, Code No.170/1888.
6. Burning of Ao Villages of Mongsembi and Lungkung by Dikhu Villages occupation of the Ao Naga country.  
Judicial Department, Tribal Areas Records, F.No.676-J/1888, Code No.171/1888.
7. Grant of gallantry awards to the Assam Military Police personnel.  
Judicial Department, File No.459-J/1889, Code No.196/1889.
8. Capture of Elephants beyond the Darrang Inner Line.  
Foreign-A, February 1891, No.43-50, Code No. 243/1891.
9. Jurisdiction of the Political Agent, Manipur for trial of civil and criminal cases.  
Governor's Secretariat State Records, Foreign 'A', March, 1891, No.1-14, Code No.247/1891.
10. Appointment of Major Maxwell as Political Agent, Manipur and Superintendent of the State.  
Foreign Department, December 1891, Nos.34-37, Code No.276/1891.
11. Introduction of Silk Industry in Manipur.  
General Department, State Records, February 1905, Nos.32-55, Code No.839/1905.
12. Report on the erection of two wooden Chinese boundary pillars on Manilkraj.  
Political 'B', Confidential Branch, June 1914, Nos.40-44, F.No.FND/87 of 1914, Code No.1108/1914.

**13. Creation of the Central and Eastern Sectors of the North East Frontier Tracts as a Forest Division.**

Excluded Area Records, Revenue-A, December 1915, Nos.176-186, F.No. IIIF/277 R of 1915, Code No.1161/1915.

**14. Rates of royalty levied on timber and other forest products in the Central and Eastern Section, North East Frontier Tract, Assam.**

Excluded Areas Records, Revenue A, February 1916, Nos.39-49, F.No. IIIF/R, 242, Code No.1175/1916.

**15. Raids by the Subang tribes on the Bahe village of Roing Taung in the unadministered tracts between the Lushai Hills, the Chin Hills and the Northern Arakan District.**

Tribal Areas Records, Poll. 'A', June 1916, Nos.59-71, F.No.PMP/186 of 1916, Code No.1199/1916.

**16. Facilities extended by Burma to refugees from Manipur in the Kabaw Valley.**

Governor Secretariat State's Records, Poll. Department, Nos.756-766, December 1918, F.No.M/60 of 1918, Code No.1279/1918.

**17. Resolution on the Kuki Rising in 1917-1919.**

Governor Secretariat State Records, Poll.A, Nos.1-20, October 1920, Code No.1321/1920.

**18. Extension of the Indian Christian Marriage Act XV of 1892 to the Sadiya Frontier Tract.**

Excluded Areas Records, Poll.A, Nos.5-10, December 1920, Code No.1326/1920.

**19. Human Sacrifice in the Hukawang valley.**

Tribal Areas Records, Nos.1-64, September 1928, Code No.1458/1928.

**20. Grant of opium passes to foreigners in the Sadiya Frontier Tract.**

Separate Revenue 'A', Nos.34-35, September 1928, Code No.1459/1928.

**21. Introduction of a Motor Mail service between Dimapur and Imphal via Kohima.**

Governor Secretariat State Records, Public Works Department, Communication 'A', Nos.14-67, September 1929, F.No. 4 M/45 of 1927, Code No.1528/1929.

**22. Flying of flags on outposts of the Assam Rifles in the Hill District and Frontier Tract.**

Excluded Areas Records, Poll. 'A', Nos.101-107, March 1930, Code No.1604/1930.

**23. League of Nations Slavery Convention.**

Tribal Areas Records, Poll. 'A', Nos.31-58, December 1936, Code No.1799/1936.

24. Demarcation of boundary between North East Frontier Agency (NEFA) and Assam.  
Political Department, 1956, F.No.P-33/56, Sl.No.505.
25. Rehabilitation of Tibetan refugees in Lalit Frontier Division.  
Agriculture Department, F. No.Agri-1/25/61, Sl.No.617.
26. Construction of Border Roads in North East Frontier Agency (NEFA).  
Development Department, F. No.PC-130/63.
27. Anthropological Researches conducted in North East Frontier Agency (NEFA).  
Department of Research, F. No.R18/63. Code No.21/1963.
28. Report on ancient temple ruins in Sepla Sub-Division.  
Department of Research, F. No.R60/68, Code No.19/1968.
29. Description of Archaeological finds in Vijaynagar area.  
Department of Research, F. No.R(H)46/68, Code No.18/1969.
30. Description of Archaeological finds in Mahimithan.  
Department of Research, F. No.R(H)130/74, Code No.27/1974.



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# CHANDIGARH

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# CHANDIGARH

## Chandigarh – Brief History

Chandigarh, a representative model of modern architecture and town planning, is a creation of the French architect Le Corbusier. The city of Chandigarh including 27 satellite villages was part of the Punjab till 31 October 1966. It was constituted as Union Territory on 1 November 1966 and serves as the joint capital of both the Punjab and Haryana States.

## Record Cell, Chandigarh Administration

The Record Cell has been functioning since 1966. The staff of the Record Cell comprises Superintendent and other supporting staff. The Record Cell is under the administrative control of the Home Department of the Chandigarh Administration. However, these records are not open for researchers for consultation. The Chandigarh Administration is planning to establish an archival repository where records of all the Departments could be centralised and open for consultation by researchers. The Record Cell houses the records of the 15 Secretariat Departments of Chandigarh Administration (1966-1997)\*. Besides, it also has in its custody the records of Sub-Divisional Magistrate's Office (1966-1973) and District Court (1966-1973).

## Growth of Secretariat

The Secretariat of the Chandigarh Administration consists of 15 administrative departments. The official head of each Department is a Secretary assisted by a group of officials. After the constitution of Chandigarh Administration in 1966, the Government of India through a Chief Commissioner governed the Union Territory. This arrangement continued till 1 June 1984 when the Governor of Punjab took over the administration of the Union Territory as an Administrator. The Chief Commissioner was redesignated as the 'Adviser to the Administrator'. As present Chandigarh Administration comprises 15 Secretariat Departments. The subjects dealt within each Department are as follows:

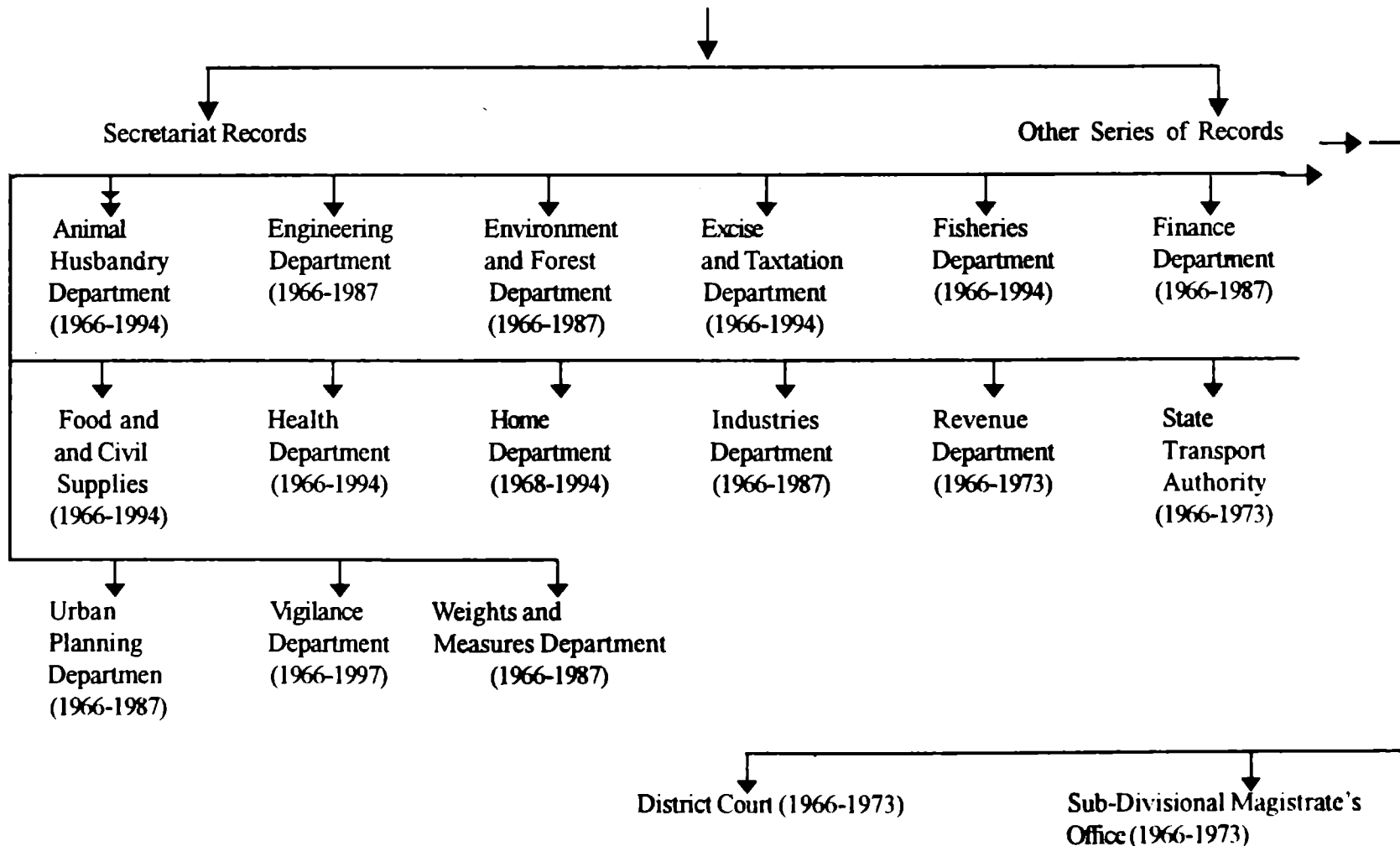
1. **Animal Husbandry Department** deals with the activities relating to livestock, cattle breeding, dairies and veterinary services.
2. **Engineering Department** deals with construction and maintenance of public buildings, besides, maintenance of roads.

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\* The records pertaining to Chandigarh prior to 1966 are in the custody of Government of Punjab and at present we have mostly covered upto 1994, excepting Vigilance Department which has been covered upto 1997.

3. **Environment and Forest Department** deals with soil conservation of lakes in Chandigarh as well as plantation of trees around Chandigarh.
4. **Excise and Taxation Department** is entrusted to check evasion of sales tax and also deals with the levies of excise duty and entertainment tax in Chandigarh.
5. **Fisheries Department** deals with the development of fisheries in the Union Territory. It also regulates the supply of fish from the lakes and ponds of the Union Territory.
6. **Finance Department** deals with all matters relating to finance and planning in the Union Territory. It also deals with the subjects relating to scrutiny of expenditure, expenditure control and planning of resources.
7. **Food and Civil Supplies Department** deals with the supply of essential commodities and its procurement. It also caters to the public distribution system in the Union Territory.
8. **Health Department** looks after the functions with regard to improvement in the sanitary system and control of spread of epidemics in the Union Territory. The Department also looks after hospitals, polyclinics, dispensaries and other functions relating to health care.
9. **Home Department** deals with the all matters relating to personnel administration and matters relating to Jail and Police.
10. **Industries Department** is concerned with the industrial and commercial development of the Union Territory. It provides assistance in regulation and coordination activities relating to industrial promotion.
11. **Revenue Department** deals with matters relating to stamps and land revenue. It also deals with the assessment of land revenue and matters relating to land and its liabilities. Besides, it is also entrusted with the collection of revenues from forests and plantations.
12. **State Transport Authority** is entrusted with the coordination of transport activities in the Union Territory. It also exercises control over the sale of motor vehicles and their spare parts.
13. **Urban Planning Department** is entrusted with the work relating to the planning, design and construction of building in the Union Territory. It also provides engineering services to the building activities in the Union Territory.
14. **Vigilance Department** deals with the matters relating to eradication of corruption in the Union Territory. It also conducts inquiries and investigation into specific cases of corruption.
15. **Weights and Measures Department** deals with the matters relating to weights and measures including autorickshaw meters. It also deals with the public awareness programmes on various units of weights and measures.

# RECORDS HOLDINGS IN THE RECORD CELL, CHANDIGARH ADMINISTRATION



# RECORDS AVAILABLE IN THE RECORDS CELL, CHANDIGARH ADMINISTRATION

Reference media available : File Registers (1966-1988), List of Files (1966-1988).

Sl. No.	Description	Inclusive Years	Bulk		
			Files	Bund-les	Regis-ters
1.	2.	3.	4.	5	6

## I. SECRETARIAT RECORDS

1.	Animal Husbandry Department	1966-1994	200	-	-
2.	Engineering Department	1966-1987	510	-	-
3.	Environment and Forests Department	1966-1987	600	-	-
4.	Excise and Taxation Department	1966-1994	300	-	-
5.	Fisheries Department	1966-1994	310	-	-
6.	Finance Department	1966-1994	1769		
7.	Food and Civil Supplies Department	1966-1994	2000	-	250
8.	Health Department	1966-1994	25	-	-
9.	Home Department	1968-1994	2406	-	-
10.	Industries Department	1966-1994	500	-	-
11.	Revenue Department	1966-1973	-	-	200
12.	State Transport Authority	1966-1998	8,00,000	-	-
13.	Urban Planning Department	1966-1981	380	-	-
14.	Vigilance Department	1966-1994	275	-	-
15.	Weights and Measures Department	1966-1983	200	-	-

## II. OTHER SERIES OF RECORDS

1.	District Court	1966-1973	-	400	-
2.	Sub-Divisional Magistrate's Office	1966-1973	500	-	-

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE RECORD CELL, CHANDIGARH ADMINISTRATION**

1. Selection of site for Punjab and Haryana High Court.  
Urban Planning, 1966, F.512-Arch/AW.
2. Drawing Plans for the construction of Civil Secretariat, Chandigarh.  
Urban Planning, 1966, F.117/Arch/AW.
3. Layout plan for Capital Complex of Chandigarh.  
Urban Planning, 1966, F.374/Arch/AW.
4. Construction Plans for Punjab Raj Bhawan.  
Urban Planning, 1966, F.463/Arch/AW.
5. Drawing and Construction Plans for Haryana Raj Bhawan.  
Urban Planning, 1966, F.447/Arch/AW.
6. Construction Plans for the Post Graduate Institute of Medical Sciences and Research, Chandigarh.  
Urban Planning, 1966, F.463/Arch/AW.
7. Construction and Layout Plans for General Hospital, Chandigarh.  
Urban Planning, 1966, F.463/Arch/AW.
8. Layout of Rose Garden in Chandigarh.  
Urban Planning, 1966, F.463/Arch/AW.
9. Design and Construction of Sukhna Lake at Chandigarh.  
Urban Planning, 1966, F.463/Arch/AW.
10. Policy regarding free supply of water and electricity to the High Court of Punjab and Haryana.  
Home, 1977, F.78B.
11. Policy relating to levy of Sales Tax in the Union Territory of Chandigarh.  
Finance, 1979-80, F.22B.
12. Report on the Gram Sabha and Panchayat Raj Movement.  
Finance 1980, F.22B.
13. Land Reforms Act in Union Territory of Chandigarh.  
Finance, 1980, F.1B.

14. Levy of Entertainment Tax in Union Territory of Chandigarh.  
Finance 1980, F.3B.
15. Legislation for introducing prohibition on intoxicating drinks and drugs.  
Finance 1980, F.5B.
16. Report on Expert Committee on Direct Taxes in Union Territory of Chandigarh.  
Finance 1980, F.16B.
17. Drawings and Plans for the construction of Veterinary Hospital at Chandigarh.  
Finance 1980, F.55B.
18. Installation of Gobar Gas Plants at Chandigarh.  
Finance 1980, F.25B.
19. Permission to Union Territory Employees of Chandigarh Administration to form an Association.  
Home, 1983, F.33B.
20. Report of the Expert Group on Wages and Income for the contractual labour.  
Home, 1983, F.35B.



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# HARYANA

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# HARYANA

## Haryana – Brief History

The present State of Haryana came into existence on 1 November 1966 as a result of bifurcation of Punjab in accordance with the “Punjab Reorganisation Bill” passed by the Parliament on 10 September 1966. Earlier, the Haryana region was under the English East India Company since 1803. This region was under the administrative jurisdiction of the Bengal Presidency. Under the provisions of the Charter Act, 1833, the Haryana region was withdrawn from the Bengal Presidency and amalgamated with the newly formed North-West Provinces in 1835. After the Revolt of 1857, Haryana region was separated from the North-West Provinces and merged with the state of Punjab on 5 February 1858. It remained an integral part of Punjab till 1 November 1966. The present State of Haryana comprises 16 districts under four divisions, viz. Ambala, Gurgaon, Hissar, and Rohtak.

## Haryana State Archives

Haryana State Archives started functioning in 1976 at Chandigarh. In 1992, the State Archives shifted to Panchkula near Chandigarh. It has four Regional Repositories at Ambala, Gurgaon, Hissar and Rohtak.

The record holdings of Haryana State Archives comprise following series of records: (i) Divisional Records (1815-1960); (ii) District Records (1822-1954); (iii) Oriental Records (1881-1937); (iv) Private Records; (v) Other Series of Records (1860-1949)\*. Besides, it also has in its custody private papers, microfilm rolls and memoirs of statesmen recorded under the Oral History programme.

All records in the custody of Haryana State Archives which are 30 years old are open for consultation for bonafide research scholars\*\*. Foreign scholars, however, are required to produce a letter of accreditation from their respective Diplomatic Missions in India. All such applications for permission to consult the records are to be addressed to the Director, Haryana State Archives, S.C.O. No.9, Sector-5, Panchkula.

The Research Room of the Haryana State Archives remains open on all working days from 9.00 A.M. to 5.00 P.M. excepting Saturdays, Sundays and National holidays.

The Library attached to the Haryana State Archives has in its custody more than 15,000 publications including administrative reports, census reports, debates of the Punjab Legislative Assembly and Legislative Council, gazettes and rare books.

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\* The records of Secretariat Department of the Government of Haryana have not been transferred to the Haryana State Archives since 1966 and these records still remain in the custody of their respective departments.

\*\* For details see “Rules for Regulating to Public Access for purpose of research in Haryana State Archives” in Appendix ‘D’.

## **Growth of Secretariat**

After Haryana region was separated from the Punjab and became an independent State, a separate Secretariat for the Government of Haryana was established. This Secretariat had two distinct wings.

1. First Wing comprised Chief Secretary to the Government of Haryana who became the head of the Secretariat Departments as well as Administrative Secretary of the Secretariat. The Deputy Secretary (Secretariat Establishment) was also appointed as the head of office and to assist the Chief Secretary.
2. The Second Wing was constituted with the Financial Commissioner (Revenue) as its head. The Deputy Secretary, (Revenue Establishment) became the head of office and he assisted the Financial Commissioner (Revenue).

In 1966, the following Secretariat departments were created.

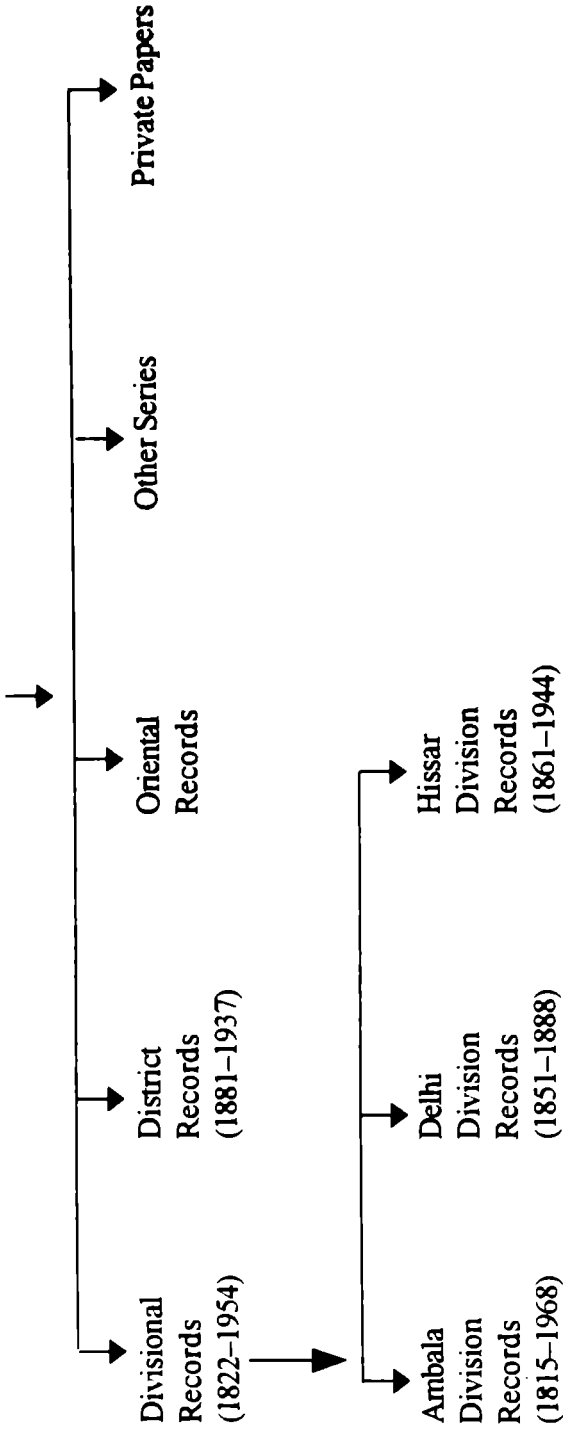
1. Anti-Corruption Department
2. Building and Roads and Electricity Department
3. Education Department
4. Election Department
5. Excise and Taxation Department
6. Finance Department
7. Food and Supplies and Transport Department
8. General Administration Department
9. Health and Local Government Department
10. Home Department
11. Integration Department
12. Irrigation and Industries Department
13. Legislative Department
14. Planning Department
15. Printing and Stationery, Labour, Language and Housing Department
16. Tourism and Cultural Affairs Department
17. Town and Country Planning Department

Each Department was placed under the control of an independent Secretary, excepting the General Administration Department and Legislative Department which performed their functions under the direct control of the Chief Secretary and Legal Remembrancer, respectively. Besides these departments, the Financial Commissioners

**(Revenue) was entrusted with the responsibility of administering the following Secretariat Departments assisted by a Secretary for each Department :**

- 1. Agriculture Department**
- 2. Animal Husbandry Department**
- 3. Cooperation Department**
- 4. Consolidation and Land Records Department**
- 5. Dairy Development Department**
- 6. Development and Panchayats Department**
- 7. Excise and Taxation Department**
- 8. Fisheries Department**
- 9. Forest Department**
- 10. Rehabilitation Department**
- 11. Revenue Department**
- 12. Wild Life Preservation Department**

# RECORDS HOLDINGS IN HARYANA STATE ARCHIVES



# RECORD HOLDINGS IN THE HARYANA STATE ARCHIVES

**Reference Media** in the form of press lists of records are available. This reference media is applicable to all categories of records.

Sl. No.	Description	Inclusive Years	Bulk	
1.	2.	3.	Bundles	Volumes
			4	

## A. DIVISIONAL RECORDS

### I Ambala Division Records (1815-1960)

#### Ambala Division – Press Listed Records

1.	General and Political Departments	1857-1880	359	-
2.	Judicial Department	1856-1864	227	-
3.	Military Department	1857-1873	56	-
4.	Public Works Department	1864-1880	35	-
5.	Revenue Department	1856-1880	703	-

#### Ambala Division – Non-Press Listed Records

1. Division –				
	Miscellaneous Records	1822-1856	-	537
2.	General and Political Department	1856-1884	-	41
3.	Judicial Department	1846-1867	-	184
4.	Military Department	1863-1883	-	11
5.	Principal Matters	1822-1894	-	139
6.	Public Works Department	1881-1884	-	5
7.	Revenue Department	1846-1884	-	188

#### Ambala Division – Commissioner/ Deputy Commissioner's Offices – English Records

1.	Confidential Records	1920-1944	35	-
2.	Non-Confidential Records (English Records)	1920-1960	17	-
3.	Deputy Commissioner's Office – Confidential Records	1898-1956	11	6
4.	Deputy Commissioner's Office – Non-Confidential Records	1920-1961	23	-

1.	2.	3.	4.	
	5. Superintendent of Police – Confidential Records	1918	1	-
	6. Diary and Despatch Registers of Ambala Division	1846-1886	-	77
<b>II Delhi Division Records (1851–1880)</b>				
	1. Education Department	1861-1863	3	-
	2. General Department	1857-1880	211	-
	3. Judicial Department	1851-1873	31	-
	4. Military Department	1857-1859	47	-
	5. Political Department	1857-1864	47	-
	6. Principal Matters	1849-1907	-	97
	7. Public Works Department	1862-1873	5	-
	8. Revenue Department	1857-1880	146	-
	10. Non-Press Listed Miscellaneous Records	1863-1909	451	-
	11. Diary and Despatch Registers	1861-1873	-	3
	12. Urdu Records – <i>Haqiqat-i-Hal</i>	1822-1893	-	6
<b>III Hissar Division Records (1861–1944)</b>				
	1. Diary and Despatch Registers	1861-1884	-	20
	2. Non-Press Listed Records – Miscellaneous	1838-1897	-	47
	3. Principal Matters	1855-1899	-	124
	4. Commissioner's Office – Confidential Records	1909-1947	2	-
	5. District Board, Hissar – Proceedings	1858-1937	-	33
<b>B. District Records (1822–1954)</b>				
<b>I Gurgaon District</b>				
	1. District Collectorate, Confidential Records	1912-1969	29	-
	2. District Collectorate, English Records	1857-1964	1974	-
	3. Superintendent of Police, Confidential Records	1913-1964	3	-



1.	2.	3.	4.
	<b>4. Zila Parishad (District Boards)</b>		
	English Records	1857-1953	1592 -
	<b>II. Hissar District</b>		
	1. Confidential Records	1897-1964	15 -
	2. English Records	1887-1957	99 -
	<b>III. Karnal District</b>		
	1. District Collectorate, Confidential Records	1878-1955	10 -
	2. District Collectorate, English Records	1850-1949	38 -
	3. Urdu Records	1822-1858	- 1745
	<b>IV. Rohtak District</b>		
	1. District Collectorate, Confidential Records	1910-1945	54 -
	2. District Collectorate, English Records	1910-1949	6 -
	3. Superintendent of Police, Confidential Records	1940-1952	9 -
	4. District Collectorate – Revenue Records (in Urdu)	1900-1964	137 -

### C. Oriental Records (1801-1937)

1.	<i>Ahd-I-Nawabi</i> –Jhajjar Records (in Persian/Urdu)	1801-1937	23 -
2.	<i>Maraslajjat</i> (Memorandum) – in Persian/Urdu – Bound Volume	1839-1848	- 1
3.	<i>Naqal Maraslajjat</i> (copies of Memorandum) –in Persian/Urdu – Bound Volume	1836-1904	- 1
4.	<i>Naqal Parwanajat</i> (copies of orders) - in Persian/Urdu – Bound Volume	1867-1906	- 1
5.	<i>Naqal Shuqqiat</i> (copies of letters) – in Persian/Urdu –Bound Volume	1803-1893	- 1
6.	<i>Tarjuma Chithiat</i> (Translation of correspondence in Persian/Urdu) – Bound Volume	1891-1895	- 1
7.	Boundary Disputes - in Persian/ Urdu	—	- 10

1.	2.	3	4
<b>D. Other Series of Records</b>			
<b>I Foreign Department Records</b>			
<b>pertaining to the Ex-Rulers/Nawabs of Haryana.</b>			
1.	Foreign Part-B	1860	1 -
2.	Foreign Consultation	1860	2 -
3.	Foreign General-B	1862	1 -
4.	Foreign Political, Part-A	1862	1 -
5.	Foreign Political-A (Consultations)	1862-1880	16 -
6.	Foreign Secret-E	1863-1886	2 -
7.	Foreign General-A	1870-1882	3 -
8.	Foreign Revenue-B	1875	1 -
9.	Foreign Political-B	1876-1879	2 -
10.	Foreign Secret	1879	3 -
11.	Foreign-A, Political-I	1883	1 -
12.	Foreign Internal-A	1887-1919	7 -
13.	Foreign Secret-I	1888-1901	3 -
14.	Foreign Internal-B	1889-1919	11 -
15.	Foreign External-A	1901	1 -
16.	Foreign Deposit	1919	1 -
<b>II Home Department Records</b>			
<b>pertaining to the Ex-Rulers/ Nawabs of Haryana.</b>			
1.	Home Political-A (Confidential)	1910-1921	5 -
2.	Home Political-A (Secret)	1920	1 -
3.	Home Political	1931-1936	3 -
<b>III Chief Commissioner's Office, Delhi</b>			
<b>Confidential Records</b>		1904-1943	11 -
<b>IV. Secretariat Records</b>			
<b>(Punjab Civil Secretariat)</b>			
1.	Home General – Proceedings-B	1948-1949	4 -
2.	Home Legal – Proceedings-B	1948	2 -
3.	Home Police – Proceedings-B	1948-1949	4 -
4.	Jail Department – Proceedings-B	1944	1 -

## **F. Oral Records**

The memoirs of eminent personalities of the Haryana State are tape-recorded and transcribed by the Haryana State Archives under the Oral History programme. Under the aforesaid programme, the memoirs of the following eminent personalities have been tape-recorded and duly transcribed :

1. Captain Kanwal Singh
2. Shri Chandu Lal
3. Col. Har Gulal
4. Dada Ganeshi Lal
5. Shri Daulat Ram Gupta
6. Dr. Radha Krishan
7. Shri Fateh Chand Arya
8. Shri Hari Harlal Bhargava
9. Shrimati Kasturi Devi
10. Shri Kanhaiya Singh
11. Shri Lekh Ram
12. Shrimati Luxmi Devi
13. Shri Pat Ram Verma
14. Pandit Lekh Ram Sharma
15. Pandit Shri Ram Sharma
16. Shri Parmanand Arya
17. Shri Puran Chand Azad
18. Shri Ram Prasad Paliwal
19. Shri Ram Singh Jakhar
20. Shri Sadhu Ram Saini

## E. PRIVATE PAPERS

A description of private papers available in Haryana State Archives, Panchkula is given below:—

1. **Abdul Gaggar Khan Collection (1872-1976)** contains correspondence with eminent persons on freedom struggle.  
Language: Hindi  
Bulk: 5 Documents
2. **Arya Nand Sharma Collection (1894-1958)** provides information relating to the history of currency and coinage of India. The collection also includes *Maulana Azad-Ke-Chand Alfaz* (few comments of Maulana Azad).  
Language: English/Urdu  
Bulk: 8 Books/Registers
3. **Pandit Shri Ram Sharma Collection (1947-1976)** provides information on *Haryana Tilak* (newspaper) and history of journalism in the Haryana State  
Language: Hindi  
Bulk: 37 Books/Registers
4. **Praja Mandal Collection (1946-1974)** provides information on activities of Prajamandal and All India Congress Committee.  
Language: English/ Hindi/Urdu  
Bulk: 114 Documents
5. **Hari Har Lal Bhargava Collection (1921-1927)** provides information on non-cooperation movement in Ferozepur Zirka (Haryana).  
Language: English/Urdu  
Bulk: 6 Files
6. **Mohan Krishan Vaid Collection (1922-1956)** contains correspondence with Neki Ram Sharma regarding relief measures undertaken in Hissar for cattle and livestock protection.  
Language: English/Hindi  
Bulk: 10 Documents
7. **Bansi Lal Mathur Collection (1628-1870)** comprise documents relating to Mughal period and books in Persian.  
Language: Persian  
Bulk: 6 Books/Farmans
8. **Bhagat Phool Singh Collection (1932-1972)** collection throws light on the social reform activities of the Arya-Samaj.  
Language: English/Hindi/Urdu  
Bulk: 24 Documents/Newspapers

9. **Nihal Singh Takshak Collection (1939-1983)** provides information on the Praja Mandal Movement in Jind, Legislative Assembly elections and Rural Praja Mandal Committee.

