

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**AP STATE ARCHIVES
&
RESEARCH INSTITUTE**



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsible and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role , responsibilities and functions of the department. The Functionary Manual will detail , as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

The present volumes developed by Andhra Pradesh State Archives and Research institute are in two parts. As is evident these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aids to each and

the effective discharge of his/her functions. It may be noted however that these Manuals do not replace the Codes and Orders on the subject but are at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh Road No. 25. Jubilee Hills, Hyderabad -500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

PVRK PRASAD IAS

Director General
Dr. MCR Human Resource Development
Institute of Andhra Pradesh
&
Ex-officio Spl. Chief Secretary to Government (HRD)

Foreword

The Andhra Pradesh State Archives and Research Institute is a treasure trove of extremely valuable records ranging from the early fifteenth century to date and is one of the leading Archival Institutions in the world preserving an ocean of historical documents of inestimable value. Indeed it is one of the few Asian Archival Institutions diligently following the principles of archival science and managing its collection of gargantuan proportions.

In order to meet a renaissance and scrupulously implement the functions of State Archives and Research Institute the Government of Andhra Pradesh has directed the department to prepare (a) Departmental Manual and (b) Functional Manual and the present volumes are result of such an exercise.

A Manual is a compendium of instructions detailing the organization and disciplinary statutory functions in a broad spectrum.

In the ancient world there were conventions and written Manuals. In the ancient Middle East the Jews had their own Manual which was called Manual of Discipline (that is rule of the country). The manual of discipline was the most important document provided by the Essene Community and Jews who settled at Qumran in the Judean Province in 200 B.C. They did so to remove the evils from what they considered a corrupt religion symbolised by the religio-political high priest hood of the Hasmonean dynasty centered in Jerusalem.

The present Manuals provide a comprehensive information on the State Archives. They will instill an awareness in the functionaries of their responsibilities and make them fully conscious of what is expected from them. The manuals deal with the origin of the Department, aims and objectives, organisational structure, role of each category, major enactments. Areas of interface and future vision of the Department for 2020 A.D. For promotion of culture, historiographer the Department needs urgently the necessary infrastructure both in terms of man - power and scientific installations.

Archives is at the centre of Social Sciences feeding all of them. It is basic to social sciences in the way mathematics is basic to natural social sciences. The reflection of any archival institution on the status of an archival profession in general are enhanced by the quality of services they provide to the society.

Archives are the most reliable, universal and in-exhaustible source for the increase of knowledge-realistic because they are not merely well-attested witnesses but preserve as actual part of the facts : universal because there is no form of human activity which they may not produce or to which they may not apply inexhaustible because it is no exaggeration to say that they survive in millions.

Archivist is a fascinating profession which uncovers the hidden historical sources for further kinetic research. Archives are the data for investigation into history and culture.

The Government of Andhra Pradesh has emphasised the need for training programmes for the departmental personnel for inculcating in them and developing a vision leading to a qualitative administrative approach. Administration is substantive and it is also procedural. The colonial administration attempted to control the Indian element in the administration and most of the procedures followed were to check the lower level administration so that they did not exercise too much initiative and follow the rule book. In the changed administrative scenario the Government of Andhra Pradesh is intending to impart in-service training to the staff of Andhra Pradesh State Archives. As a matter of fact training is a recognisable investment in the long term objective. Indeed, the basic pre-requisites for a training programme are wanting . With this view the Government has initiated training to functionaries for better perception and responsibility to their allotted functions.

There is a much clearer recognition of the difference between pre-entry education for public Services and in-service or post entry training. The training renders a Career Service and implies existence of future prospects which makes on the part of employees put special efforts.

In the Manuals 30 new schemes are proposed under the chapter VISION 2020 of Volume 1. Indeed, the Vision is the art of human engineering so that it will infuse new dynamism and consequently accelerate the development of archival institution. The Manuals strongly stress the need to complete the process of reference media and also visualises the development of district and regional Offices for better and prominent projections and services.

These Manuals will be extremely useful as reference volumes for the P.G. Diploma in Archival Science and Manuscriptology and the school of archival science envisaged in the future vision.

My profound thanks to Prof. M. Radhakrishna Sarma (Retd.) formerly U.G.C. Emeritus Fellow and Head of the Dept. of Ancient Indian History, Culture and Archaeology, Osmania University, Hyderabad, for putting in arduous efforts in the preparation of the Manuals.

LAL ROSEM, IAS

Commissioner

INTRODUCTION

The Government of India released the National Training Policy (NTP) document in the year 1998 and indicated that the State Governments to initiate the formulation of a State Training Policy on the lines of the NTP. In response to this the government of Andhra Pradesh took a policy decision to give utmost importance to the Human Resource Development programmes, giving top priority to the training of governmental functionaries at all levels. This training activity in each department has to be managed by the concerned Head of the Department and for facilitating this the Heads of the Departments have been advised to prepare the

- 1) General information Manual for the entire department called Departmental Manual
- 2) One manual for each category of functionaries in that particular department called Functionary Manual. Once this material is available for each functionary level, the government will prepare a Trainers Manual.

Suggested coverage for the Department Manual is:

1. Origin of the Department.
2. Evolution of the Department.
3. Aims and Objectives and the Present Role of the Department.
4. Organizational Structure of the Department.
5. Role of Each Category of functionary in the Department .
6. Major Enactments, Rules and Regulations which govern each of the above functions.
7. Areas of Interface with the General Public and Other Departments
8. Future Vision of the Department

Suggested Coverage for the Functionary Manual is :

1. The origin of the Post, Reason for Creation and the Role played by the Functionary
2. Position within the Organization and span of Interaction within the Department.

3. List of Functions to be discharged by the Functionary. Classification of these Functions.
4. The operational jurisdiction of each functionary (i.e. areas where he/she enjoys delegated powers to take independent decisions and areas where he is only called upon to furnish information/ data for facilitating decision at a higher level) .
5. Enactments, Rules and Regulations that are required to be followed in the discharge of each of the above functions.
6. Critical provision(s) of the Enactment, i.e. the Important/ Crucial provisions/Sections.
7. In case any help is required, whom to approach Intra Departmental and Inter Departmental.
8. Administrative Accountability
9. Qualification of Work - Output expected from the Functionary and provision made for assessment of his /her performance.
10. The Areas where periodical Reporting is provided for and Standard Reporting formats have been prescribed.
11. List of Various Registers to be maintained by the Functionary.
12. Format of correspondence of Documentation, Format for the issue of Certificates etc. to be indicated.
13. Possible areas of Interface with public and other departments.

The ultimate aim of all this programming is for enabling Andhra Pradesh to achieve SMART governance i.e., governance which is Simple, Moral Accountable, Responsible and Transparent.

In accordance with the above policy and guidelines provided by the Government of Andhra Pradesh, the Department of State Archives and Research Institute has prepared its:

- 1) Department Manual and
- 2) Functionary Manual

What are Archives ?

The classical definition after a discussion of Archives was arrived at

by Hillary Jenkinson in his work "A Manual of Archive Administration". A summary of it will be very instructive.

According to Jenkinson "a document which may be said to belong to the class of Archives is one which was drawn up or used in the course of an administrative or executive transaction (whether public or private) of which itself formed a part; and subsequently preserved in their own custody for their own information by the person or persons responsible for that transaction and their legitimate successors".

The etymology of the words 'Archives' and 'Record' are given for reference.

Archives:

The etymological roots of the English word archive can be traced to Greek and Low Latin:

Archeion (Greek): town-hall, magisterial residence; arche: beginning rule, power, government (arche-, government, rule+ -ion, suffix of place).

Arche means and denotes (i) origin, first cause, beginning; (ii) Prime of place, first place, empire, Realm, sovereignty; and, (iii) office, magistracy, court-house of a magistrate. It is the root of the Greek Word Archeion -from which is derived the Greek Word Archaïos meaning old, ancient etc.

From the Greek Archeion was derived the Latin Archivan (also Archivan in Late Latin) from which is derived the French Words, Archief (Old French), and the more commonly used Archive (feminine, singular) and later the more common form, the collective less archives.

In low Latin and Late Latin, the Words Archivan and archium mean the same -as the Greek archeion. (The word Archive in English is descended from the Late Latin: Archi (v) (am). Which in turn is derived from the Greek: archeion: Derivative Variations of the Greek and the Latin etymons are to be found in the English, Spanish, Portuguese, Italian, Danish, Swedish, Norwegian, Finnish, German, Dutch, Bulgarian, Polish, Flemish, Turkish, Russian, Rumanian, Czech, Serbo-Croatian, Slovak, and - most other European languages, as equivalent of the Word "Archives". This definition of Archives was arrived at after discussing a number of criteria;

The two words "Records" and "Archives" were taken up and Records was found to be highly technical and narrow in its correct sense and exceedingly

loose in its ordinary usage and therefore the word "Archives" which was common to many languages was adopted. The Oxford English Dictionary, while deriving the word Archive from a Greek word, which is explained as meaning a Magisterial Residence or Public Office, gives the meanings of the English Word as (1) a place in which public records or other historic documents are kept; and (2) a historic record or document so preserved. Archives are documents which formed part of an official transaction and were preserved for official reference. Both documents specially made for, and documents included in, an official transaction come under Archives.

"Documents" admissible to the class of Archives include all manuscript in whatever materials made all script produced by writing machines, and all script mechanically reproduced by means of type, type-blocks and engraved plates or blocks; adding to these all other material evidences, whether or no they include alphabetical or numerical signs, which form part of or are annexed to or may be reasonably assumed to have formed part of or been annexed to, specific documents thus defined.

Archives as a term must be extended to collections made by private or semi-private bodies or persons, acting in their official or business capacities. Documents become Archives when they are set aside for preservation in official custody. Archive quality is dependent upon the possibility of proving an unblemished line or responsible custodians, .

Record:

The English Word "Record" is derived from the Latin recordari which means to be mindful of. Recordari itself is derived from the Latin root Cor- (- heart), the only relationship between the mind and the heart in the etymons of classical Indo- European languages being that at one time, when the science of anatomy was in its embryonic stage, the heart was believed to be the seat of one's memory and one's feelings. The Oxford English Dictionary (from its 1933 edition onwards) gives a number of definitions of records; most of which emphasize that a record is something generally committed to writing in order to preserve the memory- of a fact, an event or a series of events.

According to the Chambers Twentieth Century Dictionary-, record (verb : transitive) means to get by heart (obsolete meaning), to repeat from memory (spensarian); to narrate set down in writing or other permanent form, The meaning of the noun record is given, inter alia, as a register; a formal writing of any fact or proceeding; a book of such writings, past history-, etc. The roots or

etymons of the Word record are given as: Old French: recorder-Latin Recordari, to call to mind, get by heart-cor, cordies, the heart.

Since the present manual includes a section on "Enactments etc" relating to Archives, a word about the technical aspect of Archival legislation" is being mentioned. In the publication Archival Legislation of International Council on Archives 1970-1980 the Editor-in-Chief in his introduction Writes about the tendencies of Archival Legislation throughout the World. To begin with, the tendency is increasing clearly towards a centralised organisation of archive services. Another tendency is to include archives in more widely cast legislation covering the whole cultural and documentary heritage of the country. All modern archival legislation includes a section relating to the organization of current records of administration and their transfer to public archive repositories.

Two distinguishing qualities of Archives are their impartiality and Authenticity.

As a corollar to his definition Jenkinson adds "Archives were not drawn up in the interest or for the information of posterity".

Reference taken from the Public Records Act, 1993 (No.69 of 1993) dated 22nd December, 1993 of Government of India, Ministry of Law, Justice and Company Affairs (Legislative Department) give an idea of the usage of Records and Archives in India today. The Act is called the Public records Act, 1993 and its purpose is to regulate the management, administration and preservation. "Director General" means the Director General of Archives. "Public Records" includes :-

- (i) any document, manuscript and file;
- (ii) any microfilm, microfiche and fascimile copy of a document;
- (iii) any reproduction of image or images embodied in such microfilm (Whether enlarged or not); and
- (iv) any other material produced by a computer or by any other device, or any records creating agency.

The Act, ofcourse, refers to Public Records of the Central Government etc. .

Another characteristic of recent legislation is the emphasis placed on the protection of the national archival heritage in which are included in one way

or another, private archives. Some countries have legislation specifically applying to film archives, audio-visual archives, television archives. Recent archival legislation illustrates the rapidity of the evolution of techniques and attitudes of mind. It illustrates that despite the structural differences, which are the bequests of history, the main principles of archive management are becoming increasingly uniform throughout all regions of the world. Finally, it illustrates the fact that faced with the problems arising from the growing complexity of the mechanisms of government and administration and economic management, the responsible authorities in every country are becoming more and more aware of the documentary value of archives at the same time that, on another level, their value as part of the historico-cultural heritage is becoming more clearly appreciated by the people.

There are three phases in planning the holdings maintenance programme: gathering background information, formulating policies and procedures to govern the holdings maintenance programme and selecting and organizing individual research programmes.

The Manuals prepared by the Andhra Pradesh State Archives and Research Institute are prepared to be helpful for the above three phases in planning a holdings maintenance programme, which may be termed as Future Vision.

Today's slogans are "Preparing for A New Records Age" and "a New Archives for A New Era". In recent times there is an explosion of Paperwork. The mission of Archives is enlarged to include the keeping, Storing and disposing of non-permanent records, that great volume of paper of little enduring value that threatens to engulf agency storage facilities. What is needed to meet this colossal challenge is a system for separating the wheat from the chaff at the earliest possible state in the records cycle, and means for ensuring that non-permanent records are safely, efficiently and economically stored for the years they had to be kept. Out of these needs the science of "records management" is born and with it the concept of scheduling records, before or at the time of their creation, for either permanent retention or disposition" The Archives thus has become the records management advisor for the government. While serving the Records Needs of the Government and its people, Archives has developed a fresh commitment to serve the Public. The Archives assists other institutions and individuals in managing records, offers publications, exhibits, and educational programmes, applies new technological systems and streamlines processor in advancing archival interests, and builds partnerships with states, local governments, academic institutions and other individuals and

organizations that care for the nation documentary record.

Position of the functionary- within the organization and the administrative accountability are shown in the form of charts in the Functionary manual. Wherever possible the Qualification of work output expected from Functionary and assessment of his/her performance has been pointed out.

The methodology followed for the enumeration of the functionaries in the functionary manual is as follows:

First, the designation of functionary is mentioned, below it the Government order creating the post is given. List of functions to be discharged by the functionary with classification of his/her functions is given. The enactments, rules and regulations that are to be required to be followed in the discharge of the functions are covered. Available areas where periodical reporting is provided for and standard report formats have been prescribed are given. Various registers to be maintained by the functionary have been listed. Format of correspondence of enumeration, Formats for issue of certificates etc., have been given.

Possible areas of interface have been dealt with Forty two functionaries have been enumerated.

a) A comprehensive chart of the functionaries has been included to give an overall picture of the functionary structure of the office of the A.P. State Archives and Research institute.

References:

1. Background note of Dr.Marri Chenna Reddy, Human Resources Institute of Administration, Hyderabad vide commissioners Letter No. TI/2844/97- 7 dt. 27-4-1998.
2. Annexure VIII with the Commissioner's letter cited in reference 1 above.
3. Same letter as above "Current Status" and Annexure V.
4. Same letter as above "Current Status and Annexure VI.
5. Same letter the background note.
6. A Manual of Archives Administration, 1922, Oxford pp 2. 15.

7. The Gazette of India Extraordinary Part II-Section I No. 120 dated 22-12-1993 pp 1-2.

8. Archival Organization and Records Management in the State of Andhra Pradesh pages 313-314.

9. Ibid p.315

10. International Council of Archives, Archival Legislation 1970-1980 pp 17-19, Paris 1982.

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Copious material has been made use of from the following Publications of State Archives in preparing the Manuals:

- 1) Archival Organization and Record Management Vol. I
- 2) Poona Akhbars
- 3) Mughal Archives
- 4) Village kaifiyats of Guntur District

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Chapter - I

ORIGIN OF THE DEPARTMENT

The Andhra Pradesh State Archives and Research Institute is a repository of the administrative and historical records of the State of Andhra Pradesh. In its possession are not only the recent administrative records of the State but also the records of the reign periods of the dynasties that ruled over the Deccan like the Bahmani, Qutb Shahi, Adil Shahi, and Barid Shahi. It has documents of the Mughals from the regional period of Emperor Shahjahan. The archives pertaining to the Asaf Jahi period are in its possession. The collection includes several documents of the period of Marathas. After the formation of the Andhra State on the 1st October, 1953, the records pertaining exclusively to the Telugu-speaking districts of the erstwhile Madras State were transferred to Andhra, which are in this office. The records in the State Archives are in a variety of languages like Telugu, Kannada, Marathi, Urdu, Persian and English and in a variety of scripts including Modi and Shikasta.

The origin of the Andhra Pradesh State Archives and Research Institute goes back to the year 1894 A.D., when the entire records of the Daftar-i-Diwani and certain other daftars which were under the custody of certain jagirdar families were taken over by the Nizam's Government and a new record office called Daftar-i-Diwani was created for preserving these records. It was raised to the status of a Directorate in the year 1924 re-designating it as the Central Record Office in 1950 by the then Government of Hyderabad.

After the formation of the Andhra State on 1st October, 1953, all the records pertaining exclusively to the Telugu-speaking districts of the erstwhile Madras State were separated from the Madras Record Office and transferred to the newly created Andhra Record Office established at Kurnool, the capital of Andhra State.

After the formation of the State of Andhra Pradesh on 1st November, 1956, the Andhra Record Office was continued as a branch of the Central Record Office, Hyderabad, at Kurnool till the end of April, 1957. It was merged with the Central Record Office, Hyderabad on 1st May, 1957. The records of the Secretariat departments. (G.Os) of the Andhra area including Board of

Revenue records, Survey Records, Proceeding Volumes, Gazettes, Electoral Rolls, Confidential records, etc., were transferred to the Central Record Office at Hyderabad, located in the building of Erram Manzil. In the year 1962, the Andhra Pradesh State Archives Department was reorganized on the pattern of the National Archives of India, New Delhi and the Department was renamed as the Andhra Pradesh State Archives. In October 1965, the Office moved from Erram Manzil into its new building constructed on the campus of the Osmania University, Tarnaka, Hyderabad. The Office is known as 'Abhilekha Nilayam'. An Interim Repository was established in the year 1964 in the new block (Secretariat Annexe) in the Andhra Pradesh Secretariat. As a policy the records of the Andhra Pradesh Government of nearly 10 years series are preserved in this branch and the records of over 10 years of age are transferred to the main office at Tarnaka. In Interim Repository records are furnished, when indented, to all departments in the Secretariat.

An Oriental Manuscripts Library was established in the State Archives in 1967 with a view to salvage various valuable and rare manuscripts in the entire state. It was shifted to State Central Library Building and declared open as a separate branch of the Department on the 25th July, 1969.

In 1971, the Oriental Manuscripts Library was raised to the status of a Research Institute. The Andhra Pradesh Oriental Manuscripts Library and Research Institute was separated from State Archives and made an independent Directorate on the 1st January, 1975.

From 1989, the State Archives has been designated as Andhra Pradesh State Archives and Research Institute, having been recognized as a Research Institute by the Osmania University.

Chapter - II

EVOLUTION OF THE DEPARTMENT

THE DAFTAR -I-DIWANI

The State Archives and Research Institute of Andhra Pradesh owes its origin to the records of several old Daftars dating back to the period of Nizam-ul-Mulk, Asaf-Jah I and among these the oldest daftar was Daftar- i-Diwani. This daftar was created about the year 1721 and was held on an hereditary basis in the family of the Raja Rai Rayans.

In the beginning the functions of the Daftar-i-Diwani were wide covering the entire Civil and Military Administration of the four subahs of the Deccan Viz; Aurangabad, Berar, Bijapur and Burhanpur. A connected Daftar known as Daftar-i-Istifa was also established.

In 1868, the Prime Minister of the Nizam, Salar Jung I divested the Daftar-i-Diwani of all its executive functions and confined it to the limited function of issuing Sanads in respect of Jagirs and Inams. In 1894 the entire records of the Daftar-i-Diwani were taken over by the Nizam's Government of Hyderabad and placed under a Muhtamim converting it into a regular Record Office.

After the establishment of the Daftar-i-Diwani as a Government Office in 1894, till about 1950, it was mainly occupied in accumulating the various series of records as offices became defunct. A large quantity of the Hyderabad States Official Secretariat records also came into it. From 1945 to 1960 research aspect received the emphasis. Efforts were also made to collect records which were in private hands. In 1950 the office was named as Central Record Office of the Hyderabad State ,in 1956 as the Central Record Office and in 1962 as Andhra Pradesh State Archives.

The process by which the Archives acquired a rich collection of records is in itself a fascinating account.

Along with Daftar-i-Diwani which was created in 1721, a connected Daftar

known as Daftar-i- Istifa was established. In 1905 the records of this office were added to the Daftar-i- Diwani. In 1916 a large mass of Mughal records dumped in heniches of one of the halls in the Qila-i-Arak at Aurangabad were discovered and they were transferred to the Daftar-i-Diwani in Hyderabad. This forms a priceless possession of the State Archives of Andhra Pradesh today.

In 1925 the records of the Daftar-i-Manasib-wa-Khitabat which maintained records of titles, honours and ranks conferred on distinguished persons in recognition of their services to the Asafahi rulers were transferred to the Daftar-i-Diwani. Merger of the records of the Daftar-i-Mawahir which preserved seals of the rulers, Government officials, title holders, noblemen and jagirdas took place in 1925; of Daftar-i-Mal which was in-charge of the Civil and military administration of the subahs of Hyderabad and Bidar in 1925; a series of documents known as Muntakhabs or Certificates of Regular holding of grants, issued by the Inam Commission appointed by the Revenue Department in 1925; of the Daftar-i-Mulki which dealt with all administrative matters and political relations of the State with the British Residents and Chiefs like the Holkar and the Scindia, excepting those which strictly related to political affairs in 1929; of the Daftar-i- Bakshigiri connected with Military administration in 1938; of the Daftar-Dar-ul-insha which was the personal office of the Nizam Nawab Mir Nizam Ali Khan and his successors in 1938 and 1949; of Daftar-i-Munshi Khana being the correspondence with the taluqdars in 1939; of the Daftar-i-Qanungoi- Wa-Chak-Bandi dealing with the bound disputes of villages and agricultural lands in 1940; of the Daftar-I- Peshkari which was a personal office of Maharaja Chandulal and his descendants in 1940; of the Khazana-i-Arnira of the Government Treasury in 1942; of Sadarat-ul-Allya which issued fat was or decrees in respect of ecclesiastical matters, conducting examinations and issuing sanads to religious functionaries in 1950.

The Hyderabad Residency Records which are now in the National Archives of India is invaluable for the history of the times.

Till 1950, the Daftar-i-Diwani was designated in all official correspondence as Daftar-i-Diwani-wa-Mal, but within the office. "Daftar-I-Diwani wa- Mal-wa- Mulki-wa- Istifa-wa- Manasib-wa- Khitabat-wa-Mawahir-wa-Qanungo Sarkar-I-Aliyee", stringing together the names of most of the offices, whose records were in its charge. On 14" December 1950 the Government of

Hyderabad re-designated the office as the Central Record Office. Research and Publication programmes received a fillip.