Language: English/Hindi/Urdu

Bulk: 26 Documents/Files/Photographs

10. **Bhagat Ram Shukla Collection (1948-1991)** relating to public activities of donors, Gandhiji and Gandhi National Memorial Fund.

Language : English/Urdu

Bulk: 56 Documents

11. **Jagdish Prasad Gupta Collection (1930)** contains an album of martyrs of Chittagong Armoury Raid Case and a chart depicting martyrdom of Shaheed Bhagat Singh.

Language: English

Bulk: 2 Booklets/Photographs

10. **Adish Kumar Jain Collection (1922)** provides information on the religious places and pilgrimage centres of Jains.

Language: Hindi

Bulk: 1 Bundle

11. **Shanti Devi Mathur Collection (1931-1975)** contains reports of the Education Department, Cooperative Societies and also patriotic songs.

Language: English/Hindi

Punjabi/Urdu

Documents

Bulk: 114

12. **Shish Pal Singh Collection (1930-1933)** contains books, pamphlets, photographs, etc. relating to the activities of "Naujawan Bharat Sabha".

Language: Hindi

Bulk: 5 Books/Photographs

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE HARYANA STATE ARCHIVES**

**1. Construction of a road in Chinese frontier.**

Divisional Commissioner's Office, Ambala Division (Non-Press Listed Records), Record Series VII/3(ii), Volume No.5/1826.

**2. Disputes between Raja of Patiala and Raja of Nabha.**

Divisional Commissioner's Office, Ambala Division (Non-Press Listed Records), Record Series 1/1, Volume No.7/1828.

**3. Cultivation of Cotton in Hissar Division.**

Principal Matters Records, Hissar Division, Bundle No.20/1835-1903.

**4. Breeding of livestock and milch cattle.**

Principal Matters Records, Hissar Division, Bundle No.41/1835-1903.

**5. Introduction of Custom *Chaukies* in the Sikh territories.**

Divisional Commissioner's Office, Ambala Division (Non-Press Listed Records), Record Series 1/II, Volume No.15-8/1836.

**6. Cultivation of Poppy and manufacture of opium.**

Principal Matters Records, Ambala Division, Record Series XIII, Volume No.94/1850.

**7. Establishment of Telegraph Station at Karnal.**

General and Political Department, Ambala Division (Press Listed records), F.No.37/1857.

**8. Female Infanticide.**

Judicial Department, Ambala Division (Press Listed Records), F.No.13/1857.

**9. Foreign Assistance to the Mutineers in India.**

Judicial Department, Ambala Division (Press Listed Records), F.No.70/1857.

**10. Defeat of Mewatis by Captain Drummond.**

Military Department, Delhi Division (Press Listed Records), F.No.11/1857.

**11. Provision of escorts to ladies (females) during Revolts and Mutinies.**

Military Department, Ambala Division (Press Listed Records), F.No.9/1858.

**12. Separation of Delhi Division from North-Western Provinces and its amalgamation with the Punjab.**

General Department, Delhi Division (Press Listed Records), F.No.8/1858.

13. **Administrative Management of Delhi Territory on the lines of Punjab Administration System.**  
General Department, Delhi Division (Press Listed Records), F.No.2/1858.
14. **Cultivation and irrigation of cotton plant in Delhi Division.**  
Revenue Department, Delhi Division (Press Listed Records), F.No.15/1858.
15. **Creation of Amritsar Division.**  
General and Political Department, Ambala Division (Press Listed Records), F.No. 2/1859.
16. **Colonization of India by Europeans.**  
Revenue Department, Delhi Division (Press Listed Records), F.No.8/1860.
17. **Introduction of English numerals in Vernacular newspapers.**  
General and Political Department, Ambala Division (Press Listed Records), F.No.3/1861.
18. **Removal of Crystal Throne from *Diwan-e-Khas* in Delhi.**  
General Department, Delhi Division (Press Listed Records), F.No.1/1863.
19. **Promotion of Female Education.**  
General Department, Delhi Division (Press Listed Records), F.No.2/1866.
20. **Imparting of training in midwifery to women.**  
General and Political Department, Ambala Division (Press Listed Records), F.No.5/1869.
21. **Prison management in the Punjab and North-West Provinces.**  
Judicial Department, Delhi Division (Press Listed Records), F.No.1/1869.
22. **Donation of Rs.5000 and Rs.17,000 respectively by the Rajas of Jind and Nabha to the Punjab University College.**  
Foreign Department, Foreign General-A, (Other Series of Records), Proceeding No.1-3, September 1870.
23. **Grant of pension for destitute members of Ex-Royal family of Delhi.**  
Revenue Department, Delhi Division (Press Listed Records), F.No.2/1874.
24. **Simla Settlement papers.**  
Principal Matters Records, Ambala Division, Record Series XIII, Volume No.15/1880.
25. **Introduction of system of *Zaildars* and *Lambardars*.**  
Principal Matters Records, Ambala Division, Record Series XIII, Volume No. 18/1880.

26. Boundary disputes between British Indian Government and princely states.  
Deputy Commissioner's Office, Hissar, F.No.2/1887.
27. Activities of Arya Samajis in the United Provinces.  
Deputy Commissioner's Office Records, Ambala (District Records),  
F.No.YB-310-60/1910-Confidential.
28. Construction of Lady Hailey Female Hospital at Bhiwani.  
Deputy Commissioner's Office, Hissar, F.No.78-A&B/1926.
29. Employment of women in services.  
Deputy Commissioner Office, Gurgaon, F.No.8/1934
30. Representation of Loharu, Pataudi and Dujana States in the Constituent  
Assembly of India.  
Punjab Civil Secretariat Records, F.No.80/1948, Home Legal, B-Proceedings.



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# JAMMU AND KASHMIR

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# JAMMU AND KASHMIR

## Jammu and Kashmir—Brief History

The State of Jammu and Kashmir was a part of Mughal Empire. It came under Afghan rule from 1756–1819. In 1819, it was annexed to Sikh kingdom of the Punjab. After the Battle of Sabraon in 1846, the British gained control of Kashmir. In March 1846 after the conclusion of Treaty of Amritsar, Maharaja Gulab Singh, scion of Dogra family acquired Kashmir on payment of an indemnity, imposed on Sikhs by the British. Kashmir was thus governed by Dogra Rulers till 1947. The British supremacy over Jammu and Kashmir was, however, recognised till 1947. On 26 October 1947, Maharaja Hari Singh of Kashmir signed the Instrument of Accession and Jammu and Kashmir was acceded to Indian Union. The State with its capital at Srinagar comprises 14 districts, of which six each are in Jammu and Kashmir region and two in Ladakh.

## Jammu and Kashmir State Archives

The origins of Jammu and Kashmir State Archives dates back to 1928, when Maharaja Hari Singh established a Central Records Office at Jammu with Sardar K. M. Panikkar as its Director. With the creation of new Government Departments in Jammu and Kashmir and consequent increase in the quantum of records, a need arose to house the records in a systematic manner. An archival repository was opened at Srinagar in 1954 and the nomenclature of Central Record Office was changed to State Archives Department. In 1963 another repository was established at Leh for ensuring proper upkeep of record holdings pertaining to Ladakh region.

All records upto 1960 are open for consultation by bonafide researchers\*. Foreigners are required to produce a letter of accreditation from their sponsoring institutions and also from their respective Diplomatic Missions in India. All such applications for permission to consult the open period records are to be addressed to the Director, Archives, Archaeology and Museums, Government of Jammu and Kashmir, Stone Building, Old Secretariat, Srinagar.

The Research Room of the State Archives at Jammu, Srinagar and Leh remains open to scholars excepting Sundays, Fridays and holidays in accordance with following schedule: i) Jammu :— May to October 8.30 A.M. to 1.30 P.M.; November to April 10.00 A.M. to 4.00 P.M., ii) Srinagar, April to October 10 A.M. to 4 P.M.; November to March 10.30 A.M. to 4.30 P.M. The timings at Leh throughout the year being 10 A.M. to 4 P.M.

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\* For details see “Rules Regulating Historical Research among the records in the custody of the Jammu and Kashmir State Archives” in Appendix-‘E’.

The Library attached to the State Archives at Srinagar and its archival repositories at Jammu and Leh have more than 19,000 publications comprising administrative reports, Legislative Assembly debates, newspapers, census reports, journals and rare books, etc.

## **Growth of Secretariat**

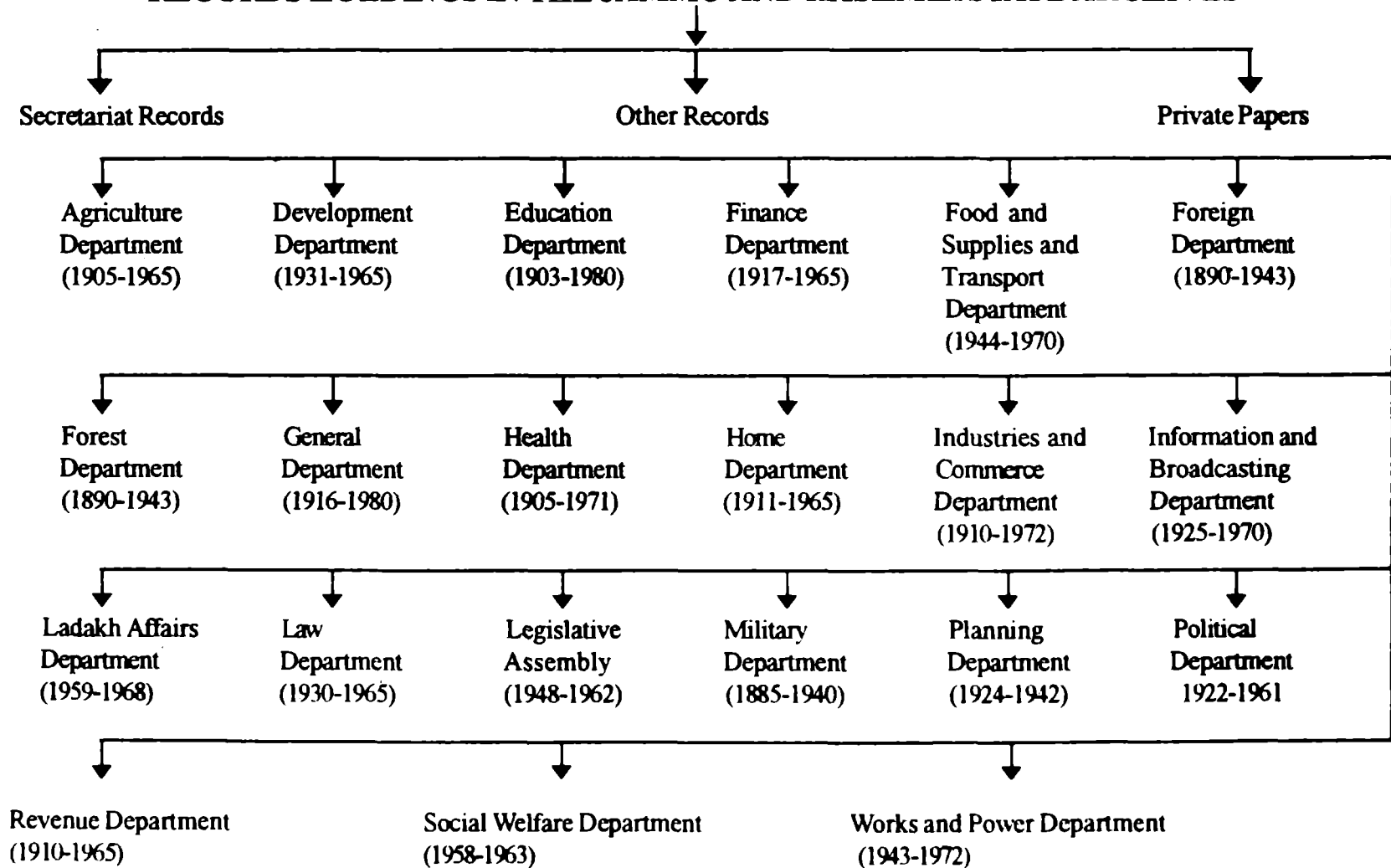
The Secretariat in Jammu and Kashmir has its origin in the Council of Regency which was formed in 1889 to help the Ruler in the governance of Jammu and Kashmir State. It was, however, abolished in 1905 and Ministers were appointed for each Departments who were responsible to the Maharaja for effective functioning of their Departments. In 1927, a Council of Ministers was constituted. This Council was assisted by a Secretariat comprising Special Secretary, Law Secretary, Home Secretary, Development Secretary and Revenue Secretary under a Chief Secretary.

For the purpose of civil administration, the State was divided into three regions, viz. Jammu, Kashmir and Ladakh. For administrative convenience, each region was divided into districts or *Wazarats* headed by *Wazir-i-Wazarats*. *Wazarats* were divided into *Tehsils* and *Nayabats* under the charge of *Tehsildars* and *Naib Tehsildars*.

In 1953, there were eighteen departments in the Jammu and Kashmir Secretariat :

1. Agriculture Department
2. Development Department
3. Education Department
4. Finance Department
5. Food Supplies and Transport Department
6. Foreign Department
7. Forest Department
8. General Department
9. Health Department
10. Home Department
11. Industries and Commerce Department
12. Information Department
13. Legislative Assembly
14. Planning Department
15. Political Department
16. Revenue Department
17. Social Welfare Department
18. Works and Power Department

# RECORDS HOLDINGS IN THE JAMMU AND KASHMIR STATE ARCHIVES



## RECORDS AVAILABLE IN THE JAMMU AND KASHMIR STATE ARCHIVES

Reference Media in the form of Check Lists, Accession Registers, Indexes and Inventories are available. This reference media is applicable to all the record series.

Sl. No.	Description	Inclusive Years	Bulk	
1	2	3	Volumes	Files
1	2	3	4	5

### A. SECRETARIAT RECORDS

#### I AGRICULTURE DEPARTMENT

1.	Agriculture Secretariat	1946-1963	215	-
2.	Animal Husbandry	1935-1965	60	-
3.	Fisheries Department	1906-1950	72	-
4.	Rakhs and Forms	1905-1965	20	-

#### II DEVELOPMENT DEPARTMENT

1.	Development Department	1939-1961	72	-
2.	Irrigation and Flood Control Department	1931-1965	110	-
3.	Public Works Department	1935-1965	90	-

#### III EDUCATION DEPARTMENT

1.	Chief Inspectors/ Joint Directors	1937-1965	10	-
2.	Director of Archives	1954-1973	15	-
3.	Director of Education	1935-1984	30	-
4.	Director, Women Education			
5.	Education Department	1903-1980	3500	-
6.	Libraries/Museum/Department	1898-1963	10	-
7.	Research Department		45	-
8.	Superintendent, State Archives Srinagar/ Jammu	1942-1965	20	-
9.	Technical Education		15	-
10.	Text Book Publication	1930-1960	20	-

#### IV FINANCE DEPARTMENT

1.	Custom and Excise	1920-1965	70	-
2.	Finance Secretariat	1917-1964	175	-

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Files
1	2	3	4	5
<b>V. FOOD AND SUPPLIES AND TRANSPORT DEPARTMENT</b>				
1.	Director, Food and Supplies Department	1944-1970	95	-
2.	Supplies and Transport Department	1944-1965	175	-
<b>VI. FOREIGN DEPARTMENT</b>		1890-1943	60	-
<b>VII. FOREST DEPARTMENT</b>		1941-1957	65	75
<b>VIII. GENERAL DEPARTMENT</b>				
1.	Anti-Corruption	1941-1965	50	-
2.	Chief Secretariat	1916-1968	255	-
3.	General Department (Establishment, Administration Section)	1920-1940	300	-
4.	Ladakh Affairs Department	1943-1973	75	-
5.	P.W.D. Frontier Division	1935-1950	175	-
6.	Pay Commission	1959-1980	4	-
7.	Public Service Commission	-	25	-
8.	Recruitment Board			
9.	Supplies	1916-1968	45	-
10.	Training Branch	-	150	-
<b>IX. HEALTH DEPARTMENT</b>				
1.	Animal Husbandry	1935-1971	30	-
2.	C.D. Hospital	-	25	-
3.	Director, Central Purchases Stores	1935-1940	25	-
4.	Director, Medical Services	1915-1955	400	-
5.	Health Secretariat	1905-1968	45	-
6.	S.M.H.S. Hospital	1935-1945	35	-
7.	Trade Commissioner	1925-1960	37	-
8.	T.B. Hospital	1925-1957	15	-
<b>X. HOME DEPARTMENT</b>				
1.	Electric Section	1921-1965	-	-
2.	General Section	1915-1960	7	-
3.	I.G. Police	1935-1960	21	-
4.	Intelligence Section	1925-1946	5	-
5.	Militia	1930-1955	11	-

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Files
1	2	3	4	5
	6. Police	1885-1960	71	-
	7. Sericulture Section	1911-1945	11	-
	8. Special Section	1920-1944	9	-
	9. Traffic Section	1921-1965	7	-
<b>XI. INDUSTRIES AND COMMERCE DEPARTMENT</b>				
	1. Central Purchases and Stores	1910-1971	15	-
	2. Industries Secretariat	1950-1972	210	-
	3. Stationery and Printing	1942-1970	75	-
	4. Trade Commissioner	1960-1970	18	-
<b>XII. INFORMATION AND BROADCASTING DEPARTMENT</b>				
	1. Information and Broadcasting Department	1946-1953	40	120
	2. Information Department	1925-1965	40	-
	3. Tourism Department	1942-1970	35	-
<b>XIII. LADAKH AFFAIRS DEPARTMENT</b>				
		1959-1968	75	-
<b>XIV. LAW DEPARTMENT</b>				
	1. Election Tribunal	1932-1965	150	-
	2. Law Secretariat	1930-1962	175	-
<b>XV. LEGISLATIVE ASSEMBLY</b>				
		1948-1962	95	200
<b>XVI. MILITARY DEPARTMENT</b>				
		1885-1940	110	-
<b>XVII. PLANNING DEPARTMENT</b>				
		1924-1942	72	152
<b>XVIII. POLITICAL DEPARTMENT</b>				
		1922-1961	75	13
<b>XIX. REVENUE DEPARTMENT</b>				
		1910-1965	390	-
<b>XX. SOCIAL WELFARE DEPARTMENT</b>				
		1958-1963	80	-
<b>XXI. WORKS AND POWER DEPARTMENT WORKS AND POWER SECRETARIAT</b>				
		1943-1972	75	-



## B. OTHER RECORDS

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Bundles
1	2	3	4	5
<b>I PUBLIC RECORDS</b>				
1.	Army Records (State)	1907-1962	35	75
2.	Cabinet Orders	1891-1957	-	1200
3.	Departmental Records	1917-1972	57	-
4.	His Highness Confidential Records	1885-1925	75	250
5.	Documents in Turkish, Tibetan, Dogri languages.	1840-1915	-	200
6.	Kitab Navisi Registers	1847-1927	30	-
7.	Old English Records	1868-1921	450	-
8.	Persian Records	1724-1892	40	-
9.	Political Records	1922-1950	550	-
10.	Private Records of Maharaja	1825-1925	75	90
11.	Publicity Records	1891-1912	37	30
12.	Sadr-i-Riyasat Orders	1952-1965	3	7
13.	Vernacular Records	1889-1913	40	-
<b>II VOLUMES</b>				
1.	Acts and Ordinances	1947-1959	-	75
2.	Cabinet Orders	1934-1957	-	38
3.	Cabinet Resolutions	1889-1905	-	35
4.	Council Proceedings	1922-1926	-	12
5.	His Highness Orders	1925-1934	-	10
6.	Minutes of the Cabinet meetings	1948-1968	-	120
7.	Praja Sabha Debates	1922-1930	-	22

## C. Jammu Repository Records

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Bundles
1	2	3	4	5
1.	Acts and Ordinances	1930-1944	20	20
2.	Army Department (State)	1907-1962	65	-
3.	Cabinet Orders	1934-1957	-	600
4.	Chief Secretariat	1916-1968	155	-
5.	Council and Cabinet Orders	1934-1957	17	10
6.	Council Proceedings	1922-1926	26	1200
7.	Education Department	1951-1965	150	200
8.	Finance Department Records	1956-1968	60	-
9.	Food and Supplies Department	1944-1965	95	-
10.	Forest Department	1941-1957	73	1000
11.	General Department (Allied Branches)	1941-1971	300	-
12.	General Department Records	1922-1940	200	-
13.	Health Department	1931-1959	109	-
14.	His Highness Records	1925-1943	75	-
15.	Home Department Records	1954-1971	312	65
16.	Industries and Commerce	1960-1972	37	-
17.	Kitab Navisi Registers	1847-1927	30	-
18.	Old English Records	1868-1921	450	-
19.	Persian Records	1724-1892	40	-
20.	Planning Department	1924-1942	50	-
21.	Political Department Records	1922-1961	550	-
22.	Private Dominion Records	1910	15	-
23.	Publicity Records	1916-1938	37	30
24.	Rehabilitation	1950-1956	25	10
25.	Revenue Department Records	1941-1957	40	50
26.	Sadr-i-Riyasat Orders	1935-1945	6	10
27.	Social Welfare Secretariat	1958-1963	50	-
28.	State Department Records	1885-1926	26	1200
29.	Vernacular Records	1889-1918	40	-

## D. Leh Repository Records

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Files
1	2	3	4	5
1.	Administrative Reports	1891-1940	-	100
2.	Census Reports	1891-1941	-	20
3.	Frontier District Records	1880-1945	10	-
4.	Gun Licence	1905-1940	17	-
5.	Jamabandi Records	1901-1950	-	250
6.	Lal Kitab	1843-1990	-	75
7.	Maps (Boundary)	1901-1920	15	10
8.	Massavies (Revenue Maps)	1891-1920	-	2500
9.	Missal-Foujdari (Judicial)	1901-1915	-	50
10.	Missal-i-Haqiyat (Ownership rights)	1901-1915	-	52
11.	Missal-i-Kachari (Grazing land ownership)	1901-1920	-	152
12.	Missal Miscellaneous	1901	-	75
13.	Rewaji-Aapashee (Irrigation system)	1901-1925	-	275
14.	Settlement Reports	1891-1935	-	35
15.	State Subjects Records	1934-1975	200	10,000
16.	Trade Records	1901-1945	10	-
17.	Wajebul-Araz (Land Tax)	1901-1920	-	250

## E. Srinagar Repository Records

Sl. No.	Description	Inclusive Years	Bulk		
			Files	Bun- dles	Volumes
1	2	3	4	5	
1.	Anti-Corruption	1941-1965	500	50	-
2.	Animal Husbandry	1935-1965	1668	60	-
3.	C.D. Hospital	-	263	-	-
4.	Central Purchase and Stores	-	4440	-	- -
5.	Chief Inspectors	1936-1965	355	20	-
6.	Chief Secretariat	1916-1968	1691	150	-
7.	Development Commissioner	1957-1968	407	35	-
8.	Director, Accounts and Treasuries	1959-1970	3534	35	-
9.	Director, Agriculture	1946-1963	1295	35	-
10.	Director, Education	-	4746	-	- -
11.	Director, Archives	1954-1973	1351	20	-
12.	Director, Medical Services	1885-1965	8000	300	-
13.	D.P.O., Baramulla	1961-1972	300	10	-
14.	Education Department	1935-1984	20708	30	-
15.	Election Tribunal	1921-1965	108	7	-
16.	Field Survey Organisation Department	1955-1967	595	15	10
17.	Finance Department	1917-1964	26537	175	-
18.	Education Department	1935-1984	20708	30	-
19.	Forest Department	1941-1957	11837	65	75
20.	General Department Establishment Administration Miscellaneous and Cabinet Section	1916-1963	45195	1500	-
21.	Health Secretariat	1905-1968	12630	45	-
22.	Home Secretariat	1885-1965	43086	350	50
23.	Information Department	1925-1970	67650	105	200
24.	Ladakh Affairs	1943-1973	6172	35	-
25.	Law Department	1930-1962	3211	350	50

Sl. No.	Description	Inclusive Years	Bulk		
			Files	Bun- dles	Volumes
1	2	3	4	5	
26.	Legislative Assembly	1948-1962	5117	250	100
27.	Museum Department	1889-1963	145	10	-
28.	Pay Commission	1959-1980	128	4	-
29.	Planning Department	1924-1942	12037	72	152
30.	Public Service Commission	1955-1961	131	11	-
31.	P.W.D. Frontier Division	1935-1950	3854	175	-
32.	Rakhs and Forms	1905-1965	5169	20	-
33.	Reorganisation Committee	-	240	-	- -
34.	Research and Publication	1865-1965	976	30	-
35.	Revenue Secretariat and its allied Branches	1942-1965	24728	200	100
36.	Social Welfare Secretariat	1958	502	63	300
37.	S.S.A. Board	1940-1965	1960	20	-
38.	Stationery and Printing	1930-1960	4756	30	-
39.	State Archives Repository, Srinagar	1942-1965	699	15	-
40.	T.B. Hospital	-	545	-	- -
41.	Technical Education	1957-1969	153	15	-
42.	Text Book Publication	1930-1960	308	20	-
43.	Tourism Department	1942-1970	2608	35	-
44.	Trade Commission, New Delhi	-	1291	-	- -
45.	Training Branch	1953-1967	2207	12	-

## F. PRIVATE PAPERS

The Jammu and Kashmir State Archives has a programme of acquiring records, manuscripts of historical importance from individuals, religious organisations, business houses, freedom fighters in the Jammu and Kashmir State. Some of the significant collections are as follows:-

1. **Prof. Jai Lal Kaul Jalali Collection** – consists of files, letters, newspaper clippings, diaries and correspondence with eminent personalities.
2. **Shri Abdul Rehman Wafayee Collection** – contains correspondence with various religious institutions of Jammu and Kashmir and rare manuscripts of historical importance.
3. **Hakeem Alim-ullah Collection** – comprises manuscripts of ayurvedic system of medicine.
4. **Qazi Noor-ud-din Wazapuri Collection** – comprises rare books on religion, literature, Islamic jurisprudence, etc. A commentary on Holy Quran in Kashmiri language authored by him also forms part of this collection.

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE JAMMU AND KASHMIR STATE ARCHIVES**

1. Report on wool trade between Ladakh and Central Asia.  
Persian Records, 1869, No.88
2. Postal convention in Kashmir State, 1890.  
Political Department, 1890, F.No. 28/1890.
3. Proposal for Kashmir Railway connecting Srinagar with Tawi Railway State via Akhnoor.  
Old English Records, 1892, F.No. 83/B-73.
4. Report on Kashmir Railway.  
Political Department, 1899, F.No. 174/B-1/1899
5. Proposals of Col. Grampton for an electric railway from Jammu to Kashmir.  
Political Department, 1902, File No. 163/BE.60
6. Appointment of B. Thornhill as the Chief Engineer for the Jammu Reasi Railway.  
Political Department, 1902, F.No.244/B-11/1902
7. Report on the Town Planning of Baramulla Town.  
Old English Records, 1905, F.No.181/B-95.
8. Indo-Yarkand Trade Report, 1906-1907 for the extension of silk trade.  
Old English Records, 1907, F.No.137/H-135.
9. Introduction of Telephone Service in Srinagar.  
Political Department, 1907, F.No.152/7-25.
10. Outbreak of plague at Jammu in 1909 and measures taken for its prevention.  
Political Department, 1909, F.No. 230/M-43.
11. Orders of the Maharaja of Kashmir for performing religious rituals and observing religious ceremonies.  
Old English Records, 1912, F.No. 229.
12. Proposals for extending educational facilities to the children of deceased or incapacitated officers of the Army.  
Political Department, 1920, F.No.99/Mly.-118.
13. Imposition of duties on export of commodities to Ladakh and Central Asia.  
Persian Records, 1924, F.No.199.
14. Appointment of an Agent in London for Kashmir Shawl Trade.  
Persian Records, 1924, No.399.

15. **Fixation of quantum of shawls/commodities for import by Tibetan/Kashmir traders.**

Persian Records, 1926, No.1166.

16. **Details of the Darbar held at Shergarh Palace on 14 October 1925 for according reception to the Resident in Kashmir.**

State Department, 1925, F.No.FM-11/1925.

17. **Site Plans of Bahu Fort and Nagrota Palace.**

State Department, 1932, F.No. DM-70/88.

18. **Orders of the Maharaja of Kashmir prohibiting Female Infanticide in Mian Rajput clan.**

Persian Records, 1943, F.No. 1024-A.

19. **History of Currency and Coinage in Kashmir.**

Persian Records, 1943, F.No. 359.

20. **Contribution of Rs.40,000/- by Maharaja of Kashmir to the Bengal Famine Relief Fund.**

Persian Records, 1943, F.No. 1024.



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# **KARNATAKA**

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## KARNATAKA

### Karnataka - Brief History

Karnataka was formerly known as Mysore. Mysore was earlier ruled by the Wodeyar dynasty from 1399 till Hyder Ali overthrew them in 1761. In 1799 with the defeat of Tipu Sultan, son and successor of Hyder Ali by the British in the Fourth Anglo-Mysore War, the Wodeyars were restored to power as a feudatory of the British. After independence, the princely state of Mysore joined the Indian Union under the Instrument of Accession Act on 24 October 1947. Under the State Reorganisation Act, 1956, the Kannada speaking areas of Hyderabad State and Madras Presidency, besides Part 'C' State of Coorg were merged to form a new state of Mysore. The Rajpramukh of the erstwhile princely state of Mysore was appointed as its first Governor. The nomenclature of Mysore State was changed to Karnataka on 1 November 1973 in pursuance of the Mysore State (Alteration of Name) Act 1973.

### Karnataka State Archives

The Karnataka State Archives was established on 17 December 1973 in pursuance of the recommendations of the Indian Historical Records Commission and Regional Records Survey Committee of the State. The headquarters of the Karnataka State Archives is located in Vidhan Soudha, Bangalore and its divisional offices are located in Dharwad and Mysore. The State Archives has in its custody the following series of records. (i) Mysore Residency Records (1881–1947), (ii) Mysore Government Secretariat Records (1821–1942), (iii) Integrated Records of Coorg (1952–1956), Madras (1920–1956), Bombay (1937–1956) and Hyderabad (1930–1958), (iv) Printed proceedings of Government of Mysore (1834–1961), (v) Printed proceedings of the Government of Madras (1850–1936), (vi) Maps (1833–1927). The State Archives has also in its custody the records of the old Revenue Division such as Astragram (1834–1888) and Nandidurg (1831–1855). Besides, the State Archives houses all the records of the Secretariat Departments (1957–1960) of Mysore State (now Karnataka).

All records which are 30 years old are open for consultation for bonafide researchers.\* Foreign scholars are required to produce a letter of introduction from their respective sponsoring institutions and also from their respective Diplomatic Missions in India. All such applications for permission to consult records are to be addressed to the Director, Karnataka State Archives, Vidhana Soudha, Bangalore. The Research Room of the Karnataka State Archives remains open on all working days from 10.00 a.m. to 5.30 p.m. excepting Saturday, Sunday and other holidays.

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\* For details see "Rules relating to the access of records in the Karnataka State Archives" in Appendix-F.

The Library of the State Archives has in its custody more than 10,000 publications including reports, Gazettes, Gazetteers and rare books. The State Archives has also acquired large number of microfilm rolls from India and abroad, Besides, it has 'Oral History recording programme' and the State Archives has recorded the reminiscences of eminent personalities in Karnataka State.

## Growth of Secretariat

The Secretariat in Karnataka has its origins in 1782 when Tipu Sultan divided his kingdom into *asafis* or provinces and its administration was entrusted to six Departments, viz. Military, Revenue, Commerce, Marine, Treasury and Ordnance. Later, when Mysore State became an ally of the British in 1799, the administration of the State was reorganised into three Departments, viz. Civil, Revenue and Miscellaneous. The Dewan of the State presided over the functions of these Departments. A Judicial Court was established in 1805 with the appointment of two judges, two *sheristadars* and six eminent persons. In 1815, Krishnaraja Wodeyar III effected some changes in the administration. The State was divided into six provinces known as *faujdaris* under the administrative charge of a *Faujdar* who was responsible to *Dewan*.

After the Mysore State came under the administrative control of the British, a Board of Commissioners was appointed in 1831 which comprised of a Senior Commissioner and a Junior Commissioner. This Board was assisted by the *Dewan* in financial matters and the British Resident was entrusted with the functions relating to the political relations of the Mysore State. In June 1832, the Commissioners were made responsible to the Government of India instead of Government of Madras. However, in 1834 the Board of Commissioners was abolished and its functions were entrusted to a Commissioner. The period 1835–1861 witnessed the gradual transformation of the structure of Mysore administration based principally on British Indian model. During the period, the six divisions of the State were reduced to four Divisions, viz. Bangalore, Chitradurga, Astragram and Hydernagar. The Divisions was divided into *talukas*. The administration of division was placed under the charge of a Superintendent. The *talukas* were placed under the administrative control of *Amildars* and villages formed the smallest unit of administration. During the period 1835–1861 nine Departments were established, viz. (i) Revenue Department, (ii) Postal Department, (iii) Police Department, (iv) Maramat Department (Public Works), (vii) Health Department, (viii) Amritmahal Department (Welfare of Cattle), and (ix) Judicial Department.

In 1861, Education, Forest and Statistics Departments were established, thus raising the total to twelve administrative Departments. In 1873, the Public Works Department was divided into two distinct branches, viz. (i) Roads and Buildings, (ii) Irrigation. The administration of Mysore State was further reorganised in 1863. The State was divided into three divisions under Divisional Commissioners Deputy Commissioners were appointed in the districts to collect the land revenues. The judicial system was also revamped and the Judiciary was separated from the administrative control of the Executive. In the same year, the Criminal Law, i.e. Indian Penal Code and Code of Criminal Procedure was introduced in the State. In April 1889, the postal system was reorganised on the lines of postal system of British India. The Archaeological Department was established in 1890 and in the same year Education

**Department was reorganised and separated from the Archaeological Department to function as a separate entity. The Department of Geology came into existence in 1894 and Department of Agriculture was set up in 1898. Similarly, the Department of Public Health was established in 1906.**

**In 1916, a Financial Secretary was appointed to look after the financial matters and development schemes in the State. The Department of Industries and Commerce came into existence in 1925 and in March 1927, the administrative control of the Sericulture Department was transferred to the administrative control of the Director of Industries and Commerce. The nomenclature of the Chief Court of Mysore was changed to that of High Court of Mysore. The business of the Secretariat Departments was further reorganised in 1944. In 1944, the Department of Food and Civil Supplies was constituted. This Department continued to function till February 1948 and in March 1948 its administrative control was withdrawn from the Controller of Civil Supplies and was entrusted to the Additional Director of Industries and Commerce.**

**After India gained independence in 1947, the Secretariat of the Government of Mysore consisted of 12 Departments as detailed under :—**

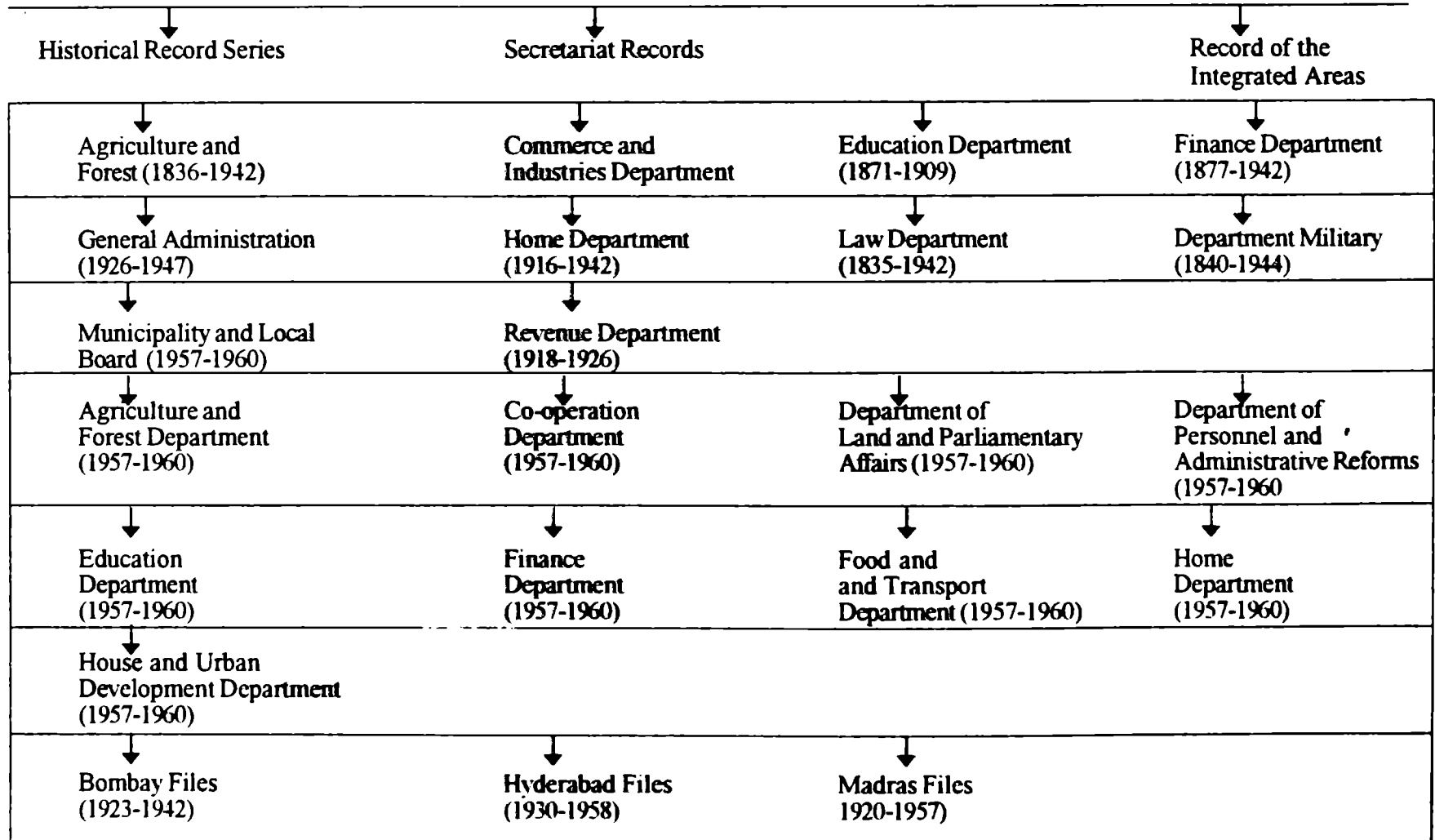
- 1. Agriculture, Co-operative and Forest**
- 2. Education**
- 3. Finance**
- 4. Food and Civil Supplies**
- 5. General and Political**
- 6. Home**
- 7. Local and Labour**
- 8. Local Self-Government**
- 9. Public Health and Excise**
- 10. Public Works, Railways and Electrical**
- 11. Revenue**
- 12. Trade and Industries**

**Under the State Reorganisation Act 1956, a territorial organisation of Mysore State was effected. The Mysore State was divided into 19 districts under four divisions, viz. Belgaum, Gulbarga, Bangalore and Mysore. In 1957 the Secretariat of the Government of Mysore State comprised of 12 Departments as detailed hereunder :—**

- 1. Agriculture and Forest**
- 2. Cooperation**
- 3. Education**
- 4. Finance**

5. Food and Transport
6. Health and Family Welfare
7. Home
8. Housing and Urban Development
9. Industry and Commerce
10. Law and Parliamentary Affairs
11. Personnel and Administrative Reforms
12. Public Works
13. Revenue
14. Social Welfare.

# RECORDS HOLDINGS IN THE KARNATAKA STATE ARCHIVES



# RECORDS AVAILABLE IN THE KARNATAKA STATE ARCHIVES

**Reference media** in the form of Catalogues, File Indexes, Subject Lists, Check Lists, etc. are available in the Karnataka State Archives.

## A. HISTORICAL RECORDS SERIES

Sl. No.	Description	Inclusive Years	Bulk		
			No. of Bundles	Volumes	
1.	2		3.	4.	5.
<b>I AGRICULTURE AND FOREST DEPARTMENT</b>					
1.	Agriculture	1836-1942	69	-	
2.	Agriculture and Animal Husbandry	1838-1942	14	-	
3.	Agriculture Exhibition	1916-1937	25	-	
4.	Government Gardens	1836-1942	20	-	
5.	Forest	1836-1942	141	-	
6.	Village Panchayat	1836-1942	141	-	
<b>II COMMERCE AND INDUSTRIES DEPARTMENT</b>					
1.	Astagram files	1800-1892	1100	-	
2.	Commerce and Industries	1872-1951	310	-	
3.	Geological	1915-1942	26	-	
4.	Sericulture	1917	1925	-	
<b>III EDUCATION DEPARTMENT</b>					
1.	Census	1871-1891	4	-	
2.	Education	1851-1918	159	-	
3.	General Press	1862-1925	13	-	
4.	Post and Telegraph	1862-1925	18	-	
5.	Press and Stationery	1918-1925	8	-	
6.	University	1927-1929	20	-	
<b>IV. FINANCE DEPARTMENT</b>					
1.	Banking	1877-1929	24	-	
2.	Civil Accounts	1903-1925	14	-	
3.	Finance Cash	1909-1921	17	-	
4.	Finance Income	1924	1	-	
5.	Finance Miscellaneous	1907-1920	10	-	



1.	2		3.	4.	5.
	6. General Finance	1845-1940	98	-	
	7. Salary and Allowance	1833-1942	49	-	
	<b>V. GENERAL ADMINISTRATION DEPARTMENT</b>				
	1. Amrut Mahal	1926-1940	13	-	
	2. Coorg files	1952-1956	225	-	
	3. Dewan files	1884-1924	29	-	
	4. General Miscellaneous	1799-1942	225	-	
	5. Mysore Residency Records	1881-1947	346	-	
	6. Palace Papers	1906-1943	32	-	
	<b>VI. HOME DEPARTMENT</b>				
	1. Confidential Branch	1918-1942	68	-	
	2. Police	1832-1942	53	-	
	3. Prison	1835-1925	28	-	
	4. Traffic Road	1936-1942	2	-	
	<b>VII. LAW DEPARTMENT</b>				
	1. Courts	1835-1925	85	-	
	2. Judicial	1927-1942	16	-	
	3. Prisons and Jails				
	<b>VIII. MILITARY AND WAR DEPARTMENT</b>				
	1. Military	1840-1943	50	-	
	2. War	1940-1944	46	-	
	<b>IX. MUNICIPALITY AND LOCAL BOARDS DEPARTMENT</b>				
	1. Local Boards	1837-1946	121	-	
	2. Medical	1831-1942	83	-	
	3. Municipality	1811-1952	453	-	
	4. Public Health	1934-1948	18	-	
	5. Representative Assembly	1932-1945	15	-	
	6. Sanitary	1862-1899	35	-	
	7. Village Panchayat	1926-1943	28	-	
	<b>X. REVENUE DEPARTMENT</b>				
	1. Excise	1918-1926	6	-	
	2. Land Survey	1862-1943	61	-	
	3. Land Revenue	1821-1947	443	-	
	4. Muzarai	1846-1943	310	-	
	5. Revenue Miscellaneous	1874-1942	56	-	
	6. Separate Revenue	1860-1917	93	-	

## B. SECRETARIAT RECORDS

Sl. No.	Description	Inclusive Years	Bulk	
			No. of Bundles	Volumes
1	2	3	4	5
<b>I AGRICULTURE AND FOREST DEPARTMENT</b>				
	1. Agriculture			-
	2. Animal Husbandry	1957-1960	250	-
	3. Fishery			-
	4. Forest			-
<b>II CO-OPERATION DEPARTMENT</b>				
	1. Zilla Parishad			
	2. Services (A, B, C & D)	1957-1960	108	
	3. Zilla Panchayat			
<b>III EDUCATION DEPARTMENT</b>				
	1. Primary Education			
	2. Secondary Education	1957-1960	118	-
	3. University Education			
<b>IV. FINANCE DEPARTMENT</b>				
	1. Advances			
	2. Budget	1957-1960	160	-
	3. Commercial Taxes			
	4. Excise			
<b>V. FOOD AND TRANSPORT DEPARTMENT</b>				
	1. Food I & II			
	2. Transport I & II	1957-1960	180	-
<b>VI HEALTH AND FAMILY WELFARE DEPARTMENT</b>				
	1. General			
	2. Health			
	3. Indian Medical			
	4. Medical Education	1957	317	-
	5. Receipt and acknowledgement			
	6. Services I&II			

1.	2.	3.	4.	5.
<b>VII. HOME DEPARTMENT</b>				
1. Cinema Branch	}	1957-1960	181	-
2. COFFEPOSA Branch				
3. Crimes Branch				
4. Law and Order Branch				
5. Passport Branch				
6. Police Services Branch (A&B)				
7. Police Expenditure				
<b>VIII. HOUSING AND URBAN DEVELOPMENT DEPARTMENT</b>				
1. Bangalore Development Authority	}	1957-1960	248	-
2. Boards Branch				
3. Establishment Branch				
4. Housing I&II				
<b>IX. INDUSTRY AND COMMERCE DEPARTMENT</b>				
1. Company and Corporation	}	1957-1960	202	-
2. Industry Development				
3. Industry Services				
4. Mines				
5. Public Undertaking Company				
6. Sericulture				
7. Small Scale Industry				
<b>X. LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT</b>				
1. Administration Branch (I&II)	}	1957-1960	267	-
2. Conciliation Branch				
3. Drafting Branch (Act)				
4. Litigation Branch (I,II,III,IV & V)				
5. Library Branch				
6. Publication Branch				

1.	2	3.	4.	5.	
<b>XI PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT</b>					
1.	Accounts Branch	}	1957-1960	110	-
2.	Administration Branch (A, B, C & D)				
3.	Despatch Branch				
4.	Election Branch				
5.	Establishment Branch				
6.	Executive (A,B,C,D,E & F)				
7.	Library Branch				
8.	Political Pension Branch				
9.	Political Branch				
10.	Service Rules Branch				
11.	Services (A,B,C,D,E & F)				
12.	Training Branch				
<b>XII PUBLIC WORKS DEPARTMENT</b>					
1.	Major Irrigation	}	1957-1960	214	-
2.	Minor Irrigation				
3.	Planning				
4.	Service Branch (A,B,C & D)				
5.	World Bank Project				
<b>XIII REVENUE DEPARTMENT</b>					
1.	Land acquisition	}	1957	265	-
2.	Land Grant				
3.	Revenue Services				
<b>XIV. SOCIAL WELFARE DEPARTMENT</b>					
1.	Employment and Training	}	1957-1960	244	-
2.	Labour Department				

## C. RECORDS OF THE INTEGRATED AREAS

Sl. No.	Description	Inclusive Years	Bulk	
			No. of Bundles	Volumes
1.	2	3.	4.	5.
<b>I BOMBAY FILES</b>				
1.	Agriculture and Forest Department	1939-1956	117	-
2.	Bombay Revenue Department	1934-1956	100	-
3.	Education Department	1933-1950	146	-
4.	Finance Department	1932-1953	45	-
5.	General Department	1924-1954	36	-
6.	Home Department	1942-1956	330	-
7.	Legislative Department	1942-1956	305	-
8.	Public Works Department	1934-1956	250	-
9.	Political and Services Department	1923-1950	118	-
<b>II HYDERABAD FILES</b>				
1.	Finance Department	1951-1958	56	-
2.	Labour Department	1952-1955	5	-
3.	Revenue Department	1930-1956	22	-
<b>III MADRAS FILES</b>				
1.	Agriculture Department	1955-1956	4	-
2.	Education Department	1922-1956	14	-
3.	Food Department	1946-1948	9	-
4.	Finance Department	1920-1957	29	-
5.	Home Department	1920-1957	29	-
6.	Labour Department	1937-1956	79	-
7.	Local Municipal Department	1922-1955	14	-
8.	Municipal Department	1927-1943	17	-
9.	Public Department	1941-1955	23	-
10.	Public Health Department	1925-1954	43	-
11.	Public Works Department	1941-1956	33	-
12.	Revenue Department	1922-1955	84	-

## D. PRIVATE PAPERS

The Karnataka State Archives has a regular programme of acquiring records of historical importance from private individuals and institutions. The details of some important collections in the custody of the Karnataka State Archives are given below:—

- 1 **Bakshi Narasappa Collection (1866-1936)** comprises correspondence and miscellaneous papers of Bakshi Narasappa who was Bakshi (Minister) to Mummadikrishnaraja Wodeyar.
- 2 **Shri R.R. Diwakar Collection (1938-1943)** comprises papers pertaining to freedom movement in Karnataka.
- 3 **Shri V.S. Narayana Rao Collection (1926)** comprises correspondence between Sir Mirza Ismail and Dewan Visvesvaraya.
- 4 **Sir Mirza Ismail Collection (1931-1947)** comprises correspondence with important personalities and also has an index of papers of Sir Mirza Ismail donated to Nehru Memorial Museum and Library, New Delhi.
- 5 **Shri M.Madhava Rao Collection (1916-1965)** comprises correspondence with the Maharaja of Mysore, British Residents and Congress leaders during the Independence Movement. It also has speeches delivered by Sri Madhava Rao on different occasions.
- 6 **Shri Bhuvanagiri Mutt Collection (1882-1951)** comprises papers pertaining to the religious and spiritual matters.
- 7 **Shri B.T. Kesava lengar Collection (1927-33)** comprises correspondence of Sir Mirza Ismail Khan with the Maharaja of Mysore.
- 8 **Shri D.N. Krishnayya Collection (1832-1975)** contains information on history of Coorg.
- 9 **Shri K.G. Vasantha Madhava Collection (1858)** contains details of records of lands under cultivation in Dakshina Kannada District.
- 10 **Shri D.V. Gundappa Collection (1923-1975)** comprises correspondence of Sri D V Gundappa, noted Kannada author with the important personalities and eminent journalists.
- 11 **Shri B.D. Jatti Collection (1946-1981)** comprises correspondence with eminent personalities on administrative and political affairs of Karnataka.
- 12 **Shri Narashingarao Bhise Collection (1842-1950)** comprises papers pertaining to freedom movement and development of Local Self-Government in Karnataka.
- 13 **Shri H.B. Gundappa Gowda Collection (1935-1971)** comprises photographs, memoranda, correspondence and newspaper clippings.
- 14 **Shri B.N. Datar Collection (1938-1961)** comprises speeches and correspondence on educational and political matters.

15. **Shri Venkatapathaiah Collection (1920-1956)** comprises correspondence pertaining to freedom movement and unification of Mysore.
16. **Prof. Devulgoankar Collection (1947-1948)** (in microfilm) contains his jail diaries which throws light on liberation movement in Hyderabad.
17. **Shri W.H. Hanumanthappa Collection (1924-1978)** comprises papers pertaining to the activities of Brahma Samaj in Bangalore City.
18. **Mysore Palace Collection (1850-1956)** comprises newspaper clippings, correspondence, books, etc. pertaining to land revenue system and administration of Mysore Palace.
19. **Shri H.K. Veeranna Gowda Collection (1915-1978)** comprises 800 letters and 20 books pertaining to Canal Agitation (1930) and Shivapura Congress (1938).
20. **Shri B.N. Gupta Collection (1952-1977)** comprises correspondence of Shri B.N. Gupta highlighting his role as an industrialist, journalist and politician.
21. **Shri H.W. Nanjundaiah Collection (1908-1910)** comprises correspondence with Shri Visvesvaraya, Sir Mirza Ismail, J.B. Wood, A. G. Garden and other eminent personalities.
22. **Agaram Rangaiah Collection (1947-1984)** comprises 363 rare books, periodicals, souvenirs, newspapers viz., Mysore Patrike (1947). The private papers pertain to the activities of the peoples' movement in Mysore State.
23. **Shri Srinivasa Jagirdhar Collection (1831-1858)** comprises documents and photographs relating to the tenure of Sir Mark Cubbon as Chief Commissioner of Mysore State and on Sri Krishna Rao, an officer of Mysore Army. Besides, books and pamphlets on the family history of Krishna Rao are also available which gives vivid account of war waged by British against Holkars.
24. **Shri T. Siddalingaiah Collection (1940-1984)** comprises correspondence with eminent personalities viz. Pandit Jawaharlal Nehru, Dr. S. Radhakrishnan, Smt. Indira Gandhi, Shri S. Nijalingappa, Gen. K.M. Cariappa, Shri K.C. Reddy, Shri N.S. Hardikar, Shri Kengal Hanumanthaiah, Shri Devraj Urs, etc.
25. **Shri H.V. Najundaiah Collection, (1910-1918)** comprises correspondence with eminent personalities viz. Shri M. Visvesvaraya, Sir Mirza Ismail, Col. Sir Hugh Daly, etc. This Collection also contains papers relating to judicial reforms in Mysore State.
26. **Gen. K.M. Cariappa Collection (1926-1971)** comprises correspondence with army personnel. Besides, this Collection also has photographs and reports pertaining to various units of armed forces.
27. **Shri S.Nijalingappa Collection (1940-1946)** comprises correspondence with eminent personalities and freedom fighters. Besides, this collection also contains diaries of Shri S. Nijalingappa.

28. **Shri T.B. Keshava Rao Collection (1921-1950)** comprises essays on various social issues relating to untouchability and harijan uplift, cow protection, Hindi Prachar Samiti.
29. **Shri G.R. Joseyar Collection (1940-1945)** comprises four microfilm rolls containing copies of *Rationalist*, English newspaper.

## **E. ORAL ARCHIVES COLLECTION**

The Karnataka State Archives had initiated the 'Oral History' recording programme in the year 1987. Under this programme, the reminiscences of 24 personalities of difference walks of life, viz, freedom fighters, poets, social workers, litterateurs, statesmen, etc. were recorded. These are as follows:

1. Shri S Nijalingappa, Ex-Chief Minister
2. Shri Nittur Srinivas Rao, Retired Chief Justice of Karnataka
3. Shri Shivaram Karantha, Litterateur
4. Shri D. Jawaragowda, Ex-Vice-Chancellor
5. Shri B. D. Jatti, Former Vice-President of India
6. Shri N. Laxman Rao, Ex-Chief Secretary to Government of Kamataka
7. Smt Vishalakshamma, Freedom Fighter
8. Shri M. S. Jois, Freedom Fighter
9. Shri I. N. A. Rao, Freedom Fighter
10. Shri M Ramanna, Freedom Fighter
11. Smt Lalitha Jagate, Freedom Fighter
12. Shri P. N. Javarappa Gowda, Freedom Fighter
13. Shri A. C. Madagowda, Freedom Fighter
14. Shri V. Venkataiah, Freedom Fighter
15. Shri M. K. Bommaiah, Freedom Fighter
16. Shri K. C. Chennaiah, Freedom Fighter
17. Shri Sudhakara Chaturvedi, Freedom Fighter
18. Shri N. Narasimha Rao, Ex-Chief Secretary to the Government of Kamataka
19. Dr. M. C. Modi, Physician
20. Shri Shivakumara Swamiji, Pontiff, Siddaganga Mutt
21. Dr. S. K. Karimkhan, Folklorist
22. Shri A. N. Murthy Rao, Litterateur
23. Dr. Mahadeva Banakar, Litterateur
24. Shri H N Nanjegowda, Ex-Minister



## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE KARNATAKA STATE ARCHIVES**

1. Arrangements for compulsory vaccination in the Bangalore City.  
Medical Department, 1858, F. No. 316, S No 1-2.
2. Boundary disputes between Mysore and Malabar.  
Forests Department, 1858, F. No. 1.
3. Orders to check sandalwood smuggling in Nagar Taluk.  
Forests Department, 1878, F. No. 6.
4. Rules for the preservation of sandalwood trees.  
Forests Department, 1892, F. No. 36, pp 1-3.
5. Bird Survey in Mysore State.  
Forests Department, 1938, F. No. 270.
6. Establishment of a Seed Depot in Mysore State.  
Agriculture Department, 1905, F. No. 6, pp 17-19.
7. Establishment of a Small Causes Court for the Bangalore Cantonment.  
Judicial Department, 1862, F. No. 2, pp 1-6.
8. Establishment of a Fruit Research Station at Hessaraghatta.  
Garden Department, 1936, F. No. 141, pp 1-3.
9. Transfer of the Government Soap Factory to Private Entrepreneurs.  
Industries and Commerce Department, 1920, F. No. 162, pp 1-9.
10. Identification and acquisition of lands for Coffee Cultivation.  
Agriculture Department, 1881, F. No. 40, pp 1-20.
11. Sheep Breeding Experiments in Mysore.  
Agriculture Department, 1895, F. No. 4, pp 1-18.
12. Proposals for locating wild life sanctuary in Kadur District.  
Forest Department, 1940, F. No. 112, pp 1-3.
13. Development of the Silk Industry in Mysore State.  
Industries and Commerce Department, 1872, F. No. 1, pp 1-19.
14. Establishment of a Sandalwood Oil Factory at Mysore.  
Industries and Commerce Department, 1916, F. No. 10, pp 31, 42, 58, 74.
15. Reorganization of the Department of Industries and Commerce.  
Industries and Commerce Department, 1917, F. No. 48, p 1.
16. Proposals for the establishment of a Cotton Mill in the Mysore State  
Industries and Commerce Department, 1919, F. No. 171, pp 11-14, 16,22,23
17. Gen. Fischer's scheme for water supply to Bangalore City.  
Municipal Department, 1887, File No 8 of 1887, S No 1-10.

18. **Appointment of Shri M. Visvesvaraya, Consulting Engineer to the Government of Nizam of Hyderabad as Chief Engineer of Mysore.**  
Municipal Department, 1909, File No 39, S. No. 1-31.
19. **Durbar held at Mysore on 22 August 1910 for decorating Dewan J. Ananda Rao with badge of Companion of the Most Eminent Order of the Indian Empire.**  
Dewan's Office, 1910, File No 168, S. No. 1-7.
20. **Establishment of a school at Bangalore for the training of Sanitary and Assistant Sanitary Inspectors.**  
Sanitary Department, 1910, File No 127-10, S. No. 1-4 and 6.
21. **Government order appointing Shri M. Visveswaraya as Dewan of Mysore.**  
Dewan's Office, 1912, File No 39, S No. 39.
22. **Instructions to Government officials in respect of observing secrecy in confidential cases.**  
General Miscellaneous, 1915, File No.505-15, S.No.8.
23. **Prohibition of the export of rice to Holland and its colonies.**  
General Miscellaneous, 1915-16, FileNo.76-15, S.No. 30-40.
24. **Revision of rates of interest on the loans granted for industrial and agriculturist purposes.**  
C&T Department, 1920, File No.336-20, S.No. 3-4.
25. **Reduction of sentence of transportation for life passed on Kenchayya, accused for committing infanticide to that of rigorous imprisonment for three years.**  
Dewan's Office, 1921, File No.244-21, S. No. (244-21) 1-2
26. **Decentralisation of powers in the Revenue Department.**  
Revenue Department, 1921, File No.240-21, S. No. 1-4.
27. **Appointment of Dewan Bahadur M.N. Krishna Rao as Chairman of the Board of Management, Mysore Iron Works.**  
1929, File No. 10 of 1930 S. No. 17.
28. **Construction of the Chamarajamagar Satyamangalam Railway.**  
Railway Department, 1933-35, File No.16/G.
29. **Report of the Committee on Inquiry about the disturbances in Viduvarthawa.**  
Dewan's Office, 1937-38, File No.96, S.No.37-38.
30. **Traffic survey of the Chamarajagar Satyamayalam-Mettupalyam Extension Railway.**  
Railway Department, 1939, File No. 16/G.