TRANSFER OF MODERN RECORDS TO THE CENTRAL RECORD OFFICE

Between 1945 and 1957 the non-current records of the Secretariat and certain miscellaneous departments came into the collection of the Central Record Office. These records consist of well made-files, fly- leaves of weeded files, file registers and farmans. The chronological order in which these records were received mentioning the first date on which records of a particular department were received is mentioned below:

- | | | |
|-----|--|----------------------|
| 1. | The Cabinet Council | 13th October, 1945. |
| 2. | The Political Secretariat
including the constitutional
Secretariat | 12th November, 1949 |
| 3. | The Army Secretariat | 13th August, 1950 |
| 4. | The Army Headquarters | 23th January, 1951. |
| 5. | The Home Secretariat | 14th May, 1951. |
| 6. | The Commerce and Industries
Secretariat | 6th May 1952 |
| 7. | The Accountant General's Office | 10th July, 1953. |
| 8. | The Revenue Secretariat | 15th July, 1953. |
| 9. | The Finance Secretariat | 18th November, 1953. |
| 10. | The Census Department | 8th March, 1954. |
| 11. | The Education Secretariat | 17th March, 1954. |
| 12. | The Pension Payment Office | 3rd December, 1954. |
| 13. | The Local Government Secretariat | 20th October, 1955. |
| 14. | The Electoral Rolls | 16th January, 1957. |
| 15. | The Chief Inspector of
Government Offices | 13th February, 1957. |

16. The Agriculture Secretariat 16th May, 1957.

17. The Labour Secretariat 24th June, 1957.

Since the Daftar-i-Diwani became a Directorate in 1923 the nucleus of a research section, Tarikh section presently called Research and Reference Division, and Tahzib Section which attended to a preliminary classification of the records and their methodological arrangement were opened.

A repair workshop with menders and binders were set up. A Photography section and Reference Library were opened. After 1941 selection, editing and publication of selected Persian and Marathi documents were taken up. Two new Research sections viz., the Persian Research Section and the Marathi Research Section were created.

Regarding the evolution of the staff position, in 1915 there was a Gazetted Superintendent with the following non-gazetted staff attached to it.

Sarishtadar (Manager)	1
Sighadars (Section Heads)	2
Naib Sighdars (Deputy Section Heads)	2
Mutasaddis	8
Daftari (At tender)	1

When a re-organized set up was made in 1935 staff was as follows:

Gazetted Staff

Director	1
Senior Assistant Director	1
Assistant Director	1
Deputy Assistant Directors	4

Non -Gazetted Staff

First Grade Clerks	8
Second Grade Clerks	24
Side Grade Clerks	4
Third Grade Clerks	49

Fourth Grade Clerks"	15
Daftaris	4

In 1948, after the Police Action, the staff of the Daftar-i-Diwani was reorganized as follows:

Gazetted:

Director	1
Senior Assistant Director	1
Deputy Assistant Director	3
Non-Gazetted Staff	
Office Superintendents	8
Second Grade Clerks	17
Calligraphers	2
Third Grade Clerks	39
Typists	5
Cashier	1
Daftaris	4

RECORDS TRANSFERRED FROM THE THEN MADRAS RECORD OFFICE (NOW CALLED TAMILNADU ARCHIVES) TO ANDHRA RECORD OFFICE, KURNOOL, AND THEN MERGED IN CENTRAL RECORD OFFICE, HYDERABAD.

Records of the Madras Presidency, the Madras Province and the Madras State which relate exclusively to the Andhra districts from 1920-1953 were separated and transferred to Kurnool Office and the following categories of records were also transferred in batches:

- a) Press Lists of records in the Fort St. George 1793-1800
- b) Fort St. George Gazettes & Andhra Gazettes 1832-1953
1-10-1953 to 31-10-1956

- | | |
|--|------------------|
| c) Printed Proceedings of Board of Revenue | 1857-1938 |
| d) District Collectorate Records for the period from
were transferred from Madras Record Office
to Andhra Pradesh State Archives in 1968 | 1658-1870 |
| e) Registration Department Records | 1860-1959 |
| f) Paimaish Records | 1848 |
| g) Street Field Survey Records | 1926-1945 |
| h) Settlement Registers | 1876-1902 |
| i) Office Field Measurement Books | 1895-1924 & 1950 |
| j) A.F.M.Books | 1872 |
| k) Traverse Records | 1860-1934 & 1956 |
| l) Mounted Litho Maps | 1860-1902 |
| m) F.P.Tracings | 1895-1926 |
| n) Strong Almirah Documents consisting
of Mortgage Deeds, Agreement Deeds,
Temple Appraisement Registers. | |

DEVELOPMENTS AFTER THE FORMATION OF THE STATE OF ANDHRA PRADESH SINCE 1956

Since 1956 the Central Records Office gradually developed into the State Archives and Research Institute expanding its functions and activities. The main among the multi-dimensional developments are the following:

(a) The Buildings Complex of the State Archives

Originally located in the Executive Council building of the present Secretariat and shifted in 1949 to the mansion of Erram Manzil, the State Archives moved into its own building on the Osmania University Campus in 1965.

(b) Preservation:

The Andhra Pradesh Archives acquired the modern preservation equipment.

(c) Reprography Unit:

A Reprography Unit was started in 1956 and it has gradually grown into a full fledged Reprography Unit with a laboratory

(d) Documentation Cell:

A documentation Cell was organized in the year 1968 to acquire and house all kinds of printed material such as Reports, Proceedings, Newspapers etc. and the Cell renders service to research scholars by supplying the material required for them for research and renders reference service to government departments and agencies in general. A map unit was set up in 1970 to acquire and conserve maps and cartographical material of historical importance. Another wing of Newspaper Archives was also added preserving rare newspapers.

(e) Computerisation of Records:

Computerisation of the indices to the record holdings of the office has been taken up.

(f) Library:

Formed during 1929, the library has been steadily expanding and becoming self-sufficient for reference for Archival research.

(g) Archival Museum:

A modest Archival museum has been started with specimens of original documents and photographs exhibited and is being developed on the lines of modern museology.

(h) Publications:

The knowledge in the Archives is being disseminated through a publication programme which includes a half-yearly Research Journal 'Itihas'.

(i) Research Fellowship Scheme:

A Research fellowship scheme was introduced in 1966 to encourage scholars taking up research. Nearly 50 full-time and 50 part-time Research Fellows were selected and awarded scholarships and 53 Research Fellows were awarded Ph.D .degrees by the concerned universities.

(J) Monograph Series Scheme:

In order to encourage the writing and publishing of research II monographs on modern history of Andhra Pradesh and the Deccan based on original sources and on the technical aspects of archives-keeping the Monographs series scheme was introduced in 1966 and under this scheme so far 17 monographs have been published. :1

(K) Seminar and Lecture Programmes :

The department has been organising Lectures, Seminars and Archival Week Celebrations bringing the institution into interaction with the public and the scholarly world.

(1) Film Archives:

Film Archives and Sound Archives are being developed keeping in step with modern developments.

(m) Regional Branches of Archives:

As per the recommendations of Regional Historical Records Committee in the year 1968, Regional Archives at various University Campuses have been established. In 1973 at Tirupati, in 1977 at Visakhapatnam and at Warangal and Rajamundry in 1992 and at Anantapur in 1993 regional branches have been started.

(n) Training Programmes:

In collaboration with the Osmania University a Post-Graduate Diploma in Archival Science and Manuscriptology has been started. The department conducts Training programmes at the Headquarters and the Regional Archives branches. These developments are in the direction of producing Archivists trained on scientific lines.

(0) Status of Research Institute:

In 1992, the Osmania University has recognised State Archives as a Research Institute and measures are initiated to develop this dimension of the institution

Chapter - III

PRESENT ROLE OF THE DEPARTMENT

The Andhra Pradesh State Archives and Research Institute is one of the leading archival and historical research institutions in India, having in its possession extremely valuable records particularly pertaining to the Deccan and South India. The earliest record preserved in the Institution is a Farman of Firoz Shah Bahmani of the Bahmani Dynasty dated 14th May, 1406 A.D. The Archival records serve as the primary source of information on various aspects of development and form a priceless part of the country's cultural heritage. These materials are conserved for posterity and made available for the use of the government, public and for scholarly research. The broad functions of Archives can be categorized into three (i) Acquisition (ii) Preservation and (iii) Description of Records.

i) ACQUISITION:

To Centralize all permanent records of the Government and to survey and acquire such private collections or individual papers which are of archival value.

ii) PRESERVATION.

To Conserve and preserve records on scientific lines: Preservation refers to all activities associated with maintaining materials in their original form or some other format, and conservation to physical or chemical treatments, although in fact the terms are used synonymously by many.

A recent definition of Archival Preservation has been formulated on the following lines:

Archival preservation is the acquisition organization, and distribution of resources (human, physical, monetary) to ensure adequate protection of historical information of enduring value for access by present and future generations.

Archival preservation encompasses planning and implementing policies, procedures, and processes that together prevent further deterioration or renew the usability of selected groups of materials.

Archival preservation, when most effective, requires that planning precede implementation, and that prevention activities have priority over renewal activities.

(iii) DESCRIPTION OF RECORDS:

To prepare public reference media for the archival holdings.

Besides the functions mentioned above the Archives furnishes such of the records that are periodically indented for by officials, public and scholars and ensure that they are returned as soon as the purpose for which the indent made is fulfilled.

The Archives weeds out records of ephemeral nature in consultation with the creating agencies. It provides proper training in Record Management, Conservation, Preservation and latest technologies in Computerization and Reprography to archival personnel and to those concerned with records in other government organizations. The Andhra Pradesh State Archives and Research Institute provides consultancy service for governmental and non-governmental agencies in modern record management and acts as an inspecting authority, performing also an advisory role regarding record holdings from Heads of Departments to the Panchayat level. For promoting Archival Studies, the Archives conducts educational programmes such as running Post Graduate Diploma Courses, awarding fellowships, publication of monographs, and a bi-annual Journal ' Itihas ', organizing lectures and seminars. The Archives envisages the development of a Film Archives and an Archival Museum.

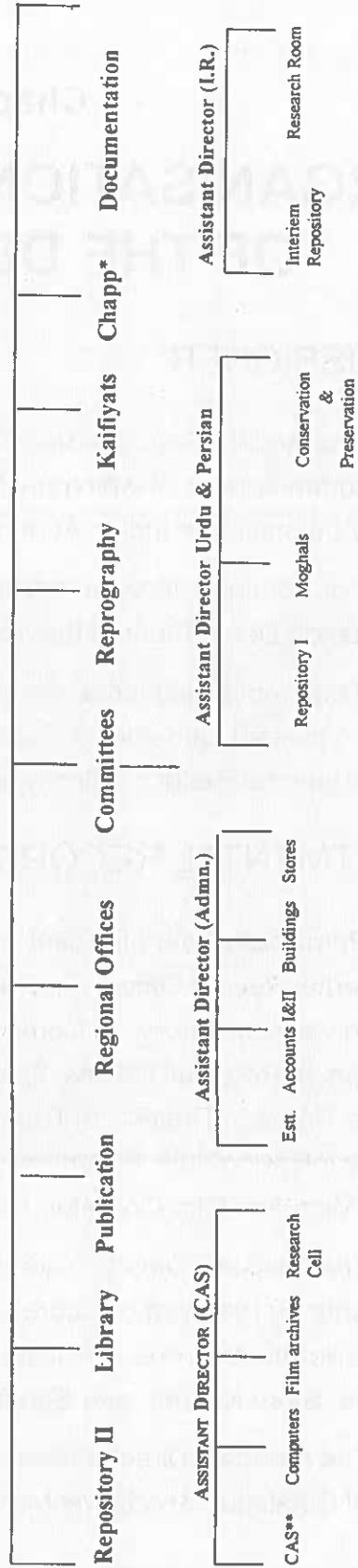
Chapter - IV

ORGANISATIONAL CHART

(Comprehensive Chart of the Functionaries (Officers) in the Andhra Pradesh State Archives & Research Institute)

Commissioner

Departmental Record Officer



* Comprehensive History of Andhra Pradesh

** Central Assistance Scheme

Chapter - IV

ORGANISATIONAL STRUCTURE OF THE DEPARTMENT

COMMISSIONER:

The Andhra Pradesh State Archives and Research Institute is headed by the Commissioner of which post has been traditionally held by Secretary Category belonging to Indian Administrative Service.

For Administrative transactions the department is under the control of the Education Department of the Secretariat of Andhra Pradesh.

The Commissioner is assisted by one Departmental Record Officer and four Assistant Directors of Gazetted cadre. The allocation of subjects to the Departmental Record Officer and Assistant Directors are as follows:

DEPARTMENTAL RECORD OFFICER:

Prima facie every file sent to Commissioner should be routed through Departmental Record Officer. The Departmental Record Officer is in charge of 1) Archival Repository 2) Committee, 3) Library, 4) Documentation, 5) Publication, 6) Regional Offices, 7) Village Kaifyats, 8) Comprehensive History of Andhra Pradesh Project, 9) Reprography. Departmental Record Officer is having the following Staff, 5 Archivists, 5 Assistant Archivists, 3 Senior Research Officers, Microfilm Film Operator, Librarian and Assistant Librarian.

The Assistant Director (Administration) is in charge of (i) Establishment (2) Accounts (3) Planning (4) Stores and (5) Building branch. He is assisted by one superintendent, one Archivist, Two Assistant Archivists, Two Senior Assistants, Store Keeper, and Shroff.

The Assistant Director (Research) is in charge of 1) Archival Repository 2) Mughal Catalogue 3) Archival Museum 4) Preservation 5) Conservation.

He is assisted by Archivist, 3 Assistant Archivists and one Senior Assistant and one Junior Assistant.

The Assistant Director (Central Assistance) is in charge of indexing work of East India Company records, Daftar records and Centrally sponsored schemes.

The Assistant Director (Interim Repository) is in charge of stack area, attending requisitions from Government, weeding of the records, is a liaison officer between State Archives and Government. He is assisted by one Archivist, Two Assistant Archivists, one Senior Assistant and Two Junior Assistants.

The Subject and the staff under the control of officers may change from time to time as desired by the Head of the Department.

NUMBER OF SANCTIONED POSTS:

1. Commissioner	1
2. Departmental Record Officer	1
3. Assistant Directors	4
4. Research Officer	1
5. Archivists	12
6. Assistant Archivists	19
7. Senior Research Assistant	1
8. Junior Research Assistant	1
9. Librarian	1
10. Assistant Librarian	1
11. Special Grade Steno	1
12. Caretaker	1
13. Microfilm Operator	1
14. Research Assistants	3
15. Foreman	1
16. Chageman	1
17. Binders	2

ORGANISATIONAL STRUTURE

DEPARTMENTAL MANUAL

18. Menders	23
19. Photographer	1
20. Dark room Assistant	1
21. Electrician	1
22. Superintendants	3
23. Senior Assistants	8
24. Junior Assistants	35
25. Receptionists	2
26. U.D.Calligrapher	1
27. L.D.Calligrapher	1
28. Shroff	1
29. Record Assistants	23
30. Jamedar	1
31. Dafedar	1
32. Attenders	15
33.Cycle Orderlies	2
34. Sweeper	11
35. Gardener	1
36. Chowkidars	4
37. Scavenger	1

Chapter - V

ROLE OF EACH CATEGORY OF FUNCTIONARY

I) COMMISSIONER:

Commissioner is the Official head of the State Archives and of such other regional offices subordinate to him as the government of Andhra Pradesh may determine. Commissioner is responsible for the careful observance of all rules and orders in force in the transactions of business in Andhra Pradesh State Archives.

Commissioner will render such advice and render such assistance as may be possible to offices and institutions in the State from Panchyat to Secretariat level.

Commissioner will be responsible for attending to ancillary matters such as archival commissions, committees, archival publications, compilation of National Register of Private Archives and Organising exhibitions and for developing general archival consciousness in the state.

The Commissioner will be responsible for the custody, proper care and management of all records received in the State Archives.

Commissioner 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 Andhra Pradesh State Archives at the appropriate time.

Commissioner exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously.

Commissioner renders professional advice and archival guidance to various departments and agencies of the government in the field of record management and archives keeping.

II) DEPARTMENTAL RECORD OFFICER (DEPUTY DIRECTOR)

Departmental Record Officer is second in command in the department. As per the clause 6 (c) of G.O.Ms.No.119 Edn. Dt. 21-5-97. The Departmental Record Officer is responsible in the implementation of the provisions of Archival policy resolution which is the basic document of Archival administration in Andhra Pradesh.

1) The Departmental Record Officer is responsible for the proper maintenance and management of the semi-current records.

2) The Departmental Record Officer is responsible for compilation and periodic revision of Retention Schedules of the Department for appraisal and weeding of the records in accordance with the procedure laid down.

3) Departmental Record Officer is responsible for compilation and issue of Annual indices to records.

4) Departmental Record Officer is to compile and issue the organisational history of the department and annual supplements to it.

5) Departmental Record Officer is to maintain of general liaison with National Archives of India and with neighbouring Heads of the State Archival Repositories in respect of transfer of records pertaining to Andhra and Telangana areas the record books, date, connected with Telugu language and culture.

III) ASSISTANT DIRECTOR:

The Assistant Director exercises control over the sections or branches placed in his charge both in regard to prompt despatch of business and in regard to discipline of staff with him.

The Assistant Directors classify, arrange and edit the works on Archival Reference Media, i.e. guides, indices, calendars etc.,

The Assistant Director supervises the works on preservation and conservation of the documents and checks the works relating to Inlay work, overlaying Chiffon, Tissue and guarding and see that works are done satisfactorily and methodically.

Assistant Director supervises the work on all Archival and reference publications. Assistant Director is to guide and advise the research scholars in proper consultation of records.

IV) ARCHIVIST

Archivist will be in charge of the technical wings of the Department. He will keep the records on the lines of Scientific preservation through process of fumigation deacidification, mending and chemical lamination. He will preserve records according to department wise and chronology wise. He will attend to the works relating to reference media, catalogues, indices, guides etc, and also attends to publication of hidden sources. He is responsible for the supply of records to Government and to the private parties.

He is responsible for the care of Archives. Archivist is responsible for the proper maintenance of the records and expeditious transactions of business in it. He should inspect twice a month the registers maintained by the staff under him in order to ensure that they are properly maintained. He should ensure that records are fumigated and are dusted regularly according to plan.

Before supplying the documents to the researchers, Archivist will take utmost care and safeguard the documents.

V) ASSISTANT ARCHIVIST :

He will assist the Archivist in the maintenance of the records, keeping the records on scientific lines, and arrange the records according to provenance and prepare guides, catalogues, calendars, indices, microfilming of important records. He is responsible to process the requisitions sent by the research scholars. He deciphers and transcribes the documents and also renders English translations of the Documents. He will assist Archivist in day to day transactions.

VI) SENIOR RESEARCH ASSISTANT :

Senior Research Assistant is to compile the Catalogue of Moghul Records. Senior Research Assistant is to decipher, transcribe and classify the documents according to subject. The senior Research Assistant is to

render English translation and prepare Glossary and also responsible for the preparation of master copy before it is published. Senior Research Assistant is in charge of the Moghul section and provides necessary guidance to the scholars.

VII) JUNIOR RESEARCH ASSISTANT :

Junior Research Assistant assists the Senior Research Assistant in connection with the deciphering, arranging and classifying of the Mughal documents and attends to the work of supply of records to the bonafide scholars. Attend to search of records like Sanads, Farmans etc., in order to provide certified copies to private parties and also looks after correspondence work.

VIII) SUPERINTENDENT :

Superintendent is responsible for the drawing and disbursing of amounts and for cash remittance. He controls the expenditure under contingencies and TA. and initiate necessary action to obtain supplementary grants.

Superintendent is to look after all supervision of the administrative wing. He is responsible for the accuracy of the notes and drafts proceedings from his branch. He should watch incoming reminders especially those received from Government and watch the cause of delays. He will monitor the stamp expenditure. It is his duty to see that the rules in office manual and all office orders are strictly followed in regard to discipline and adherence.

He will exercise general supervision over the whole section both in regard to the despatch of business and with regard to discipline.

He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business in allotted areas of his section.

He will not merely supervise but will wisely undertake to deal with more difficult or important papers, requiring such assistance from Assistants as he may find necessary.

He also inspects the periodicals, Registers, Call books, Registers of periodicals, and see that they are punctually, neatly and properly maintained.

IX) SPECIAL GRADE STENO TYPIST :

He will attend to shorthand work for the Commissioner, State Archives. He will also attend to outgoing and incoming calls to the Commissioner State Archives. He convenes the meeting of the offices and he is the communicating link with other works of the departments.

X) CARETAKER:

The Caretaker is in charge of and responsible for the proper maintenance of the buildings and installations, their upkeep, safety and security. He will ensure that all precautions against fire and other hazards are taken. He will attend to all correspondence relating to buildings. He is responsible for the supply of water, electricity, proper sanitation etc.

XI) LIBRARIAN:

He supervises the entire maintenance of Library and place the orders for the books and periodicals, maintenance of Accession Register, Cataloguing and preparation of index cards, supply of required material for research scholars and responsible for restoration of books.

XII) ASSISTANT LIBRARIAN:

He will assist Librarian in all matters of library section. Maintenance of personal Register and issue of Library cards, preparation of Catalogue cards for Telugu, Marathi, Urdu Books, recording the receipts of forms and maintenance of periodical Registers and recording the receipts of newspaper and maintenance of newspaper register, numbering and classification of books, keeping vigil on the visitors to the library, maintenance of the register of back issues of journals, newspapers, periodicals.

XIII) SENIOR ASSISTANT :

It is a common category post created to assist the superintendent for proper functioning of the section.

1. Senior Assistant shall be responsible for proper maintenance of the service registers of the staff and responsible for proper entries relating to leave travel concession, promotions, increments, and so on.

2. He is responsible for timely action on pension cases and prompt action to avoid delay to the retired personnel.
3. He shall attend the files relating to appointments, promotion, suspensions, dismissals of the staff from time to time and responsible for maintenance of relevant G.Os and update material on these subjects.
4. He shall maintain stock file of the section.
5. He shall be responsible for the maintenance of upkeep of periodical reports, register of rosters, register of probationers etc.
6. He shall be responsible for maintenance of leave titles of the staff and necessary follow up action for absenties and irregular staff members
7. He shall maintain registers relating to house building advances, motorcycle, marriages, festivals, education and medical.
8. He shall attend the works of preparation of monthly salary, acquittance register and bills of staff
9. He shall check the reconciliation statements
10. He shall be responsible for maintenance of undisbursed payments and follow the rules in financial code in respect of remittance of the cheques in SBH, Hyderabad
11. He shall maintain stock and stationery registers in respect of quantum of work. He shall follow the guidelines mentioned in district office and secretariat office manual and other government orders.
12. Senior Assistant shall attend the correspondence work relating to audit, plan schemes budget proposals, pay fixation for the staff !
13. Senior Assistant shall be under the control of Superintendent and submits personal register once in a week to the superintendent concerned.

XIV) JUNIOR ASSISTANT :

He is responsible to put up the files and to maintain personal registers. He is to maintain reminder diary, Register of periodicals, progress reports and attends to the pay bills, arrears and other works entrusted by the Section Head.

XV) PHOTOGRAPHER:

He attends to the photo duplication, microfilming work. He is responsible for the proper maintenance and safety of equipment. He is to maintain the Register of equipment. He attends to the correspondence work of National Archives of India, New Delhi and other State Archival Institutions in India. He contacts the service engineers for up keep of the equipment and also attends to catalogue of the photo and other microfilm copies.