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# LAKSHADWEEP

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## **LAKSHADWEEP**

### **Lakshadweep - Brief History**

The Lakshadweep Islands were constituted as Union Territory on 1 November 1956. Earlier, since 1787 these islands were under the control of Tipu Sultan. After the fall of Tipu, the administration of the islands came under the English East India Company, but the Arakkal rulers of Cannanore continued their hold over these islands till their annexation by the English East India Company in 1854. These islands formed part of the erstwhile Madras State and were known as Laccadives, Minicoy and Amindvi group of islands. These were, however, renamed as Lakshadweep on 1 November 1973. The Lakshadweep Islands are a group of 36 islands, of which 11 are inhabited. The headquarters of the Lakshadweep Union Territory is at Kavaratti.

### **Administrative Set-up of the Lakshadweep Union Territory**

The Union Territory is administered by the President of India through the Administrator who is the Head of the Administration. The Secretary to the Administrator assists the Administrator on administrative matters. The Secretary is the Court of first appeal in civil and criminal cases in the Islands and the Administrator deals with second appeals. Shri S. Mony was the first Administrator in 1959. Subsequently, the post of Development Officer was created in 1960 which was later redesignated as Secretary (Administration).

The Administrator is the highest officer in the Secretariat who is assisted by the Secretary to the Administrator and Superintendent. The Administrator is appointed by the President of India under Article 239(1) of the Constitution. He is also the highest authority in the Territory for the maintenance of law and order.

In 1964 this post was redesignated as Secretary (Administration). The Development as well as the Personal Administration were dealt within different sections known as Development and General Sections. In 1968 a post of Development Commissioner-cum-Development Secretary was created. In 1970 this post was redesignated as Commissioner-cum-Development Commissioner. By this time Senior/Middle level officers were assisting the Collector cum Development Secretary and the Administrator. In 1971-72 the major Departments of the administration were headed by a Director. In 1962 a post of Settlement Officer was created and attached to Secretariat to look after the survey and settlement work. In 1993 a post of Secretary (Finance) was created which was later given the charge of Secretary, Pay and Accounts. The Secretary (Finance) and Commissioner-cum-Development Secretary were designated Secretary of a group of Departments and the Departmental Heads were attached with them. The Secretary and the Administrator were the vital organs in the decision making systems of the Union Territory Administration.

**On 1 November 1977 the following Departments functioned in Lakshadweep Union Territory.**

- 1. Agriculture Directorate.**
- 2. Animal Husbandry**
- 3. Department of General Administration**
- 4. Department of Personnel**
- 5. Department of Planning and Statistics**
- 6. Department of Information and Technology**
- 7. Department of Ecology and Environment**
- 8. Department of Science and Technology**
- 9. Department of Transport**
- 10. Directorate of Medical and Public Health**
- 11. Directorate of Social Welfare and Women Empowerment**
- 12. Directorate of Tourism, Information and Publicity**
- 13. Education Department**
- 14. Electricity Department**
- 15. Fisheries Department**
- 16. Industries Department**
- 17. Panchayats**
- 18. Police Department**
- 19. Public Works Department**
- 20. Registrar of Cooperative Societies.**

The records of the Lakshadweep Secretariat Administration are housed in a room attached to the Administration's Secretariat. There are 170 bundles approximately of records of various Departments. These records are not arranged Departmentwise and reference media to these records are also not available. The records are not accessible to scholars and members of public at present.

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# **MEGHALAYA**

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# MEGHALAYA

## Meghalaya-Brief History

The present State of Meghalaya constitutes the areas pertaining to districts of Garo Hills, Jaintia Hills and Khasi Hills of Assam. The State was declared an autonomous state in pursuance of the Meghalaya Autonomous State Bill passed by the Parliament on 24 December, 1969. The autonomous state was inaugurated on 2 April 1970. In pursuance of North Eastern Areas Reorganisation Act, Meghalaya became a State of Indian Union on 21 January 1972. The State with its capital at Shillong comprises seven districts, viz. East Khasi Hills, West Khasi Hills, Jaintia Hills, West Garo Hills, East Garo Hills, Ri-Bhoi and Bhagmara.

## Meghalaya State Archives

The Meghalaya State Archives came into existence in 1978 under Directorate of Public Instruction, Government of Meghalaya. On 1 August, 1988 the State Archives came under the administration control of Directorate of Art and Culture. The records of the State Archives are housed in premises of the office of Directorate of Art and Culture. The record holdings of the State Archives comprise records of 23 Departments acquired from the Deputy Commissioner's Office, Shillong in 1984. The State Archives has also in its custody tour diaries of Deputy Commissioner, Khasi Hills and Assam Gazettes (1874-1940). However, the records are not accessible to scholars at present as the rules regulating their access have not been finalised.

The Library of the State Archives has in its custody publications relating to the history of Assam, Meghalaya and North-East region.

## Growth of Secretariat

In 1970, 15 Secretaries were appointed to look after the following departments in Meghalaya.

1. Agriculture Department (including Irrigation, Soil Conservation, Animal Husbandry, Fisheries and Community Development)
2. Co-operative Department
3. Country Planning Department
4. Excise Department
5. Finance Department
6. Forest Department

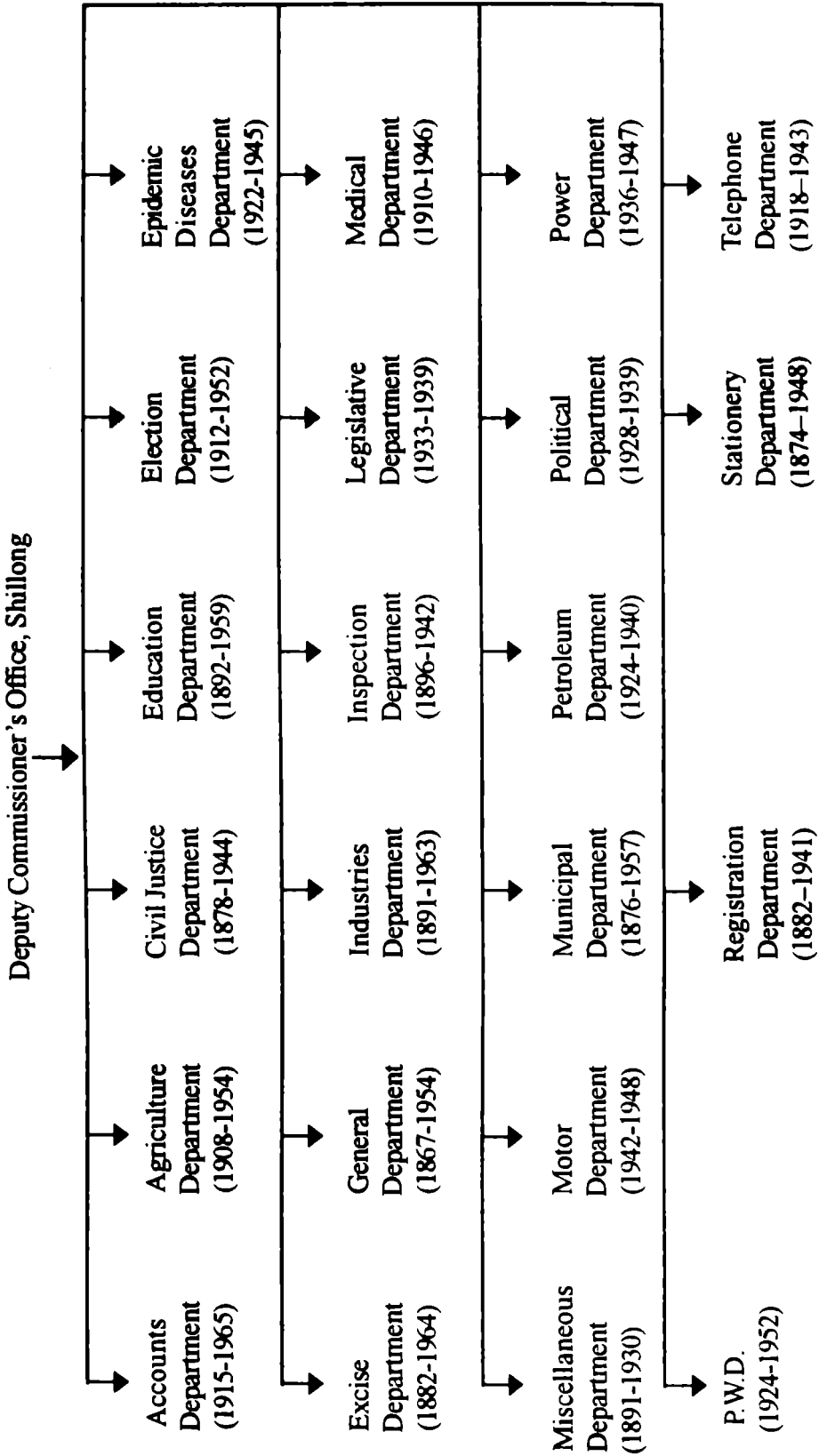
7. Industries Department (including Agriculture)
8. Labour Department
9. Mining and Geology Department
10. Planning Department
11. Public Health Engineering and Town Planning
12. Public Works Department (Road and Buildings)
13. Registration Department
14. Supply Department
15. Taxation Department

On 21 January 1972, the secretariat administration was reorganised and the following departments came into existence under the charge of the Secretary who was responsible to Chief Secretary.

1. Agriculture (including Irrigation, Animal Husbandry and Fisheries)
2. Border Areas Development
3. Cabinet Affairs
4. Co-operation
5. Community Development
6. District Council Affairs
7. Education, Youth and Sports
8. Election
9. Evaluation
10. Excise
11. Finance
12. Forests
13. General Administration
14. Health and Family Welfare
15. Home (including Passport)
16. Industries (including sericulture and weaving)
17. Law
18. Labour
19. Municipal Administration
20. Parliamentary Affairs

21. **Personnel and Administrative Reforms**
22. **Planning**
23. **Political**
24. **Power, Mining and Geology**
25. **Printing and Stationery**
26. **Public Health Engineering**
27. **Public Relations**
28. **Public Works (Roads and Building)**
29. **Relief and Rehabilitation**
30. **Reorganisation**
31. **Revenue**
32. **Secretariat Administration**
33. **Social Welfare**
34. **Soil Conservation**
35. **Supply and Trade**
36. **Tourism**
37. **Town and Country Planning**
38. **Transport and Communications**

# RECORDS HOLDINGS IN THE MEGHALAYA STATE ARCHIVES



## RECORDS HOLDINGS AVAILABLE IN THE MEGHALAYA STATE ARCHIVES

Reference Media in the form of Department-wise Registers are available.

Sl. No.	Description	Inclusive Years	Bulk	
1.	2.	3.	Volumes	Files
1.	2.	3.	4.	5.
1.	Accounts Department	1915-1965	-	69
2.	Agriculture Department	1908-1954	-	59
3.	Civil Justice Department	1878-1944	-	12
4.	Education Department	1892-1959	-	39
5.	Election Department	1912-1952	-	18
6.	Epidemic Diseases Department	1922-1945	-	5
7.	Excise Department	1882-1964	-	746
8.	General Department	1867-1954	-	69
9.	Industries Department	1891-1963	-	27
10.	Inspection Department	1896-1942	-	30
11.	Legislative Department	1933-1939	-	52
12.	Medical Department	1910-1946	-	21
13.	Miscellaneous Department	1913-1949	-	12
14.	Motor Department	1942-1948	-	3
15.	Municipal Department	1876-1957	-	40
16.	Petroleum Department	1924-1940	-	6
17.	Political Department	1928-1939	-	4
18.	Power Department	1936-1947	-	8
19.	Public Works Department	1924-1952	-	10
20.	Registration Department	1882-1941	-	61
21.	Stationery Department	1874-1948	-	23
22.	Telephone Department	1918-1943	-	5

## SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE MEGHALAYA STATE ARCHIVES

1. Manufacture of Pottery at Sarnai.  
Industry Department, F. No. Nil/1891.
2. Rules for restricting the use of *Ganja* in Khasi Hills and Jaintia Hills.  
Excise Department, F. No. XVII-3/1882-1896.
3. Establishment of a Rain Gauge at Mawsynram.  
General Department, Rainfall Branch, F. No. XI-4/1911.
4. Prohibition of the sale of liquor on road side markets.  
Excise Department, F. No. XVII-4/1911.
5. Smuggling of Khasi liquor and *Ganja* to Sylhet.  
Excise Department, F. No. XVI-6, 1914-15.
6. Establishment of a Rainfall Station at Cherrapunji.  
General Department, Rainfall Branch, F. No. Nil-1917.
7. Cherrapunji Water Works.  
General Department, F. No. Nil, 1910-1918.
8. Telegraph lines from Shillong to Jawai.  
Telephone Department, F. No. V-6/1921.
9. Establishment of a Rainfall station at Laitkyn Sew.  
General Department, F. No. XI-3/1921.
10. Reports of deaths from cholera, small pox, influenza and other epidemic diseases.  
General Department, F. No. IX 9.A/1922.
11. Statement detailing excise and opium cases brought to trial in the British Court and the Myllem Darbar in 1924-1925.  
Excise Department, F. No. XVI-1/1923-24.
12. Imposition of ban on lumbering of trees in Shillong.  
Municipal Department, F. No. XVIII-7, 1927.
13. Application of the Foreigners Act III of 1864 to smugglers.  
Excise Department, F. No. XVII-4/1934-35.
14. Report on the improvement of Potato cultivation in Khasi and Jaintia Hills.  
Agriculture Department, F. No. 1, 1935.

**15. Town planning for Shillong.**

**Municipal Department, F. No. XVIII-18, 1935.**

**16. Opening of Government Primary Schools in the Khasi and Jaintia Hills.**

**Education Department, F. No. IV-7/1936.**

**17. Extension of the Indian Tolls Act, Indian Motor Act and Assam Highways Act to Jaintia Hills District**

**Legislative Department, F. No. XX-19/1937.**

**18. Manufacture of Rice beer.**

**Excise Department, F. No. XVII-1/1941-42.**

**19. Arrangement for Water Supply in Shillong.**

**Municipal Department, F. No. XVIII-8/1942.**

**20. Report on the Prevention of Cruelty to Animals.**

**Municipal Department, F. No. MCPL 18/40-1957.**





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# MIZORAM

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## **MIZORAM**

### **Mizoram - Brief History**

The present State of Mizoram was known as Lushai Hills District under the administration of British Indian Government. Before the occupation of Lushai Hills by the British, each village was an independent unit ruled by a tribal chief and assisted by a group of advisers. The local tribal chiefs ruled over the Lushai Hills District till 1891. In 1891, the Lushai Expeditionary Force was sent by the British Indian Government to subjugate the tribal chiefs when the Lushai Hills became a part of British India. The administration of Northern and Southern parts of the Lushai Hills were entrusted to the Governments of Assam and Bengal respectively. On 1 April 1898, the Northern and Southern regions of Lushai Hills were amalgamated to form United Lushai Hills District and placed under the Chief Commissioner of Assam.

On 25 April 1952, Lushai Hills District became an autonomous district of Assam. The nomenclature of Lushai Hills District was changed to Mizo District on 1 September 1954. The Mizo District was separated from Assam and constituted as the Union Territory of Mizoram on 21 January 1972, in pursuance of the North-East Area Reorganisation Act, 1971.

The Union Territory of Mizoram became a State of the Union of India on 20 February 1987 with Aizawl as its capital. It comprises three districts, viz. Aizawl, Chhimituipuri and Lunglei.

### **Mizoram State Archives Unit**

In January 1972, the process of establishing an Archives Unit in Mizoram was initiated under the Education and Social Welfare Department. The Archives Unit was housed in a rented building at Aizawl. On 3 May 1988, the Archives Unit came under the administrative control of the newly created Directorate of Art and Culture. In 1998, the Archives Unit was shifted to its own building located at Babutlang Zarkwat, Aizawl-796001 (Mizoram).

The record holdings of the Mizoram State Archives Unit are broadly divided into the following series:

1. Office of the Political Officer,  
North and South Lushai Hills.
2. Deputy Commissioner's Office Records.
3. District Records.

All records in the custody of Mizoram State Archives Unit which are more than 30 years old are open for consultation by the bonafide research scholars\*. Foreign scholars wishing to consult records in the Mizoram State Archives Unit are required to get a letter of introduction from the universities/learned institutions, sponsoring their candidature, and also a letter from their respective Diplomatic Mission in India. All such applications for permission to consult the records are to be addressed to the Director, Directorate of Art and Culture, Government of Mizoram, Aizawl-796001.

The Research Room of the Mizoram State Archives Unit remains open on all working days from 9.00 A.M. to 4.00 P.M. excepting Sundays and National Holidays.

The Library of the Archives Unit has in its custody more than 1200 publications on history, literature, religion, law, gazettes, gazetteers, etc.

## **Growth of Secretariat**

The administration of the erstwhile Lushai Hills District was carried out prior to 1972 by the Deputy Commissioner assisted by few Assistant Deputy Commissioners, Sub-Divisional Officers and Block Development Officers. On 21 January 1972, a Union Territory status was accorded to the Mizo District with the nomenclature Mizoram. An independent Secretariat was also set up at Aizawl. The Chief Secretary, became the head of the Secretariat, who was assisted by a Development Commissioner, five Secretaries, four Deputy Secretaries and 15 Under Secretaries.

In January 1972, the following Secretariat Departments were functioning in the Secretariat of Mizoram Union Territory Administration:

1. Agriculture and Animal Husbandry Department
2. Education Department
3. Finance and Accounts Department
4. Forest Department
5. General Administration Department
6. Health Department
7. Industries Department
8. Law and Judicial Department
9. Local Administration Department
10. Public Works Department

Besides these Departments, the following Departments/Directorates under their respective Heads of Department were also in existence,

1. Inspector General of Police, Police Department
2. Director, Directorate of Agriculture
3. Director, Directorate of Education

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\* For details see "Rules for Regulating Access to Records in Mizoram State Archives Unit" in Appendix-G.

4. **Director, Directorate of Industries**
5. **Director, Directorate of Health Services**
6. **Director, Directorate of Community Development and Revenue**
7. **Director, Directorate of Local Administration and Town Planning**
8. **Director, Directorate of Census Operations**
9. **Chief Engineer, Public Works Department**
10. **Registrar of Firms and Societies**
11. **Treasury Officer**

The following Secretariat Departments came into existence on 3 May 1972:

1. **Appointment Department**
2. **Community Development and Cooperation Department**
3. **Home Department**
4. **Information and Public Relations and Tourism Department**
5. **Labour and Employment Department**
6. **Medical and Family Planning Department**
7. **Planning Department**
8. **Political Department**
9. **Power and Electricity Department**
10. **Public Health Engineering Department**
11. **Revenue Department**
12. **Secretariat Administration Department**

On 17 May 1972, the Supply and Transport Department was set up at the Directorate level with a view to regulate the supply of essential commodities and provide transport service in the Mizoram Union Territory. A Secretary became its administrative head while a Director was appointed as the Head of the Office, assisted by five Deputy Directors. The Supply and Transport Department dealt with the affairs of the following five wings, viz. (i) Account Wing, (ii) Motor Vehicle Wing and Railway Out-Agency, (iii) Supply Wing, (iv) Transport Wing, and (v) Weights and Measures Wing.

On 20 February 1987, Union Territory of Mizoram became a State of the Union of India. The Governor became the executive head of the State and the Chief Secretary was appointed as the administrative head of the Government machinery.

For the sake of administrative convenience, Additional Chief Secretary, Special Secretary, Secretaries, Additional Secretaries, Joint Secretaries, Development Commissioner, Commissioners, Deputy Commissioners, etc. were also appointed to

cope with the work of Secretariat Departments as well as other Government Departments. The Chief Secretary was entrusted with responsibility to deal with the affairs of the following five Secretariat Departments, viz. (i) Home Department; (ii) Personnel and Administrative Reforms Department; (iii) Political Department; (iv) Rural Development Department; and (v) Vigilance Department.

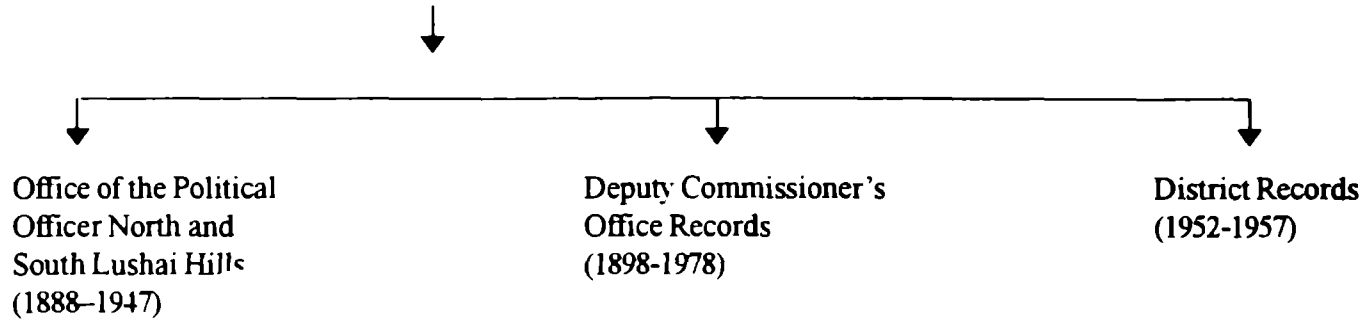
In 1987, the following 37 Secretariat departments were functioning in the Secretariat of the Government of Mizoram:

1. Agriculture Department
2. Animal Husbandry and Veterinary Department
3. Civil Supply Department
4. Cooperation Department
5. District Council Affairs Department
6. Education and Human Resource Department
7. Environment and Forests Department
8. Excise and Taxation Department
9. Finance Department
10. General Administration Department
11. Health and Family Planning Department
12. Home Department
13. Industries Department
14. Information and Public Relations Department
15. Labour and Employment Department
16. Land Revenue and Settlement Department
17. Law and Judicial Department
18. Local Administration Department
19. Parliamentary Affairs Department
20. Personnel and Administrative Reforms Department
21. Planning and Programme Implementation Department
22. Political and Cabinet Department
23. Power and Electricity Department
24. Printing and Stationery Department
25. Public Health Engineering Department
26. Public Works Department

27. Relief and Rehabilitation Department
28. Rural Development Department
29. Secretariat Administration Department
30. Sericulture Department
31. Social Welfare Department
32. Soil Conservation Department
33. Sports and Youth Welfare Department
34. Trade and Commerce Department
35. Transport Department
36. Tourism Department
37. Vigilance Department

On 3 May 1988, the Directorate of Education was divided into three independent Directorates, viz. (i) Directorate of School Education, (ii) Directorate of Higher and Technical Education, (iii) Directorate of Art and Culture. The Directorate of Agriculture was also trifurcated into Directorates of Agriculture, Fisheries, and Horticulture with effect from 7 June 1993.

## RECORDS HOLDINGS IN THE MIZORAM STATE ARCHIVES UNIT





## RECORDS HOLDINGS IN THE MIZORAM STATE ARCHIVES UNIT

**Reference Media:** Press lists of records are available as a reference media in the Mizoram State Archives Unit. This reference media is applicable to all categories of records.

Sl. No.	Description	Inclusive Years	Bulk	
1.	2	3.	Bundles	Volumes
1.	2	3.	4.	5.

### I. Office of the Political Officer, North and South Lushai Hills

1.	Commerce and Industries	1894-1927	2	-
2.	Census Cases	1894-1947	6	80
3.	Education	1898-1938	4	-
4.	Finance	1888-1919	7	-
5.	Forest	1894-1947	6	-
6.	General	1898-1920	20	-
7.	Political	1890-1920	15	-
8.	Public Works Department	1894-1927	3	-
9.	Revenue and Agriculture	1890-1919	5	-

### II. Deputy Commissioner's Office Records

1.	Agriculture Branch	1892-1966	2	-
2.	Census Branch	1900-1955	2	-
3.	Education Branch	1898-1962	7	-
4.	Finance Branch	1892-1947	8	-
5.	Forest Branch	1898-1951	13	-
6.	General Branch	1883-1960	25	-
7.	Home Branch	1880-1914	1	-
8.	Judicial Branch	1890-1957	4	-
9.	Military Branch	1890-1978	10	-
10.	Police Branch	1893-1967	12	-
11.	Revenue Branch	1895-1963	9	-

### III. District Records

1.	District Council Branch	1952-1957	2	-
2.	Education Branch	1952-1957	3	-
3.	Election Branch	1952-1957	2	-
4.	Finance Branch	1952-1957	2	-
5.	General Branch	1952-1957	5	-
6.	Public Works Branch	1952-1957	32	-

## **SIGNIFICANT DOCUMENTS AVAILABLE IN THE MIZORAM STATE ARCHIVES UNIT**

1. Statement of languages spoken by the people of Lungleh.  
Revenue Department, Deputy Commissioner's Office, Aizawl, F.No.183/1911.
2. Demarcation of the boundary between the Lushai Hills and Manipur.  
Revenue Department, Deputy Commissioner's Office, Aizawl, F.No.244/1794(For P).
3. Monograph on Gold and Silverware.  
Revenue Department, Deputy Commissioner's Office, Aizawl, F.No.184/693-720.
4. Memorandum of Sir Lancelot Hare, Governor of Eastern Bengal and Assam on Agriculture Department.  
Revenue Department, Deputy Commissioner's Office, Aizawl, Memorandum No.565-Ag/1911
5. Report of the Commissioner appointed to demarcate the undefined boundary between the Chin Hills and Lushai Hills District.  
Revenue Department, Deputy Commissioner's Office, Aizawl, F.No.1030/1901.
5. Relief Measures undertaken in Mizo District during Mautam famine.  
Revenue Department, Deputy Commissioner's Office, Aizawl, F.No.G.D-41/1959.
5. Special investigation of Indian Economic Products at the Imperial Institute.  
Revenue Department, Deputy Commissioner's Office, Aizawl, Resolution No.59-73/1894.
7. Petitions for settlement of lands in the jurisdiction of Lushai Hills.  
Revenue Department, Deputy Commissioner's Office, General Resolution No.19/1901-1902.
8. Lushai Hills Forest Regulations.  
Forest Department, Deputy Commissioner's Office, Aizawl, D.O. No. TAD/FR/52/1951.
9. Notes on mulberry plantation.  
Forest Department, Deputy Commissioner's Office, Aizawl, F.No.464/XXX-8/1948.
10. Export of Forest Products from Lushai Hills.  
Forest Department, Deputy Commissioner's Office, Aizawl, F.No.1086-T.R/1902-Darjeeling.

11. **Exports of Gurjan wooden logs from Southern Lushai Hills to East Pakistan (Bangladesh).**  
Forest Department, Deputy Commissioner's Office, Aizawl, Letter No.B-3/1952.
12. **Exemption of Lushai Hills Forest Products from export restrictions.**  
Forest Department, Deputy Commissioner's Office, Aizawl, F.No.D-427/1953.
13. **Formulation of an education policy in the Lushai Hills.**  
Education Department, Deputy Commissioner's Office, Aizawl, F.No.DPJ/75-Ed/XH-9/1941.
14. **Brief note on the Technical Education in Lushai Hills, 1910.**  
Education Department, Deputy Commissioner's Office, Aizawl, Letter No.45-Calcutta/1910.
15. **Report on the South Lushai Police.**  
Military Department, Deputy Commissioner's Office, Aizawl, F.No.114-Foreign/980-83.P/1896.
16. **Somra Expedition.**  
Military Department, Deputy Commissioner's Office, Aizawl, F.No.176 Foreign P/959/1897.
17. **Military Police outposts in the Lushai Hills.**  
Military Department, Deputy Commissioner's Office, Aizawl, Letter No.2499-Silchar.
18. **Inspection note on the accounts of the Military Police Battalion, Lushai Hills.**  
Military Department, Deputy Commissioner's Office, Aizawl, Letter No.20, dated 25 July 1914.
19. **Important decisions at the Conference of Missionaries held at Aizawl.**  
Military Department, Deputy Commissioner's Office, Aizawl, Letter No.1099, dated 1 January 1905.
20. **Lushai Labour Corps.**  
Military Department, Deputy Commissioner's Office, Aizawl, Letter No.6655/VI-6-Ganhati, dated 23 December 1920.
21. **List of recipients of Gallantry Awards in Lushai Hills District.**  
Military Department, Deputy Commissioner's Office, Aizawl, General Memorandum No.21/51/10, dated 24 April 1951.
22. **Expedition of First Assam Regiment undertaken in the Lushai Hills.**  
Military Department, Deputy Commissioner's Office, Aizawl, F.No.402-Exp/25-A, dated 5 March 1949.

23. List of residents of Lushai Hills serving in the Burma Army.

Military Department, Deputy Commissioner's Office, Aizawl, F.No GE-28/55/5, dated 1 June 1955.

24. Registration of sale of cattle in Lushai Hills.

Judicial Department, Deputy Commissioner's Office, Aizawl, Circular No. 52-Judicial-Shillong, dated 26 December 1906.

25. Scheme of Jail expansion in Lushai Hills.

Judicial Department, Deputy Commissioner's Office, Aizawl, Letter No. 3610-N-Shillong, dated 19 July 1913.