XVI) CHARGEMAN:

He is the technical officer in charge of the section. He will train the mender under him and distribute the work. He will be responsible for the proper maintenance and safety of the equipment. He supervises the work of hand and electrical lamination of records.

XVII) FOREMAN:

Foreman will be the technical officer. He will look after the work of the mender, advises him on Scientific and methodological bindings and mending of brittle records. He is responsible for the proper maintenance and safety of the equipment, registers, records, books etc.,

XVIII) MICROFILM OPERATOR :

He will attend to the microfilm work relating to district collectorate records, old journals and rare books. He will visit the libraries and research institutes in the State and other adjoining states for microfilming of the records pertaining to Telugu culture. He is in charge of over all supervision of Photographer and Dark Room Assistant.

XIX) ELECTRICIAN :

He will be responsible for the safety and proper function of all electrical installations in the conservation-laboratory , reprography, xerox and computer wings. He will check up all the installations more particularly in the structural the supply of electricity etc, in accordance with the instructions. He should

check the fuses, switch board and rectify all loose connections and care should be taken to avoid short circuits.

XX) PLUMBER :

The Plumber will be responsible for the safe and proper functioning of water pump. He will ensure that regular supply of water in sufficient quantity be supplied to all the tanks. He should rectify minor defects.

XXI) SWEEPER :

He attends to the work of sweeping of all office rooms two times a day

XXII) GARDENER :

He waters the plants and nurses the plants.

XXIII) CHOWKIDAR:

He will keep vigil over the visitors and also responsible for the safety of the building. He should go round the buildings and be watchful during the working hours.

XXIV) TELEPHONE OPERATOR:

The Telephone Operator/Receptionist is to maintain Register and responsible for safe and proper function of the telephone PBX. The Receptionist should ensure that the unauthorised visitors do not visit the office. Receptionist will give visitor slip after taking orders from the officer concerned, attends to incoming and out going calls and receives the telephone messages from government and issues passes to the concerned officers. Receptionist is to maintain a register of trunk calls and telegrams.

XXV) RESEARCH OFFICER

He shall maintain and supervise the work of reference media done by Senior and Junior Research Assistants. He shall supervise the work done by the Cataloguers.

He shall check the computerisation of the cataloguing work done by the cataloguers.

He shall provide necessary guidance to the Archivist for collection of necessary historical and administrative data in the preparation of relevant notes while preparing a master copy of the Reference Media.

He shall prepare a list of historical documents in the possession of:

- (i) private institutions
- (ii) private individuals

XXVI) RESEARCH ASSISTANT:

Research Assistant Shall Survey And Acquire the record of Historical Nature in the Possession of Private Individuals and Institutions.

XXVII) U.D. TYPIST:

He shall attend all fair copying work entrusted by the section head and also maintain daily progress report.

XXVIII) L.D TYPIST:

L.D. Typist shall assist U.D Typist and attends the fair copying work entrusted by the section head and also maintain daily progress report.

XXIX) U.D CALLIGRAPHER:

He shall decipher the documents and fair copying the siyasthas, Sanads, Farmans etc, he shall also maintain progress report and also attend the work allotted by Archivist.

XXX) L.D.CALLIGRAPHER :

He shall assist the U.D Calligrapher in deciphering the documents and fair copying the siyasthas, Sanads, Farmans etc. He shall also maintain progress report and also attend the work allotted by Archivist.

XXXI) ASSISTANT FOREMAN :

He Shall Assist the foreman in day to day supervision of the work of the menders and binders, he shall train the menders under his control.

XXXII) DARK ROOM ASSISTANT :

He shall assist the photographer and also attend the developing of the films etc, and also maintain daily progress report.

XXXIII) MENDER:

Mender shall attend the work repairs of brittle documents, process of grady, overlying, tissue, shiffon, inlay works etc. He shall maintain daily progress report.

XXXIV) BINDERS:

He shall attend the binding works of the registers, books, manuals, reports etc. He shall maintain daily progress report.

XXXV) SHAROFF :

He shall draw the cheques from SBH Hyderabad and to disburse the amounts to the staff. He shall report the cash balance and pending undisbursed payments.

XXXVI) RECORD ASSISTANT :

Record Assistant post was created for supply and maintenance of the records

1. Record assistant should assist in the arrangement and maintenance of the records
2. He shall be responsible for taking out the records requisitioned for and replacing them properly when returned.
3. He shall ensure proper labeling of records and attend the regular dusting of records.

4. He shall be responsible for good packing of goods and parcels sent to the subscribers and attend to the work of offset printing machine also.

Field functions

1. He shall load and unload the publications for sale and display in connection with Indian History Congress, South Indian History Congress, A.P. History Congress, Book exhibitions. He shall neatly pack the unsold books and assist the official while selling the publications.

XXXVII) DRIVER :

He shall maintain the vehicle tidy and neat and mechanical failures or loss of accessories should report the concerned superintendent in writing. He shall also maintain punctuality in bringing Commissioner from residence to office and back.

XXXVIII) JAMEDAR :

He shall attend works relating to delivery of files and other works entrusted by the superior officers. While on duty he shall wear white dress along with badge.

XXXIX) DAFEDAR :

Dafedar is attached to the chambers of officers and attends the delivery of files.

XXXX) ATTENDERS :

He shall attend the work of respective sections to deliver the files. He shall always wear white dress while on duty.

XXXXI) CYCLE ORDERLY :

He shall deliver the official letters of the department to other departments in secretariat ,heads of departments, universities etc. in twin cities of Hyderabad and Secunderabad.

XXXXII) SCAVENGER

The post of Scavenger was created to upkeep and cleaning of toilets and general sanitation work in the department. He/she shall clean all the toilets in the office twice a day and will be working under the control of caretaker.

Chapter - VI

MAJOR ENACTMENTS RULES AND REGULATIONS

There are several state acts, rules and regulations in Andhra Pradesh and other states of Indian union in the fields of land revenue administration, survey settlements and land records and revenue matters in general, which bring into large mass of state and public records from village to state level and which are therefore of significance to the world of records management and discipline of evolving administration. There are number of references in their dimension and various volumes of Madras call the Andhra Pradesh code, Indian penal code etc.

1. The Indian Penal Code, 1860 (Act No45 of 1860) :

The word " document " denotes any matter expressed or described upon any substance by means of letters, figures or marks, or by more one of these means, intended to be used or which may be used, as evidence of that matter.

Explanation 1 :- It is immaterial by what means or upon what substance the letters figure or marks are formed or whether the evidence is intended for, or may be used in a court of justice or not .

A writing expressing the terms of a contract which may be used as evidence of the contract is a document.

A cheque up on a banker is a document.

A power of - attorney is a document.

A Map or plan which is intended to be used or which may be used as evidence is a document.

A writing containing directions or instructions is a document.

Explanation 2:- Whatever is expressed by means of letters, figures or marks as explained by mercantile or other usage, shall be deemed to be

expressed by such letters, figures or markers within the meaning of the section although the same may not be actually expressed

A writes his name on the back of a bill of exchange payable to his order. The meaning of the endorsement, as explained by mercantile usage, is that the bill is to be paid to the holder. The endorsement is a document, and must be construed in the same manner as if the words "pay to the holder" or words to that effect had been written over the signature.

The above definition of the word "Document" in the India Penal code is one of the most comprehensive definitions of "Document" in jurisprudence.

2. The Indian evidence act, 1872 (Act No 1 of 1872) :

Section 74 Public documents - The following Documents are public documents

1. Documents forming the acts or records of the acts
 - i) of the sovereign authority,
 - ii) of the official bodies and tribunals, and
 - iii) of public officers, legislative, judicial and executive, (of any part of India or of the commonwealth), or of a foreign country;
- 2) Public records kept (in any state) of private documents.

There are several state acts and regulations in Andhra Pradesh and all other states of the Indian union in the fields of revenue law, land revenue administration, survey, settlements and land records matters and revenue matters in general which bring into being large masses of Governmental, state and public records from the village, taluk and district levels to the State level and which are, therefore, of significance to the world of records management and the discipline of archival administration reference is invited to the relevant land revenue laws in the various volumes of The Madras Code and The Andhra Pradesh Code.

3. 'The Banker's Books' Evidence Act 1891 (Act No.18 of 1891).

Provides that certified copies of entries in bankers books which include ledgers, day-books, cash books, account books and other books used in the ordinary business of bank, shall be received in all legal proceedings as prima facie evidence of such entries. The provisions of this Act necessitate the

preservation of large number of books of accounts, documents, etc., by banks in accordance with principles of Records Management. At the State level, the State Co-operative bank, the State Co-operative Agricultural Development Bank, several District Co-operative Banks, Land Mortgage Banks, Grameena Banks, Local Co-operative Banks, Town Banks, etc., have to consequently maintain records and huge archival holdings in proper condition. It has been found by the author that in several banks at the district and taluk levels, bank officials and petty functionaries are not having elementary archival knowledge or records management consciousness. Such ignorance and carelessness often leads to bank frauds and deceit, which occasion pecuniary loss to Government and adversely affect the public interest. It is in the public interest for all banks to train their staff in records management and in archival techniques.

4. The Indian Registration Act, 1908 (Act No.16 of 1908)

It is an act which was designed to consolidate the enactments relating to the Registration of Documents. The working of this Act and the Rules framed thereunder create an official collection of documents in registration offices in the country which are of the category marked for permanent or indefinite retention under official aegis. The working of the provisions of the Act imposes on the Inspector General of Registration and Stamps, the Registrars of Assurance and on Governments of all States and union Territories, the need to have effective records management procedures and documents preservation systems. Section 85 of the documents says that documents (other than wills) remaining unclaimed in any registration office for a period exceeding two years may be destroyed.

5. The Destruction of Records Act 1917 (Central Act No.5 of 1917)

"An Act of consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of courts and Revenue and other public officers". Where as it is expedite to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or' custody of Courts and Revenue and other public officers; it is hereby enacted as follows:-

Short title - This Act may be called the Destruction of Records Act 1917.

Extent - It extends to the whole of India except * 1 (the territories which immediately before the 1st November, 1956, were comprised in Part B States).

Definitions - 2* ()

***3.3 Power to certain authorities to make rules for disposal of documents**

(1) The authorities hereinafter specified may, from, time to time, make rules for the disposal, by destruction or otherwise, of such documents as are, in the opinion of the authority making the rules, not of sufficient public value to justify their preservation.

(2) The authorities shall be : -

(a) In the case of documents in the possession or custody of a High court or of the Court of Civil or Criminal Jurisdiction sub-ordinate there to, the High Court in the case of documents in the possession or custody of Revenue Courts and officers, the Chief Controlling Revenue authority and

(b) In the case of documents in the possession or custody of any other public officer.

* 5 (i) if the documents relate to purposes of a *6 (State), the *6 (State) Government or any officer specially authorised in that behalf by that Government

(ii) in any other case, the Central Government or an Officer specially authorised in that behalf by that Government.

* 5 (3) (Rules made under this section by any High Court or by Chief controlling Revenue Authority or by an officer specially authorised in that behalf by any *6 (State) Government shall be subject to the previous approval of the *6 (State) Government and rules made by an officer specially authorised in that behalf by the Central Government shall be subject to the previous approval of the Central Government.

4 Validation of former rules for disposal of documents -

All rules and orders directing or authorizing the destruction or other disposal of documents in the possession or custody of any public officer, hetherto made by a * 6 (State) Government with the approval of the *5 (State Government), by any authority not empowered to make such rules under the Destruction of Records Act, 1879, shall be deemed

to have had the force of law from the date on which they were made and all such rules and orders now in force shall continue to have the force in law until they are superseded by rules made under the Act.

5 Savings of certain documents -

Nothing in this Act shall be deemed to authorize the destruction of any document which, under the provisions of any law for the time being in force, is to kept and maintained.

*4 For definition of Chief Controlling Revenue - Authority, formerly included in section 2 see now the General Clauses Act, 1897 (10 of 1897) section 3 (10) (The said sub-section 10 of section 3 Act No. 10 of 1897 is reproduced in the last para of Appendix VI of this book.)

*5 Substituted by the A.O., 1937 for the original sub-section which inter alia, contained the words, "the Local Government, or any officer specially authorized by the Local Government".

*6 Substituted by the Adaptation of Laws Order, 1950

Repeals - Repealed by the Repealing Act, 1927 (12 of 1927)".

The Schedule

Repeal of Enactments -

Repealed by section 2 and schedule of the repealing Act, 1927 (Act No. 12 of 1927)"

Note :

The Destruction of Records Act, 1917 (Central Act No 5 of 1917) has been extended to the new provinces and merged States by the merged State (Laws) Act, 1949, and to the States of Manipur, Tripura and Vindhya Pradesh by the Union Territories (Laws) Act. 1950 (30 of 1950. The latter Act in its application to the Vindhya Pradesh region of the State of Madhya Pradesh has been repealed so far as it related to the Destruction of Records Act 1917. The merged States (laws) Act 1949 in its application to the Bhopal region of the state of Madhya Pradesh has been repealed so far as it related to the Destruction of Records Act 1947.

The Act as in force in Mahakoshal region has now been extended to the whole of the State of Madhya Pradesh by Madhya Pradesh Act No. XXI of 1965.

The Act as in force in the Andhra area of the State of Andhra Pradesh in so far as it relates to the records to the State Government with respect to matters enumerated in Lists II and III in the Seventh Schedule of the Constitution of India together with all rules and orders made thereunder, has been extended to the transferred territories i.e., territories specified in section 3 (1) of the States Reorganisation Act, 1956. In this connection, reference is invited to section 3, Andhra Pradesh Act III of 1962.

This Act, as in force in the Bombay area, the Madras area and the Coorg District has been extended to the whole of the State of Mysore. See Section 2, Mysore Act III of 1963

The Act has been extended by the Regulation of 1962 (XII of 1962) to the Union Territory of Goa, Daman and Diu and by Act XXVI of 1968 to the Union Territory of Pondicherry.

This act, as in force in the Malabar District, is repealed by section 3, Kerala Destruction of Records act (Kerala Act II of 1962).

State Amendments -

(Andhra Pradesh) - In section I, after the expression "except the territories which immediately before the 1st November, 1956, were comprised in Part B states, the expression "other than the territories specified in sub-section (I) of section 3 of the State Reorganisation Act, 1956 " shall be added - Andhra Pradesh Act III of 1962, section 3.

(Madhya Pradesh) :-

After the words "Part B States" add "other than Madhya Bharat and Sironji regions of the State of Madhya Pradesh - Madhya Pradesh Act XXI of 1965, (Mysore Karnataka) - After "Part B States", the expression " other than the territories specified in clause (a) and clause (c) of sub-section (I) of section 7 of the States Reorganisation Act, 1956 (Central Act No, 37 of 1956)" shall be added. See Mysore Act III of 1963, section 3.

State Amendment -

(Uttar Pradesh) :- In section, 3, sub-section (2), after Cl, (a) the following clause shall be deemed to be inserted, namely:- "(a) in the case of judicial documents in the possession and custody of Revenue Courts and officers -the Board of Revenue", In clause (b) of the said sub-section before the word "documents" the word non-judicial shall be deemed to be inserted. The United Provinces Board of Revenue Act, 1922 (United Provinces Act No X II of 1922).

Definition or "Chief Controlling Revenue -Authority",

Section 3 of the Destruction of Records Act, 1917, mentions the Chief Controlling Revenue - Authority

Sub-Section (10) of Section 3 of the General Clauses Act, 1897 (Central Act No, 10 of 1897) defines Authority the Chief Controlling Revenue -

Authority as follows :

"Chief Controlling Revenue - Authority" or "Chief Revenue - Authority shall mean -

- a) in a State where there is a Board of Revenue, that Board;
- b) in a State where there is a Revenue Commissioner, that Commissioner
- c) in Punjab, the 'Financial Commissioner' and
- d) elsewhere, "such authority as, in relation to matters enumerated in List I in the Seventh Schedule to the Constitution, the Central Government, and in relation to other matters, the State Government, may by notification in Official Gazette, appoint:"

6. The Commercial Documents Evidence Act, 1939 (Central Act No.30 of 1939)

is yet another Central Act which deals with cases in which a court of law " shall presume" and "may presume", in relation to documents included in parts I and II of the Schedule of the Act, that any document purporting to be a document included in the aforesaid two parts of the schedule is in fact an authentic document for the purpose of the Indian Evidence Act, 1872 (Act of 1872). This Act again necessitates huge

holdings of archives/ records in the course of commercial transactions of banks.

7. THE ARCHIVAL POLICY RESOLUTION OF THE GOVERNMENT OF INDIA ISSUED BY THE DEPARTMENT OF CULTURE IN DECEMBER 1972

"No.F.7-6/71-CAU(2), Government of India, Department of Culture, New Delhi, the 11th December 1972/20 Agrahayana. 1894 (SE)

POLICY RESOLUTION IN RESPECT OF THE RECORDS OF THE UNION GOVERNMENT

"There has been a persistent public demand for legislation for the purpose of proper maintenance and management of the records of the Union/State Governments, and for grant of reasonable access to these records, for purpose of research. The Committee on Archival Legislation, which enquired into the matter and reported on the subject in 1960, has inter alia made the following recommendations :-

- (1) "Steps be taken to amend the Constitution by making suitable entry in the Concurrent List to enable the framing of a single Central law would take care both of the Union and State Archives.
- (2) Pending the amendment proposed, separate archival laws be enacted for the Centre as well as for each of the States.

While an amendment of the Constitution is not considered feasible at present, it is possible to have a common archival Law which will be applicable to the Union and such of the States as accord their consent under article 252 (1) of the constitution. The Government of India propose to undertake in consultation of the State Governments Suitable legislation in this behalf. Since such legislation would take time, it is not considered desirable to delay action of the substantive recommendations of the Committee on Archival Legislation, at least in so far with a view to defining and regulating the responsibilities of the ministers. Departments and all offices of the Union Government for proper custody, care and management of records in their possession, for selection and

retirement of records of permanent value to the national Archives, laying down the responsibilities of the National Archives in respect of Public Records in its custody and also those with Ministers and other offices and prescribing the limits and conditions governing public access to the records retired to the National Archives Government of India have approved the measures set out below :

- 1) These measures will extend to the records of (1) all the Departments / Ministries of the Union Government, ii) all Committees and Commissions set up by them. iii) the Union Public Service Commission and iv) such of the attached and subordinate offices of Ministries / Departments as may be determined from time to time , but not to the records of the supreme court, the controller and Auditor General, the Election Commission and the Parliament or of autonomous bodies set up by the Union Government any time, in consultation with the National Archives of India. The term including nationalised undertakings and enterprises would however be open of the above excluded bodies to seek the assistance of the National Archives in any matter coming within the scope of the Resolution and to retire their non-current records of permanent value to it if they so desire, as the term "records" for this purpose would include documents rolls, copies sheets, files, dossiers, microfilms, photographs, charts, plans diagrams, maps, sound recording, etc.,
- 2) The ministries/ Departments and other public offices coming within the purview of this resolution 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 National Archives.
- 3) The Departmental Records Rooms holding semi-current records should be placed in the charge of properly trained, suitable and responsible full time staff.
- 4) Suitable training/ reorientation programmes should be organized by the National Archives of India for the officers in-charge of the Departmental Record Rooms and their Assistants, to enable efficient discharge of the duties entrusted to them.

- 5) The Departmental Record Officers should be responsible for the proper maintenance and management of the Semi-current records entrusted to their care, for compilation and periodic revision in accordance with the procedure laid down, for compilation and issue of Annual indexes to Records for compilation and issue of the Organizational History of the Department and annual supplements to it, for maintenance of general liaison with the National Archives, and for tendering advice generally on all matter pertaining to record/management to all sections within the department.
- 6) Retention schedules indicating the periods for which particular classes or categories of records should be preserved, shall be drawn up by the Departmental record officer in consultation with the National Archives and should be got approved by the ministry/Department concerned. The Schedules should be revised once in five years to ensure that adequate notice is being taken of the changing and expanding activities of the Department. The authority given to the Departmental Record officer to draw up retention schedules in consultation with the National Archives of India should not however, override the instructions contained in the Manual of Office Procedure according to which officers dealing with the records at appropriate levels will have to take decision regarding the period of retention of different records. The function of the Departmental Record Officer will be only advisory.
- 7) All records and files selected for permanent preservation should be transferred to the National Archives 25 year after being closed or recorded, as laid down in the Manual of Office Procedure, subject to the following limitations.
 - (a) Files bearing any security classification should be transferred to the National Archives.
 - (b) The president's Secretariat, the Cabinet Secretariat, the Prime Minister's Secretariat and the Union Public Service Commission may prescribe a period longer than 25 years for the transfer of their non-confidential records.
 - (c) Any individual file or records series may be retained by a ministry/

- Department or office beyond the stipulated period for any reason subject to the National Archives being appraised of the position.
- (d) Classified files remaining untransferred to National Archives at the end of the stipulated period should be appraised once in five years with a view to downgrading them. The downgraded files fit for permanent preservation are transferred to the national Archives.
 - (e) Files once transferred may be withdrawn from the National Archives by the Ministry/Department or offices concerned for a stipulated period, appraising the National/Archives of the reasons for taking such action.
 - (f) The administrative Ministries would have sole authority to decide on the consigning of particular records of the attached and subordinate offices to the National Archives
- 8) Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the National Archives soon after the body is defunct.
 - 9) No records more than hundred years old should be destroyed.
 - 10) The Director of Archives will be responsible for the custody, proper care and management of all records received in the National Archives of India.
 - 11) The Director of Archives may receive public records of any public office or organization falling outside the scope of this Resolution or paper of historical value with private institutions and individuals subject to the conditions mutually agreed upon.
 - 12) The Director of Archives is required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation and elimination, with a view to ensure that records of permanent value are not destroyed and are transferred to the National Archives at the appropriate time.
 - 13) The Director of Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of its Resolution in respect of technical problems bearing on record management.

- 14) The Director of Archives will be responsible for attending to ancillary matters such as archival commissions, committees and archival publications, . Compilation of the National Register of Private Archives and organizing exhibitions and for developing general archival consciousness in the country.
- 15) The Director of Archives will submit a report to the Government every year on the management of public records, with particular reference to the actual working of the records management system.
- 16) All non-confidential Public records, transferred to the National Archives, of period Prior to the 31st December, 1945 and prospectively all such records more than 30 years old, 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 Director of Archives, National Archives of India.
- 17) The Ministries/Departments and other offices may in consultation with the National Archives of India grant special access to records not transferred to the National Archives of India.

8. ARCHIVAL POLICY RESOLUTION OF GOVERNMENT OF ANDHRA PRADESH 1992

Government Resolution in respect of the records of the Andhra Pradesh Government:

I. Preamble:

At present there is no legislation in Andhra Pradesh State defining the rules and responsibilities of the record creating Agencies and the State Archives Department in the matter of maintenance and management of non-current records. Since, such legislation in this regard may take time it is now felt necessary to lay down norms about the responsibilities of the various records creating agencies and also the state Archives department in respect of the custody and management of the public records of the state on the lines on the policy resolution of the Government of India in respect of their records.

2. Scope

To define and regulate the responsibilities of the Ministries.

Departments of the Secretariat and all other offices of the State Government for proper custody, care and management and periodical appraisal of records in their possession and for secretion and elimination of records of permanent value and aphimeral records respectively and orderly and systematic transfer of records of permanent value to the State Archives.

To lay down the responsibilities of A.P. State Archives in respect of public records in its custody and also in respect of those in the custody of the Departments of the Secretariat and other offices, and :

To prescribe the limits and conditions governing access to the records retired to the State Archives, Government of Andhra Pradesh have approved the measures set out below :-

3. These measures shall extend to the records of:

All the departments of the Andhra Pradesh Secretariat and All offices sub-ordinate and attached to them.

All Committees and Commissions set up by the Government of Andhra Pradesh Chief Minister's Secretariat. Offices of Ministers and Deputy Ministers of State District Administration (Collectorates. Zilla parishads, Samithis etc.) Municipalities, Corporations, State Public Sector undertakings, APPSC. Such of the attached and subordinate offices, of Ministries. Departments as may be determined from time to time.

It would however be open to any other Departments, Bodies etc., of Government not covered under the above categories (like High court of Andhra Pradesh. Andhra Pradesh Legislative Assembly. Andhra pradesh Legislative Council etc.,) to seek the assistance of the Andhra Pradesh State Archives in any matter coming within the scope of this Archival Policy resolution and to retire their Non - current records of permanent value to Andhra Pradesh State Archives if they so desire , at any time, in consultation with the Andhra Pradesh State Archives Department.

4. Definitions :

The term "records " for this purpose shall include documents, rolls, copies , sheets, files, dossiers, microfilms, photographs, charts, plans, diagrams, maps, audio -video records etc. and such other documents as may be defined in the Central and State Government laws.

All active files will be treated as 'current ' and those files which have become less active for the disposal of day to day work will be treated as 'Semi-current' and all recorded files which are no longer needed for administrative work will be treated as " Non -current".

5. Andhra Pradesh State Archives :

The Commissioner /Director of Andhra Pradesh State Archives will be the inspecting authority for non -current records in Government Offices in the State at all levels as well as those of Semi -Official bodies. Local Government such as Municipalities. Zilla Parishads etc., and that of the undertakings thereunder.

The Ministries, Departments and other public offices coming within the purview of this Resolution 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 Andhra Pradesh State Archives.

The Departmental Record officer of Andhra Pradesh State Archives shall assist the Commissioner /Director in matters relating to the selection of valuable records and weeding out of ephemeral records and also in the implementation of the provisions of this Archival Policy Resolution.

The Commissioner / Director of Andhra Pradesh State Archives will be responsible for the custody, proper care and management of all records received in the Andhra Pradesh State Archives.

For the present, the storage of records belonging to the Secretariat Departments and the offices of the Heads of Departments should be Centralised in the Andhra Pradesh State Archives in Tarnaka . However the records of the Secretariat Departments have to be transferred to Interim Repository of Andhra Pradesh State Archives in Secretariat compound from Central Records Branch. Later, the records of permanent value will be transferred to the main office of Andhra Pradesh State Archives Department. As far as the records are concerned the Andhra Pradesh State Archives Department shall send a team of Officers which will select the important and special files for being preserved in the Archives/ Regional Archives as may be set up by the Andhra Pradesh State Government.

6. Central Records Branch :

The Central Records Branch of Secretariat shall co-ordinate with the Andhra Pradesh State Archives for arranging, for periodical inspecting, appraisal and seeding of their Departmental records and also provide required space for the records to be transferred from Central Records Branch to Interim Repository of Andhra Pradesh State Archives.

7. Departmental Record Rooms

The Head of the Department shall co-ordinate with the Andhra Pradesh State Archives for arranging periodical inspection, appraisal and weeding of their Departmental Records.

The Departmental Record Room holding semi-current records of each Department and Public Office should be placed in the charge of properly trained, suitable and responsible full time staff.

Suitable training and re-orientation programmes should be organized by the Andhra Pradesh State Archives Department for the staff incharge of the Record Rooms of the Departments of the Andhra Pradesh Secretariat and of the Sub-ordinate Offices to enable efficient discharge of the duties entrusted to them.

8. Duties of Officers Incharge of Record Room.

The Staff in-charge of Records of Department/Office should be responsible for the proper maintenance and management of the semi-current records, for compilation and periodic revision of retention scheduled of the records of the Department /Offices for appraisal and weeding of records in accordance with the procedure laid down in their office manual, for compilation and issue of (1) annual indexes to records (ii) the organizational History of the Department/Office, for Archives and for rendering advice generally for all matters pertaining to record management to all sections within the Department/office.

9. Retention Schedule :

Retention Schedules, indicate the period for which particulars of class or categories of records should be preserved shall be drawn up by the officer incharge of the Departmental Records for all Categories of records not covered by the office manual of concerned office procedure in consultation with the Andhra Pradesh State Archives and should be

got approved by the concerned Department/Office. The Schedule should be revised once in 5 years to ensure that adequate notice is being taken of the changing and expanding activities of the Department/Office.

10. Weeding and Preservation of Historical Records.

To ensure that no records particularly of Historical and research interest are destroyed by the Department/Office after their cease to be of administrative use, the Department/Offices should associate with the Director/Commissioner of Andhra Pradesh State Archives with the process of weeding of records. The Commissioner/Director of Andhra Pradesh State Archives should Co-ordinate and guide all operations connected with the public records in respect of their administration, preservation and elimination so as to ensure that records of permanent value are not destroyed but are transferred to the Andhra Pradesh State Archives at the appropriate time. The Commissioner/Director of the Andhra Pradesh State Archives shall arrange periodical inspection of record rooms of all Government Departments which come under the purview at this Resolution and evaluate the permanent records to be transferred to Andhra Pradesh State Archives.

State Level Advisory Committee:

Government may constitute an advisory body in coordination with the Commissioner/Director of Andhra Pradesh State Archives consisting of such persons as are entrusted in the subject to advice Government in the management, preservation and research activities of the Andhra Pradesh State Archives, and entrust to it various functions from time to time.

The Commissioner/Director of Andhra Pradesh State Archives will co-ordinate and guide the District Records survey committees set up by the Government regarding acquisition of records from private bodies of individuals in Districts.

Consultancy:

The Commissioner/Director of Andhra Pradesh State Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of office resolution in respect of technical problems bearing on record management. A

consultancy cell may under the reins of the Commissioner/Director of the Andhra Pradesh Archives may be set up for the purpose.

Transfer of records to Andhra Pradesh State Archives

All d-classified records and files selected for preservation should be transferred to the Andhra Pradesh State Archives five years/ten years after being closed as laid down in Secretariat Office Manual (S.O.M) and Departmental Office Manual (D.O.M) subject to the following limitations.

Classified files and files bearing any Security classification should not be transferred to the Andhra Pradesh State Archives or its Interim repository or regional office unless and until they are down graded and d-classified by the competent authority creating agency.

The Chief Minister's Secretariat, and Office of other Ministers, Ministers for State and Deputy Ministers may prescribe a period longer than 10 years for the non conditional records.

Any individual file or recorded series may be retained by a Department or Office beyond the stipulated period for any reason subject to the Andhra Pradesh State Archives, being appraised to the position.

Classified files remaining untransferred to the Andhra Pradesh Archives at the end of the stipulated period should be appraised once in 5 years by the competent authority with a view to down grading and d-classifying them and the down graded files for permanent preservation should be transferred to the Andhra Pradesh State Archives.

File once transferred may be withdrawn from the Andhra Pradesh State Archives by the Departments or Offices concerned for a stipulated period, appraising the Andhra Pradesh State Archives of the reasons for taking such actions.

The Administrative Department of the Secretariat would have the authority to decide on the consigning of particular records of the attached and subordinate offices to the Andhra Pradesh State Archives Department.

Return of Files/Records to Andhra Pradesh State Archives.

A Department /Office may send requisition to the Andhra Pradesh State Archives in a individual file or record for its use whenever necessary. The file or Record so requisitioned shall be returned to the Andhra Pradesh State Archives within 3 months from the date of issue.

Defunct Offices:

Records pertaining to a Departmental/Office becoming defunct with no successor taking over its functions. Should be transferred to the Andhra Pradesh State Archives soon after the Department/Offices is defunct.

Ban on Destruction of certain Records:

No records more than 100 years old should be destroyed. No pre independence record should be destroyed without consulting the Andhra Pradesh State Archives Department.

Private Records:

The Commissioner/Director of the Andhra Pradesh State Archives may arrange to obtain for the Andhra Pradesh State Archives, records of any public office, organisation falling outside the scope of resolution of papers of Historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

Ancillary matters:

The Commissioner/Director of the Andhra Pradesh State Archives will be responsible for attending to the Ancillary matters such Archival commission and committees, Archival publications Archival Museums, compilation of the material register of private archives so far as State is concerned and organizing exhibitions for developing general consciousness among the people in the State.

Annual Report:

The Commissioner/Director of the Andhra Pradesh State Archives will submit reports to the Government every year on the management of public records with particular reference to the actual working of the record management system.

Access to Records:

All the non-confidential public records more than 30 years old transferred to Andhra Pradesh State Archives will be open to handle by research scholar subject to such rules formed by the Department Office concerned in consultation with the Commissioner/Director of the Andhra Pradesh State Archives.

The department and other offices may in consultation with the Andhra Pradesh State Archives grants special access to the records not transferred to the Andhra Pradesh State Archives.

Rules:

The State Government/Commissioner/Director of Andhra Pradesh State Archives may frame such subsidiary rules, as may be necessary to carry out any or all of the provisions in this resolution.

Difficulty in Inter-Relation:

The Inter-related by the Secretary to Government Education/Commissioner/Director of Andhra Pradesh State Archives is final in matters relating to this resolution.

9. THE PUBLIC RECORDS ACT 1993 (NO.69 OF 1993)

This act was made to regulate the management administration and preservation of public records of the Central Government, Union Territory Administrations, Public Sectors Undertaking, Statutory Bodies and Corporations, Commissions and Committees constituted by the Central Government or a Union Territory Administration matters connected therewith or incidental thereto.

The act mentions that "Public Records" includes:-

- (i) any document, manuscript and file;
- (ii) any microfilm, microfiche and fascimile copy of a document;
- (iii) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (iv) any other material produced by a computer or by any other device of any records creating agency;

Then records creating agencies are mentioned.

Power of the Central Government to co-ordinate, regulate and supervise the operations connected with the administration, Management preservation, selection, disposure and retirement of public records under the Act is stated.

The functions of the Director General or the Head of the Archives are enumerated

Prohibition against taking of public records out of India is made.

The responsibilities of Records Officer are given.

Rules of Destruction or disposal of public records are dealt with

Then receipt of records from private sources is mentioned. Access to public records is stated.

An Archival Advisory Board is to be constituted and the functions of the Board are mentioned, of which one is laying down guidelines for training of Archivists. The power of the Director General to lay down norms and standards for courses in Archival Science is emphasised

10. Provisions on Records Management in the revenue board's standing orders and the office manual of the board of revenue :

The provisions in the Andhra Pradesh Board of Revenue pertaining to Archives-keeping and records management are of significance to archivists and records managers. The Board's Standing Orders (generally referred as "B.S.Os") do not contain any orders pertaining to records management and archives keeping as such Chapter XVII of the B.S.Os. @ deals with allied matters such as the printing of selections from old District records and archival collections, and with procedural instructions on printing such selections, District Gazettes etc, Chapter XVII is reproduced below

"CHAPTER XVII"

"District Gazettes and old District Records and other District Printing Works

" 193. District Gazettes.

A monthly official gazette will be published in each District. Detailed rules regarding its printing and issue will be found in the printing manual".

" 194 Printing of old District Records.

The more important of District Records including *hukumnamas* should be selected and printed detailed instructions on the subjects are contained in the printing manual".

"195. Periodical Reports.

Collectors should submit to the Board annually, not later than 31st May

statements showing the selections printed from old records and the demand, correction and balance of Press receipts for printed work (vide appendix I)"

G.O. 911, Revenue, dated 27th March, 1917.

B.P. 80, dated 1st June, 1917..

G.O. 2996, Revenue, dated 19 th August .1918

B.P. 162, dated 4 th September, 1918.

G.O. 2110, Revenue dated 11 th September, 1919.

B.P. 104 , dated 21 st October, 1919.

B.P. 104. dated 21st October, 1919.

The Office Manual of the Board of Revenue * contains provisions on "Indexing " in chapter XII and on "Records" in Chapter XIII. The book also has provisions on Records Management in its Appendix XIV which is entitled "Rules regulating the destruction of records in the board's Office. Chapter XII and Chapter XIII of the Office Manual of the Board of Revenue are reproduced below for ready reference of Archivists and record Managers in the Andhra Pradesh Government .

CHAPTER XII (INDEXING)

" 129 The instructions regarding indexing given in the District Office Manual should be followed mutatis mutandis.

Circulation of tabling slips :

The indexer will collect all tabling slips as they are received from the current section and circulate them by next day tagged together -to all the gazetted Officers borne on the Board's establishment and the Member with a list of numbers in each series that are being circulated.

Index of Routine Series -Routine (including press) Board's proceedings : -

The slips relating to these proceeding as they are received back will be kept by the indexer and at the end of the month will be stored in strict alphabetical order and bound together in a loose leaf binder. At the end of the year., the slips of the twelve months will again be stored into strictly alphabetical series and bound up in as many loose

leaf binders as may be found convenient. The book will form the permanent index of Routine Board's Proceedings.

Index of Miscellaneous and press series - The indexer will arrange them at the beginning of each year in strict alphabetical order and send them to the press in a batch. Before sending the slips to the press the indexer should score out all entries that need not be repeated from one item to the next and also make out separate slips for cross references and put them in their proper place. He will carefully check the proofs when received and verify that no board " Proceedings has been left out . He will then send the proofs back to the press and obtain the usual number of copies) of the index only) for distribution in the office of and subordinate offices "

CHAPTER : XIII (RECORDS)

130 . Sections of the Record Department-

The records of each branch are maintained separately with reference to office orders issued by each branch. Confidential records are also similarly maintained separately.

131 Duties of the Record Keeper -

The Duties of Record keeper are :

- a) to supervise generally the record room and the arrangement of records.
- b) to supervise generally the work of attenders.
- c) to maintain the attendance register of the attenders and submit attenders leave applications with his recommendations;
- d) to deal the requisitions for copies or spare copies or boards proceedings received from collectors and other officers;
- e) to submit notes for the destruction or records in accordance with the rules laid down for the purpose of (vide Appendix XIV);
- f) to examine the record shelves periodically and keep the papers free of dust and protect them from white ants :

- g) to issue reminders to collectors and other officer for the return of papers produced in Courts of law :
- h) to see that stamps are punched in accordance with the instructions in the stamp manual :
- i) to see that all new boards proceedings are received in the record room within a week of their dispatch and to bring to the notice of the Assistant secretary (of the boards office) any delay on the part of the drafting clerks for sending them to the records ;
- j) to return papers obtained from the other offices like Forest, Central Survey Office, etc. After getting acknowledgments in a transfer book ; and
- k) to see that the stamps are affixed to petitions or enclosures to petitions in the final disposal sent to the records by the drafting clerks are punched a second time with the diamond punch and to bring to the notice of the superintendents, concerned cases, in which stamps have not been cancelled at all by the drafting clerks.

The Record Keeper will maintain a register for the receipt and disposal of copy applications in the form of Appendix to B.S.O 173 Paragraph 10. This register will be submitted once a week to the officer in - charge of current duties for check. At the end of every month the Record Keeper will prepare a list of Copy stamp paper typed by each typist and hand it over to the superintendent. Current Section, to enable him to put up the register of copy applications should be checked by the Officer concerned.

132- Duties of Attenders -

As soon as record room is opened the attenders sortout the papers returned by the drafting clerks and the other officers, and distribute the records among themselves according to the years allotted to them and put them back in the respective record bundles. Afterwards the attenders are distributed for reference work etc. Two attenders remain daily till 6.00 p.m. with the turn -duty record clerk.

133. Reception and issue of records -

The following rules relate to the issue from the receipt of records into the record room :-

- i) No paper, whether original or spare copy, shall be issued from the record room except on a requisition therefore in a dummy slip prescribed for the purpose. The several columns of the dummy slip should be duly filled in ink, signed and dated by the clerk requiring the paper. As a rule, the current number for which a paper is required should be for which the paper is required should be stated in full. The slip should then be sent through the section peon to the record keeper who, after counter-initialling it, will hand it over to the attender in charge of the paper. The attender will take out the paper, substitute the dummy slips in its place in the concerned bundle, enter the current number of the paper for which it is required on the jacket at the right hand top corner in the case of original disposals in B.P. Mis/Press/ Routine Series and also R.D. and L.Dis , series and hand over the B.P. to the attender who maintains the record issue registers. The attender inturn will enter them in the registers of the concerned sections and issue them taking the acknowledgement of the clerks concerned in the register. The issue number will be noted inside tile docket of the paper issued and struck off when it is returned to the record room.
- (ii) There will be a record issue register in the form prescribed for the purpose for each section and a separate register for papers issued to the other branches of the office such as Excise, Court of Wards, etc. These registers are maintained by one of the attenders deputed for the purpose under the supervision of the record keeper. When a paper entered in the record issue register is returned, the attender concerned should note the date of its return under his initials and round off the issue number in column 1.
- (iii) To ensure the regular and systematic return of records to the record room, the record keeper should prepare on the first of every month an arrear list by each section for all the records which have been absent from the record room for more than 3 months together with the name and designation of the clerk to whom the record was issued and the date or its issue. He should at the same time furnish an extract from the arrear lists separately to each clerk to enable him to check whether the files referred to are still with him and to return them when no longer required for reference. A new requisition slip should be taken whenever

a file or book has to be retained for more than 3 months since the earlier slip was issued.

- (iv) When original record produced in Courts of Law are not returned within a reasonable time, the Record Keeper should issue reminders. Whenever it is proposed to produce original records in Courts of Law or to send them to office outside the Board's Office the drafting clerks and the despatchers are responsible for seeing that the fact is brought to the notice of the Record Keeper for entry in the Issue Register.

When records are sent for production in Courts, there is no need to keep the case open in the Personal Registers pending return of the records. The instructions laid in the B.S.O for such cases should be followed.

- (v) No office notes and no minutes of / or remarks of Members or Secretary should be sent with the originals to be produced in Courts of law or other offices unless the Secretary specially orders that this should be done. In cases in which the Government call for the Board's records otherwise than in connection with a case pending on the subject dealt with O.O.* 16/58 IN THESE RECORDS, THE SECTION CONCERNED SHOULD OBTAIN THE SPECIFIC ORDERS OF THE Secretary for sending the records. When the Board's records are sent out. U.O. for remarks, the office notes or the minutes or orders of the Members or other officers should not be detached unless the Secretary of the Board's Officer specially orders that this should be done.
- (vi) The procedure prescribed in sub-paras (i) to (iii) above should be followed in regard to the receipt and issue of confidential records subject to the following modifications:-
- (a) The dummy slip should be signed by the section Superintendent instead of by the clerk;
- (b) It should be counter-initialled by the custodian of confidential records;
- (c) The receipt of the confidential paper should be acknowledged in the record issue register by the section Superintendent;
- (d) The record issue register should be maintained by the confidential attender under the supervision of the custodian of the confidential records; and

- (e) The custodian should get every month lists of outstanding records for over three months prepared and take necessary action.

134. Taking papers from record bundles :-

No one except a member of the record staff should meddle with the record bundle either to take out papers or to return papers previously taken out. A notice will be put up on the door of the record room specifying the persons who alone are allowed to handle the record bundles and the record keeper will be held responsible for seeing that this order is obeyed.

135. Records required from the Central Record Office* -

(1) When old records maintained in the Central Record Office are required for reference, formal requisition signed by the Superintendent concerned should be sent to the Director, Central Record Office. Requisition for old record relating to the East India Company's period should, however, be sent under the signature of a Gazetted Officer. The requisition should specify the current or the purpose for which the papers are required. The currents should not be forwarded to the Central Record Office along with the requisition except in rare cases in which a perusal of the current may be necessary for the purpose of referencing. In such cases a formal reference approval by the Assistant Secretary concerned should be sent to the Director, Central Record Office. When it is found necessary for the purpose of referencing. In such cases a formal reference approval by the Assistant Secretary concerned should be sent to the Director, Central Record Office. When it is found necessary to forward currents to the Central Record Office, the clerks of Board's office should first complete their own referencing and definitely specify the papers required by quoting the number and dates or state the points on which further information is required.

- (2) When papers are urgently required, telephone messages may be issued for them.
- (3) The records issued by the Central Record Office to the Board will be accompanied by detailed lists in triplicate in the following form :-
- (1) Number of the list.

- (2) Date of issue of the record.
- (3) Number date and description of the records.
- (4) Number and date of the current or purpose for which requisitioned.
- (5) To whom issued.,

One of the lists will be filed with the paper for the disposal of which the records have been obtained. The duplicate will be returned to the Central Record Office forthwith duly acknowledged by the Officer who requisitioned the records. The triplicate will be passed on to the record keeper who will send it to the Record Office along with the records as soon as they are returned to him by the section clerk. The triplicate will then be finally returned duly acknowledged by the Central Record Office to the Recorded Keeper who will have them filed together. At the end of the year, the lists will be recorded in a miscellaneous Board Proceedings for future reference.

136. Maps and Settlement Register -

The rules governing the issue of papers from the Record Room apply also to the issue of maps and diglott Registers, from the map record room and the map record keeper will be guided by them. .

137. Stationery and Forms -

The Stationery and Forms clerk prepares the indents for them, gets them from the Stationery Office and issues them to the sections on monthly indents forwarded by the Superintendents. He should carefully maintain the issue book and watch that the expenditure is normal and bring to the notice of the Assistant Secretary, cases or extravagance in the demands for Stationery and Forms.

APPENDIX VIII

PROVISIONS REGARDING RECORDS MANAGEMENT IN THE DISTRICT OFFICE MANUAL

The Revenue Department's District Office Manual which is primarily meant for use in the offices and courts of Collectors of Districts and in Subordinate office of the Government departments at the regional, district and sub-district levels. Chapter XIII Chapter XIV, Appendix D, Appendix E Appendix J and Appendix L of the District Office Manual which deal with records Management are produced varbatives in full below :

CHAPTER XIII : Records

- (a) District office manual compiled and issued under orders of Government corrected up to 1.7.1977 revenue Department , Government of Andhra Pradesh, Hyderabad 1979.

80. Arrangement of records after disposal -

After a disposal other than an "N" Disposal has been dispatched the file will be sent to the record - keeper by the Superintendent, Fair - copying Section. The record keeper will acknowledge it in the list column of the New Case Register. He will see that the files are in order - Properly arranged with their pages numbered (the current file in red ink, and the note file in black ink, has already ordered the pages will not be renumbered after disposal in one continuous series for current and notes), the jackets, if they are " R" or "D" Disposals. Properly marked on the outside, and the back and forward numbers marked inside the jackets as directed in paragraph 65. He will scrutinize the pages of the files of stamps having been removed . He will detach the index slips from the " R " or "D" Disposals and file them in his bundles in the manner laid down in paragraphs 101 and 102 below. He will then put the disposals away in their proper order.