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# NAGALAND

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# NAGALAND

## Nagaland - Brief History

The State of Nagaland comprises the former Naga Hills district of Assam and the former Tuensang Frontier Division of the North-East Frontier Agency. These had been made a Centrally Administered Area in 1957, administered by the President through the Governor of Assam. In January 1965 the Government of India conferred the status of a State on Nagaland. However, the State of Nagaland was officially inaugurated on 1 December 1963. The present State of Nagaland comprises seven districts with its capital at Kohima.

## Record Cell, Nagaland

The Record Cell of Nagaland came into existence in 1970 as a Branch under the Directorate of Art and Culture, Government of Nagaland. At present, the records are housed in premises of the Directorate of Art and Culture, Nagaland. The Record Cell has in its custody records pertaining to various departments of the Deputy Commissioner's Office, Naga Hills, Kohima. Besides, the Record Cell has also acquired copies of records pertaining to Nagaland from National Archives of India, New Delhi, West Bengal State Archives, Kolkata and other states of North-East region.

All records which are more than 30 years old are open for consultation for bonafide researchers\*. Foreigners are required to produce a letter of accreditation from their sponsoring institution as also from their respective Diplomatic Mission in India. All such applications for permission to consult records are to be addressed to the Director, Directorate of Art and Culture, Government of Nagaland, Kohima-797007.

The Research Room of the Nagaland Record Cell is open to on all working days from 9.00 A.M. to 3.30 P.M. in winter (November to February) and 9.30 A.M. to 4.00 P.M. in summer (March to October).

The Library of the Record Cell has in its custody more than 20,000 publications including gazettes, gazetters, and proceedings of the Nagaland Legislative Assembly.

## Growth of Secretariat

The Naga Hills District of Assam had following 20 departments

1. Agriculture Department
2. Confidential Department

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\* 'Rules Regulating Public Access for purpose of Research in the Record Cell, Nagaland' in Appendix 'H'.

3. Education Department
4. English Department
5. Expedition Department
6. Finance Department
7. Foreign Department
8. Forest Department
9. General Department
10. Home Department
11. Judicial Department
12. Legislature Department
13. Political Department
14. Public Works Department
15. Revenue Department
16. Scarcity and Relief Department
17. Secret Department
18. Settlement Department
19. Statistical Department
20. Survey Department

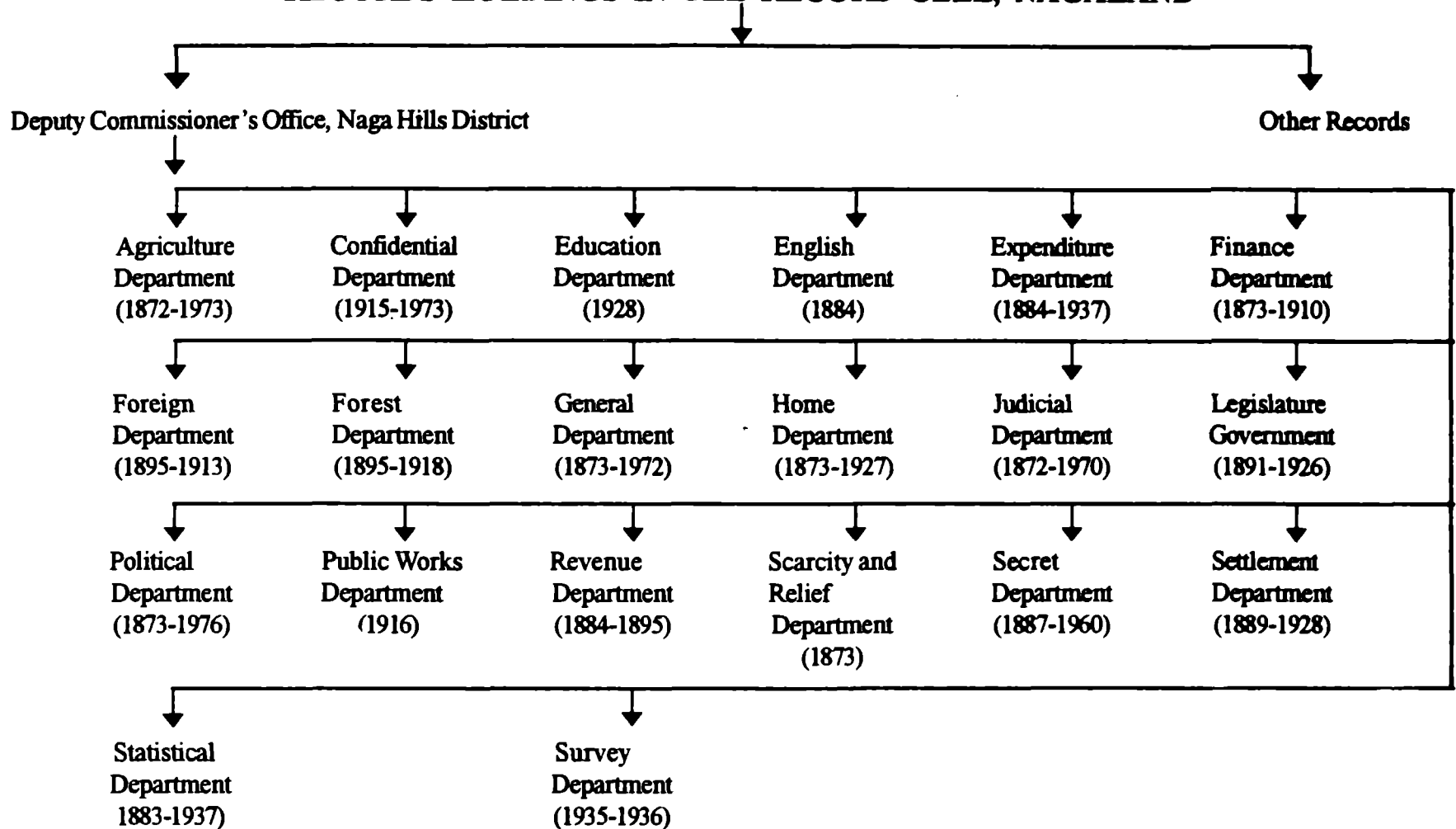
After the formation of Nagaland State in 1963, the following 16 Departments were created under a Secretary who was responsible to the Chief Secretary.

1. Agriculture Department
2. Appointment and Political Department
3. Confidential Department
4. Development Department
5. Education Department
6. Excluded Department
7. Finance Department
8. General Department
9. Governor Secretariat Department
10. Home Department
11. Legislature Department



12. **Medical Department**
13. **Political Department**
14. **Revenue Department**
15. **Supply Department**
16. **Tribal Area Department**

## RECORDS HOLDINGS IN THE RECORD CELL, NAGALAND



# RECORDS HOLDINGS AVAILABLE IN THE RECORD CELL, NAGALAND

Reference Media in the form of transfer lists are available.

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Files
1.	2	3.	4.	5.
<b>I. Deputy Commissioner's Office, Naga Hills District</b>				
1.	Agriculture Department	1872-1973	1	-
2.	Confidential Department	1915-1973	1	-
3.	Education Department	1928	1	-
4.	English Department (Political)	1884	1	-
5.	Expedition Department	1884-1937	1	-
6.	Finance Department	1873-1910	1	-
7.	Foreign Department	1895-1913	1	-
8.	Forest Department	1895-1918	1	-
9.	General Department	1873-1972	2	-
10.	Home Department	1873-1927	1	-
11.	Judicial Department	1872-1970	76	-
12.	Legislature Department	1891-1926	1	-
13.	Political Department	1873-1976	1	-
14.	Public Works Department	1916	1	-
15.	Revenue Department	1884-1895	1	-
16.	Scarcity and Relief Department	1873	1	-
17.	Secret Department	1887-1960	1	-
18.	Settlement Department	1889-1928	1	-
19.	Statistical Department	1873	1	-
20.	Survey Department	1935-1936	1	-
<b>II. Other Records</b>				
1.	Agriculture, Commerce, Revenue (Miscellaneous)	1973	1	-
2.	Army (Memorandum)	1923	1	-

1.	2	3.	4.	5.
3.	Bills	1873	1	-
4.	Foreign Department			
	(i) External	1901	4	-
	(ii) External A	1885	4	-
	(iii) Foreign, Political A Branch	1870-1882	24	-
5.	Judicial	1872	4	-
6.	Maps	1869-1957	-	38 Maps
7.	Memorandum	1973	1	-
8.	Military	1873	6	-
9.	Nazira Coal	1952	1	-
10.	Political	1873	3	-
11.	Reports (Supreme Court)	1873	1	-
12.	Telegrams	1894	1	-

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE RECORD CELL, NAGALAND**

1. Amalgamation of the office of Political Agent Manipur with Assam Commission.  
Foreign Department, Political A, January 1880, Nos.407/413.
2. Assam Boundary Question.  
Foreign Department, 14 December 1872, No.287 R.
3. Boundary disputes between Assam, Manipur and Naga Hills.  
Foreign Department, Political A, Nos.79-118, March 1872.
4. Elephant catching in Assam.  
Military Department, 21st February 1873, No.1344.
5. Murder of a Naga slave by a Mishmi Chief.  
Political Department, 1873, No.69.
6. Transfer of claims and rights in connection with Hukumjuri and Namsangia Tea Gardens to the Government.  
Foreign Department, Political A, July 1875, Nos.87-89.
7. Proposals for defining the boundary between Manipur and the Naga Hills and Burma.  
Foreign Department, Code No.26, 1895.
8. Assamese Settlements on the banks of the Desoi River near Hoolunguri of the Naga Hill District.  
Forest Department, Code No.35, 1895.
9. Rangapahar Reserve Forest Settlement Report.  
Forest Department, Code No.37, 1913-1914.
10. Tour Diary of C.R.Pawsey, I.C.S., Deputy Commissioner, Naga Hills.  
Secret Department, Code No.93.
11. Japanese Invasion of Nagaland.  
Confidential Department/Br., 1943, Code No.109.
12. Opium cultivation in Mouzah Morong.  
Political Department, 1883, Code No.224.
13. Claims of certain villages for being included in Manipur.  
Political Department, 1893, Code No.284.
14. Angami language, script and grammar.  
General Department, File No.15/1884, 1884, Code No.491.
15. Human sacrifice and slavery in Nagaland.  
General Department, 1927-28, Code No.721.



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# PONDICHERY

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# PONDICHERRY

## Pondicherry – Brief History

The Union Territory of Pondicherry comprises four districts, viz. Karaikal, Mahe, Pondicherry and Yanam. Pondicherry was a French colony under the administration of the French East India Company since 1673. However, the Dutch captured Pondicherry from the French in 1693. With the conclusion of Treaty of Ryswick in 1699, Pondicherry was returned to France. The French Government handed over the administration of Pondicherry to the Government of India on 1 November, 1954 and was consequently constituted as an Union Territory.

The Union Territory of Pondicherry is administered by the President of India through a Lt. Governor who is advised by Council of Ministers responsible to the Legislative Assembly.

## Pondicherry Archives

Pondicherry Archives was established in 1979 under the Education Department. In 1992 it came under the administrative control of Department of Art and Culture.

The Pondicherry Archives is housed in No.1, Romain Rolland Street, Pondicherry and has in its custody the Secretariat Records and also the records of Raj Niwas Secretariat and Romain Rolland Library. The Archives has also in its custody 312 microfische donated by the Library of Congress.

The records, which are 25 years old, are open for consultation by bonafide researchers\*. Foreigners are required to produce a letter of accreditation from their sponsoring institution as also from their Diplomatic Mission in India. All such applications for permission to consult records are to be addressed to the Curator, Pondicherry Archives, No.1, Romain Rolland Street, Pondicherry.

The Archives has a Reading Room which remains open between 9.45 A.M. – 5.20 P.M. on all days except Saturdays, Sundays and National Holidays. The Library of the Archives has in its custody 488 State Gazetteers and 610 French journals/bulletins, etc. from 1873 onwards.

## Growth of Secretariat

The business of the Union Territory of Pondicherry came to be transacted from 1 July 1963 through the following twelve (12) departments:

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\* For details see "Government Order of the Education Department, Government of Pondicherry" in Appendix 'I'.

1. **Appointment Department**
2. **Confidential and Cabinet Department**
3. **Education Department**
4. **Finance Department**
5. **General Administration Department**
6. **Home Department**
7. **Labour Department**
8. **Legislative and Judicial Department**
9. **Local Administration Department**
10. **Medical and Public Health Department**
11. **Planning and Development Department**
12. **Revenue Department**

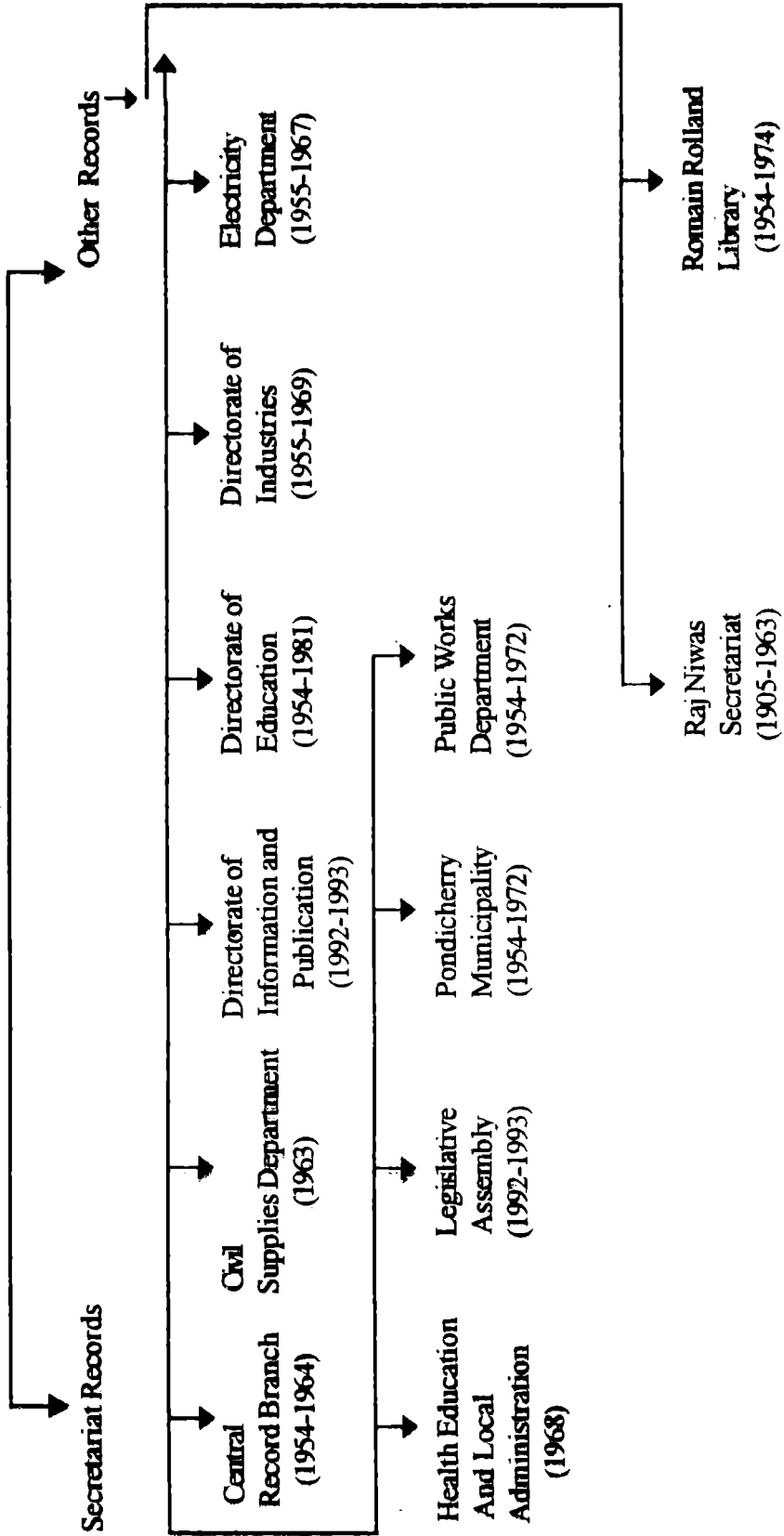
The following Departments were functional under the Pondicherry Administration in 1967. These Departments were under the charge of six Secretaries who were responsible to the Chief Secretary.

1. **Directorate of Transport**
2. **Project Office/Block Development Office**
3. **Directorate of Pilot Research, Planning and Evaluation**
4. **Office of the District Registrar**
5. **Inspector General of Police**
6. **Office of the Chief Superintendent of Jails**
7. **Directorate of Penal Development**
8. **Town and Country Planning Office**
9. **Directorate of Education**
10. **Directorate of Health and Family Planning**
11. **Directorate of Agriculture**
12. **Directorate of Fisheries**
13. **Directorate of Animal Husbandry**
14. **Directorate of Public Works**
15. **Directorate of Industries**
16. **Directorate of Civil Supplies**

17. Directorate of Welfare of Scheduled Caste/Scheduled Tribes
18. Directorate of Information Publicity and Tourism
19. Directorate of Settlement, Survey and Land Records
20. Bureau of Statistics and Evaluation
21. Office of the District Magistrate
22. Office of the Commissioner of Labour
23. Office of the Registrar of Co-operative Societies
24. Office of the Collector
25. Commercial Tax Office
26. Pay and Accounts Office

On 1 January 1968, a Central Records Branch was created and it became a repository of the files of the entire Secretariat (except that of the Legislative Secretariat).

**RECORDS HOLDINGS IN THE PONDICHERY ARCHIVES**



# RECORDS AVAILABLE IN THE PONDICHERRY ARCHIVES

Reference Media in the form of File Registers are available.

Sl. No.	Description	Inclusive Years	Bulk	
			Files	Volumes
1.	2	3.	4.	5.
<b>I SECRETARIAT RECORDS</b>				
1.	Central Records Branch	1954-1964	343	-
2.	Civil Supplies Department	1963	2	-
3.	Directorate of Information and Publicity	1992-1993	-	17
4.	Directorate of Education	1954-1981	529	-
5.	Directorate of Industries	1955-1969	1073	-
6.	Electricity Department	1955-1967	7	-
7.	Health, Education and Local Administration	1968	21	-
8.	Legislative Assembly	1992-1993	-	39
9.	Pondicherry Municipality	1952-1972	14	-
10.	Public Works Department	1954-1969	405	-
<b>II OTHER RECORDS</b>				
1.	Raj Niwas Secretariat	1955-1963	515	-
2.	Romain Rolland Library	1954-1974	620	-

## **SOME SIGNIFICANT RECORDS AVAILABLE IN THE PONDICHERY ARCHIVES**

1. Irrigation Convention between French and British Governments.  
Public Works Department, 1941, No. 365.
2. Introduction of compulsory singing of National Anthem in schools and colleges.  
Central Records Branch, 1959, No.601.
3. Recognition of the French Examination 'Prepodentique' as equivalent to B. A., B.Sc. degrees of a recognised University for purpose of applying for the Central Government jobs.  
Central Records Branch, 1959, No.605.
4. Delegation of powers to the Chief Commissioner, Pondicherry.  
Central Records Branch, 1960, No.: 1220
5. Establishment of Cotton Textile Mill in Pondicherry.  
Directorate of Industries, 1961, No.1251.
6. Appointment of a Committee on Emotional Integration.  
Directorate of Education, 1961, No. 641.
7. Exchange Programme between India and Greece and India and Ceylon (Sri Lanka).  
Directorate of Education, 1963, No. 679.
8. National Loan Scholarship scheme for scholars.  
Directorate of Education, 1965, No. 748.
9. Historical Study of the Freedom Movement in the former French possessions.  
Directorate of Education, 1965, No. 753.
10. Grant of financial assistance to teachers for propagation of Sanskrit.  
Directorate of Education, 1965, No. 745.
11. Notification on safeguards for linguistic minorities.  
Central Records Branch – No. 9, 1966, No. 578.
12. Launching of a nation-wide programme on the improvements of schools on the basis of the report of the Education Commission.  
Directorate of Education, 1966, No.794.
13. Organisation of a Refresher Course in Central Hindi Institution (Kendriya Hindi Sansthan) Agra for Hindi teachers.  
Directorate of Education, 1966, No.821.
14. Scheme for financial assistance to rural artisans and craftsmen for the development of rural industries.  
Directorate of Education, 1966, No. 1446.

15. Inauguration of Second World Tamil Conference and participation of delegates from Pondicherry.  
Directorate of Education, 1967, No. 850.
16. Lease of Government wastelands for the manufacture of salt.  
Directorate of Industries, 1967, No. 1511.
17. Plans for extension of Central Government Health Scheme to Pondicherry.  
Directorate of Industries, 1967, No. 1556.
18. Display of U.N. flag alongwith the National Flag on the U.N. Day observed on 24 October every year.  
Directorate of Industries, 1967, No. 1562.
19. Recommendations of a Committee on Water Pollution with reference to inland fisheries.  
Directorate of Industries, 1968, No. 1597.
20. Scheme for the reorganisation of traffic system in Pondicherry town.  
Public Works Department, 1968, No. 1966.
21. Recommendations for setting up of industries with foreign collaboration in Pondicherry.  
Directorate of Industries, 1968, No. 1638.
22. Introduction of scheme for rehabilitation of defence service personnel.  
Directorate of Industries, 1969, No. 1638.
23. Proposals for the construction of a damaged portion of the sea wall in Pondicherry.  
Public Works Department, 1969, No. 1952.
24. Measures to check land erosion by sea water.  
Public Works Department, 1969, No. 1959.
25. Introduction of a Dairy Development Scheme.  
Public Works Department, 1969, No. 1960.
26. Implementation of the Official Languages Act and introduction of Tamil language in the Government Departments.  
Central Records Branch, 1969, No. 480.
27. Recommendations of Education Commission for the establishment of a University in Pondicherry.  
Directorate of Education, 1969, No. 1079.
28. Introduction of 'Earn While You Learn' scheme in Pondicherry.  
Directorate of Education, 1969, No. 1144.
29. Scheme for increasing the production of sugarcane.  
Public Works Department, 1973, No. 1946.
30. Beautification scheme for the Beach Road, Pondicherry.  
Public Works Department, 1973, No. 1946.





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# PUNJAB

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# PUNJAB

## Punjab - Brief History

Punjab was annexed to British India in March 1849. The Punjab was constituted as a separate province of India in 1937. After the vivisection of India in 1947, Punjab was divided between India and Pakistan. East Punjab remaining with India and West Punjab with Pakistan\*. On 1 November 1966, Punjab was divided into three units, viz. Punjab comprising the pre-dominantly Punjabi speaking areas; Haryana comprising Hindi speaking districts; and Himachal Pradesh comprising Hilly areas. The present State of Punjab comprise 14 districts with its capital at Chandigarh Union Territory.

## Punjab State Archives

The Punjab State Archives, Chandigarh is the principal repository of Government of Punjab where non-current permanent records of all Government Departments/Offices are housed, preserved and managed on modern scientific lines.

The Punjab Record Office was established at Amritsar in 1948 and the PEPSU Archives which held the records of seven east Punjab Princely States was established at Patiala in 1948. After the merger of PEPSU with the Punjab in 1956 both the offices were integrated and renamed as the Punjab State Archives (under Department of Archives and Museum). In 1968 Punjab State Archives became an independent Department. The Punjab State Archives was located at the Historical Baradari Palace, Patiala till October 1995. After Puralekh Bhawan had been constructed at Plot No. 3, 38 A Chandigarh, some of the Punjab Civil Secretariat records pertaining to Punjab and other important records alongwith staff except PEPSU records were shifted from Patiala to Chandigarh in October 1995.

The holdings of Punjab State Archives are broadly divided under heads, PEPSU Records and Punjab Records. PEPSU Records comprises eight covenanting States viz. Patiala, Kapurthala, Nabha, Jind, Faridkot, Malerkotla, Kalsia and Nalagarh. These records are housed in its Patiala repository. The most important series of records Punjab State Archives are the Khalsa Darbar Records, pertaining to various branches of administration during the reigns of Maharaja Ranjit Singh and his successors. The records pertaining to Punjab State Secretariat are also available in the Punjab State Archives.

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\* Eight princely sates of East Punjab were grouped together to form one single state called PEPSU-Patiala and the East Punjab States Union with Patiala as its capital. This PEPSU State was merged with Punjab in 1956.

All records which are 30 years old are open for consultation for bonafide researchers\*. Foreign scholars are required to produce a letter of accreditation from their respective sponsoring institutions as also from their respective Diplomatic Mission in India. All such applications for permission to consult records are to be addressed to the Director of Archives and Museum, Plot No.3-38A, Puralekh Bhawan, Chandigarh.

## Growth of Secretariat

Punjab Civil Secretariat passed through different stages in evolution. On the annexation of the Punjab in March 1849, a Board of Administration was constituted for its Government. The Board was abolished in February 1853, its powers and functions being vested in the Chief Commissioner, assisted by a Judicial and Financial Commissioner. After transfer of the Delhi territory from The North-Western provinces, the Punjab and its dependencies were formed into a Lieutenant Governorship, Sir John Lawrence then Chief Commissioner, being appointed Lieutenant Governor on January 1859.

In 1866, a Chief Court replaced the Judicial Commissioner. A Settlement Commissioner was shortly afterwards appointed to supervise the land revenue settlement but this office was also abolished in 1884 and a second Financial Commissioner was appointed. Again in 1897, the old arrangement reverted to, a settlement Commissioner replacing the second Financial Commissioner. The direct administrative functions of the Government were performed by the Lieutenant Governor through the medium of a Secretariat, which comprises a Chief Secretary and two Under Secretaries. These were usually members of the Indian Civil Service. The territories under the control of the Lieutenant Governor consists of 29 Districts grouped in 30 Divisions and 43 princely states, each District was in charge of a Deputy Commissioner, who was subordinate to the Commissioner incharge of the Division. Each district was divided into sub-collectorates called Tahsils, under officer called Tahsildars.

The princely states under the control of the Lieutenant Governor of the Punjab were 43. Kashmir which was formerly included among the Punjab States, was placed under direct political control of the Government of India in 1877. The official correspondence in the Punjab Secretariat was recorded in 1869 some departments. In January 1872, the Secretariat was re-organised into various Departments corresponding to the Departments of the Government of India, viz. Foreign, Home, Agriculture, Revenue and Commerce and Finance. In 1873, the Forest Department was created and in that year the Municipal Department was also organised. In 1905, a separate Department of Commerce and Industry was constituted relieving the Revenue Department of this responsibility.

In accordance with the Government of India Act, Punjab became Governor's Province on 3rd January 1921. Sir Edward Maclagan was appointed the first Governor of Punjab with a Executive Council of two members and with two ministers. Some minor charges were subsequently introduced in the organisation of the Secretariat, but basically its structure did not change much till 1947.

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\* 'Rules regulating Public Access to Records in State Archives, Punjab' in Appendix-I.

The pre-1947 records of the Punjab Civil Secretariat do not form complete fonds and are in many cases of fragmentary in character. The tentative series of the records are given below:-

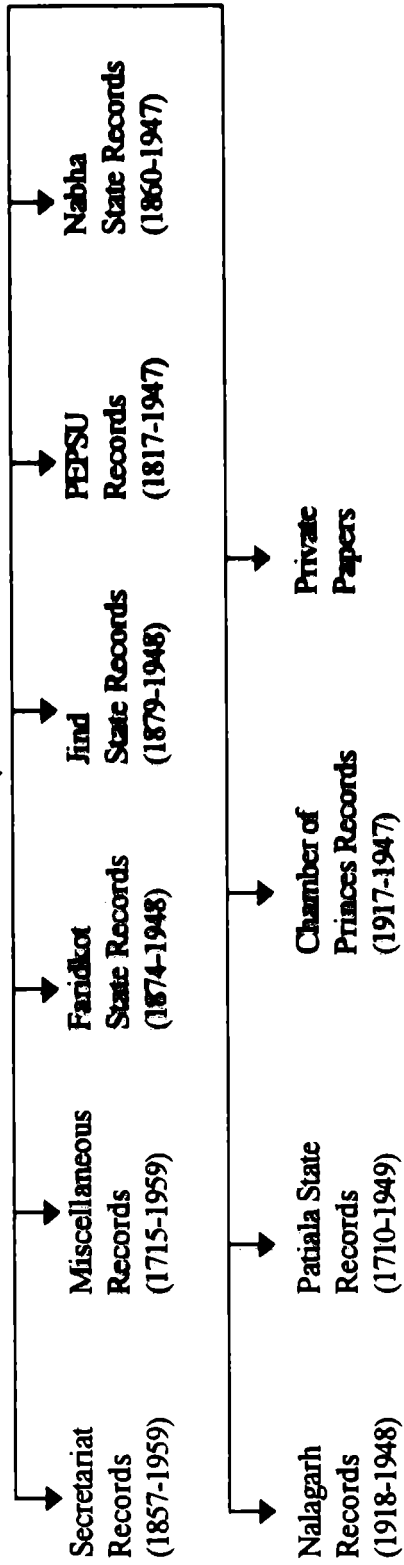
1. **Foreign and Political Department (1872-1947):** The Foreign and Political Department proceedings of the Punjab Government provide useful information about the political relations with the Punjab States and also about their natural development. These also contain valuable information on the administration of the North-West Frontier before and the separation of the North-West Frontier from the Punjab in 1901. Before the establishment of the Punjab State Agency in November 1901, the political relations with the Punjab State were conducted through the Provincial Government. Jammu and Kashmir State too was under the Political charge of the Punjab Government till 1877, when the State was placed in direct political relations with the Government of India. The Hill States of the Punjab Government continued to be under the political control of the Government of India through the Superintendent, Simla Hill State upto 1939. So was the position of the Kalsia, Pataudi and Dujana States.
2. **Home Department (1872-1946):** The Home Department (Judicial and Police) proceedings contain valuable information bearing on the political and socio-religious movements, communal disturbances in the Punjab following the passing of the Rowlatt Act in 1919. They also provide important information about ecclesiastical matters and public health.
3. **Commerce and Industry Department (1905-1947):** The Department of Commerce and Industry came into existence in 1905. The records of this series are valuable for the study and development of trade and industry in the province. The proceedings in this group provide information on a variety of subjects such as factories, weights and measures, economic products, internal trade, inventions and designs, tariffs on cotton goods, customs, technological developments in the province, etc.
4. **Education Department (1869-1922):** The Education Department proceedings including those of the Home Department (Education) provide information about the development of education in the Punjab in different fields including the establishment and growth of the Punjab University.
5. **Finance Department (1870-1947):** Various subjects are dealt within these proceedings. These contain useful information regarding the management of the public funds, local finance, loans to public, taxes, banking from among the Public Works Branch. Information can also be found on famines, irrigation works, water supply, drainage and road development.
6. **Local Self Government Department (1878-1946):** The records in this group relate to Municipal Committees, Town Committee Board, Panchayat, Corporations, Small Town, Libraries, Archaeology and Museums and Treasure Trove. These records are useful for the study and growth of towns and cities in the Punjab and problems of urbanization.

**In 1959, Punjab Civil Secretariat was organised into the following Departments:-**

- 1. Anti-Corruption Department**
- 2. Buildings and Roads and Electricity Department**
- 3. Finance Department**
- 4. Food and Supplies and Transport Department**
- 5. Health and Local Government Department**
- 6. Home Department**
- 7. Integration Department**
- 8. Irrigation and Industries Department**
- 9. Planning Department**
- 10. Printing and Stationery, Labour, Languages and Housing Department**

Each Department comprises a Secretary to Government, who is responsible to the Chief Secretary.

## RECORDS HOLDINGS IN THE PUNJAB STATE ARCHIVES



## RECORDS HOLDINGS AVAILABLE IN THE PUNJAB STATE ARCHIVES

Reference Media in the form of Department-wise Registers are available.

### A. SECRETARIAT RECORDS

Sl. No.	Description	Inclusive Years	Bulk	
1.	2	3.	4.	5.
			Bundles	Volumes
1.	Assessment Reports	1878-1926	-	50
2.	Bhakhra Nangal (B N E Branch)	1949-1959	-	40
3.	Commerce and Industry	1905-1959	55	18
4.	District Records	1857-1931	140	-
5.	Education Proceedings	1869-1923	-	42
6.	Finance Department	1870-1959	135	125
7.	Foreign and Political (General, Judicial, Police, Jail, Medical, Military, Education, Health)	1872-1959	110	90
8.	Home Department	1872-1959	300	580



**B. Miscellaneous Records**

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3	4	5.
1.	Chief Court Book Circulars	1892-1910	-	18
2.	Distribution List	1905-1944	-	40
3.	Gradation Lists	1905-1946	-	32
4.	Manuscripts Records (Loose papers)	-	(50)	-
5.	Medical Papers	1948-1959	-	44
6.	Old Documents/Letters	1715-1925	144	-
7.	Old Secretariat Records (Revenue, Agriculture Proceedings)	1886-1922	2550	-
8.	Public Works Department Circulars	1905-1915	-	11
9.	Punjab Government Circulars	1872-1915	-	44
10.	Urdu Persian District Records	-	266	-
11.	Vakils' Reports	-	84	-

## C. FARIDKOT STATE RECORDS

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
1.	Accounts	1887-1948	-	821
2.	Administration	1876-1948	-	1149
3.	Agriculture	1879-1948	-	193
4.	Civil Supplies	1941-1948	-	168
5.	Chamber of Princes	1916-1947	-	84
6.	Deorhi Palace	1896	-	1121
7.	Education	1906-1948	-	417
8.	Excise	1906-1947	-	229
9.	Forests	1906-1942	-	67
10.	Guests	1906-1948	-	157
11.	Horticulture	1906-1948	-	59
12.	Izazai Khas	1916-1948	-	46
13.	Industries	1906-1947	-	222
14.	Jail	1907-1934	-	251
15.	Judicial	1907-1946	-	361
16.	Military	1906-1948	-	2086
17.	Medical	1906-1948	-	406
18.	Movements	1906-1937	-	332
19.	Municipality	1906-1947	-	290
20.	Panchayats and Co-operative	1912-1946	-	217
21.	Passport	1906-1929	-	75
22.	Police	1893-1948	-	783
23.	Posts and Telegraph	1879-1916	-	124
24.	P.W.D.	1874-1947	-	660
25.	Press and Stationery	1892-1898	-	19

**D. Jind State**

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
1.	Azla-Gair	1924-1948	20	-
2.	Farmanshahi	1917-1924	-	2 Registers
3.	Hisab Badshah Shadiat (Marriage expenditure)	1901-1935	35	-
4.	Izlasai Khas and Political Secretary	1944-1948	35	-
5.	Janga German Ist and IInd	1939-1948	51	-
6.	Mahlat Mubarak	1892-1945	5	-
7.	Mulakat Sahban	1927-1945	40	-
8.	Mutpherka Munshi Khana (Miscellaneous)	1866-1949	138	36000 Files
9.	Railway	1914-1948	30	-
10.	Register Hisab Vakeela	1889-1927	-	2 Registers
11.	Samgeen Munshi Khana	1879-1948	131	7300 Files

**E. PEPSU RECORDS**

Sl No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
1.	Kapurthala State Records	1846-1947	20	-
2.	Kalsia State Records	1817-1947	2583	-

**F. NABHA STATE records**

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
<b>I CHIEF MINISTER SUB-HEADS</b>				
1.	Agriculture	1926-32		-
2.	Acts, etc.	-do-		-
3.	Akalis	-do-		-
4.	Accounts	-do-		-
5.	Arms	-do-		-
6.	Birds Garden	-do-		-
7.	Bartwara	-do-		-
8.	Books	-do-		-
9.	Canals	-do-	210	-
10.	Diary Farm	-do-		-
11.	Education	-do-		-
12.	Electric Department	-do-		-
13.	Excise	-do-		-
14.	Extradition	-do-		-
15.	Factory	-do-		-
16.	Fairs	-do-		-
17.	Guest House	-do-		-
18.	Jail Department	-do-		-
19.	Judicial	-do-		-
20.	Land Acquisition	-do-		-
21.	Medical	-do-		-
22.	Maodiat	-do-		-
23.	Military	-do-		-
24.	Music School	-do-		-
25.	Octroi	-do-		-
26.	Passport	-do-		-

1.	2	3.	4.	5.
27.	Powers	-do-		-
28.	President's Office	-do-		-
29.	Public Prosecution	-do-		-
30.	Postal Department	-do-		-
31.	Police	-do-		-
32.	P.W.D.	-do-		-
33.	Pension	-do-	210	-
34.	Parvarishes	-do-		-
35.	Railway	-do-		-
36.	Religious Institutions	-do-		-
37.	School and Colleges	-do-		-
38.	Stamps	-do-		-
39.	State Buildings	-do-		-
<b>II</b>	<b>CONFIDENTIAL</b>	1923-1940	13	382
<b>III</b>	<b>AKALIS AND FREEDOM FIGHTERS</b>	1923-1945	20	350
<b>IV</b>	<b>NABHA URDU RECORDS (DISTRICT AND VILLAGES)</b>	1860-1947	500	-
<b>V</b>	<b>WARHEAD</b>	1939-1946	23	518

## G. NALAGARH STATE RECORDS

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
1.	Agriculture	1918-1948	43	-
2.	Civil Supplies			
3.	Education			
4.	Establishment			
5.	Miscellaneous			
6.	Public Works Department			
7.	Police			
8.	Revenue			
9.	Rules and Acts			
10.	Transport			

**H. PATIALA STATE RECORDS**

Sl. No.	Description	Inclusive Years	Books	
			Bundles	Volumes
1.	2	3.	4.	5.
<b>I. Development Ministry</b>				
1.	Accounts	1934-1940	1	60
2.	Accounts/Orders	1920-1939	1	43
3.	Agriculture	1924-1939	6	303
4.	Aushadhalaya	1923-1934	1	75
5.	Cattle Fairs	1923-1935	2	78
6.	Dairy Farm	1923-1938	2	107
7.	Development	1934-1940	2	83
8.	Forests	1923-1940	9	826
9.	Games Preservation	1925-1939	2	250
10.	Horticulture	1933-1940	2	139
11.	Industries	1939-1942	13	789
12.	Laboratory	1939-1941	3	168
13.	Law	1923-1935	1	76
14.	Mandirs	1933-1942	8	373
15.	Marketing	1941-1952	2	199
16.	Mines	1937-1949	2	66
17.	Miscellaneous	1933-1949	8	542
18.	Municipality	1934-1949	17	869
19.	P.W.D.	1931-1949	4	532
20.	Rural Uplift	1939-1949	2	104
21.	Small Towns	1947-1948	1	214
22.	Taksal	1930-1949	1	26
23.	Veterinary	1939-1948	3	80



**II. Other Records**

Sl. No.	Description	Inclusive Years	Bulk	
			Bundles	Volumes
1.	2	3.	4.	5.
1.	Development Ministry	1929-1949	101	6686
2.	Dharamarth	1928-1948	135	4742
3.	Economic Adviser	1945-1947	13	298
4.	Finance Department	1895-1949	379	25134
5.	History	1710-1941	58	3170
6.	Ijlas-i-Khas	1906-1948	180	2279
7.	Prime Minister	1844-1948	209	11105
8.	Secretary, Forest	1934-1939	20	1082
9.	Sheet Rolls of Deserters(Army)	1942-1948	32	2027

## J. CHAMBER OF PRINCES RECORDS

Sl. No.	Description	Inclusive Years	Bulk							
			Bundles	Volumes						
1.	2.	3.	4.	5.						
<b>A. ALL INDIAN CONFERENCES</b>										
	International and Empire Conferences and Organisation	1947	}							
<b>B. APPOINTMENT ACCOUNTS</b>										
1.	Indian States Accounts etc.	1927-46			}					
2.	Indian States Forces Matters									
3.	Railway Matters									
4.	Miscellaneous									
<b>C. INDIAN CONSTITUTIONAL</b>										
1.	Reforms-Constituent Assembly	1936-40					}			
2.	Reforms-Constituent Assembly Preparation of State cases									
<b>D. INDIAN STATES CASES, ETC.</b>										
1.	Federation and Confederation	1931-39	}	89						
2.	Round Table Conference									
3.	Punjab States Conferences									
<b>E. INDUSTRIAL AND ECONOMIC</b>										
		1917-40			}					
<b>F. CHAMBERS MEETING</b>										
1.	Chamber Meeting (Formal)	1917-46							}	
2.	Chamber Meeting (Informal)									
3.	Chamber Constitution									
4.	Chamber Miscellaneous									
<b>G. STANDING COMMITTEE MEETINGS</b>										
1.	Standing Committee Meetings (Formal)	1919-32	}							
2.	Standing Committee Meetings (Informal)									
3.	Miscellaneous Meetings									
4.	Minister Committee									

## K. PRIVATE PAPERS

1. **BHANDARI COLLECTION:-** Comprises official and private correspondence of several distinguished members of Bhandari family of Batala in Gurdaspur district who served as envoys of the Lahore Durbar at different places in the Cis-Sutlej territories from 1809, when the British Agency was established at Ludhiana to the final annexation of the Punjab, in 1849. It consists of more than 4,000 documents in Persian.
2. **HAQIQAT-I-HAL DEHAT SUBAH DELHI:-** Reports on 400 villages of the Delhi Territory and cover the period from 1878 to the end of the 19<sup>th</sup> century. They contain information regarding the history of villages and social and economic conditions prevailing.
3. **KHALSA DURBAR RECORDS COLLECTION (1811-1849)** Consists of sheets from 1811 to 1849. These official papers pertain to the various branches of administration under Ranjit Singh and his successors. The main classes among them are:-
  - i. Daftar-i-Fauj (Army);
  - ii. Daftar-i—Mal (General Revenue);
  - iii. Daftar-i-Jagirat (Jagir Accounts); and
  - iv. Daftar-i-Toshakhana (Royal, Wardrobe and the King's Privy Purse)

These records are in Persian written in Shikasta style. These are accounts papers, arranged according to their serial numbers.
4. **MIAN CHATTAR SINGH COLLECTION:-** Consists of 69 documents relating to the Jagir disputes between Maharaja Gulab Singh, ruler of Jammu and Kashmir State and the descendents of his brother Raja Dhian Singh. They cover the period from 1837 to 1899.
5. **RUCHI RAM SAHNI MANUSCRIPTS COLLECTION:-** Consists of typescripts of the incomplete and unpublished "History of my own times" by the late Professor Ruchi Ram Sahni for the period 1878-1941. These contain a valuable information about the political events.

## **SOME SIGNIFICANT DOCUMENTS AVAILABLE IN THE PUNJAB STATE ARCHIVES**

1. Disputes between Maharaja Ranjit Singh and Maharaja of Kapurthala.  
Kapurthala State, F.No.557, 1818.
2. Confiscation of lands of Cis-Sutlej areas and military expenses in Jullundur Doab.  
Kapurthala State, F.No.278, 1846 .
3. Confiscation and auction of property of Tula Ram and Sewa Ram, Mutineers of Rewari.  
Persian Records, ACC/779/336/1857.
4. List of officers killed and wounded during the Mutiny in 1857.  
Acc/R/171/1857/Punjab Records.
5. Transfer of Delhi Division from North Western Provinces to the Punjab in 1858.  
Punjab Records, Acc/R/199/1858.
6. Confiscation of lands of Muafidars due to misbehaviour during Rebellion of 1857.  
Punjab Records, Acc/R/143/1858-59
7. Confiscation of Bahadurgarh and Dadri Parganas and pension for the Nawab and his family.  
Punjab Records, Acc/R/152/1858-60.
8. Confiscated of estates of ex-King of Delhi and mutineers.  
Punjab Records, Acc/R/227/1858-76.
9. Land Revenue Assignments and Pensions of Raja Ajit Singh of Ladwa.  
Punjab Records, Acc/R/227/1858-76.
10. Multan Revolt.  
Kapurthala State, F.No.579, 1903.
11. Death of H.H.Maharaja Colonel Sir Hira Singh Chief of Nabha and Formal recognition of his son Tikka Ripudaman Singh as his successor and chief of the Nabha State.  
Confidential Files, S.No.858 of year 1914.
12. Relations of the British Government with His Highness the Maharaja of Nabha.  
Confidential Files No. 901, Political (N.S.) 1916.

13. **Composition of the proposed Chamber of Princes— Powers exercised by Ruling Chiefs.**

Nabha State, F. No. 5, 1919.

14. **Arrest of Pandit Jawahar Lal Nehru, K. Santhanam and A. T. Gidwani in Jaitu case (Nabha).**

Nabha State, F. No. 10C/168, 1923 & 24.

15. **Trial of Pandit Nehru and others in Jaitu case (Nabha).**

Nabha State, F.No., 380, 1923 & 24.

16. **Akali Movement.**

Faridkot State, F.No. 131, 1924.

17. **Visit of Sir Malcolm Hailey to Faridkot.**

Faridkot State, F.No. 153, 1924.

18. **Gurdwara Bill.**

Faridkot State, F.No. 163, 1925.

19. **List of people killed and injured in communal riots during 1935.**

Home General, 8151/103, 1935.

20. **Purchase of Moti Bagh Palace from H.H. the Maharaja of Patiala.**

Home General, 9373/121, 1947.



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# SIKKIM

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## **SIKKIM**

### **Sikkim – Brief History**

The history of present State of Sikkim dates back to 1642 when Phunstok Namgyal became the first ruler of Sikkim with the title of Chogyal with its capital at Yoksum. After the outbreak of a war between Nepal and East India Company, a Treaty of Sigaoli was concluded in 1816 between the Maharaja of Sikkim and East India Company. With the conclusion of a Treaty of Titalia with the Maharaja of Sikkim in 1817, the British extended their paramountcy over Sikkim. Later after signing of Anglo-Chinese Convention on 17 March 1890, the boundary between Sikkim and Tibet were clearly defined and British Indian Government established its direct control over the internal and external affairs of Sikkim. After India attained independence in 1947, Sikkim was granted a special status of a 'Protectorate' by the Government of India. On 16 May 1975, Sikkim became the 22nd State of the Indian Union under the Constitution (Thirty-eight Amendment) Act, 1975. The State of Sikkim with its capital at Gangtok comprises four districts, viz., i) North Mangan District, ii) South Namchi District, iii) East Gangtok District, and iv) West Gyalshing District.

### **Sikkim State Archives and Museum**

After the merger of Sikkim with the Union of India in 1975, an Archives Section was created under the Art and Culture Department in 1976. The Sikkim State Archives was established with its nomenclature Sikkim State Archives and Museum in 1990 and is located at Zero Point, 31-A, National Highway, Government of Sikkim, Gangtok-737101.

The State Archives has in its custody the record holdings of 15 Secretariat Departments of the Durbar period. The rules regulating the access to the records have not been finalised by the Department of Art and Culture, Government of Sikkim. The Secretary, Art and Culture Department, however, is authorised to grant permission to the scholars for consultation of records housed in the custody of the Sikkim State Archives and Museum. The record holdings in the custody of the Sikkim State Archives and Museum which are more than 30 years old are open for consultation to the bonafide research scholars. Foreign scholars are required to produce a letter of introduction from their respective Diplomatic Mission in India. All such applications for permission to consult the open period records are to be addressed to the Secretary, Art and Culture Department, Government of Sikkim, Main Secretariat Building, Tashling, Gangtok-737101.

### **Growth of Secretariat**

The secretariat administration of the Government of the Sikkim prior to its merger to the Indian Union in 1975 was conducted by the Chogyal (Ruler) of Sikkim who was

assisted by an organised Secretariat similar to that of Government of India. The Chogyal was assisted in the secretariat administration by the Political Officer appointed by the Government of India. In 1949, the Dewan or Principal Administration Officer (PAO) of Sikkim was appointed. The Dewan was the head of Secretariat Administration and the administration was carried through various secretariat departments.

Three Secretaries as detailed below carried the administration of the State. Besides, a State Engineer performed the functions of a Secretary for the Public Works Department in Sikkim.

- (a) **General Secretary** dealt with police, arms and ammunition, land administration, registration, co-operative credit societies, forests, political, miscellaneous (concerning post, telegraphs and stationery, etc.).
- (b) **Judicial Secretary** dealt with Education, Medical including Sanitation, Ecclesiastical, Jails, Income-Tax, Excise, Bazars, Veterinary, Stamps, Census, Transport, etc.
- (c) **Finance Secretary** dealt with the budget, accounts audit, salaries, etc.

Besides three Secretaries, there was a State Council comprising nine members to aid the secretariat administration.

On 5 December 1950, a treaty was signed between India and Sikkim, which ratified the status of Sikkim as Protectorate with Chogyal as its monarch. Under the provisions of this treaty, the responsibility pertaining to Defence and Foreign Affairs of Sikkim were taken over by the Government of India. The matters pertaining to postal system and currency and coinage was also entrusted to the Government of India. However, the Chogyal carried out the internal administration.

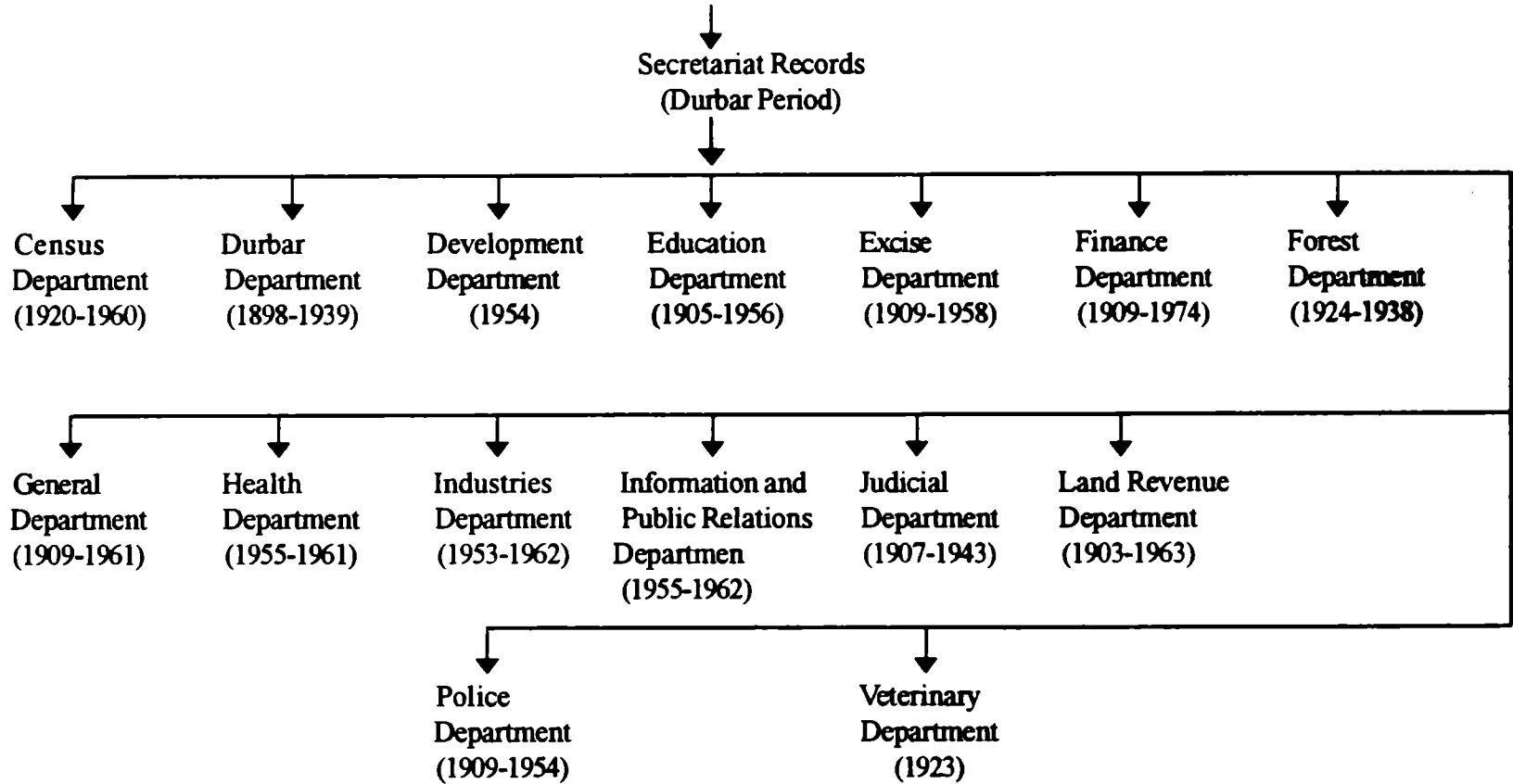
In 1950, the Secretariat work of Sikkim State was carried out by the following 11 Departments:-

1. Census Department
2. Durbar Department
3. Development Department
4. Education Department
5. Finance Department
6. Forest Department
7. General Department
8. Health Department
9. Industrial Department
10. Judicial Department
11. Land Revenue Department

In 1975, the following Departments were under existence under the Government of Sikkim.

1. Agriculture Department
2. Animal Husbandry Department
3. Bazar Department
4. Co-operation Department
5. Education Department
6. Ecclesiastical Department
7. Electricity Department
8. Establishment Department
9. Excise Department
10. Finance Department
11. Food Supplies and Fair Price Shops Department
12. Forest Department
13. General Excise and Motor Vehicles Department
14. Home Department
15. Land Revenue Department
16. Law Department
17. Legislative Department
18. Medical and Public Health Department
19. Panchayat and Rural Works Department
20. Planning and Development Department
21. Press Publicity and Cultural Affairs Department
22. Public Works Department
23. Tourism Department
24. Trade Industry and Commerce Department

# RECORDS HOLDINGS IN THE SIKKIM STATE ARCHIVES AND MUSEUM



## RECORDS HOLDINGS AVAILABLE IN THE SIKKIM STATE ARCHIVES AND MUSEUM

Reference Media in the form of Department-wise Registers are available

Sl. No.	Description	Inclusive Years	Bulk	
			Volumes	Files
1.	2	3.	4.	5.
<b>Secretariat Records: Durbar Period</b>				
1.	Census Department	1920-1960	20	-
2.	Durbar Department	1898-1939	172	-
3.	Development Department	1954	5	-
4.	Education Department	1905-1956	40	-
5.	Excise Department	1909-1958	18	-
6.	Finance Department	1909-1974	259	-
7.	Forest Department	1924-1938	4	-
8.	General Department	1901-1961	843	-
9.	Health Department	1955-1961	3	-
10.	Industries Department	1953-1962	5	-
11.	Information and Public Relations Department	1955-1962	2	-
12.	Judicial Department	1907-1943	57	-
13.	Land Revenue Department	1903-1963	120	-
14.	Police Department	1909-1954	63	-
15.	Veterinary Department	1923	1	-

## **SIGNIFICANT DOCUMENTS AVAILABLE IN THE SIKKIM STATE ARCHIVES AND MUSEUM**

1. **Judicial powers of the Landlords in Sikkim.**  
Judicial Department, F. No. 9/97/1920.
2. **Synopsis of the principal events in Sikkim.**  
Judicial Department, F. No. 9/195/1923.
3. **Conversion of Race Track and Military Parade Ground into a play ground.**  
Judicial Department, F. No. 14/5/1925.
4. **Imposition of ban on killing animals for Lamas in monasteries.**  
Judicial Department, F. No. 19/1/1928.
5. **Arrest of Bhutanese subjects in Sikkim and their extradition.**  
Police Department, F. No. 8/2/1936.
6. **Census of Tibetan beggars in Gangtok.**  
Police Department, F. No. Nil/1953.
7. **List of residents of British India acquiring lands in Sikkim.**  
Land Revenue Department, F. No. Nil/1925.
8. **Arrangement for the celebrations of His Majesty's Silver Jubilee.**  
Land Revenue Department, F. No. 14/6/1934.
9. **Celebration of Buddha Jayanti in Sikkim.**  
Information and Public Relations Department, F. No. 6/1956.
10. **Committee appointed by the Dewan of Sikkim in connection with the working of the Fruit Preservation Factory.**  
Industry Department, F. No. Nil/1960.
11. **Re-organisation of Ministerial Establishment and creation of Secretariat for Sikkim State.**  
Finance Department, F. No. 1/8/1918-19.
12. **Royalty for Timber from Sikkim Forest.**  
Finance Department, F. No. 4/1/1918.
13. **List of Monasteries in Sikkim.**  
Finance Department, F. No. 21/2/1919.
14. **Survey of Mines in Sikkim State.**  
Durbar Department, F. NO. 5/xiv/1908.

## 15. Marwaris in Sikkim.

Durbar Department, F. No. 1(a)/xxiii/1908.

## 16. Summer Residence of High Highness the Maharaja of Sikkim at Gyabno-La.

Durbar Department, F. No. 10/x/1910.

## 17. Abolition of Polyandry System among Bhutias and Lepchas in Sikkim.

Durbar Department, F. No. 30/xv/1912.

## 18. Census Operations in Sikkim.

Census Department, F. No. 10/1/1920.

## 19. Expulsion of Gangadhar Pandey and Kamlapati Pandey from Sikkim.

General Department, F. No. 7/5/1903.

## 20. Topographical Survey of Sikkim by the Survey of India.

General Department, F. No. 23/1/1929.

## 21. Chinese settlements in Sikkim.

General Department, F. No. 23/3/1929.

## 22. German expedition to Kanchenjunga in 1930.

General Department, F. No. 23/14/1929.

## 23. Constitution of a River Commission to deal with the conservancy problems of the Brahmaputra and Meghna rivers.

General Department, F. No. 14/16/1941.

## 24. Grant-in-aid for Missionary School at Sang.

Education Department, F. No. 11/viii/1909.

## 25. Education of backward tribes and people.

Education Department, F. No. 16/3/1947.





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# **APPENDICES**

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## **APPENDIX—A**

### **TERMS AND CONDITIONS/GUIDELINES RELATING TO ACCESS TO RECORDS IN CENTRAL RECORDS ROOM/ ARCHIVES UNIT, ANDAMAN AND NICOBAR ADMINISTRATION**

1. These rules may be called “Rules relating to access to Records in Central Records Room/Archives Unit”, Andaman and Nicobar Administration.
2. The Research/Reference Room of the Central Records Section/Archives Unit, Andaman and Nicobar Administration shall be kept open on all working days from 9.00 AM to 4.30 PM.
3. All Non-confidential records in the Central Records Section of Andaman and Nicobar Administration which are more than 30 years old will be opened for consultation by bonafide research scholars.
4. All applications for permission to consult records in the custody of Central Records Sections, Andaman and Nicobar Administration should be addressed to the Head of Archives Andaman and Nicobar Administration, Secretariat, Port Blair, 744101 in form no. 8 prescribed in the “Public Records Rules, 1997”.
5. Bonafide Research Scholars includes any one of the following categories :—
  - (i) All members of the Indian Historical Records Commission.
  - (ii) Vice-Chancellors, Pro-Vice-Chancellors, Professors and Readers of a recognized University in India.
  - (iii) Post Graduate research scholars of a recognized University who must produce documentary evidence in a form of a certificate from the Vice-Chancellor or the competent authority such as a Professor, Reader of his/her University, or the Professor of an autonomous college who is a research guide or under supervision of the Principal of a Post Graduate College, or who produce any further evidence that the Head of Archives, Andaman and Nicobar Administration, Secretariat, may consider necessary.
  - (iv) An Official of the Government of India conducting research on behalf of his Ministry/Department/Office should be submitted a certificate from the concerned Ministry/Department/Office to the Head of Archives, Andaman and Nicobar Administration, Secretariat, 744101.
  - (v) Foreign scholars desirous of consulting records shall apply through Government of India’s diplomatic and consular representatives in their

respective Countries to the Head of Archives, Andaman and Nicobar Administration, Secretariat, 744101 for permission.

(vi) Any other person accepted by the Head of Archives, Andaman and Nicobar Administration, Secretariat, as a research scholar will be allowed to consult records on special grounds.

6. The Public record shall be made available for bonafied consultant and Research purposes on the following conditions.

- (i) a person who intends to consult the public records shall apply to the Director General or head of the Archives, as the case may be, in Form-8. The Director General or Head of the Archives, as the case may be, may refuse such permission in public interest and for reasons to be recorded on the said application;
- (ii) foreign national intending to consult the public records may be permitted only on the production of letters of introduction from their sponsoring institution and diplomatic Missions;
- (iii) records, maps and cartographic records relating to the Ministry of External Affairs and Ministry of Defence may also be made available for consultation keeping in view the security and defence of India or of any part of the territory thereof :

Provided that the Director General or head of the Archives, as the case may be, refuse such consultation;

- (iv) whoever microfilm rolls may be made available, the original records shall not be supplied for consultation to reserach scholar;
- (v) reprographic and transcription facilities may be made available on submission of an application in Form-9 and for such services the applicant shall have to make to payment of such service charges as may be fixed by the Director General or head of the Archives, as the case may be, from time to time;
- (vi) a person consulting public records for the purpose of research and publishes the work which is based upon the material taken from the said records may acknowledge the same.