81. Disposal bundles : -

There will be separate series of bundles for "R" "D"and "L" Disposals, respectively, and in these the files, or papers, will be arranged in order

of their current numbers. These will of course not form a continuous series in any one bundle, but that is quite immaterial, and will not give rise to any difficulty in finding any particular paper or file if its number is known, and it is in its proper bundle "X.L Disposal" papers, which have no numbers, can only be arranged chronologically, their order being determined by the date on which they were disposed of. The arrangement of "Filed" papers will be explained below in the paragraphs on filing. After he has put a disposal away in its place the record-keeper will put away in their places any places any papers that were "put -up" with it for reference, marking them as received back in the "Record Issue" Register. He will also remove the dummy slips put in their places on the racks.

82. Filing Definition -

Papers which are arranged in the R, D. or L. bundles according to their current numbers, but in special bundles according to their own numbers or chronologically, as explained below, between record boards, just as lodged papers were kept under the old system of these papers there are five classes which are dealt with below.

83. Government Orders and Board's Proceedings:-

All Government orders and Proceedings of the Board of Revenue on which no specific action has to be taken, or no action beyond communicating them to officers subordinate to the Collectors for "information and guidance" (and very large numbers of such orders and proceedings are received in most offices will generally be filed. Government Orders and Boards proceedings which contain reviews on periodicals, which are connected with them may be filed with the connected periodicals, and those which are of purely ephemeral interest and do not deal with questions of policy and principle of important matters of fact may be given the appropriate disposal (Generally "L. Dis." But occasionally "F") which they would get if they did not emanate from the board or Government. A separate bundle will be opened in the record room for each series of Government Orders or Board's Proceedings, e.g. one for Government Orders, Revenue Department, another for Government Orders, Finance Department, another for

proceedings of the board of Revenue, separate Revenue, and so on. In these bundles, the Government Orders or board's Proceedings will be arranged according to their own numbers, that is to say G.O.NO. 100 Revenue, will come before G.O.No. 120 Revenue, and the latter will come before G.O.NO. 136 Revenue and so on.

84. Filed papers not registered When indexed :-

As already stated these papers will not be registered at all in the personal registers. There is obviously no object in doing so. We register papers in order to watch correspondence relating to them, or in order to have a number to arrange them in our records. In these cases, there is ex hypothesis no correspondence to be watched, and as for the arrangement of the papers, they already have their own numbers, which are just as convenient to arrange them by as any others. Such papers will be indexed if they are marked "I" by competent authority Papers which are to be filled in this way will be marked " F" Disposal must be approved by the Collector, or officer signing for the Collector, just like any other disposal. After "F" the number of the "File" will be written boldly. A list of "Record files " will be found in Appendix 'D' This list must be adopted in all the Revenue offices. It is not to be regarded as final, since it is inevitable that additions or deletions may be necessary from time to time. But changes in it should be made only in consultation with the Board of Revenue. Most of these papers will be marked "F" at once by the officer opening the tappal. No doubt these papers will not be put in brown paper jackets, which is a mere waste of stationery and space.

85. Saving of work compared with disposal number system -

Under the disposal number system, everyone of these papers was entered first in a Current Register, then probably in a distribution register, then in a personal register, in the first and last of which a purport (usually lengthy) was entered then put into a jacket on which the purport was written again, then given a disposal/number, and entered in a disposal register, in which -the purport was written again. It will readily be seen how much time and labour is saved by the new system.

86. Periodicals -

There will be a periodical bundle for each year, and in it the different kinds of periodical returns will be arranged in sub-bundles. The sub-bundles will be arranged according to the periodical numbers, paragraph 70 and the individual periodicals will be arranged in the sub-bundles, chronologically. With an out-going return will be filed any in-coming return, or return from- which it is compiled, and correspondence that has arisen in connection with it .

87. General record files -

Some other classes of papers should be dealt with on the same principles. These are either papers which it is convenient to keep together for purposes of reference (for example, paper relating to appointments and leave), or circular and communiques in respect of which the remarks in the last paragraph above Government Order and Proceedings of the Board of Revenue are applicable or papers which would ordinarily be lodged, but which it is convenient to keep in a separate bundle to facilitate reference to them when it may be found necessary. Suitable opportunities for extending this system should be watched for, as its extension saves work. In these General Record files, the papers will be arranged according to their own numbers when that is feasible- i.e.. when the contents of a bundle consist of one series of communications with their own numbers - and other wise chronologically.

88. Abkari shop files -

Papers relating to arrack, toddy, opium and ganja shops will also be arranged under the filing system with reference to each individual shop. A shop numbering register will be maintained. In this register the name or description of each shop will be entered serially. This is permanent register and the number assigned to each shop in this register is also a permanent number. When a new shop is opened, it should be numbered consecutively in the numbering register. All the correspondence relating to the solvency of the bidder for a given shop, the selection of a site for the shop, and the issue of a licence for it and similar matter will, as far as possible, be grouped by the letters, "A.S.

(= arrack shop). " T.S. (=today shop) G.S. (= ganja shop) or "Q.S" (opium shop) according to circumstances. The same number will be marked on all the correspondence relating to the shop. The Tahsildars will submit separate solvency reports for each shop-keeper, instead of dealing with a large number of bidders in a single report. The latter system is extremely inconvenient and makes the file very bulky and almost unintelligible. Where the same man has taken more than one shop, the solvency report will be noted in all the other files concerned. Strictly speaking, there should be a separate report for each shop, this would lead to reduplication of work. ,

89. Abkari correspondence to be registered -

All papers relating to bidders solvency, shops sites, or the issue of licences for shops should be registered.. They should subsequently be filed with the shop file, as laid down in paragraph 88 above. Where no such file is kept in a district office, it should be kept in future. Both the shop file number and the current number will appear in all papers e.g., "T.S. 26 C: 428-20" where "T.S. 26" means that the paper relates to toddy shop No. 26, "C" is the section letter, "428" is the personal register current and "20" is the year.

90. Passport applications -

Applications for passports and visas and corrections thereto should be registered in the District Magistrate's office who deals with them in the ordinary course.

91 Roneo number - alpha system of filing :-

This system may be used ;for confidential papers that the Collector keeps in his own custody and other papers that he wishes to refer to frequently. It is useful for demi-official correspondence as it enables such correspondence to be numbered without being registered and to be found when required without being indexed. This system of filing requires special furniture in the shape of a filing case with one or more drawers in which files of foolscap size can be arranged vertically with a 'compressors' that is, a sliding support to keep them upright. A vertical, as opposed to a horizontal system of filing, is one in which the files are

not laid one above the other, horizontally, on shelves but are kept side by side vertically. Under this system there is no separate index. The papers themselves are kept in number, folders card board wrappers like the cover of a book but with one flap projecting further than the other and provided with tabs numbered either from 1 to 5 or from 6 to 9 and 10. These folders are placed vertically in the special case or drawer and back downward. They are separated by a number of red cards called guides. There is guide for a letter of the alphabet or for a subdivision of the alphabet according to the needs of different officers. The letter, or the subdivisions of the alphabet, is shown on a celluloid tab attached to the top edge of the guide. There are pages numbered from 1 to 30 ruled on the guide, When the first paper is to be filled the appropriate guide is taken out on the subject of the paper is returned in the first cage on it. For instance, if the subject were 'Archaeology' . The guide bearing the tab inscribes 'A. or' possibly "A to At" (according to the sub division of the alphabet in use) would be taken on the subject would be entered in the case number 1 on it. A folder would be taken all the tabs except that bearing the same number as the case would be cutoff, the paper would be placed in the folder on the red guide and will be placed in the proper order in the receptacle with reference to the other guides, on the folder next to behind it. Should a paper of which the subject is on " Arms Act" be the next paper to be filed following under the same latter or sub division of tile alphabet " "Arms Act" is entered in case 2, the paper is placed in the folder from which all the tabs except number 2 have been removed, and the other folder is placed next to folder number 1 i.e. behind it. There is a blue miscellaneous folder for each guide in this will be filed correspondence relating to subject or correspondence for which or whom it is not worth while to open separate folder. These blue folders bear the abbreviation "M is" on the number of the corresponding guide called correspondence filed in them will also be numbered "Mis No..... " the numbers being that of the folder. If necessary, here also the individual cases in a single folder may be given numbers. All the paper in a folder will not relate , to the same individual case, though they will all relate to the same general subject. Papers relating to the same

individual case should be noted inside the folders. "There is sometimes a printed case therefore that purpose", and this subject should be numbered serially. The reference to be marked on an individual outgoing letter, and also on each letter received, will always consist of three numbers separated by dashes for example "12-4-5" where "12" is the number on the guide (it will be noticed that they are numbered as well as lettered for this very purpose, "4" is the number on the folder and "5" is the number assigned to the individual case within the folder as just described.

92. Confidential records-

Confidential records which the Collector does not think it necessary to retain in his own custody will be kept by the Sarishtadar in an almirah of which he will keep the key. They will be registered in the ordinary way but no title will be entered in the register. It will be replaced by the word "Confidential". Confidential correspondence with which the Collector deals himself will be filed either in the Roman number-alpha vertical-filing case or in the Collector's confidential almirah. The latter should be divided into pigeonholes. Each pigeon-hole should have a number (Roman) and be allotted to a certain general subject e.g. "Titles" "Deputy Collector's List", Political "A list should be kept in the almirah, pasted on card-board, showing the subject to which each pigeon-hole is allotted. In each pigeon-hole, the papers should be made up into one or more files, as may be convenient. These files should have sub-numbers (e.g. in pigeon-hole No XIV, the sub-numbers will be XIV (1), XIV (2) and so on), the paper of each file should be numbered. An outgoing letter will bear the number of the pigeon-hole, followed by that of the file followed by date of the page of the file where the office copy will be found (e.g. XIV (2)-248 where XIV is the number of the pigeon-hole, (2) is number of the file in that pigeon-hole, and 248 is the number of the page in the file where the office copy is to be found]. There should be a card-index in this almirah. Each card should bear the name of a person, or a subject, followed by reference to the papers in the various files relating to the subject or person in question, indicated as just explained [e.g., Ramanna, A.B. 11- (3)-28, V- (1) - XIV-(3)-297].

93. Demi-official Correspondence -

Demi-official Correspondence which is kept by the collector, and is not filed in any current file, will be dealt with in the Collector's confidential correspondence. It will usually be filed in the Roneo file as long as it is "current" or likely to be required for reference frequently and after that either destroyed or transferred to the collector's confidential almirah. The Roneo file will also be used to keep any other papers that the Collector may at any time require for reference, such as the special Branch file, the Public Service notification, the Establishment List, Office Orders, Income-tax Circulars, etc.

94. Vertical filing of records -

All records will be filed on the record rack vertically that is, side by side, on edge, not piled on top of one another or "horizontally". The vertical arrangement makes it much easier to take out records and replace them. Instead of having to take down a heavy pile of records, search for the one required, take it out, and then replace the pile on the shelf, one merely has to separate the files lightly to enable one to see their numbers, and can take out the files lightly to enable one to see their numbers, and can take out the file required without further disturbing the others. This is the obvious way to keep records. It is the way one keeps books in a library. No one would dream of keeping piled in heaps, one on the top of the other, so that one can not get at one book without moving a few dozen others, and there is no reason why files should be arranged in such an inconvenient way either.

95. Issue of records -

Clerks are not to enter the record room and take records for themselves. They must obtain records required for reference by sending the prescribed printed requisition slips properly filled in to the record-keeper. On receipt of the requisition slips in the record room, the record-keeper will see that the records are promptly taken out, that the slips are put in their places and that the records issued are entered in the record issue register which will be in 'Form XIV' of Appendix B. The record issue register and the records taken out

will then be sent to the concerned clerk who will at once acknowledge the receipt of the records in the register and return it to the record-keeper. When the record-keeper receives the records back, he will see that their receipt is duly entered in the record-issue register and that the requisition slips are returned forthwith. In case the record wanted is not found, the requisition slips should be returned to the concerned clerk with an entry to that effect. The clerks must return records that have been taken out for reference directly when they are done with. The record-keeper is solely responsible for the maintenance of the record-issue register and he must see that the records taken out of the record room are not kept back by clerks unnecessarily.

To ensure the regular and systematic return of records of the record room, the record-keeper should prepare on the first of every month an arrear list for each section for all records which have been absent from the record for more than three months together with the name and designation of the clerks to whom each record was issued and the date of its issue. He should at the same time furnish an extract from the arrear lists separately to each clerk to enable him to check whether the files referred to are still with him and to return them when no longer required for reference. A new requisition slip should be taken whenever a file or book has to be retained for more than three months since the earlier slip was issued.

When the record-keeper has to get back a document which has been filed in a Civil Court, he should note on the requisition slip and in column 10 of the Record Issue Register 'lent to Civil Court, vide Current No..... Such slips need not be renewed.

Clerks should return their arrear lists promptly to the record-keeper after taking necessary action. The record-keeper should then compare the consolidated arrear list with the clerks arrear list, carry out the necessary alterations in the former and submit both the arrear lists to the Colector on the 10th of every month or if that is holiday or Sunday on the first working day after the 10th .

In order to save the time of the subject clerks involved in returning the records to Record Room and to ensure safety of the Records,

each subject clerk should maintain a Note book in the form shown in Appendix "L" for the return of records to the Record Room. The Record Attender should go round the office once or twice a day and collect the borrowed records from the clerks signing in his note book maintained by them in token of having received back the records from them. At the same time the Record Attender or the Record Assistant will take with him the Record Issue Register, get column 7 filled up and obtain the signature of clerks in column 8 in token of the clerk's returning the files.

[G.O. Ms. No.417, General Administration (Services-C) Department, dated 4th April, 1963, and B.P. No. 31/63, dated 24th April, 1963]

96. Custody of the key of the record room -

The record-keeper on no account to take the key of the record room home with him. He will each evening put in a bag, seal, it, and hand it over to the police guard or to the night watchman in places where there is no police guard. The office seal should be in the safe custody of the record-keeper after the closing of the record room. The next day when the record-keeper or his assistant takes over the bag containing the key of the record rooms, he should verify whether the seal of the bag is intact. The office seal affixed to the bag should be in the custody of the record-keeper. On no account the seal of the office should be made available to others. A register in Form XIII* of Appendix B should be maintained for the purpose.

97. Destruction of records -

Records must be destroyed punctually after the period prescribed for records dealt with under the disposal number system in the Board's Standing Orders. Lodged papers will be destroyed after one year. No detailed list of them will be prepared, but a list of the classes of records to be destroyed {"Lodged Disposal of 19 D. Disposal of 19 except Nos."} and so on will be put up and approved by the Collector. The entry "D" before the disposal ; numbers will be altered by substituting "R" on the jackets of the files ordered to be retained permanently by the Collector. If the Collector orders that a "D" Disposal file retained not permanently, but till a certain year, the file will be transferred to the

"D" Disposal bundle of paper ripe for destruction that year, the fact being noted on the jacket. After the papers have been destroyed the Sarishtadar will certify at the foot of the list of records to be destroyed that the papers in the list have been destroyed except such as have been ordered to be retained permanently or for a certain period, which files will be specified by their numbers. These lists will be carefully filed and preserved in the record room in a special bundle.

98. Destruction of field records -Abkari shop files will be kept for ten years. In regard to the general destruction of record files, the record files should be retained for the period noted against each record file as shown in Appendix "D". Filed Government Orders and Board's Proceedings will be regarded as "R: Disposal if they have been intrexed, Perodicals will be dealt with according to the orders in the Board's Standing Orders. The registers mentioned in Chapter V will be destroyed after the periods specified against them in Appendix J".

APPENDIX - IX

EXTRACTS FROM THE OFFICE MANUAL OF THE ANDHRA PRADESH STATE ARCHIVES

The Office Manual of the Andhra Pradesh State Archives, @ which is usually referred to as the OMAPSA, was approved by the Government of Andhra Pradesh and issued by APSA in 1977. It contains certain important items of information for the archivist and the user of records. These provisions which are to be found in Chapters XI, XII, XVIII and XIX and Appendix "D" of the Manual are reproduced below for ready reference:

CHAPTER XI : Stock Files

"79. Each section should maintain stock files on the important subjects relating to it. It is the duty of the Assistant Archivist or Clerk to main them up-to-date. When drafting a disposal of an important or general nature, section head or Assistant Director will decide whether a copy of it after issue should be added to the stock file on the subject and if so, should add the entry 'Stock File' at the end of address entries to the draft. This entry will not be typed or printed in the fair copy and the section clerk will add the copy to the connected stock file and initial in the office copy against the entry 'Stock File' in token of having done so. Only spare copies and not originals should go into stock file. When an order, note, etc., is too long, an extract of the relevant portion only may be added to the stock file. The papers should be filed chronologically and the press numbered serially in ink. There should be at the beginning of the file a table of contents as follows:

Number and date of order etc. (1)	Subject (2)	Page No. (3)

@ Office Manual of the Andhra Pradesh State Archives (mimeographed), issued by the Director of State Archives, Andhra Pradesh, 1977 (mimeographed by the Director of Printing, Andhra Pradesh, at the Government Central Press, Hyderabad). The papers should be tagged neatly between two flat boards. On no account should the copies included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, the fact must be noted on the previous order and in the table of contents against the entry relating to it. Section head should check the stock files at frequent intervals."

CHAPTER XII

80. **The following are the different classes of disposals.**

(1) **Retain Disposal (R.Dis.):**

Retain Disposals are those that are to be retained permanently,

(2) **Destroy Disposals (D.Dis.):**

Destroy Disposals are those that are to be destroyed after ten years and in a few cases after twenty.

(3) **Lodge Disposals (L.Dis.):**

Lodge Disposal are those that are to be destroyed after a year.

(4) **"Nil" Disposals:**

N.Disposals are those that are to be sent out in original, i.e. when the disposal takes the form of an endorsement on a communication received from outside, which communication is returned, or forwarded, bearing such endorsement.

81. R. and D. Disposals are put into brown paper "Disposal Jackets". On the outside of these are boldly marked the name of the department or office, the number of the current or file, preceded by the letter R. or D. the date of disposal, the number of pages in the current and note files of a file. The year of destruction should also be written if the file is a D.Disposal and has to be kept for more than ten years. Nothing else is to be written on the outside of the jacket. On the inside bearing on the same subject or closely connected subject which are likely to be

required for reference, should the disposal itself ever be referred to in the future, should be carefully marked, and similarly the number of the disposal should be marked as a "Forward Number" on the inside of the jackets of all the "Back number" files. This is their case no chaining is necessary. In the case of "N" Disposals, either the gist, or if the precise wording is important a copy of the "N" Disposal must be entered in the disposal column of the personal register, with the date of disposal.

82. The practice of closing a current merely because it has been pending for a long time and opening a new current is strictly prohibited. Great care must be taken that no communication to which a reply is expected is given a disposal. A disposal should be given to every communication that closes file. Before closing a file it should be ensured whether any entry has to be made in the Call Book (Form No, 12) for any future action.
83. In Appendix D a schedule of certain subjects and the period of their retention has been given for general guidance. It is not a complete list of all subjects dealt with the Department. As such for cases which are not included in this schedule discretion should be exercised with utmost care to prescribe the period of their retention".

CHAPTER XVIII : Repository

"117, Particulars of records maintained:

The undermentioned records will be accepted in the Repository for

Preservation:

1. Permanent Records of Secretariat Departments of the former Hyderabad Government and defunct offices of the Hyderabad Government.
2. Originals of Proceedings of Government in the Miscellaneous Series of the 5th year previous.
3. Originals of Government Order in Routine Series and Memoranda of the 5th year previous if they are ordered to be preserved permanently by a Deputy Secretary to Government.

4. Four copies of Annual Index relating to Proceedings of all Departments of Secretariat. ,
5. Personal Register of all Secretariat Departments of the 3rd year previous.
6. Proceedings of the Board of Revenue in Miscellaneous series of the 5th year previous.
7. One copy of annual index of the Proceedings of the Board of Revenue.
8. Survey records relating to Andhra Districts.
9. Permanent records of Heads of Departments
10. Electoral Rolls.
11. Strong Almira Documents (Bonds, Deeds, Encumbrance Certificates, etc., received from the Co-operative Societies Department. Agreements received from P.W.D. Documents relating to State -Aided Industries , received from Government. Registers of valuables belonging to the various Devasthanams in the State, received from Government:. Documents relating to the transfer of institutions like colleges, hospitals, etc. to the Government. Agreements relating to advances for purchase of motor cars, houses, house-sites, etc., received from Government. Any other document which the Government might send for safe custody).
12. Siyahas and Muntakhaba :
13. Andhra Pradesh Gazettes.
14. Disposals of the State Archives.
15. Private records acquired by the State Archives
16. Inspection:

The Assistant Director who is incharge of the repository should make a detailed inspection of the repository in the months of July and January in each year and at other times, if necessary, to ensure that the records are being taken proper care of and submit a report to the Director on the state of records. The report will contain information under the following heads :-

 - (i) Whether the record room is in good repair and protected from white

ants, and whether it is kept clean and secure from entry at all points and sufficiently lighted. The condition of the records should be clearly and concisely stated, and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice.

- (ii) Whether the records are methodically arranged.
- (iii) Whether the rules regarding the issue of records from the return to the Records Branch are strictly observed.
- (iv) Old records are periodically destroyed, and if so, what records were destroyed during the half year. It is unnecessary to enter long lists of records actually destroyed. It will be papers, or, if this is impracticable, the number of bundles destroyed, with a brief description of the nature of the papers should be noted.

119. Functions of the Repository Branches:

The main functions of the Branch will be as under:

- (1) Supply of records in response to requisitions. Records specifically mentioned in the requisitions will be supplied. Referencing work, i.e. putting up of the previous papers will not be attended to.
- (2) Checking of records transferred by the departments, and offices:
- (3) Sorting of originals and spare copies of proceedings, etc. , sent or returned, and placing them in, or restoring them to their proper places.
- (4) Registry of records and volumes sent out of the Branch and noting their return in the register.
- (5) Sending every month reminders for the return of records taken out more than a month ago.
- (6) Cleaning and dusting of racks, and the examination of records in order to protect them from damage by white-ants, etc.
- (7) Labelling and varnishing record boards.
- (8) Keeping records room tidy and in good repair.
- (9) Destruction of records in due time.
- (10) Preparation of reference media such as Guides, Catalogues, Descriptive lists, etc.

120. Responsibility of staff working in the Repository:

The Repository is the most important unit of this Department. The records preserved there being rare, valuable and irreplaceable, the foremost duty and responsibility of every person working in the Repository is that they should be preserved safely and securely. The entire staff shall be vigilant against any possible damage to or loss of records by fire, water, insects and pests, thefts, etc. No outsider will be allowed to enter the Stack Area without the prior approval of the Assistant Director or the Director.

121. Duties of Assistant Director:

The Assistant Director Incharge of a Repository Branch is the head of the Repository Branch and he is responsible for proper and prompt execution of business of the Branch.

122. Duties of Section Head:

The Section Head incharge of a Repository Branch is responsible for the proper maintenance of the records and expeditious transaction of business in it. He should inspect twice a month the registers maintained by the staff under him in order to ensure that they are properly maintained. He should ensure that records are fumigated and are dusted regularly according to a programme approved by the Assistant Director.

123. Duties of Assistant Archivist and Clerks:

Assistant Archivist or Clerks will also be responsible for the proper maintenance of the records. They should arrange the records neatly and methodically and see that the rooms are kept tidy. They should promptly attend to requisitions for records and maintain necessary registers showing the records sent out and returned.

124. Duties of Record Assistants and Attenders:

The Record Assistants should assist in the arrangement and maintenance of the records and in taking out the records requisitioned for and replacing them properly when returned back and also in labelling and varnishing record boards. They should attend to dusting of records regularly.