7. A person intending to consult the public records shall not,—

- (a) write and put any marks or indications on public recores;
- (b) fold tear, cut crease, or otherwise damage or manipulate public records;
- (c) remove any public records without obtaining the permission from the Director General of head of the Archives, as the case may be;

- (d) be allowed to take any eatable or drinking or smoking while consulting public records;
  - (e) place any thing or object on any public records a view to make out any copy of the said records;
  - (f) disturb or interrupt any other person while consulting the public records; and
  - (b) behave in a manner which, in the opinion of Director General or Head of the Archive, as the case may be, is detrimental to the maintenance and preservation of public records.
8. Absolute silence will be maintained in the Research/Referernce Room, Smoking and entry of any kinds of edibles and drinks etc. in Research/Reference Room is strictly prohibited.
  9. The research scholar shall furnish a separate slip for each file/document required by him for inspection. Slips indicating the details of files, documents shall be clearly indicated and signed and submitted to the Official on duty in the Central Records Section.
  10. No research scholar shall requisition records which are not relevant to the subject of his research as indicated in his application for permission to consult records.
  11. Any person who has consulted the records for purpose of historical research and publishes articles/book based on those records shall be required to deposit one copy of his published work as soon as it is published to the Central Records Section, Secretariat, free of charge.
  12. The Head of Archives, Andaman and Nicobar Administration can utilize his/her discretionary powers to cancel the permission to consult the records on the following grounds :—
    - (i) Willful breach of any of the foregoing rules.
    - (ii) Damage of any sort to any records.
    - (iii) Person's conduct, language or any other matter offensive or likely to be offensive to the members of the staff of the Central Records Section or to other users of the Research/Reference Roo.
    - (iv) Persistent disregard to the authorities of the Central Records Section, Secretariat.
  13. In case of any doubt or any dispute concerning these rules and their interpretations, the decision of the Secretary (AR&TRG) and Head of Archives, Andaman and Nicobar Administration, Secretariat shall be final and binding.

## APPENDIX—B

### RULES REGULATING PUBLIC ACCESS TO RECORDS IN STATE ARCHIVES, ANDHRA PRADESH

1. **Short title:** These rules may be called “Rules regulating Public access to records in State Archives”, Andhra Pradesh.
2. **Definitions:** In these rules, unless the context otherwise requires,
  - (a) “**State Archives**” means the main office of the Director of State Archives, Government of Andhra Pradesh at Tarnaka, Hyderabad-7 and includes its branches and repositories;
  - (b) “**Interim Repository**” means the branch office of State Archives situated in the Andhra Pradesh Secretariat premises, Hyderabad.
  - (c) “**Archives**” means records, manuscripts and other documents whether public or private preserved in the State Archives.
  - (d) “**Records**” means the published or unpublished, public or private documents preserved in the State Archives;
  - (e) “**printed material**” means:
    - (i) all the printed books specified in the catalogue and available in the Research Library of the State Archives;
    - (ii) all the reports, periodicals and other literature, including maps, published by any State or Central Government or by any institutions as specified in the catalogue and kept in the Documentation Cell of the State Archives;
    - (iii) all the official Gazettes preserved in the State Archives;
  - (f) “**Director**” means the Director of State Archives, Andhra Pradesh.
  - (g) “**Bona fide Research Scholar**” means:
    - (i) An ordinary and corresponding member of the Indian Historical Record Commission;
    - (ii) Vice-Chancellors, Professors or Readers of recognised Universities in the territory of India;
    - (iii) Post-Graduate research workers of recognised Universities, who satisfy the Director as to their bonafides by producing a certificate from the Vice-Chancellor or Professor or Reader of their University or such further evidence as the Director may require.

- (iv) An official of the Government of India or a State Government recommended by the concerned Government or the Head of the Department of such Government; or
- (v) Any other person recommended by the Government of Andhra Pradesh;

## **PART-II**

### **Public Relations:**

#### **3. Visit to State Archives:**

(a) The Director may permit any person desiring to visit the State Archives to see the Archives and activities of research, cataloguing and preservation carried on in various branches of the State Archives.

(b) Every such visitor shall first contact the RECEPTIONIST for guidance.

**4. Historical Museum:** The museum of the State Archives shall be kept open for the public on all working days during office hours.

**5. Information service:** The Director may at his discretion, furnish information of general interest available in the State Archives to any person or institution in respect of any specific topic.

**6. Record Gifts:** The Director may accept any gift of valuable historical records for permanent preservation in the State Archives as a private collection in the name of the donor.

**7. Access to printed material:** The Director may permit any person to pursue any record or printed material in the State Archives subject to the provisions in the other rules.

**8. Publications of State Archives:** The Publications of State Archives can be obtained from the Director on requisition submitted in Form I and on payment of cost.

## **PART-III**

### **Access of records:**

#### **9. Procedure:**

(a) Every person who wishes to consult the records in the State Archives shall apply in writing to the Director.

(b) Applicants who are foreigners have to produce introductions from their representative Embassies or Legations in India or otherwise satisfy the Government of Andhra Pradesh about their bonafides;

- (c) The Director may refuse permission to any person to have access to the records if he is satisfied that such permission will not be in public interest.
- (d) The Director may grant permission to any foreigner to consult the records, but he shall inform the State Government of every such permission granted and obtain ratification.
- (e) No record shall be delivered to a bonafide research scholar or any other person unless he has submitted to the Officer-in-charge of the Research Room a duly signed requisition slip meant for the purpose.
- (f) Every person who obtains the records from the State Archives, shall promptly return the records, when no longer required, to the Officer-in-charge of Research Room and get back his requisition slip or get it cancelled.

#### **10. Limitations:**

- (a) Non-Confidential records irrespective of their age may be thrown in open to all bona fide research scholars by the Director, State Archives.
  - (b) Confidential records which are less than 40 years old may be made accessible to bonafide research scholars if permitted by the Government.
  - (c) Confidential records which are more than forty years old may be made accessible to bonafide research scholars by the Director without referring to the Government for permission. However, where the Director feels that consultation with the Government is necessary for granting permission to consult them, he/she should address the concerned department of the Government in the matter.
11. Duration of permission: Permission granting access to the records shall remain valid for the period for which it has been accorded. If an extension is required, a fresh application shall be made by the person concerned.
12. (a) The bonafide research scholars may take excerpts, copies or notes from all non-confidential records which are thrown open to them for access irrespective of their age subject to scrutiny by the Director.
- (b) The bonafide research scholars may take excerpts, copies or notes from all confidential records which are more than 40 years old, and thrown open to them for access, subject to scrutiny by the Director.
- (c) Excerpts, copies or notes taken by the bonafide research scholars from confidential records which are less than 40 years old, and thrown open to them with special permission of Government should be submitted to the Director for scrutiny and for certifying them for release.
- (d) Excerpts copies or notes taken by the bonafide research scholars from all the printed reports and Newspaper cuttings, which have been made accessible to them, should be submitted to the Director for scrutiny and for certifying them for release.



13. (a) Every bonafide research scholar who takes excerpts, copies or notes from records mentioned at items 12(c) and 12(d) shall submit an application to the Director along with a detailed list, in Form III, of records from which such excerpts, copies or notes have been taken and also submit the excerpts, copies or notes.
- (b) As soon as an application under sub-rule(a) is received, the Director shall scrutinise the excerpts, copies or notes and may grant permission for their release or may withhold permission for release of the whole or any portion of such excerpts, copies or notes if in his opinion their release is not in public interest.
- (c) If the orders of the Director are not communicated within three months from the date of submission of the excerpts, copies or notes under sub-rule(a), permission for their release shall be deemed to have been granted subject to the other conditions imposed by the rules(d). Any bonafide research scholar who is aggrieved by the decision of the Director under sub-rule(b) with holding permission for the release of the excerpts, copies or notes, may, within one month from the date of communication of such decision, appeal to the Government through the Director, and the decision of the Government on such appeal shall be final.
14. Any extract taken for the records will be certified as true copies only on an application made in Form IV and on payment of fees at the rates specified in the Table of Fees.
15. Any Research scholar or other person desiring to get typed copies, extracts, notes which are difficult to read, may apply to the Director who may arrange to get them typed at the cost of such Research Scholar or person, by charging the rates specified in the schedule enclosed to these rules.
- 16. Venue of Perusal:**
- (a) Records may be perused only in the Research Room of the State Archives either at the main Office or its branches in the presence of supervisory staff.
- (b) No records shall be removed from Research Room on any account.
- (c) No records shall be allowed to be removed from any shelf of the office except by one of the official incharge.
- (d) Every person who has been allowed access to the Research Room shall observe such code of discipline as may be specified by the Director from time to time in the behalf.
- 17. Hours of access to Research Room:**
- (a) The Research Room shall be kept open for authorised persons on all working days between 10.30 A.M. and 5 P.M.

- (b) Requisitions for records shall be entertained by the repository between 10.30 A.M. and 3.30 P.M. The records once supplied may be retained in the Research Room till detailed perusal is over but in any case not exceeding one month.
- (c) The Director may at his discretion order the Research Room to be kept open on Sundays and other public holidays or outside the usual working hours.

#### **18. Handling of records:**

- (a) Utmost care must be exercised in handling all the records and books entrusted to the bonafide research scholars for consultation. Large sized documents, files and volumes shall be placed on backrests or tables and handed with care.
- (b) No person shall lean on any of the documents or put one document on the other, or place on the documents the paper on which he is writing.
- (c) No mark of any description shall be made on any records and no tracing, whatsoever, is permitted.
- (d) Documents of exceptional value and documents in fragile condition, shall be supplied, subject to such restrictions as the Director may prescribe for ensuring their safety. No original document shall be issued for use of the bona fide research scholar where authorised copies are available.
- (e) Any defect or damage to a document or book should be pointed out by the bonafide research scholar to the officer-incharge of the Research Room.

#### **19. Miscellaneous**

- (a) No note or transcription shall be removed from the Research Room without the permission of the officer-incharge of the Research Room.
- (b) No books, records or other articles belonging to the State Archives shall be removed from the State Archives premises without the written permission of the Director.
- (c) No photographic reproduction or tracing of records shall be made by any bonafide Research Scholar without the written permission of the Director. The Director may on a requisition made by a bonafide research scholar in Form IV and on payment of fees specified in the Schedule of Fees, arrange for search, transcription, duplication, comparison, attestation or mechanical reproduction of any record or printed material.
- (d) The Director may in his discretion waive the collection of fees in respect of any excerpts or copies of any records or other material supplied to the members of the Regional Historical Records Survey Committees or to any public institution.

- (c) Every bonafide research scholar who uses the extracts or the information taken in any form from the records of the State Archives for purposes of historical research and publishes any book, paper or other work based on the material so taken, shall supply to the State Archives, two copies of each such publication free of cost, immediately after publication.
- (f) Any person may be removed from the Research Room for wilful breach of the foregoing rules of discipline, or if he is guilty of persistent disregard to the authority of the officer-incharge, or of damage of any sort to any record or document or is likely to cause offence to other occupants of the Research Room. In case of any dispute, the matter shall be reported to the Director, whose orders shall be final.
- (g) The Director may permit a private typist with a typewriter or a Research Assistant to accompany the bonafide research scholar to work for him provided that such typist or Research Assistant shall abide by the rules applicable to the bonafide research scholars and the research scholars shall be held responsible for all the acts of such typists and Research Assistants.

## APPENDIX—C

### RULES FOR REGULATING ACCESS TO RECORDS IN ARUNACHAL PRADESH ARCHIVES WING

1. All applications for access to records should be addressed on a plain paper giving details of the requirements to the Director of Research, Government of Arunachal Pradesh, Post Box No. 129, Ganga Market, Itanagar-791113. As per provisions of the Research Rules, the following are eligible to consider as bona-fide research scholars.
  - (a) Members of the Indian Historical Records Commission.
  - (b) Vice-Chancellors, Pro-Vice-Chancellors, Professors, Readers and Lecturers of the Indian University.
  - (c) Any other person accepted by the Director of Archives on special grounds.
  - (d) Post-Graduate research workers of a recognised university, who produce a certificate from the Vice-Chancellor or the competent authority such as Professor, Reader of his/her university or the Principal of a Post Graduate College, or who produce any further evidence that the Director of Archives may consider necessary.
  - (e) An official of the Government of India/State Government conducting research on behalf of his/her Ministry/Department/Office should submit a certificate from the concerned Ministry/Department/Office to the Director of Research.
  - (f) In case of Central of State Government employed persons who conduct research in his/her own personal capacity should be submitted a "No Objection Certificate" from the Head of the Department/Educational Institution to the Director of Research.
  - (g) Member of the National Committee of Archivists.
  - (h) Archivist by profession.
  - (i) Foreign scholars are requested to produce a letter of introduction from their respective Diplomatic Mission in India and apply for permission to the Director, Research on a plain paper.
2. **Access to Records**
  - a. All records in the custody of Arunachal Pradesh Archives Wing more than 20 years old (1872-1980) are 'open' for inspection by bonafide research scholars.

- b. All records in the Arunachal Pradesh Archives Wing whether confidential or non-confidential will be made available for bona fide research scholar.

### **3. Research Room**

- a. At present, Arunachal Pradesh Archives Wing has a small reading room attached to the staff room for consulting records by the scholars.
- b. The Research Room remains open between 9.30 A.M. to 5.00 P.M. on all working days except Saturdays, Sundays and other gazetted holidays.
- c. To requisition a document, the scholar has to write on a plain paper for the purpose. A separate slip must be used for each document.
- d. 10 (ten) documents only would be supplied to the scholar at a time.
- e. Absolute silence will be maintained in the Research Room. Smoking and entry of all kinds of eatables and drinks, etc. in the Research Room are strictly prohibited.
- f. When a scholar has consulted a document, he/she should hand it over to the Officer, Incharge of the Research Room.
- g. Those wishing to have documents kept out for their use should inform the incharge of the Research Room.
- h. No facility of xerox is available at present in the State Archives. However, records can be taken out with a staff of the Archives Wing for xeroxing with prior permission of Director Research.
- i. Documents, which are fragile and brittle, should inform to Officer Incharge of the Research Room for proper safe guarding.
- j. Defacing of records by pencil or ink marking is prohibited. Scholars are allowed to take only fountain pens or pencils and papers while consulting the documents.

## APPENDIX—D

### RULES REGULATING TO PUBLIC ACCESS FOR PURPOSE OF RESEARCH IN THE HARYANA STATE ARCHIVES

**Short Title:** These rules may be called “The Haryana State Archives Historical Research Rules, 1987”.

**Definition:** In these rules, unless the context otherwise requires:—

- (a) “Government” means the Government of Haryana;
- (b) “Director” means the Director, Haryana State Archives;
- (c) “State Archives” means the Head Office of the Director, Haryana State Archives and includes its Repositories;
- (d) “Repository” means the Branch Office of the Haryana State Archives;
- (e) “Archives” means Records, Manuscripts and other, documents, whether public or private, preserved in the Haryana State Archives;
- (f) “Records” means published or unpublished, public or private documents preserved in the Haryana State Archives;
- (g) “Oral Archives” means transcripts or tape-recorded evidence or statement;
- (h) “Printed material” means:
  - (i) All the printed books specified in the Library Accession Register of Catalogues and available in the Departmental Library of the Haryana State Archives;
  - (ii) All the reports, periodicals and other literature published by any State of Central Government or by any Institution as specified in the Catalogue and kept in the Haryana State Archives;
  - (iii) All the Official Gazettes preserved in the Haryana State Archives;
- (i) “Foreigner” means a Research Scholar, who is of foreign origin and who wishes to consult the records in the State Archives Department should produce a letter of introduction through his/her Diplomatic Representation in India and apply for permission to the Director, Haryana State Archives in triplicate on the prescribed application form. The Director, Haryana State Archives will forward two copies of his/her application form to the Chief Secretary to the Government of Haryana for onward transmission to the Ministry of Home Affairs, Government of India to obtain their clearance. The application should be submitted sufficiently in advance to

the Director, Haryana State Archives. The foreign research scholar who has got permission to consult records in the National Archives of India or any other State Archives previously, should produce a letter to this effect. After getting such letter/clearance, the Director, Haryana State Archives would also permit him/her to consult records without sending his/her application form to the Chief Secretary to the Government of Haryana;

- (j) "Bonafide Research Scholar" means:
- (i) Sitting Members of Haryana Legislative Assembly;
  - (ii) A member of the International Council on Archives and its branches;
  - (iii) Ordinary or Corresponding Member of the Indian Historical Records Commission;
  - (iv) Members of the National Committee of Archivists;
  - (v) Archivist by profession;
  - (vi) Vice-Chancellor/Pro Vice-Chancellor/Professor/Reader of a University established by Law in India;
  - (vii) An Officer or any Official of the Government of Haryana accepted by the Director, Haryana State Archives as a Research Scholar, who conducts research on a subject with the approval of the Head of the Department of the applicant;
  - (viii) Any other person recommended by Government of Haryana or any State Government or Central Government with a letter from appropriate authority;
  - (ix) Post-Graduate Research Scholar of any University or recognised Research Institutions who produces a certificate from Professor/Reader of the University, where he/she is registered or from the Principal of a Post-Graduate College or from the Head of the concerned Research Institution as the case may be;
  - (x) Any other person accepted by the Director, Haryana State Archives on special grounds.

#### **Access to Records:**

- (i) The records are generally open for consultation only to bonafide research scholars. Ordinarily all records in the custody of Haryana State Archives more than thirty years old will become 'open' for inspection by bonafide research scholars. There is no restriction on duplicating of the 'open' records.
- (ii) Access to records beyond the 'open' period will be given only in very special cases. In case the information contained in the 'closed' records is used for publication, the manuscript would require to be submitted for scrutiny before publication to the Director, Haryana State Archives.

Any Research Scholar, who uses the records in Haryana State Archives for purpose of historical research and publishes his/her work based on the material from these records shall deposit with Haryana State Archives a copy of his/her work, free of charge, immediately after its publication.

- (iii) Request to consult 'closed' records or 'confidential' records, which are less than thirty years old should be made to the Director, Haryana State Archives, who will examine the case and obtain necessary permission from the concerned department, if necessary. Foreign Research Scholars are not allowed access to the 'closed' or 'confidential' records.

**Access to Private Papers :** Private papers of eminent persons and other acquired documents can be consulted by the Research Scholar subject to the conditions laid down by the donors. These papers will be made available to them in Research Room on all working days during office hours only.

**Access to Library Material:** Access to library material will be governed by the Library Rules prescribed for the purpose.

#### **Admission to Research Room:**

- (i) Persons wishing to examine the records shall apply in writing to the Director, Haryana State Archives in the prescribed form. No historical records shall be allowed to be taken outside the Archives under any circumstances. Foreign Research Scholars wishing to consult records should produce introduction through their Diplomatic Representatives.
- (ii) Indian Research Scholars who are enjoying the facility of National Readers' Card Scheme in the National Archives of India or any other State Archives may also obtain permission to consult the records of the Haryana State Archives by submitting a copy (duly attested) of the Card received from the National Archives of India or from any other State Archives and getting the Card endorsed to the Director, Haryana State Archives. They will be treated as Research Scholars and will be allowed to work in the Research Room. They will also have to complete procedural formalities for consulting the records.
- (iii) Permission to consult the records shall remain valid for two years from the date on which it is granted. If the permission is not availed of or if the consultation of records is not completed within the period, a further application shall be necessary for the extension of the permission.
- (iv) No permission shall be allowed more than ten documents and two volumes at a time. Records and Reference Books must be treated with great care.

#### **Supply of Records:**

- (i) No Record/Book/Microfilm shall be delivered to a Research Scholar until he/she has submitted to the staff of Research Room, a duly signed requisition slip prescribed for this purpose.



- (ii) A separate slip must be used for every item of required material. Care should be taken in filling up the requisition slips legibly with correct and complete references in order to ensure quick service. Requisitions can be made twice daily at 11.00 A.M. and 2.30 P.M. on all working days.
- (iii) Research Scholars will be held responsible for the material issued to them for study until they return it.

#### **Care of Records:**

- (i) A Research Scholar shall exercise every care in handling the requisitioned material and shall see that they are not damaged in any way.
- (ii) It is forbidden to put any mark in pencil or ink on the documents of books.
- (iii) No requisitioned material shall be transferred from one Reader to another unless the staff of Research Room has been so informed and a fresh requisition form completed.
- (iv) No books, papers of other articles should be laid upon the open pages of the requisitioned material.
- (v) No Research Scholar shall lean or write on documents or put one document on top of another document or lay notebook or paper on them when taking notes. A Research Scholar shall point out to the Incharge of Research Room any defect or damage to a document or book at the time of borrowing the records/books.

**Reprographic Facilities:** Xeroxing/Microfilming services are available at Haryana State Archives on a written request by the Research Scholar. For this purpose, Research Scholars are required to fill in the prescribed form (in duplicate) along with a duplicate list of their requirements. These facilities are provided on payment as per prevailing rates. While placing an order for a specific job, eighty per cent of the estimated cost will be required to be deposited in advance. As a rule, only a single copy for research purpose will be supplied to a Research scholar.

**Information Service:** Research among 'open' records is undertaken by Haryana State Archives on behalf of individuals or institutions on payment of fee of Rs.20/- per day.

#### **Revocation of Research Facility:**

- (i) The privilege of personal consultation of records of the Research Room may, at the discretion of the Director, Haryana State Archives, be withheld in the public interest.
- (ii) In case of any dispute regarding these rules and their interpretation, the decision of the Director, Haryana State Archives would be final and binding.

#### **General Rules:**

- (i) Silence shall be maintained in the Research Room.

- (ii) Smoking shall be strictly prohibited in the Research Room.**
- (iii) No person shall chew *pan* or other similar substance while working in the Research Room nor shall place any article of food on tables meant to be used for keeping records.**
- (iv) No seat in the Research Room will be reserved for individuals.**
- (v) Research Room will remain open on all working days from 9.00 A.M. to 5.00 P.M. However, on the special request of Research Scholar, the Research Room may be opened in holidays also, but the discretion in this respect shall rest with the Department.**

## APPENDIX—E

### RULES REGULATING HISTORICAL RESEARCH AMONG THE RECORDS IN THE CUSTODY OF THE JAMMU AND KASHMIR STATE ARCHIVES

1. The rules may be called the “Jammu and Kashmir State Archives Historical Research Rules”. They shall govern access to all records in the custody of the Records Department, Government of Jammu and Kashmir. For purpose of inspection, records are classified into the following categories:—
  - (a) Records pertaining upto 1960.
  - (b) Records and documents declared privileged by the Government.
  - (c) All other records.

The inspection of the records by bonafide research students will be restricted to the category ‘C’ only.

The Government may, however, on being approached by a bonafide research scholar, relax this condition at their discretion.

2. For the purposes of these rules,
  - (a) The D.A. means the Director of Archives of Jammu and Kashmir.
  - (b) A bona fide research student is a person who falls within any one of the following categories:—
    - (i) Ordinary and Corresponding members of the Indian Historical Records Commission.
    - (ii) Vice-Chancellor, Professors and Readers and Lecturers or a University or of recognised College in the Republic of India.
    - (iii) Post-Graduate research workers of a recognised college of a University, who must satisfy the Director to their bonafides by producing a certificate from the Vice-Chancellor or the Registrar of the Principal or the appropriate Professor of their University and may further evidence that the Director may consider necessary.
    - (iv) Any official of the Government of Jammu and Kashmir accepted by the Director of Archives as a Research Student, when the work is undertaken with the approval of the Head of the Department of the applicant.

- (v) Any other person who the Minister-in-charge may permit to use the material available in the Records Repository.
  - (vi) Any other person accepted by the Director as Research Student.
  - (vii) Any foreign research scholar who fulfils the conditions laid down in the rules hereinafter.
3. (a) All applications under these rules, for inspection of or information from records should be addressed to the Director.
  - (b) Applicants, who are aliens must produce introductions from their representative embassies or legations in the Republic of India or otherwise satisfy the Government of Jammu and Kashmir that they are genuine research students.
  4. A bonafide research student may, at the discretion of the Director be allowed to examine the records personally in the Research Room and each case will be considered on its merits on receipt of an application in the form prescribed.
  5. The Director may, at his discretion, supply such information as he considers unexceptionable free of cost to persons applying for information from the records subject to the following conditions:-
    - (i) No information from any confidential records of the Ministries will be permitted or allowed.
    - (ii) Bonafide research students will not be required to pay any fee for supply of information.
    - (iii) The Director shall, also have the discretion to supply information or material from the Records Department to Universities, educational institutions, historical and culture societies and other public institutions.
  6. (a) Admission to the Research Room will be regulated by tickets. An admission ticket will hold good only for the period for which it has been issued, but may be renewed at the expiry of that period, at the discretion of Director.
  - (b) Records may be inspected only within the Research Room and in the presence of a member of the supervisory staff. Copies of or extracts from records shall not be taken out of the office building, nor shall any use be made of any information from the records without the written permission of the Director.
  - (c) The Research Room will be open to all research students permitted to inspect records on everyday, except Sundays and Fridays and other holidays observed by the Records Department. The hours of admission and attendance will be from 10.00 A.M. to 3.00 P.M. No document shall be supplied from the Repository after 3.00 P.M. However, all suggestions and complaint in regard to the administration of the Research Room should be made in writing to the Superintendents of the Repositories at Jammu and Kashmir.

7. (a) All extracts taken from the records must be submitted through the Superintendents of the Repository to the Director with a list of the documents from which excerpts have been taken in the prescribed form. The Research Students will be solely responsible for the accuracy and authenticity of the excerpts taken from the records. The excerpts will be certified as true copies only when the usual copying fees are paid at the prescribed rates. Such of them as the Director considers unobjectionable will be released. If, however, any research student feels that the decision of the Director is not reasonable he may apply to the Ministry concerned through the Director for the release of such extracts as the Director may have withheld.
- (b) No note or transcription shall be removed from the Research room without the express permission of the Superintendent of the Repositories.
8. Records and documents, which are of exceptional value or are unwieldy or fragile shall be examine on such conditions as the Director may impose for their safety and integrity.
9. Silence shall be maintained in the Research Room. Smoking will be strictly prohibited, and no person may chew *pan* or other like substance while working in the Research room, or may place any articles of food on tables meant for keeping records, documents or other papers.
10. No student shall be allowed to have more than five documents and one volume at a time, except by the special permission of the Superintendent. No volumes or papers shall be delivered to a student until he has submitted to the Research Room Assistant a duly signed requisition in the form provided for this purpose by the State Archives. He should return the records, when no longer required, to the Research Room Assistant and get back his requisition slips. A student shall be held responsible for the records issued to him so long as his requisition slip remains with the officials of the State Archives.
11. (a) Records and documents shall not be removed from the Research Room on any account. Books or other articles belonging to the records department shall not be removed from the office building without the specific permission of the Superintendent.
- (b) Records, documents or printed books belonging to the State Archives shall not be removed from the shelves except by one of the officials incharge.
- (c) Research students shall exercise every care in handling the records and books in their possession and shall not damage them in any way.
- (d) No one shall lean on any or the documents, or put one document on top of another or place upon them the paper on which he is writing.
- (e) No mark of any description shall be made on any records.

- (f) To avoid ink being spilt on records, the use of an ink-stand will not be allowed. If the volumes or documents can be placed on book racks, a fountain pen may be used for the purpose of taking notes or extracts, in all other cases notes or extracts shall be taken in pencil. A research student may use his own typewriter in taking notes from records if others working in the Research Room do not object to it.
  - (g) Any defect in, or damage to, a document or book should be appointed out by the student to the research assistant at the time of borrowing.
12. (a) All copies, extracts and notes should be made in legible manner.
- (b) No photography reproduction or tracing of record shall be made by any research student without the written permission of the Director and in a manner approved by him.
13. Any research student who used the documents, released by the State Archives for purposes of Historical Research and public works based on the material supplied by the these records shall deposit in the records department five copies of each work free of charge immediately after publication.
14. The concession of personal inspection of records in Research Room may at the discretion of the Director be withheld, for any sufficient reason, such as wilful breach of any of the foregoing rules persistent this regard of the record officials damage any short to any record or article belonging to the research rule, room conduct, language, habits, unseemly dress or any other matter offensive or likely to be offensive to the members of the staff or to others using the Research Room.

## APPENDIX—F

### RULES RELATING TO THE ACCESS OF RECORDS IN THE KARNATAKA STATE ARCHIVES

1. The Records are generally open for consultation only by *bonafide* research scholars. The following are accepted as *bonafide* research scholars.
  - (a) Ordinary and Corresponding Members of the Indian Historical Records Commission.
  - (b) Vice-Chancellors, Professors and Readers of recognised University in India.
  - (c) Post-Graduate Research workers of a recognised University who produce a certificate from the Vice-Chancellor or the appropriate Professor of their University in India.
  - (d) Any official of the Government of India or State Government recommended by the concerned Government of Head of the Department of State Government
  - (e) Any other person recommended by the Government of Karnataka.
  - (f) Any other person accepted by the Director of Archives on special grounds.
2. The foreigners wishing to consult the records should produce introduction through their diplomatic representatives in India and apply for permission to the Director of Karnataka State Archives in triplicate on a prescribed form. The Director of Archives will forward one copy to the Chief Secretary to the Government of Karnataka to obtain their clearance. The applications should be submitted sufficiently in advance to the Director of Karnataka State Archives to get the clearance from the Government.
3. Only permanent records over 30 years old which are not of confidential nature are open for research. Copies of Government orders which have been placed at the disposal of the press can also be examined.
4. Access to records beyond the 'OPEN' period will be given only in a very special cases. Permission would not be ordinarily given to take excerpts or photographs or to indicate the source of information. In case the information contained in the records is to be used for publication, the manuscripts would be required to be submitted for scrutiny before publication. Request to consult 'CLOSED RECORDS' should be made to the Secretary whose records are to be consulted. Foreigners are not allowed access to the current records.
5. Retired Government officials or Ministers would not be treated differently from the member of the general public in the matter of access to records beyond the 'OPEN PERIOD'.