125. Working hours:

The working hours of Repository are from 10:30 a.m. to 5.00 p.m. It shall not be kept open after 5 p.m. In case it is necessary to keep it open after 5 p.m. in order to attend important and urgent work, specific written orders of the Assistant Director concerned should be obtained to do so. It shall not be opened -on Sundays and on other closed holidays. In case it is necessary to open it on such holidays prior written orders of the Director should be obtained to do so and it should be opened and closed by the Section Head concerned.

126. Closing and Opening of Repository:

The Repository should be closed for the day after ensuring that all the doors and windows are properly closed and the lights, fans and electric sub- mains are switched off. The keys shall be put in a sealed bag, signed and handed over to the Receptionist or placed in the key deposit box. The turn-duty clerk or Assistant Archivist should note the time of closing in the register and initial the entry. If any urgent necessity arises to open the Repository after it has been closed, it may be opened in the presence of a Chowkidar and the Caretaker only after taking proper permission. It should be closed again carefully, in the presence of the aforementioned staff. A note to this effect should be made in the Register maintained for opening of sections.

The Repository will be opened the next morning by the Clerk or the Assistant Archivist on opening duty. Before opening it the clerk or the Assistant Archivist should note the time in the register and initial the entry. Soon after opening he must ensure that all the doors and windows are properly opened and the Branch is cleaned up. Smoking is strictly prohibited in the Stack Area. Turn Duty list for closing and opening of the Repository will be prepared every month by the Archivist incharge and enforced with the approval of the Assistant Director.

127. Supply of Records;

- (a) Records shall be supplied to concerned requisitioning Departments only on requisitions being made in the prescribed form (Form No. 20). Incomplete requisitions are liable to be returned.

- (b) State Archives records will be supplied to its concerned section on requisition being made in the prescribed form (Form No.21). Requisitions for Secretariat records shall be signed by section heads or superior officers of the concerned Secretariat Department. Requisition for records pertaining to Heads of Department will be signed by a Gazetted Officer of the said Department.

Records relating to more than one department shall not be asked for in the same form.

- (c) No requisition for Secretariat records from a head of a Department or an Officer outside the Secretariat will be complied with, except on the authority of the Secretariat Department to which the paper belongs.

Requisitions for records shall be received by the Assistant Archivist or Clerk and he shall see whether the forms of requisitions are duly filled in and signed. Any requisition which is either incomplete or does not conform to the rules should be returned. If the requisitions are in order, they shall be numbered consecutively and the date of receipt shall be entered in the space provided for the purpose.

No requisitions should be marked 'Very Urgent' or 'Special' unless they are really so. If a requisition is marked 'Very Urgent' or 'Special', the time of receipt and of compliance shall also be noted in the form.

- (d) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 3 p.m. shall be kept pending till the next day without the knowledge of the Section Head. A list of requisition slips received during the day which could not be attended to shall be prepared and be submitted to the Section Head before he leaves the office at the close of each day.
- (e) Before an original record is taken out from the records bundle, a dummy slip duly filled in shall take its place in the bundle or if there is already in the bundle such a slip relating to the record required, the entries shall be continued in the slip. When the record is restored to the bundle this entry shall be scored out. The Record Assistants are held responsible for the strict observance of this rule, and the Assistant Archivists or Clerks shall frequently inspect the bundles to see that this duty is properly performed by the Record Assistants.

- (f) In the case of any original Government Order, the date of issue shall be noted by the Record Assistants in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The Assistant Archivist or Clerks will note the serial number of issue against the date.
- (g) All original papers and volumes issued out of the Repository shall be entered in a register called the "Issue Register of Records" (Form No. 22). Spare copies of Government Orders furnished for purposes other than for currents and these sent in compliance with requisitions from Heads of Departments, etc., shall also be entered in this Register.
- (h) The record shall then be furnished to the officer concerned after he acknowledges the receipt of the record in the space provided for the purpose in the requisition form.
- (i) Records for which 'Urgent' and 'Special' requisitions are received shall be furnished forthwith, preference shall always be given to records called for on behalf of or for the urgent reference by the Government.
- j) The transfer slip received from the party who had received the records on requisition and transferred them to the other party, should be kept properly in the register. When the intimation slip has been received in the branch sent by the party to whom the records were transferred, the previous entry in the dummy slip in the record bundle and in the Record Issue Register shall be scored out and a fresh entry be made.
- (k) If a record is not in the bundle, the Clerk shall ensure that it has not been received before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record.
- (l) The Repository section will be held responsible for any record found missing after its receipt in the section. Records issued to the departments should be supported by -
 - (1) requisition slip duly acknowledged,
 - (2) entry in the issue register, and
 - (3) dummy slip in the bundle.

The department concerned will be held responsible for a record found

missing after it is issued to it and acknowledgement obtained in the requisition slip.

Whenever a record is found missing, a report shall at once be submitted to the Assistant Director concerned. Efforts should be made to trace it quickly. Till it is traced a weekly report shall be submitted by the Archivist or Superintendent to the Assistant Director about the progress made in tracing it.

128. Sorting and arrangement

- (1) The Director of State Archives has discretionary power to return records for rearrangement and to reject records, the preservation of which is neither authorized nor specially directed by Government.
- (2) The bundle will be completed after arranging the papers according to date and by placing the files between wooden boards and tying them with tapes. A printed label will be affixed to the upper board indicating the department, the nature or records, and the first and last numbers and dates of the bundle. The label will be protected by the special process of varnishing, etc., in use of the repository.
- (3) When the bundles are received for preservation a receipt for the bundles will be issued immediately, after checking the entries in their labels with the bundle deposit list.. The files in each bundle will be checked as soon as possible with the bundle deposit list and deposit supplement.

129. Preparation of record boards:

The boards should be clean and smoothed with sand paper. A blank sheet of paper shall then be pasted on the outer side of the board with paste made of wheat flour to which a little copper sulphate (Blue stone) has been 'added to protect the paper from insects.. After the paste is dry, printing slips denoting the department, numbers, etc., of the records shall be affixed to the paper, and after a similar interval for drying, a coating of corn flour gruel shall be applied all over this side of the board.. The board shall then be left in a place free from dust until the corn flour coating is dry. A second coat shall then be given , after this is also dry and third or final coat. The varnish diluted with turpentine should be used. As soon as the varnish gets dry, the board will be ready for use.

130. Precautions against white-ants and record pests:

Whenever white-ants appear on the walls or floors of the record rooms the affected parts should be got replastered with cement. Wooden shelves, almirahs, boxes, etc., shall not be used for keeping records. Records affected with insects and pests should be segregated from the rest of the records and fumigated or repaired before being restored to their original place.

Records and record shelves should be regularly and systematically dusted and cleaned.

Chapter - VII

AREAS OF INTERFACE WITH THE GENERAL PUBLIC AND OTHER DEPARTMENTS

1. BETWEEN STATE ARCHIVES AND GOVERNMENT OF INDIA :

A) **MINISTRY OF DEFENCE :**

There are army records in Andhra Pradesh State Archives, dealing with conduct of training Camps and the construction of military barracks and hospitals. The Nizam Government maintained Daftar-i-Nizam-i-Jamaiat. The defence wings of Secunderabad cantonment and Golconda are in regular correspondence on matters of army establishments.

B) **MINISTRY EXTERNAL AFFAIRS :-**

Andhra Pradesh State Archives is in possession of microfilm copies on the deliberations at UNO on 'Hyderabad Question' between 1948-50 A.D. The records are of importance on the question of integration of Native States in the Indian Union.

C) **MINISTRY OF HOME AFFAIRS :-**

The Andhra Pradesh State Archives is having the records of freedom fighters and also the jail records of Warangal, Secunderabad, Aurangabad etc. These records are important for the history of Freedom Movement and biographical details of participants in it.

2. INTERFACE BETWEEN OTHER STATES

(TAMILNADU, KARNATAKA, KERALA, MAHA RASTRA, ORISSA, PONDICHERRY)

Prior to the formation of Andhra Pradesh in 1956, the nine districts of coastal Andhra including Ganjam (now in Orissa) and Bellary district (now in Karnataka) were under Madras Presidency and Bidar, Osmanbad, Gulbarg districts of erstwhile Nizam State (Now in Karnataka) and the districts of Aurangabad, Nanded, Parbhani, Jalna, etc., (Now in Maharashtra) were under Nizam's Dominions.

The Yanam Division of Pondicherry State is a Telugu speaking area. Further there are Telugu rare manuscripts available at Madura, Tanjore, Calicut, Bangalore, Mysore, Jayapore, Berhampur, Kurtha areas. Telugu culture spread upto Rishikulya river in the east to Kaveri basin down to Tanjore.

So far 2000 rare books and a good number of G.O.s pertaining to all departments have been transferred from Tamilnadu Archives to Andhra Pradesh State Archives. Andhra Pradesh State Archives is also supplying the Catalogues on Marathi records, Kaifiyats etc., to Karnataka, Maharashtra, Orissa State Archives.

3. INTERFACE BETWEEN STATE ARCHIVES AND OTHER DEPARTMENTS OF GOVERNMENT OF ANDHRA PRADESH

a) **Between Andhra Pradesh State Government Departments at Secretariat:**

As per the Statutory Rules all the permanent records of the departments under Andhra Pradesh State Government have to be transferred to State Archives for Scientific preservation and posterity. As this Department is possessing all the original G.O.s of all the Government departments there is a close inter-link with each and every Department in the State of Andhra Pradesh Interim Repository of State Archives, Secretariat, branch is in constant touch with the Secretariat for -furnishing the G.O reports to the Government.

b) **Between Revenue Land Survey Department:**

All the Settlement records, field measurement books pertaining to Jagir Administration and erstwhile Board of Revenue are preserved in Andhra Pradesh State Archives.

C) Between the Registrar of Co-Operative Societies:

The Strong Almirah Documents in respect of Lease Deeds of the Co-Operative Societies are being housed in this Department. There are interface between the Registrar of Co-Operative Societies, Hyderabad and State Archives.

d) Between the Religious institutions:

The department is having the records of Dargahs, Masjid, Churches, Monasteries etc. The religious institutions in the State are in touch with Andhra Pradesh State Archives for this.

e) Between the Endowments Department:

The property and ornaments particulars of the temples "in the State are being preserved in this Department. The Endowment Department is having regular correspondence with this Department.

f) Between Welfare Department:

- i) Social Welfare.
- ii) Womens Welfare.
- iii) Tribal Welfare.

A Close rapport with the above Welfare Departments with regard to obtaining the data on 1) population statistics of castes. 2) Percentage of education of the backward, scheduled caste and tribes and also women. 3) Legislation, regulations etc., enacted for the welfare of the said castes. 4) Origin, history, and culture of the communities.

g) Between Universities and the State Archives

Research Scholars and Teachers of Universities and Educational Institutions of the State, all over India and World make use of the records and services of State Archives. A Post Graduate Diploma in Archival Science and manuscriptology is run with Osmania University.

4) AREAS OF INTERFACE BETWEEN ARCHAEOLOGY GAZETTEERS & ORIENTIAL MANUSCRIPT LIBRARY

There are materials in State Archives needed for these departments.

5) AREAS OF INTERFACE BETWEEN STATE ARCHIVES AND GENERAL PUBLIC

1) Marriage certificate (muntakhab) :

Andhra Pradesh State Archives is preserving the Muntakhabs of Qazis and providing attested copies of the Muntakhabs to the bonafide applicants.

2) Inam Records :

As the holder of Revenue records this Department is rendering service in providing certificate copies of the Inam records to the applicants after verifying the bonafides. The following categories of records are also furnished to the public.

3) Farmans :

The farmans contain the nature and type of grant, the amount involved, the place of grant etc.

4) Sanads :

A Sanad is a document conferring on an individual any emoluments, lists, privileges, offices or the Government rights to revenue ruling authority. The Sanadas also bear the date and regnal year.

5) Parwana :

Deal with matters like the grant or enhancement of a Jagir, manasab or salary etc.

6) Gazette Notifications :

The Department is preserving the copies of all the official Gazettes of H.E.H.Nizam's Government from 1870 to 1948 AD. The Gazettes of Hyderabad State from 1948 -1956 and the Fort St.Gazettes (Madras) from 1858 (regular series) are housed in the department.

7) Electoral Rolls :

The Department is having electoral Rolls of Andhra Pradesh State from 1985 onwards. It provides attested xerox copies to the applicants to claim citizenship and other related matters.

8) Reprographical Services :

There are enormous records of past centuries which have deteriorated due to age and unscientific storage. It is considered absolutely necessary to preserve the contents of such brittle, valuable and historical records in the shape of microfilm rolls.

There are about 30 rare Microfilm collections. Among them Mackenzie and Brown collections, papers relating to "Hyderabad Question" in U.N. Assembly, India office Library collection, Microfilm rolls of back issues of Newspapers like 'Sadhana', Krishna Patrika, Andhra Patrika, Swatantra etc., In addition to this there are a good number of Photographs of the Freedom Fighters, Intellectuals and the important personalities of yester years.

9) Mending and Repair of Documents of the Public :

If public needs the repair of their fragile documents, the Department will undertake the repair and conservation work as per the rates fixed by the Government. The Andhra Pradesh State Archives also gives necessary guidelines for preservation and classification of the holdings of the private individuals and bodies.

10) Archives Museum :

The Andhra Pradesh State Archives Museum is having rare exhibits of the times of Adil Shahs to Asaf Jahis and their currency, seals, maps, and documents on salient aspects of Socio-Economic political history. The Museum is open to the students from High School to University level.

11) There is interface Between A.P. N.G. Ranga Agricultural University, Rajendara Nagar, Hyderabad

12) Sardar vallabhai Patel Andhra Pradesh Police Academy, Sivarampally, Hyderabad :

6) BETWEEN RESEARCHERS:

- i) The Department supplies the original records for reference. It is having the records right from 1406 A.D onwards.

- ii) Renders service by providing xerox and microfilm copies to the bonafide scholars.
- iii) Counselling to the scholars to locate the material of their study.
- iv) Providing full-time and part-time fellowships.
- v) Publication of Monographs.

7) PUBLICATION PROGRAMMES OF ANDHRA PRADESH STATE ARCHIVES:

Andhra Pradesh State Archives is publishing biannual journal 'Itihas' since 1973. Besides Andhra Pradesh State Archives is having a regular publication- programme of monograph series.

8) INTERFACE BETWEEN OTHER ARCHIVAL INSTITUTIONS:

The Andhra Pradesh State Archives is maintaining close relations with the International, National and State level Archival Institutions.

I. BETWEEN INTERNATIONAL COUNCIL ON ARCHIVES:

1. The Andhra Pradesh State Archives is an institutional member of International Council of Archives (ICA), Paris. and participates in its seminars and presents papers on relevant themes and is maintaining close rapport with I.CA. on archival administration and management.

II. BETWEEN NATIONAL ARCHIVES OF INDIA:

a) National Archives of India, New Delhi is an apex Archival Institution in the country. Its guidelines, suggestions etc., from time to time are strictly adhered to in Andhra Pradesh State Archives. Andhra Pradesh State Archives is in regular correspondence with National Archives of India in this regard.

b) This Department periodically deutes the staff for orientation training in (i) Archival Administration (ii) Record Management (iii) Reprography and (iv) Conservation.

c) The Department follows the guidelines of National Register of Private Records (N .R.R.) in survey and acquisition of ecclesiastical records available

at libraries and also records of Matts, Dargahs, Churches, Business houses and Mercantile families.

9) MEMBERSHIP OF ACADEMIC BODIES:

The Andhra Pradesh State Archives and Research Institute is a permanent Institutional Member of the following academic bodies.

- I. Indian Historical Records Commission (IHRC), New Delhi.
2. Institute of Historical Studies, Calcutta.
3. Indian History Congress.
4. Library Congress.

II. SOUTH INDIAN LEVEL :

5. South Indian History Congress.

III. STATE LEVEL :

6. Andhra Pradesh History Congress.

IV. REGIONAL :

7. Rayalaseema History Congress.

V. DISTRICT LEVEL:

8. Nellore District History Congress.
9. Cuddapah District History Congress.
10. Kurnool District Congress.

VI. OTHER AREAS :

11. (a) The Department is closely associated with Departmental research scheme (DRS) conducted by the Department of History of Osmania University, Hyderabad. (b) Kakatiya University, Warangal and (c) Telugu University, Srisailam.

MEMBERSHIP LIST FOR THE YEAR 1950-1951. This list includes the names of all members who have paid their dues for the year.

MEMBERSHIP OF ACADEMIES

The following members are members of the American Academy of Arts and Sciences, the American Academy of Arts and Letters, and the National Academy of Sciences.

Dr. [Name] is a member of the American Academy of Arts and Sciences.

Dr. [Name] is a member of the American Academy of Arts and Letters.

Dr. [Name] is a member of the National Academy of Sciences.

MEMBERSHIP LIST

[Name] is a member of the [Organization].

MEMBERSHIP LIST

[Name] is a member of the [Organization].

MEMBERSHIP LIST

[Name] is a member of the [Organization].

MEMBERSHIP LIST

[Name] is a member of the [Organization].

[Name] is a member of the [Organization].

[Name] is a member of the [Organization].

MEMBERSHIP LIST

The following members are members of the [Organization].

[Name] is a member of the [Organization].

Chapter - VIII

FUTURE VISION

The future vision of the department envisages the development and expansion of this wing of the government to the optimum level. The records to be preserved being enormous and their growth-rate increasing at a greater pace in future, provision has to be made in terms of space, buildings, equipment and trained personnel to cope up with both quantity and quality levels.

Survey, Classification, Correspondence, Aquisition, Preservation ;and Reference media are the items needed for most of the items included under the vision. To simplify the presentation of the Future Vision the items are listed, after which additional staff required is mentioned:

1. Acquisition from the Secretariat Departments.
2. Centralisation of the records of all the Heads of the Departments.
3. Centralisation of records of all Collectorates.
4. Opening of Regional offices at all District Head Quarters. For
5. Acquisition of Private Records.
6. Acquisition of records and papers from private libraries.
7. Acquisition of Records from the Trade Unions.
8. Acquisition of Records from the Political Parties.
9. Acquisition of Records from Religious Institutions.
10. Acquisition of Old Newspapers.
11. **Classification and Preservation of existing collections in Archives:**
 - Daftar Records and Farmans of Deccan Sultans.
 - Mughal Records
 - Pre-Mutiny Records (1600-1857)
 - Pre-Independence Records

- Post Independence Records
- Collections of Private Papers
- Records of Hyderabad State 1884-1948.
- 12. Index preparation for the material on Freedom Struggle in Hyderabad and Andhra areas.
- 13. Index preparation for Mackenzie and Brown Collections.
- 14. Development of Film Archives.
- 15. Microfilming of Records.
- 16. Computerisation of Records.
- 17. Expansion of the Library.
- 18. Publication Programme.
- 19. Research Fellowships.
- 20. Monograph Series.
- 21. Establishment of School of Archival Science.
- 22. Documentation.
- 23. Development of Stack Area.
- 24. Development of Archival Museum.
- 25. Establishment of Regional Offices.
- 26. Vehicles for various activities at Headquarters Office and Regional Offices.
- 27. Comprehensive History of Andhra Pradesh.
- 28. Construction of Archival buildings and blocks.
In office at the headquarters
For Regional Offices.
- 29. Development of the Scientific Laboratory.

1. ACQUISITION OF RECORDS FROM THE SECRETARIAT DEPARTMENTS :

The records from the following departments of the Secretariat have to be acquired: Home, Revenue, Education, Social Welfare, Municipal Administration, Information, Health, Statistics, Commercial Taxes, Law, Panchayat Raj, Finance etc.

The categories of records that would be centralised are :-

- 1) Permanent records.
- 2) Administrative reports
- 3) Committee reports
- 4) Office Manuals of the Heads of departments.

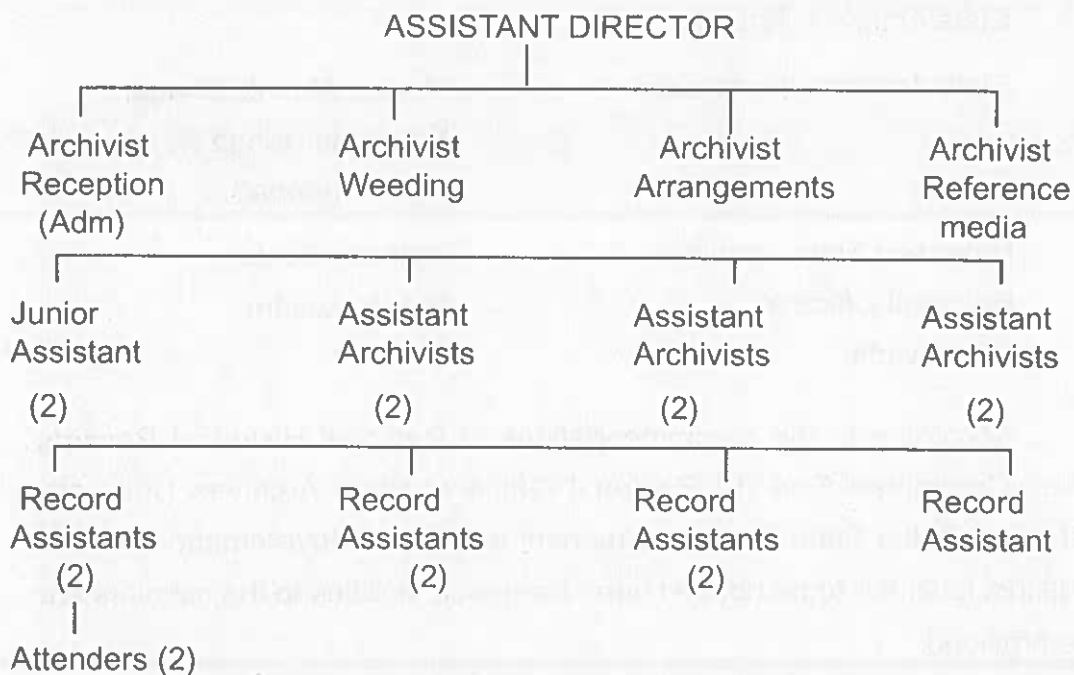
2) CENTRALISATION OF THE RECORDS OF ALL THE HEADS OF DEPARTMENTS

The records in the offices of the Heads of Departments of Government of Andhra Pradesh located at Hyderabad, Kakinada, etc., have to be centralised. There are 215 Heads of Departments like Commissionerate of Agriculture, Co-operative Societies, Education, Social Welfare, Womens Welfare, Tribal Welfare etc.

A separate building has to be designed and constructed for keeping these centralised records.

Computerisation of the records subject-wise and year-wise of each department has to be done. After preparation of reference media the records would be sent to the Computer section for computerization. **Additional Staff**

- **component for handling the above two items of work are as follows:-**



CENTRALISATION OF RECORDS OF ALL COLLECTORATES :-

The Centralisation of the records of the District Collectorates is to be undertaken and this will be done in the Headquarters Office and Regional Offices.