6. Research students wishing to examine the records should apply to the Director, Karnataka State Archives. University research students should submit their applications through their respective Departments with the recommendations of the Professors concerned. Persons employed in Educational Institutions should submit their applications through their Universities and institutions.
7. A *Bonafide* research student may at the discretion of the Director of Karnataka State Archives be allowed to examine records personally in the State Archives and each case will be considered on its merits on receipt of the application.
8. The Director reserves the right to refuse or modify any application as he/she may consider necessary.
9. Records may be inspected only within the office of the State Archives and in the presence of Assistant Archivist in charge of the Research Room. In any case, the Director may impose such further conditions, as he may deem necessary to ensure the preservation and proper treatment of records. Copies of extracts from the records should not be taken out of the office nor shall any use be made of any information from the records without the written permission of the Director.
10. All applications under these rules for permission to consult historical records should be made in duplicate in the form prescribed.
11. The Research Room is open on all working days except Sundays and Saturdays and on certain public holidays. The hours of admission shall be from 10 30 a m to 5 00 p m on all working days.
12. Admission to the State Archives to consult the records is regulated by means of passes, denoting the period of validity. Admission pass will hold good only for the period for which it has been issued but may be renewed at the expiry of that period at the discretion of the Director of Karnataka State Archives.
13. No research student can call for or consult records which are not relevant to the subject of his research. Copies of extracts or notes taken from the records shall not be taken out of the office building before they are inspected by the Director, Karnataka State Archives who will have full discretion to withhold such portions of the extracts or notes taken out from the records as he may consider objectionable. In case of doubt he will refer the matter for orders to Government.
14. All copies, extracts and notes should be made in a legible manner. In case where they are difficult to read, the Director, Karnataka State Archives will get them typed for his inspection at the cost of the Research Student concerned and his decision on such cases shall be final. Any Research Scholar who desired to have typed copies, extracts or notes which are difficult to read any apply to the Director, who may arrange to get them typed at the cost of such Research Scholar by charging rates as may be specified from time to time by the Director.



15. Persons not wishing or being unable themselves to examine the records should apply to the Director, Karnataka State Archives who will, if possible, arrange for the research to be undertaken on payment.
16. No records shall be delivered to a student until he has submitted to the Assistant Archivist in-charge a duly signed request in the form provided for the purpose. He should return the records when no longer required for the Assistant Archivist in-charge and get back his requisition. The requisition shall be in the prescribed form.
17. No person may have more than five single documents or two volumes at a time. Documents in a fragile condition will be allowed for inspection only after they are reconditioned and subject such condition, as the Director may deem necessary for their safety. Where any documents has been published, the original will not be placed at the disposal of Research Student except for special reason.
18. Large folio volumes are to be placed on back-rests and handled as little as possible.
19. No person may loan on any of the documents or put one on the top of another or place upon them the paper on which he is writing.
20. No sort of mark with pen, pencil or otherwise may be made on any record.
21. To avoid ink being spilt on records, the use of inkstand will not be allowed. If the volumes or documents can be placed on book-rests, a fountain pen may be used for the purpose of taking notes or extracts, in all other cases, notes or extracts shall be taken in pencil only.
22. Every *bonafide* scholar who uses extracts or the information taken in any form from the records of the State Archives for purposes of research and publishes any book or paper based on the materials so taken shall supply to the State Archives, two copies of each such publication free of cost immediately after publication.
23. Permission to consult the records may be withdrawn by the Director, Karnataka State Archives at his discretion on sufficient reason such as wilful breach of sort to any record or articles belonging to the State Archives any of the foregoing rules, any office conduct or other matter offensive or likely to be offensive to the members of the State or to the other Research Students.

## APPENDIX—G

### **RULES REGULATING PUBLIC ACCESS FOR PURPOSE OF RESEARCH IN THE MIZORAM STATE ARCHIVES UNIT**

- 1.0 Access to Records:** These rules shall govern access to open records in the custody of the Mizoram Archives Unit. The privilege of consulting such records personally by any adult citizen will be generally limited to records which are more than 30 years old, subject to such exceptions and restrictions as may be found necessary by the concerned creating agencies. The Ministry/ Departments and other offices may, in consultation with the Director of Art & Culture/Archivist, grant special access to records not transferred to Mizoram State Archives Unit, as also to records otherwise 'close' but available in the National Archives of India/Mizoram State Archives Unit.
- 1.1 Eligibility for research:** Normally, all adult Indian citizens of 21 years of age or above are eligible to avail of the research facilities at the Mizoram State Archives Unit subject to their undertaking to abide by the rules and regulations prescribed from time to time for the Research Room.
- 1.2** All application seeking to conduct research at the Mizoram State Archives Unit should be made to the Director, Directorate of Art and Culture, Aizwal-796001, Government of Mizoram on a prescribed form.
- 2.0 Foreign Scholars:** Foreign scholars wishing to consult records in the Mizoram State Archives Unit should bring letters of introduction from the Universities/ Learned institutions sponsoring their candidature, as also another letter addressed to the Director of Art and Culture/Archivist, from their respective Diplomatic mission in India.
- 2.1** Foreign scholars submitting their research projects through Indian Mission abroad, or through Foreign Institutions based in India, or such cases where their research project would involve field work, will require necessary clearance from the Ministry of Human Resource Development which will invariably endorse copies of such clearance letters to the Mizoram State Archives Unit well in advance of the arrival of the foreign scholars. To avoid any loss of time after their arrival in the country, it is advisable that these scholars should send their applications well in advance directed to the Ministry of Human Resource Development (Department of Education), Government of India, Shastri Bhawan, New Delhi-110001. Scholars under this categories will be admitted to the Research Room only after such clearance has been received by the Mizoram State Archives Unit from the Ministry.

- 3.0 Access to Library Material:** Access to the Library material will be governed by the rules prescribed for the purpose. This material can be consulted in a separate Reading Room attached to the Library.
- 4.0 Access to Private Archives:** Private papers of eminent Indians and other acquired documents can be consulted by the Research Scholars subject to the conditions laid down by the donors. These papers shall be made available to them in the 'Private Archives' Section on working days during office hours only.
- 5.0** The Research Room will remain open on all working days except on National Holidays and Sundays.
- 5.1** Research Room shall be open from 9.00 to 16.00 hours on all working days.
- 6.0 Admission and Registration:** Admission to the premises of the Mizoram State Archives Unit is regulated. Pending receipt of such regular passes, temporary passes valid for a month will be issued to the scholars who fill in the prescribed form in duplicate. The passes must be shown at the main entrance and visitors will on each visit be required to enter their names, address, etc., in the register kept for this purpose. Scholars shall keep their personal belongings in the lockers provided for the purpose outside the Research Room, and they should collect a token against the same from the person on duty. Persons arriving on Saturdays or other Holidays without a pass will not be allowed to enter the premises
- 6.1** Indian Scholars wishing to avail of the facility of National Readers' Card Scheme could do so on payment of Rs.5/- as Registration Fee, and submitting two copies of their passport size photographs. These cards may be obtained from the Mizoram State Archives. The holders of the National Readers' Card would be treated as Research Scholars and even in the absence of the regular pass, they can enter the Research Room when the regular reception office does not function (Saturdays, Sundays and Holidays, as also before 9.00 hours and after 16.00 hours) by showing the National Readers' Card to the Sentry, and after making necessary entries in the Register kept at the entrance exclusively for use by such card holders. However, these card holders will also have to complete the procedural formalities to get the Department pass issued in their favour. The card holders will also enjoys similar working facilities at various State Archives on getting the card duly endorsed by the Director of the respective State Archives. A provision to this effect has been made in the card.
- 6.2** No seat in the Research Room will be reserved individually. A separate cubicle has been earmarked for scholars wanting to use Microfilm Readers.
- 6.3** Silence shall be maintained in the Research Room.
- 6.4** No person will be allowed to bring eatables into the Research Room. Smoking, chewing 'Pan', etc., is strictly prohibited in the research Room. A lounge adjacent to the Research Room has been provided for these purposes.
- 6.5** Scholars should notify the staff counter at least one day in advance before their departure date so as to arrange for their clearance.

- 7.0 Supply of Records:** No records/books/microfilms shall be delivered to a scholar until he/she has submitted to the staff counter a duly signed requisition slip prescribed for this purpose. These requisitions should be put into the box kept for the purpose at the counter.
- 7.1** A separate slip must be used for every item of required material. Care should be taken in filling up the requisition slip legibly with correct and complete references to the books in order to ensure prompt service. Requisitions can be made four times daily at 10.30 a.m., 12.30 noon, 2.00 and 3.30 p.m. on all working days.
- 7.2** Normally, not more than ten items of records and five manuscript indexes would be issued to a scholar at a time, but working conditions permitting, this rule may be relaxed.
- 7.3** Requisitioned material shall normally be brought direct to the scholars's table, excepting in case when the scholar has already the maximum permissible number of reading material on his table, or he is absent. In such circumstances, the scholars should report at the staff counter when he is ready to use the material.
- 7.4** Since, the Muniment Room/Library remain closed on Saturdays, Sundays and other holidays, scholars are advised to get their material for study a day in advance. When a scholar has finished with a record/book/microfilm, he/she should hand it over at the counter and get back his/her requisition slip.
- 7.5** Scholars will be held responsible for the material for study issued to them so long as they are not cancelled from proforma.
- 7.6** Those wishing to have records/books/microfilms kept out for their use should inform the staff at the counter.
- 8.0 Care of Records:** Scholars shall exercise every care in handling the requisitioned material and shall see that they are not damaged in any way.
- 8.1** It is forbidden to make any pencil, ink, or other marking in any requisitioned material, or to do anything to deface them.
- 8.2** No requisitioned material shall be transferred from one reader to another unless the Research Room staff has been so informed, and a fresh requisition form completed.
- 8.3** No books, papers, or other article should be laid upon the open pages of the requisitioned material.
- 8.4** No scholar shall ever lean on any of the documents or place upon them the paper on which he/she is writing.
- 8.5** No scholar shall be entitled to examine records/books which have been labelled "Unfit for production".
- 9.0 Reprographic Facilities:** Microfilming, Xeroxing and Photocopying services are available at the Mizoram State Archives Unit on a written request by the scholar. For this purpose scholars are required to fill in the prescribed form in

duplicate alongwith a duplicate list of their requirements. These facilities are provided on payment as per prevailing rates, which are subsidised. Schedule of rates for different reprographic services, which is subject to revision. While placing an order for a specific job, 80% of the estimated cost will be required to be deposited in advance. As a rule, only a single copy for research purpose will be supplied to a scholar.

- 10.0 **Transcription Facilities:** Transcription work is undertaken by the typists of Mizoram State Archives Unit on behalf of a scholar at the rates prescribed.
- 11.0 **Information Service:** Research among the 'open' records is undertaken by the Mizoram State Archives Unit on behalf of individuals and institutions on payment of prescribed fee of Rs. 20/- per day.
- 12.0 **Acknowledgements:** Any scholar who uses the records in the Mizoram State Archives Unit for purposes of his historical research and publishes his work based on material from these records shall deposit with the Mizoram State Archives Unit, a copy of his work free of charge immediately after his publication.
- 13.0 **Revocation of Research Facility:** The Privilege of personal consultation of records in the Research Room may, at the discretion of the Director of Art and Culture/Archivist, Mizoram State Archives Unit be with held in public interest.
- 14.1 In case of any dispute regarding these rules and their interpretation, the decision of the Director of Art and Culture/Archivist, Mizoram State Archives Unit, would be final and binding.

## **APPENDIX—H**

### **RULES REGULATING PUBLIC ACCESS FOR PURPOSE OF RESEARCH IN THE RECORD CELL, NAGALAND**

1. The Nagaland State Record Cell is open on all working days from 9 a.m. to 3.30 p.m. in winter (November, December, January and February) and 9.30 a.m. to 4.00 p.m. in summer. During these hours, bonafide research scholars are permitted to consult records in the Research Room of the office in the presence of the Officer-in-Charge.
2. All records in the Nagaland State Record Cell whether, confidential or non-confidential, which are more than 30 years old will be made available for bonafide research scholars. The records of last 30 years are treated as current records.
3. All application for access to records should be addressed on a plain paper to the Director, Art and Culture, Government of Nagaland, Kohima-797007.
4. Research scholars of a recognised university who produces a certificate from the Vice-Chancellor or the Principal of a College who produce any further evidence that the Director, Art and Culture may consider necessary.
5. Any official of the Government accepted by the Director, Art and Culture, Nagaland as Research Scholar, when the work is undertaken with the approval of the Head of the Department of the applicant will be allowed in the Research Room.
6. Any other person accepted by the Director, Art and Culture will be allowed on special grounds in the Research Room.
7. No historical records shall be allowed to be taken outside the Record Cell under any circumstances.
8. Smoking shall be strictly prohibited in the Research Room.

#### **Supply of Records**

9. To requisition a document/book, the scholar has to fill in a readymade requisition slip for the purpose.
10. No records shall be supplied/delivered to a scholar until he/she has given permission on his/her application by the Director, Art and Culture.
11. Scholars shall be held responsible for the records/books for study issued to them so long it is not cancelled from the proforma.

12. Those wishing to have records/books kept out from their use should inform the staff at the counter or Officer-in-charge.
13. No person may have more than ten documents out at any point of time. Efforts will be made, however, to relax this rule, when there is no rush or heavy attendance in the Research Room.
14. No marks of any sort may be made on any records with pen, pencil or any other means. Absolute silence will be maintained in the Research Room Hall.
15. No xeroxing or tracing of records shall be made by any person without the permission of the Director, Art and Culture. The Director shall not give such permission if the records are likely to cause damage in the photographic process.

# APPENDIX—I

## GOVERNMENT ORDER OF THE EDUCATION DEPARTMENT, GOVERNMENT OF PONDICHERRY

GOVERNMENT OF PONDICHERRY  
Education Department  
(G.O. Ms. No. 36/78/Arch./Cul., dated 14 March, 1979)

### ORDER

The question of setting up an Archives in Pondicherry for the preservation of all post-merger records had engaged the attention of this Administration for some time past and the Government have now decided to set up an office by name 'Pondicherry Archives', with immediate effect. Records shall for the purpose of this order, mean any document, manuscript, pamphlet, tract, book, photograph, picture, microfilm, microfiche, sound recordings, drawing map, codex register, ledger or other document of any physical form or character or any copy thereof.

The scope of functions of the Pondicherry Archives would be broadly as follows:

- (a) to secure all records of more than ten years old from all sources for appraisal;
- (b) to review the retention schedule of files in all Departments/Offices under the Administration;
- (c) to draw up a panel of historians/eminant persons to assist the authority in the weeding out operation, if necessary;
- (d) to organise a reference library;
- (e) to conserve old records by applying modern methods wherever possible;
- (f) to arrange for the preparations of index for Pondicherry State Gazette;
- (g) to deal with the various resolutions passed by the Indian Historical Records Commission and the National Committee of the Archives;
- (h) to create Regional Repositories at Karaikal, Mahe and Yanam, as and when necessary;
- (i) to prepare catalogues and indices of records;
- (j) to undertake the printing and publication of important records;
- (k) to survey and acquire historical records;
- (l) to constitute Regional Records Survey 'Committees';
- (m) to set up a Microfilm Unit, the personnel involved;
- (n) to arrange for the archival training.



2. The Pondicherry Archives will function under the State Editor, till such time an Officer is appointed to head the Archives.

3. Records of more than ten years old with all Government Departments/Offices, Local Bodies, semi-autonomous bodies, Government aided bodies, temple authorities, etc, shall be listed and delivered to the Pondicherry Archives. Other records which are properly classified according to the retention schedule may be retained in the respective places of origin. They may, however, be destroyed on maturity, only after the clearance of the Pondicherry Archives;

4. Acts and Rules shall not fall under the scope of the Records which are destroyed under specific present order.

(By Order of the Lieutenant-Governor)

A SUBBARAYA PILLAI,  
Deputy Secretary to Government (Edn.)

GOVERNMENT OF PONDICHERRY  
Education Department  
(G.O. Ms. No.37/78/Arch./Cul. dated 14 March 1979)

### **ORDER**

Following the decision to set up an Archives in Pondicherry for the preservation of all post-merger records in the G.O. Ms. No.36/78/Arch./Cul., dated 14 March 1979, it has become necessary to spell out the Archival Policy of this Administration in order to delineate the duties and responsibilities of the Pondicherry Archives and the various Departments and Offices under the control of this Administration. Accordingly, the Archival Policy Resolution of the Government of Pondicherry is given in the Appendix to this order.

(By Order of the Lieutenant-Governor)

A SUBBARAYA PILLAI,  
Deputy Secretary to the Government (Edn.)

#### **Archival Policy Resolution of the Government of Pondicherry.**

1. The Pondicherry Archives will receive the records of permanent value of:
  - (i) All Government Departments deposited with the Central Record Branch.
  - (ii) All other Government Offices.
  - (iii) Committees and Commissions set up by them.
  - (iv) Such of the attached and subordinate offices as may be determined from time to time. The records of the various Courts, the Pay and Account Office and the Legislative Assembly are excluded from the purview of this Archives. It would, however, be open to any of the above excluded bodies to seek the assistance of the Pondicherry Archives in any matter coming within the scope of this order and to retire their non-current records of permanent value to it, if they so desire, at any time, in consultation with the Pondicherry Archives.

2. The above Departments/Offices will be responsible for their current and semi-current records, periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the Pondicherry Archives.

3. The Departmental Record Rooms holding semi-current records, should be placed in the charge of properly trained suitable and responsible full-time staff.

4. The Officers in-Charge of Departmental Records should be responsible for the proper maintenance and management of all semi-current records entrusted to their care, for the appraisal and weeding of records in accordance with the procedure laid down, for compilation and issue of Annual Index to Records, for compilation and issue of the Organisational History of the Department and annual supplements to it for maintenance of general liaison with the Pondicherry Archives and for tendering advice generally on all matters pertaining to record management to all sections within the Department.

5. All records and files selected for permanent preservation should be transferred to the Pondicherry Archives ten years after being closed or recorded subject to the following limitations:

- (a) Files bearing any security classification should not be transferred to the Pondicherry Archives.
- (b) Any individual file or records series may be retained by the Department or Office beyond the stipulated period for any reason subject to the Pondicherry Archives being apprised of the position.
- (c) Classified files remaining untransferred to Pondicherry Archives at the end of the stipulated period should be appraised once in five years with a view to downgrading, them and downgraded files fit for permanent preservation transferred to the Pondicherry Archives.
- (d) Files once transferred may be withdrawn from the Pondicherry Archives by the Departments or Offices concerned for a stipulated period, apprising the Pondicherry Archives of the reasons for taking such action.
- (e) The administrative departments would have the sole authority to decide on the consigning of particular records of the attached and subordinate offices to the Pondicherry Archives.

6. Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the Pondicherry Archives soon after the body is defunct.

7. No records more than hundred years old should be destroyed.

8. The Officer in-Charge of Archives will be responsible for custody, proper care and management of all records received in the Pondicherry Archives.

9. The Officer in-Charge of Archives may receive public records of any public office or organisation falling outside the scope of this order or papers of historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

10. The Officer in-Charge of Archives is required to coordinate and guide all operations connected with public records in respect of their administration, preservation and elimination with a view to ensuring that records of permanent value are not destroyed and are transferred to the Pondicherry Archives at the appropriate time.

11. The Officer in-Charge of Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of the Pondicherry Archives in respect of technical problems bearing on record management.

12. The Officer in-Charge of Archives will be responsible for attending to ancillary matters such as archival publications and for developing general archival consciousness in the territory.

13. The Officer in-Charge of Archives will submit a report to Government every year on the management of public records, with particular reference to the actual working of the record management system.

14. All non-confidential public records, transferred to the Pondicherry Archives of more than 25 years will be open to bonafide Research Scholars, subject to such exceptions and restrictions as may be found necessary by the Departments concerned in consultation with the Officer in-Charge of Archives, Pondicherry Archives.

15. The Departments and other offices may, in consultation with the Pondicherry Archives grant special access to records not transferred to the Pondicherry Archives.

## APPENDIX—J

### RULES REGULATING PUBLIC ACCESS TO RECORDS IN STATE ARCHIVES, PUNJAB

**1. Short title and commencement:**

- (a) These rules may be called “The Punjab State Archives Historical Research Rules”.
- (b) These rules shall govern access to the records in the custody of Archives Department. The privilege of inspecting records personally by the research students shall be limited to records upto the year 1948. A student desiring access to records of a later date may make application to the Government through the Additional Director of Archives.
- (c) These rules shall come into force at once.

**2. Definition:** In these rules unless the context otherwise requires –

- (a) “Archives” means the Punjab State Archives.
- (b) “Government” means Government of Punjab in the Education Department.
- (c) “Secretary” means Secretary to Government, Punjab, Education Department.
- (d) “Director” includes Additional Director, Punjab State Archives as the case may be.

**3. Bonafide Research Scholars:** For the purpose of these rules, the following are accepted as bonafide research scholars:-

- (i) Ordinary and corresponding members of the Indian Historical Records Commission of the Government of India.
- (ii) Members of the Regional Committee for the Survey of Historical Records in the State.
- (iii) Vice-Chancellors, Professors and Readers of recognised Universities in the Dominion of India.
- (iv) Post-Graduate research workers of a recognised University, who must satisfy the Director as to their bonafides by producing a certificate from the Vice-Chancellor of the appropriate Professor of their University and any further evidence that the Director may consider necessary.

- (v) Any official of the Government of India or any State Government accepted by the Director as a research scholar.
- (vi) Any other person accepted by the Government of Punjab as a research scholar on the joint recommendation of the Director and the Secretary.

**4. Procedure for inspection of or obtaining information from records:-**

- (a) all applications under these rules for inspection of or obtaining information from records, should be addressed to the Director.
- (b) Applicants who are aliens must produce two introductory letters from their respective Embassies or Legations in India through the Home Ministry, Government of India, or otherwise satisfy the Director that they are genuine research scholars.

**5. Procedure for examining the records:-**

- (a) A bonafide research scholar may, at the discretion of the Director, be allowed to examine the records personally in the Research Room and each case will be considered on its merits on receipt of an application in the form prescribed.
- (b) The Director may, at his discretion, supply such information as he considers unobjectionable to persons applying for information from the records on payment of the prescribed fee.
- (c) Bonafide research scholars will not be required to pay the examination fee.
- (d) The Director shall, however, have the discretion to waive off the collection of the prescribed fees in respect of the material supplied to members of the public institutions.

**6. Admission of Research Scholars:—**

- (a) Admission to the Research Room will be regulated by passes. An admission pass will hold good only for the period for which it has been issued, but may be renewed at the expiry of that period, at the discretion of the Director.
- (b) The inspection of records must take place within the Research Room and in the presence of a member of the supervisory staff. Copies of or extracts from records or notes shall not be taken out of the Archives Building, nor shall any use be made or any information from the records, without the written permission of the Director.

**7. Research Room:—**

- (a) there shall be a Research Room in the Archives where Research Scholars shall be permitted to consult records. The Research Room shall be kept open on all working days, according to the Punjab Government Office timings.
- (b) Perfect silence shall be maintained in the Research Room.
- (c) Smoking and carrying of a match-box and or a cigar lighter, etc., shall be strictly prohibited. No person shall chew *pan* or other like substance while

working in the Research Room; not shall be place any article of food on the table or stand meant for keeping records, documents and other papers.

- (d) No scholar shall be allowed to have more than five documents and two volumes at a time except by the special permission of the Director. No volume or paper shall be delivered to the scholar until he submits his requisition in the prescribed form through the official incharge of the Research Room. He should return the records when no longer required to the said official and must get back his requisition slip and that the receipt of the records is acknowledged in the Issue Register. A research scholar shall be held responsible for the records issued to him as long as his requisition slip remains with the officials of the Archives.
- (e) Records, documents and other manuscripts shall not be removed from the Research Room on any account. Printed books or other articles belonging to the Archives shall not be removed out of the Archives building.
- (i) Records, documents, manuscripts or printed books belonging to the Archives Department shall not be removed from the shelves except by a member of its staff.
- (i) Research students shall exercise every care in handling the records and books during their study in the Research Room and shall not damage or disfigure them in any way.
- (iii) Large folio volumes shall be placed on book rests and handled as little as possible.
- (iv) The research scholar shall not lean on any document or put one document on top of another or place upon it the paper on which he is writing.
- (v) With a view to safeguarding against ink being spilt on records or books, the use of an ink stand will not be permitted. Notes or extract shall be taken in pencil or with a fountain pen/ball point pen.
- (vi) No mark of any description shall be made on any records.
- (vii) Any defect in or damage to a document or book should be pointed out by the research scholar to the Officer-in-charge, Research Room at the time of borrowing.

**8. Suggestions and Complaints to be made to the Director:—**All suggestions and complaints in regard to the Administration of the Research Room should be made in writing to the Director.

**9. Taking copies of extracts and notes:—**

- (a) All extracts or notes taken from the records must be submitted to the Director with a list of the documents from which extracts have been taken in the prescribed form. The research scholar shall be solely responsible for the accuracy and authenticity of the extracts, which will be certified as true copies only when the fees for comparing are paid at the prescribed rates. Such of them as the Director considers unobjectionable will be released. If however, any research scholar feels that the decision of the Director is not

reasonable, he may apply to the Secretary through the Director for the release of such extracts as the Director may have withheld provided that he pays in advance, fees for typing and examination at the prescribed rates.

- (b) All copies, notes and extracts should be made in a legible manner. In cases where there are difficult to read, the Director will get them typed for his own inspection at the cost of the research scholar concerned and his decision in such cases shall be final.
  - (c) Photographic reproduction or tracing of records shall not be made without the written permission of the Director and on receipt of the permission, if granted, it shall be done in the manner approved by him.
10. **Care of records :—**Records and documents which are of exceptional value or are unwieldy or fragile shall be examined on such condition as the Director may impose for their safety or integrity. No research scholar shall be entitled to examine records which have been labelled "unfit for production".
  11. **Condition for publication of research work:—**Any research scholar who uses the documents or books of the Archives for purpose of historical research and publishes a work based on these shall deposit in the Archives, two copies or each of such work free of charge immediately after publication.
  12. **Withdrawal of permission for access to records:—**The concession of personal inspection of records in the Research Room to a research scholar may at any time, at the discretion of the Director, be withdrawn for any reason such as—
    - (i) Wilful breach of any of the foregoing rules.
    - (ii) Persistent disregard of the authority of an Archives official.
    - (iii) Damage of any sort to any record or article belonging to the Archives.
    - (iv) Conduct, languages, habit unseemly dress or any other matter offensive or likely to be offensive to the members of the staff or to other using the Research Room.

## PART II

1. The following Rules shall govern the access of the public to the records and historical materials available at the Archives Department of Punjab, and to the supply of copies thereof information therefrom:—

**Note—** Wherever the term 'record' occurs in the rules in Part I and II, it will also include historical material available at the Punjab State Archives Department.

1. **Procedure of getting copies of records—**

- (a) No one shall be allowed to inspect records in the possession of the Archives Department or otherwise obtain copies there of except with the permission, in writing, of the Director who may refuse the application or accept it with such modifications as he may consider necessary, without assigning any reasons.

- (b) Persons wishing to obtain information from or copies of the records shall apply in writing to the Director stating their occupation, complete details of the records and the object for which the information or copies are required. The Director shall pass such orders on the application as he may consider appropriate.
- (c) The Director may decline to entertain an application in which the information required is not fully or correctly stated. In case the statement made in an application is found to be untrue or incomplete, the application may be rejected.
2. The applicant wishing to be supplied with information from or copies of records is required to forward with his application the prescribed search fee which will in no case be refunded. The search will be undertaken only if the Director is able to undertake it and the information or copies will be furnished to the applicant only if after the inspection of the records it is considered that there is no objection to their release. If the document or documents cannot be traced or the information from the records is refused, the search fee shall not be refunded.
  3. **Copying fee**—If the applicant desires to be supplied with the copies of any records so traced and such supply is sanctioned by the Director, he shall deposit in advance, copying fees at the prescribed rates. On the necessary deposit being made the copies will be prepared on foolscap paper by the copyist certified as true copies and supplied to the applicant. Special charges for maps, tabular work, etc., will be fixed by the Director. On one application not more than three copies in case of English and Punjabi and one copy in case of Persian, Urdu, or other vernacular documents will be supplied. Charges for each of the second and third English and Punjabi copies will be at half the rate of first copy. The Director shall have the discretion to allow the supply of photostat copies of document/manuscripts/records, etc. to any individual at the prescribed rates subject to change from time to time. Such work will be executed by Photography Unit of the Department and the fees charged thereon will be deposited into the Treasury.
  4. **Attestation fee**—An attestation fee, equal to one fourth of the copying fee, shall be charged in addition to copying fee, and deposited in advance along with the copying fee. The second and the third English/Punjabi copies will be attested at the same rate as the first. This fee will be paid to the officer who will compare the copies with the original and attest them as true copies.
  5. **Copying and attestation**—The copying and attestation work shall be done after office hours and the fees charged will be paid to the copyist and the attesting officials respectively.
  6. **Procedure for supplying copies to the applicants**—Information from or copies of the records shall be sent to the applicant by post or, if he is present, delivered by hand, together with such part of the sum deposited as may be due to the applicant after the following points have been noted on the information or copies and in the register specified for the purpose:-



- (i) **date of receipt of application for information or copies;**
  - (ii) **date of return of application for deposit of search, copying and attestation fees;**
  - (iii) **date of marking the required deposit;**
  - (iv) **amount of search, copying and attestation fee paid;**
  - (v) **names of the copyist and the attesting officer;**
  - (vi) **date when the information or copies were ready for delivery;**
  - (vii) **date of delivery or posting of information or copies to the applicant.**
- (b) **Money order commission, will be deducted in case the balance, if any, be sent to the applicant by post. The specified register will be signed at the time of delivering or posting the information or copies by the Additional Director who will also inspect it from time to time.**

**Interpretation - If any question arises relating to the Interpretation or these rules it shall be referred to the Government whose decision shall be final.**



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