Place of Centralisation of Regional Offices/ Archival Centre.	Records from the concerned District Collectorates .
1. Regional Office of State Archives, Warangal	Warangal, Khammam, Nizamabad, Adilabad & Kareemnagar
2. Archival Centre Rajahmundry	East Godavari and West Godavari
3. Regional Offices of State Archives, Visakhapatnam	Srikakulam, Vizianagaram and Visakhapatnam,
4. Regional office of State Archives, Tirupati	Chittoor, Cuddapah and Nellore.
5. Regional Office of State Archives, Anantapur	Anantapur and Kurnool
6. State Archives, Hyderabad	Medak, Mahabubnagar, Nalgonda, Ranga Reddy and Hyderabad.
7. Proposed State Archives Regional Office at Vijayawada.	Krishna, Guntur, and Prakasam

According to the recommendations of Regional Historical Records Survey Committee Five (5) Regional Office of State Archives Units are established in the State. All the permanent records of Government offices at the district level are to be housed here. Research facilities to the scholars are to be provided.

ADDITIONAL STAFF REQUIRED :

Joint Directors .	(1) exclusively for the administration of district Archival offices.
Deputy Directors .	(3) One deputy director for each regional office i.e. Telangana) Rayalaseema and Coastal Andhra.
Assistant Directors ..	(22) One Asst. Director for each district office
Archivists ..	(22) -Do-
Assistant Archivists ..	(44) 2 for each Dist. Office
Junior Assistants ..	(44) 2 for each Dist. Office
Record Assistants ..	(88) 4 for each Dist. Office
Attenders ..	
Drivers ..	(22) One for each Dist. Office
Chowkidars ..	(44) 2 for each Dist. Office
Last Grade Employees ..	(44) 2 for each Dist. Office

FREEDOM FIGHTERS:-

During the Freedom Struggle in Hyderabad State and in Andhra area numerous individuals actively participated in the struggle for independence. After the then United provinces, (Now Uttar Pradesh) Andhra Pradesh stands in the forefront in terms of sacrifice and commitment for the cause of independence and Number of freedom fighters went to jail.

The private papers, back issues of newspapers and the correspondence of the freedom fighters with national leaders will be extremely helpful to write the history of modern times of Andhra Pradesh.

LIBRARIES :

There are about 50 important libraries in the state of Andhra Pradesh. These were started by the private individuals and institutions from the early 1875 onwards. Among the important libraries there are such as Gouthami Library, Rajamundry. The following ones possess rare manuscripts, books of historical and cultural value, Journals and newspapers. Hence the acquisition

of the said books etc., would be a rich source material for the study of History of Andhra Pradesh.

Some of the most important libraries are Hitakarini Samaj Library, Rajahmundry & Vetapalem Library. And the other Libraries in the Districts are given below:

HYDERABAD:	:	Sri Krishna Devaraya Andhra Basha Nilayam. Nizamia Libraries Salarjung Library, Andhra Viveka Vardhani, Library, Vemana Andhra Basha Nilayam.
SRIKAKULAM	:	Palakonda Reddy Library, Public Literary and Library Society.
WEST GODAVARI	:	Naoroji Grandhalayam, Veerasingam Kavi Samaj Grandhalayam, Kumudhaivalli.
MAHABOONAGAR	:	Bala Saraswathi Grandhalayam. Sita Rama Anjaneya Grandhalayam.
MEDAK	:	Ananda Grandhalayam Andhra Vignana Grandhalayam
EAST GODAVARI	:	Town hall reading room, Rajahmundry, Saraswathi Vidyapeetham, Kakinada.
KURNOOL	:	Reading Room, Nandyal, Sri Venkata Sarma Nigam, Markapur.
NALGONDA	:	Library at Kasthale and Chardor.
KHAMMAM	:	Andhra Basha Nilayam
NELLORE	:	Town Hall Reading Room, Nellore, Rama Krishna Grandhalayam,
GUNTUR	:	Govada Library Bapatla Library.
KRISHNA	:	Gudivada-Library, Rama Mohan Library, Vijayawada.

THE TRADE UNION RECORDS:

Trade Union Records throw light on the labour strikes, economic impact of the financial legislation, emergence of towns and the relations between management and the Unions. It also helps to study the implementation of labour laws. labour working conditions etc., The records of INTUC, CITU, HMS, are also to be collected.

POLITICAL PARTIES:

Records of all political parties i.e., Congress, CPI, CPI (M), CPI (ML), Swatantra Party, Krishilok Party, Socialist Party, Telangana Praja Samithi, Telugu Desam, Majlis Itehad Musleeman etc. are to be centralised.

SOCIAL AND RELIGIOUS RECORDS:

There is a mass of religious and historical material available at several temple centres. The palm leaf manuscripts, rare books preserved in the temples are extremely valuable for study of religious history on Saivism, Vaishnavism, Veerasaivism Aradhya Saivam, History of Mutts, Majids, Langar Khanas, Dargahs, Churches, Schools, Hospitals etc., maintained by Religious Institutions including theological schools and colleges.

SURVEY AND ACQUISITION OF OLD NEWSPAPERS:

Survey and acquisition of old newspapers, journals is essential as the newspapers reveal the contemporary issues and reactions of the society on varied aspects. Press played a prominent role in moulding and shaping the Freedom Struggle.

Some of the places and institutions having valuable newspapers in the state are as follows:

MAHBOOBNAGAR DISTRICT	:	Duneb, Tameer (Urdu), Palmour (Urdu).
ADILABAD DISTRICT	:	Lokanithi (Hindi and Urdu) Hamara Samaj (Urdu).
MEDAK DISTRICT	:	Raftar-e-siast (Urdu) Sanga Reddy.
WARANGAL DISTRICT	:	Telugu patrika (Monthly) Saiva Prochavi, Boshha (weekly) Kakatiya, Chitra, Vidhitra, Dayal (Urdu)

MUGHAL RECORDS:

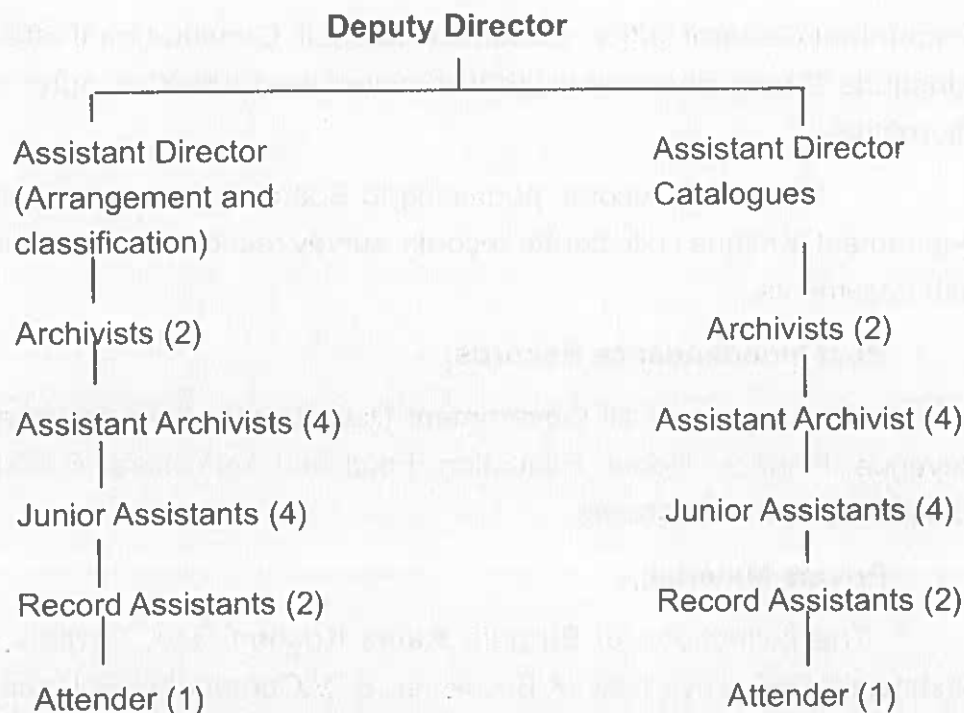
Among the various categories of records preserved in Andhra Pradesh State Archives and Research Institute, the Mughal Records are the earliest series of records and they throw light on various aspects of Mughal administration. These records pertain to the periods of Shah Jahan (1628-1658 A.D.) and Aurangzeb (1658-1707 A.D.) and total documents constitute 1,55,000.

Following are some of the important aspects covered in the documents.

1. Farman
2. Nishan
3. Yaddasht-i-Ahkami-Muqaddas.
4. Parwans.
5. Siyana-i-Huzur
6. Siyaha-i- Waqui
7. Dastur-ul-Amal.
8. Yaddasht-i-Ahkam-i-Maqaddas
9. Roznancha-i- Waqai Daily news reports
10. Siyaha-i-Chauki Staff established as Chankies.

Additional staff component required is:

- | | | |
|-----|----------------------|-----|
| (1) | Deputy Director | (1) |
| (2) | Assistant Directors | (2) |
| (3) | Archivists | (4) |
| (4) | Assistant Archivists | (8) |
| (5) | Junior Assistants | (4) |
| (6) | Record Assistants | (4) |
| (7) | Attenders | (2) |



Pre-Mutiny Records (1600-1857A.D.)

The records of the East India Company period are entirely in manuscript volumes. The records pertain to the Pre-Mutiny period. They are the proceedings volumes, the consultations, the original consultations and letters to Fort St. George from H.E.I.C's court of Directors in England and letters from St. George in the Company's court of Directors.

In addition to the District Collectorates of Andhra the Registration Department comprising 2,167 volumes covering the period upto 1857 are preserved in this Department.

Minimum Additional Staff required:

1. Assistant Director.
2. Archivists.
3. Assistant Archivist.
4. Attender (Computerisation and Microfilming).

Pre-Independence records:

The Department of Political, Army, Agriculture, Labour, Industry,

Accountant General Office, Executive Council, Constitutional affairs etc., constitute 2 lakh documents. (entire collection to be Computerised and Microfilmed)

The Andhra records pertaining to Board of Revenue, Registration Department, Krishna collectorate records, survey records constitute another 2 lakh documents. ,

Post Independence Records:

The records of all Government Departments have to be acquired Revenue, Finance, Home, Education, Food and Agriculture, Public works, Panchayat, Law, Welfare etc.,

Private Material:

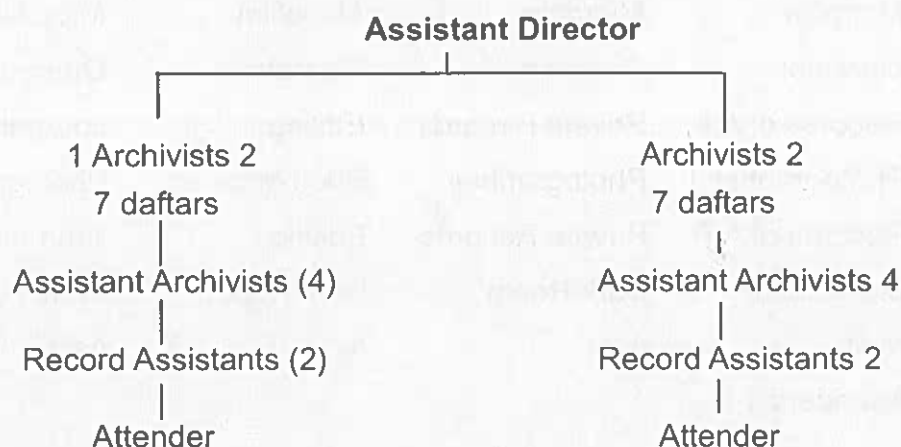
The collections of Burgula Rama Krishna Rao, Vavilala Gopala Krishnaiah, Ramaraya Kavi, K.B.Krishna, B. V:Gurumurthy, P.Jagan Mohan Reddy, Pragada Kotaiah, etc., are preserved in the Andhra Pradesh State Archives & Research Institute. The above collections cover the period (1900-1947).

Some of the other important collections in the Archives are the following:

SI.No.	Name of the Collection	Period	Quantity
1.	Khawagi Banda Nawab collection	1412-1687	930
2.	Hussain-Ali- Yafai	1534-1889	167
3.	Bhiyan Siddiqui	1562-1897	39
4.	Sajjad Ali collection	1599-1900	975
5.	Mir Hasam Ali collection	1607-1781	49
6.	Hamid Siddiqui collection	1646-1940	1589
7.	MirAlauddin collection	1673-1780	29
8.	Panchakhi	1712-1814	
9.	Moinuddin Ali Khan	1777-1896	
10.	Mohammed Moinuddin	1789-1806	

Additional Staff component required:

(1)	Assistant Director	1
(2)	Archivists	4
(3)	Assistant Archivists	8
(4)	Junior Assistants	2
(5)	Record Assistants	4
(6)	Attenders	2

**The Records of Hyderabad State 1884-1948**

The Catalogues for the following Secretariat Departments of the Asaf Jah period have to be prepared.

1. Revenue 1853-1945
2. Home 1884-1948
3. Army Head quarters 800 Budha 1857-1948.
5. Executive Council files 33,055 1883-1948.
6. Commerce and Industry 1917 - 1948.
7. Constitutional Affairs 6762 files 1929-49.
8. Agriculture 15,000 files 1898-1956
9. Education 37 ,561 files 1863-1952.
10. Labour circulam 2,880 files 1929-1950.
11. Local Government 1,297 files 1936-1940.

Additional Staff Component required for Microfilming Unit :

- (1) Assistant Director (Microfilm)
- (2) Microfilm Operators (4)
- (3) Photographers (8)
- (4) Dark Room Assistants (8)
- (5) Attenders (4)

ASSISTANT DIRECTOR

Microfilm Operator	Microfilm Operator	Microfilm Operator	Microfilm Operator
Records of A.P.	Private Records	Editing	Journals
Photographer	Photographer	Photographer	Photographer
Records of A.P.	Private Records	Editing	Journals
Dark Room Asst.	Dark Room Asst.	Dark Room Asst.	Dark Room Asst.
Attenders 4			

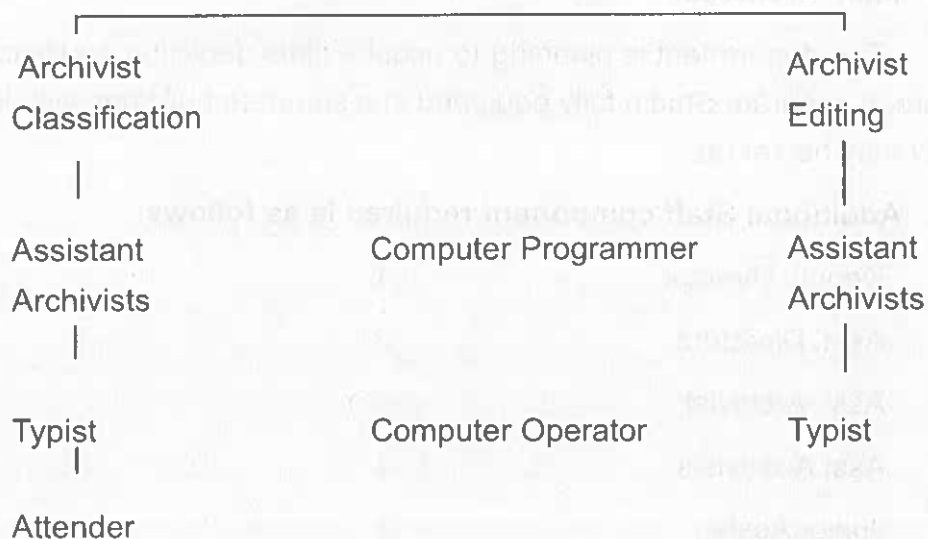
Index to the Freedom Struggle material in Hyderabad and Andhra Areas.

Preparation of an Index to History of Freedom Movement in Hyderabad and Andhra area 1850-1947 is essential.

Additional Staff Component required :

- | | |
|---------------------|-----|
| Assistant Director | (1) |
| Archivists | (2) |
| Asst. Archivists | (3) |
| Record Assistants | (2) |
| Computer Programmer | (1) |
| Typists. | (2) |
| Attender | (1) |

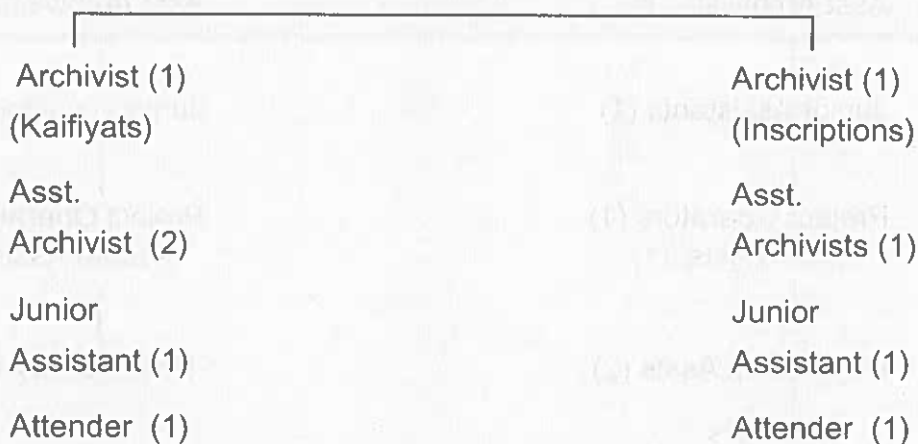
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ASSISTANT DIRECTOR**Meckenzie and Brown Collections:**

To bring out extensio publications on Mackenzie and Brown Collections.

The following staff component is needed.

Assistant Director	1
Archivists	2
Asst. Archivists	4
Junior Assistants	2
Attenders	2

ASSISTANT DIRECTOR

Film Archives:

The department is planning to acquire films depicting on History and Culture. A separate Studio fully equipped in a separate buildings with internet facility may be set up.

Additional Staff component required is as follows:

Deputy Director	1
Asst. Directors	2
Asst. Archivist	4
Asst. Archivists	4
Junior Assts.	2
Record Assts.	2
Dark Room Assts.	4
Project Operator	2
Attenders/Film Cleaner	2
Film Editor	1

DEPUTY DIRECTOR (Films)

Asst. Director (1)
|
Archivists (Survey) (2)
|
Asst. Archivists (2)
|
Junior Assistants (1)
|
Project Operators (1)
Record Assts. (1)
|
Dark Room Assts (2)
|
Attenders

Asst. Director (1)
|
Archivists (2)
Reference Media
|
Asst. Archivists (2)
|
Junior Assistants (1)
|
Project Operators (1)
Record Assts (1)
|
Dark Room Assts(2)

Microfilming of records:

The following newspapers have to be microfilmed:

- 1) Purushartha Pradhayini
- 2) Abinaya
- 3) Andhra Ranjani
- 4) Nava Shakti ,
- 5) Kalinga, etc. consisting of about 300 periodicals,

The journals, the newspapers etc. cover the social, economic, religious, political and cultural fields. They are rich source material on contemporary events. There are about 5,00,000 Documents which have to be microfilmed and the microfilming involves various stages.

Additional Staff component Computerisation of Records:

The reference media suggested at items 2,3,4,5 and 8 have to be computerised.

Staff components Archival Publications:

A half yearly research journal in History, Archives-keeping and Indology entitled, Itihas is being published since 1973 and so far 26 volumes have been brought out.

The department is seriously thinking to convert it into a quarterly Journal.

2) Publication of Mughal Documents :-

So far 5 volumes pertaining to Aurangazeb' s reign have been published and a volume consisting of documents of Shahjahan's reign.

3) Mackenzie and Brown Collections:

Basing on Mackenzie and Brown Collections, the department has so far brought 9 District Kaifiyats and Inscriptions of 3 districts.

District Kaifiyats of Mackenzie and Brown collections are to be published on :

- (a) Telangana area.
- (b) The kaifiyats for the districts of Chittoor, Cuddapah, Anantapur, Kurnool, East Godavari.

(c) The temple and mutt histories of Ahobilam, Srisailam etc.

(d) The geneological histories of the provincial and selected documents of Asif Jahi rule.

The publications which are out of stock have to be reprinted.

PUBLICATIONS ON THE FOLLOWING SUBJECTS ARE ALSO TO BE UNDERTAKEN:

- 1) Selected documents on womens welfare 1900-2000 A.D.
- 2) Selected documents on prohibition.
- 3) Selected documents on land reforms
- 4) Selected documents on Agrarian reforms
- 5) Selected documents on working of Rayalaseem Development Board.
- 6) Selected documents on working on Telangana Regional Committee.
- 7) History of Trade Union Movement in Andhra Pradesh (1940- 2000) AD
- 8) History of Business Communities (1800-2000) in 4 volumes.
- 9) European Companies in Andhra Pradesh (1700-1947 A.D.).
- 10) Documents on proscribed Literature 1900-1947.
- 11) Archival Administration through the Ages.
- 12) Modern Archival Administration Theory and Practice.
- 13) Modern Conservational Techniques
- 14) Hand book for the upkeep of records.

Additional Staff required

- | | | |
|-----------------------|-----|--------------|
| 1) Deputy Director | (1) | (Editor) |
| 2) Assistant Director | (2) | Joint Editor |
| 3) Archivists | (2) | |
| 4) Asst. Archivists | (4) | |
| 5) Junior Assistants | (4) | |

- 6) Record Assistants (4)
7) Attenders (2)

DEPUTY DIRECTOR

<p>Asst. Director Editing Archivist Asst. Archivists Proof (2) Junior Assistants (4) Record Assistants (2) Attenders (1)</p>	<p>Asst. Director Sales Archivists Asst. Archivists (2) Record Assistants (2) Attenders</p>
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Research Fellowship and Monographs:

The Andhra Pradesh State Archives has awarded fellowships for Ph.D. students. So far 82 scholars got Ph.Ds based on Archival material,

The Andhra Pradesh State Archives intends to enhance the fellow ship amount par with the University Grants Commission fellowships. Number of fellowships are to be raised to 20 from the present 4 Full time and 4 partime.

SELECTION OF MONOGRAPH:-

Monographs basing on original sources, new influences on Andhra society will be taken up for publication. National participation in academic bodies like Indian History Congress, Indian Historical Records Commission and also presentation of a well documented research papers by the staff at the said seminars is to be encouraged.

- c) Weekly lecture programmes on various topics on History and Culture of Andhra Pradesh is planned.
- d) Archival workshops have to be organised in all Mandal Revenue headquarters.
- e) Special Book exhibitions have to be put up at all important Towns in Andhra Pradesh, and on the occasion of Industrial exhibition and other important state level functions.

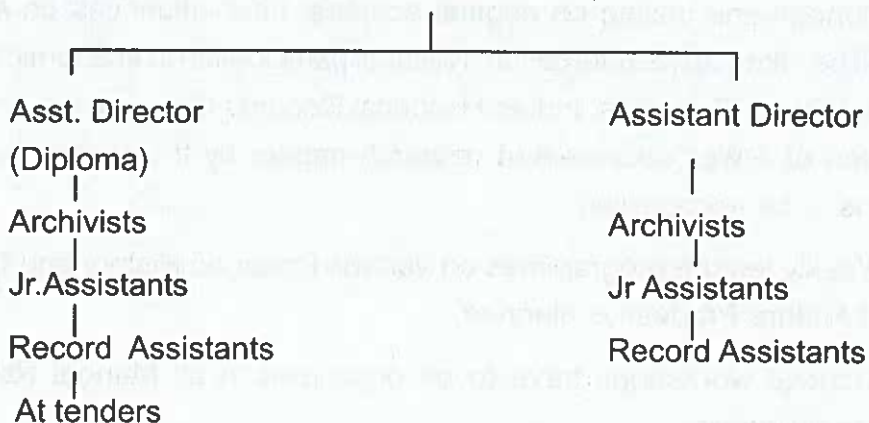
2) LECTURE PROGRAMMES :

- A) To contact the scholars
- B) Fixing appointments with them
- C) Giving Publicity to the programme
- D) Topics on Archival awareness and tapping the sources.

Establishment of School of Archival Science:

To promote archival consciousness among the keepers of records in the State setting up a separate school of Archival Studies on the model of National Archives of India, New Delhi, is absolutely necessary.

1.	Deputy Director	...	1
2.	Asst.Directors	..	2
3.	Archivists	..	4
4.	Asst.Librarian	..	1
5.	Record Assistants	..	2
6.	Junior Assistants	..	2
7.	Attenders	..	2

DEPUTY DIRECTOR

Also the department intends to organise training proficiency to the Government staff in all 1605 Mandals in the state. So far the department has provided training to 250 officials in the state.

B) One Year P.G. Diploma in Archival Science and Manuscriptology is being conducted by Andhra Pradesh State Archives and Research Institute in collaboration with Osmania University, Hyderabad.

The department is planning to put the Archival studies, at Intermediate standard by applying visual methods of teaching, workshops and .dessertations on Archival Management.

Development of the Stack Area

- A) Air conditioning the entire office.
- B) Installation of fire fighting equipment installing Automatic Fire fighting equipments.
- C) Construction of quarters to scholars.
- D) Digging of two more bore wells.
- E) Installation of fumigation plant.

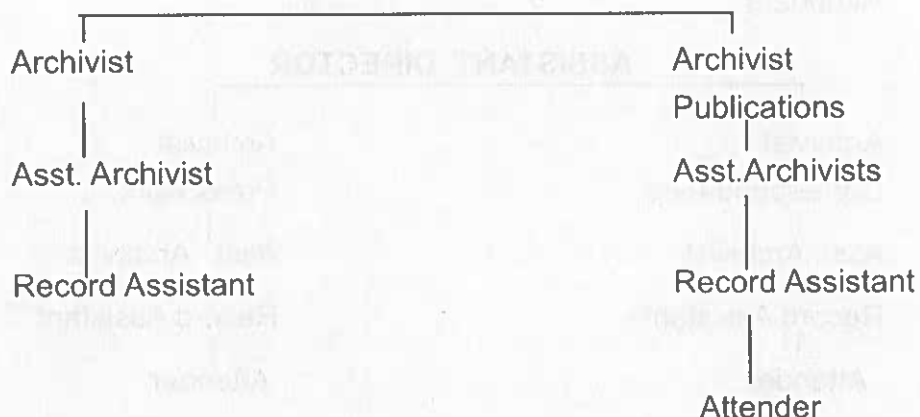
Documentation:

There are about 30,000 documents Printed books, booklets etc preserved in A.P. State Archives and Research Institute. Because of lack of space the documents from 1962 onwards are not received from the Government..

Additional Staff Component required :

1.	Asst. Director	..	1
2.	Archivist	..	2
3.	Asst. Archivists	..	4

ASSISTANT DIRECTOR



Archival Museum:

To create awareness among the students and general public, the existing Museum has to be developed on the following lines.

- A) Establishment of Mobile Archival Museums.
- B) Exhibits high lighting the socio-economic, religious and political aspects of the region, districts as the case may be.
- C) Exhibits of the photos of the freedom fighters, Zamindars, social Scientists.
- D) Exhibits of the documents of the signature of the above personalities.

Vehicles:

Vehicles for all the 5 present Regional and 22 Future offices, one Mobile Van for Museum and one more van to bring in coming records have to be provided.

Comprehensive History of Andhra Pradesh :-

Andhra Pradesh State Archives intends to publish 6 volumes of Comprehensive History of Andhra Pradesh covering the period from 1150 to 1983. The volume I covers the period from 1150-1687 A.D. Bibliography for first volume (1150-1687) is under progress.

Staff Component:

Asst. Director (Editing)	...	1
Archivists	...	2
Asst. Archivists	...	2
Record Assts,	...	2
Attenders	...	2

ASSISTANT DIRECTOR

Construction of Permanent Archival Building: (Present regional and future district offices:

Construction of own buildings to all the 5 Regional Offices at Visakhapatnam, Rajamundry, Tirupati, Anantapur, and Warangal have been proposed. The buildings have to be constructed with archival design keeping in view of the humidity and temperature of the area.

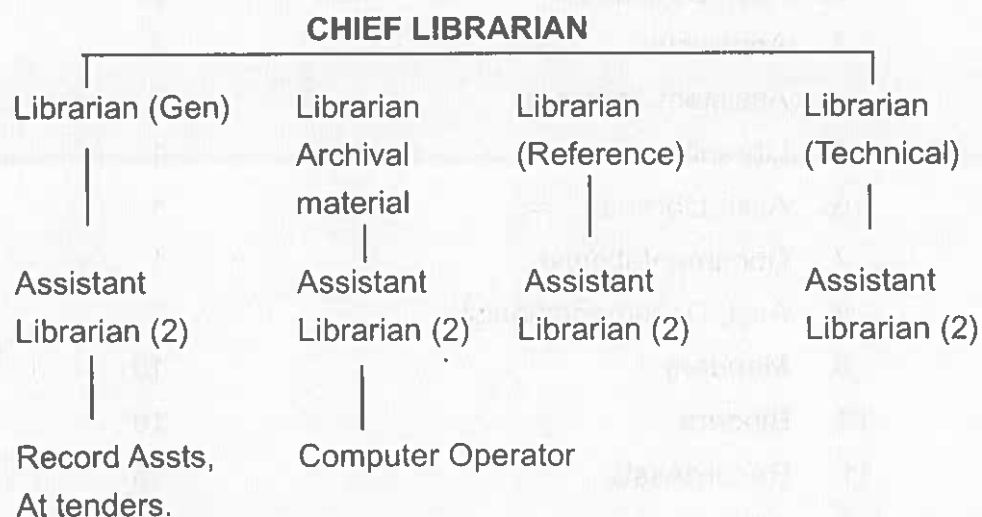
Archival Library :

In order to encourage research studies on preservation and Conservation, archival administration and management, reprography and microfilming there is an Archival library and there are 25,000 books.

Additional Staff Component :

To strengthen Archival Library the following staff is required:-

1. Chief Librarian (Gazetted)	...	1
2. Librarian (Non-Gazetted)	...	4
3. Asst. Librarians	...	8
4. Computer Operator	...	1
5. Record Assistants	...	2
6. At tenders	..	2



Administrative Block :

A separate administration block is to be constructed with the following installations :

1. Fax, Mail.
2. Xerox unit
3. Computerisation of service matters Pay etc.
4. Computerisation of Service rules.
5. Creation of Joint Director for administration assisted by Deputy Director.

Additional Staff:

Superintendents	2
Sr.Assistants	4
Fax & Email Operator	1
Xerox Operator	1

Interim Repository:

The modus operandi to establish Interim Repository is to centralise records covering the period from 1880 to 1956.

Additional staff component :

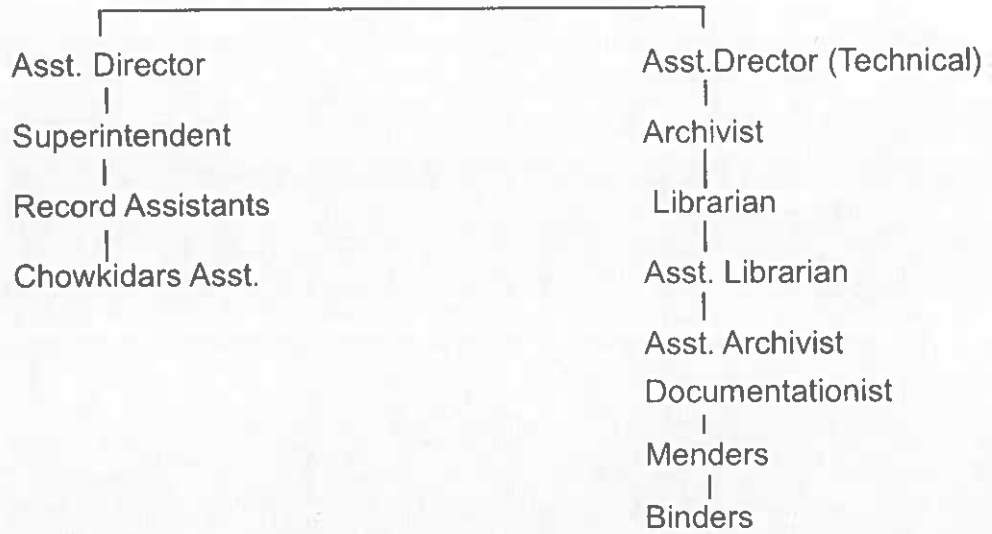
1. Deputy Director	..	1
2. Asst. Directors	..	2
3. Archivists	..	4
4. Assistant Archivists	..	2
5. Librarian	..	1
6. Asst. Librarian	..	1
7. Documentationist	..	1
8. Asst. Documentationist	..	1
9. Menders	..	10
10. Binders	..	10
11. RecordAssts.	...	15
12. Attenders	..	5
13. Sweepers	..	3

VISION

DEPARTMENTAL MANUAL

14.	Chowkidars	..	2
15.	Superintendent	..	1
16.	Photographer	..	1

DEPUTY DIRECTOR



NOTES

HYDERABAD RESIDENCY

The Hyderabad Residency was established in 1779/80 when J. Holland of the Madras Civil Service was appointed resident. The succession of residents was unbroken from that date until the lapse of paramountcy in 1947. From 1853 to 1893 the Resident also held administrative charge of the province of Berar and from 1853 to 1860 of certain district in the Raichur Doab and on the western frontier of Hyderabad.

RESIDENCY RECORDS

Indexes	1782-1938	26v
Correspondence to and from the resident	1785-1884	89v
Extracts of correspondence	1790-1873	3v
English proceedings of the Inam Commission	1850-51	5v
Inward diary registers	1946-48	14v
File movement registers	1946-52	28v
Service books and leave accounts	1906-48	50v
Contingent registers and contingent bills	1924-1953	13v 7bdls
Acquittance rolls	1895-1953	26v
Pay bills	1915-53	33bdls
Registration of foreigners		19bdls
Registers showing establishment changes	1915-51	6v
Registers of births and deaths	1891-1945	9v
Marriage register books	1898-1947	4v
Miscellaneous papers		1 bdl
Files		
Accounts branch	1896-1953	47bdls
Judicial	1916-47	11bdls
Political and War	1832-1948	43bdls
Confidential	1938-48	1 bdl
P.W.D and State Counsellor's	1902-53	1 bdl
Miscellaneous		1 bld

Mughal Records

The fund of the Mughal Archives preserved in the State Archives and Research Institute of Andhra Pradesh comprise about 1,50,000 folios relating to the reigns of Shah Jahan (1628-1658 and Aurangzeb (1658- 1707)

In addition to this magnificent lot more are several family and private collections acquired by the State Archives and Research Institute since 1966. These collections also contain a good number of Mughal documents.

These archives amply add to or rectify the chapters of the history of the Mughal subah of the Deccan in particular and the Deccan in general. In their very essence, these documents present a graphic picture of the Mughal jagirdari system in the Deccan, with its administrative, economic and strategic operation. The subjects dealt with in these documents may be broadly classified as below:

- (a) Grant, enhancements, decrease, termination and transfer of jagirs.
- (b) Grant, promotion, reduction and termination of mansabs.
- (c) Reports on the Hal Hasil of the areas held by jagirdars.
- (d) News reports from various jagirs of the Mughal subah of the Deccan as well as the reports of the Mughal intelligences from the territories of the kingdom of Golconda and Bijapur.
- (e) Diaries of the court..
- (f) Reports on the postings and attendance of mansabdars.
- (g) Reports on the verification of mansabdar and the branding of their horses.
- (h) Identification rolls of mansabdars and jagirdars.
- (i) Census Reports.
- (j) Inventories of the Government treasuries, arsenals and store houses of various forts.
- (k) Manuals of rules and regulations.
- (l) Accounts of jagirs and mansabs.
- (m) Accounts of tributes paid by the rulers of the Deccan.

- (n) Maintenance of law and order.
- (o) Agreements between the Government and manasabdars and others in respect of identification, bail, branding of horses, etc.

The records relating to the reign of Aurangzeb preserved in the State Archives and Research Institute, Andhra Pradesh form a continuity and run in perfect sequence with the records of the reign of Shah Jahan.

Regarding the physical aspect of the documents these are the pieces of hand made paper of a good strength. The prevalent size of these records is 4" to 7" but some of them like Farmans, Nishans, Wajibul Arz, etc., are of a size measuring to 32" X 15", 34" X 17", 25.5" X 12.5".

The text has been written in black indelible Indian ink and the pen used is of a broad point. The ink-containing glue has provided a chance for the folios to get stuck together. It is on account of the same reason it has been noticed that in some cases the text of one document has left its impression on the other. But such type of accidental over- print is found in case of a very small number of documents.

These Archives are generally in a good state of preservation but some of those acquired from Aurangabad are marginally burnt sometimes even to the extent of damaging the text. A few are water stained and a few extremely brittle.

These documents are all in Persian written in shikista style of writing. But some documents like Farmans and Nisans are found in excellent nastaliq

Every document, generally, contains dates in terms of Arabic months and Regnal years or in terms of Ilahi months and Regnal years. In many cases the names of days are also indicated. Regnal year corresponds to the Hijra Era which is a lunar weighthment.

Some documents contain dates in Arabic as well as Ilahi months with regnal and Hijra years both in words and figures. These are always the dates of subsequent official action taken in respect of a case. But all the grants of jagirs are made in terms of Turkish Era which is a cyclic solar weighthment. The cycle of the Turkish Era comprise of twelve years. According to Alberuni this Era has been devised by improving the Syro-Macedonian (The Roman) Era.

Turks added nine to the older system and divided the whole by twelve. The remainder showed the year of cycle. Abul Fazl, further reexamined it and declared it erroneous by one year. He therefore proposed to add seven to the Mulki Era or the Seljuquide system and divide the whole by twelve. The remainder would be the number of the year in the cycle which began from Sijqan II or the mouse. A table of all the cyclic years of Turkish Era has been appended at the end of this volume.

Most of the documents bear impressions of seals. These seals are of a considerable variety. Original Farmans and Nishans have the impression of the seals of the Emperor and Princes respectively. Other documents bear the seals of the noble in charge of administration. Every seal contains the year when it was engraved. As and when the rank or the title of some noble was enhanced a new seal of his name was engraved. Hence more than one seals of some nobles are traceable with different dates.

It needs to be pointed out that it was a practice of Daftar-Diwani, Hyderabad (now State Archives & Research Institute, Andhra Pradesh) to affix a small official seal on all the records in its custody. This small seal reading "Daftar-i- Diwani" has been affixed in purple ink on the top of every folio of Mughal records when they were transferred to the Daftar-i-Diwani in 1916. This should not be mistaken for a Mughal seal.

Sl.No.	Types of papers.	Brief definition
(1)	(2)	(3)
1.	Arz-o-Chehra	Descriptive roll.
2.	Awarija	Ledger
3.	Barawurd	A pay bill.
4.	Chitthi .	A Chitty; A Chit
5.	Dastak	An order; a warrant
6.	Dastak-i-Rahdari	Passport.
7.	Dastak-i-Saqti-i-aspan	Orders regarding casuality of horses
8.	Dastak-i-Tariyunat	Orders of Posting
9.	Dastak-i-Dagh-o- Tashiha	Orders relating to the verification and branding.

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10. Dastur-ul-' Amal	A manual ; A set of rules.
11. Farman	..	A Firman.
12. Fehrist -i-mulaziman	..	List of Imperial servants.
13. Hazir Zamini	..	Security bond for personal appearance.
14. Hukm	..	Order.
15. Illtimas	..	Petition.
16. Iqrar Nama	...	A bond.
17. Mahzar Nama	...	A written collective attestation.
18. Muchalka	A security or indemnity bond.
19. Nishan	..	An order issued by a member of a royal family.
20. Parwancha	..	Royal orders.
21. Qabzul wasul	...	Acquittance roll.
22. Roznamcha.	...	Daily diaries relating to subjects like verification, branding or attendance, etc.
23. Sanad.	..	A written authority for holding either land or office.
24. Saqti Namah	..	A casualty list of horses.
25. Siyaha-i-Huzur	..	A Court diary.
26. Siyaha-i-Sawaneh	...	An intelligencer's report.
27. Siyaha-i- Waqai	..	A diary of events.
28. Siyaha-i-Chauki	..	Diary relating to the outposts.
29. Siyaha-i- Tashiha	..	Muster roll
30. Siyaha-i-Amwal	..	Details of the effects of a deceased.
	

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- | | | |
|----------------------|----|---|
| 31. Tumar | .. | A document relating to accounts or containing reports of battles. |
| 32. Turmar-i-Haziri | .. | An attendance roll. |
| 33. Wajib-ul-' Arz . | .. | A note submitted by an inferior to a superior seeking his orders. |

There are a considerable number of documents entitled Yaddasht. A Yaddasht is an official memorandum issued on a variety of subjects. It may be noted that there are certain set patterns of Yaddashts relating to almost every subject. This collection comprises of Yaddashts relating to subjects as specified below:

- | (1) | (2) | (3) |
|-----|-----------------------|---|
| 1. | Mauqufi-i-Mohr .. | Discontinuance of seal. |
| 2. | ' Adai-i-raqam .. | Payment of cash. |
| 3. | ' Ata-i-Jagir .. | Grant of jagir. |
| 4. | ' Ata-i-mansab .. | Grant of mansab. |
| 5. | ' Ata-i-maratib .. | Gradation of ranks. |
| 6. | ' Ata-i-Rozina .. | Grant of daily subsistence. |
| 7. | ' Ata-i- Tankhwah .. | Grant of salary or stipends etc., |
| 8. | ' Ata-i-Alufa .. | Grant of subsistence. |
| 9. | ' Ata-i-yaumiya .. | Grant of daily allowance. |
| 10. | ' Awraq-i-chehra .. | Preparation of descriptive rolls. |
| 11. | Bahali-i-mansab .. | Restoration of mansab. |
| 12. | Bahali-i-Yaumiya .. | Restoration of daily allowance. |
| 13. | Bara-i-Mohr .. | Regarding seal. |
| 14. | Bar-awurd .. | Memorandum regarding a pay bill. |
| 15. | Bartarafi-i-mansab .. | Termination of mansab. |
| 16. | Chauth .. | Chauth. |
| 17. | Fauti Nama .. | A document stating the death of an incumbent. |
| 18. | Farari .. | Regarding a run away or deserter. |

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19. Farahami-i-ghalla	.. .	Supply of food grains-
20. Ghair Hazir	..	Absence.
21. Hal-Hasil	..	Actual Revenue
22. Haqiqat	..	Particulars of ranks, etc.
23. Haziri	..	Attendance.
24. Hisab	..	Accounts
25. Ijrai-i-salyana	..	Issue of annual allowance.
26. Ijrai-i-tankwah	..	Issue of salaries.
27. Ikhrajat-I-Ahsham	..	Expenditure of forces;
28. In' am	..	Grant of tax free lands.
29. Intezam-i- Tope Khana	Management of arsenal.
30. Irsal-i-raqam	...	Remittance of money.
31. Izafa-i-dihat	..	Increase in the assignment of villages.
32. Izafa-i-mansab	..	Increase in mansab.
33. Izafa-i-tankhwah	..	Increase in salary.
34. Kami-i- Tankhwah	..	Decrease in salary.
35. Kami-i-mansab	..	Decrease in mansab.
36. Khazana	..	Treasury.
37. Mansabdaram-i- Shahi khil at yafta	..	Mansabdars who were conferred robes of honour.
38. Maujudat-i-Tope Khana	...	Stock in an arsenal.
39. Maujudat-i-Aspan	..	About horses.
40. Mulazamat	..	Appearance in the court.
41. Mumani at -i-Amal-i-Waza	..	Prohibition of certain deductions.
42. Mardum-o-Bahaim Shumari	..	Human and cattle census.
43. Peshkash	..	Offerings; tributes.

44. Qiyam dar jagir	..	Permission to stay in jagir.
45. Rasid-i-Nishan	..	Receipt of a Nishan.
46. Rawanagi-i-aslaha	..	Despatch of arms.
47. Rukhsat	..	Leave.
48. Tafawut	..	Difference (in grnts).
49. Tajweez; i-jagir	..	Assignment of jagirs.
50. Tahwil	..	Transfer (of cash or treasury).
51. Ta' iyunat	..	Postings.
52. Talab-i- Tankhwah	..	Claim of salary.
53. Ta'meerat	..	A repair and construction of buildings.
54. Tankhwah	..	Salary; stipend.
55. Tajweez-i-zamin	..	Allotment of lands.
56. Taqarrur-i- Tankhwah	..	Fixation of salary.
57. Tashiha	..	Muster or verification.
58. Tasdiq-i-Hazri	..	Certificate of attendance.
59. Tasdiq-i-Mahiyana	..	Certificate of monthly allowance.
60. Wusul-i-Khazana	..	Receipt of treasury.
61. Zabita	..	Regulations.

The multiform variety of these documents manifest that they pertain to various administrative branches like Sarrishta-i-Abwab-ul-Mal; Sarrishta-i-Arbab-ul- Tahwil; Sarrishta-i- Bakshigari and Sarrishta-i- Istifa, -etc. Some of the documents are original, in the draft or final form, while a considerable number of them comprises official copies communicated from one branch of office to the other. The text of each document has a traditional pattern and normally covers an octavo of a folio and in some cases the full space of two to three folios. Still documents running over several folios are available which is mainly on account of enclosures. The enclosures may either be on separate folios

attached and paginated with the main or incorporated in the space available marginally around the main documents.

Being handled in different ways from the times of their acquisition the folios of one document had got mixed up with the folios of other. Moreover the folios of the records pertaining to the reign of Aurangzeb were also mingled with those of Shah Jahan. Through a labour of several years the chaos has been neatly sorted out and the folios of each document restored to their natural place. However while restoring folios to a unit it has been realised that some of the folios are missing.

As a measure preliminary to a detailed cataloguing, these documents have been registered and an inventory has been prepared entering them in chronological order. It is at this state Accession numbers have been assigned to them.

The classification of these documents, for the purpose of a catalogue, was possible in more than one ways. However, these have been classified here according to their nature such as Farmans, Parwanchas, Siyaha-i-Huzur, etc., the documents of each nature have been described in a separate chapter. At the same time while dividing them to suit the convenient volumes of a catalogue it has been felt that the quantum of each type is variable from the paucity of a single document in one case to the immensity of hundreds of them in the other. Moreover some of the papers closely relate to each other while others have nothing in common. Therefore to obviate probable complications such documents have been included in a volume which could be conveniently dove-tailed with each other, keeping a view their quantum as well.

The scheme of the entire work has therefore been designed as below:-

1. FARMAN

A farman (Firman) is an edict or order issued by an oriental sovereign. Though the Farmans of all the medieval Indian rulers have the same basic pattern, yet they vary in details of form and style of writing, diction and size etc.

Farmans of the reign of Shah Jahan are characteristically Mughal with the following main features:

These Farmans are generally of a size of 82.5 X 39.5 cm. of a hand made paper and are written in excellent Nastaliq.

On the top portion of it a religious phrase 'Allah Akbar' is super scribed, which is generally in vermilion colour. Below it there is a Toghra (monogram) which is painted in vermilion colour with black dots and strokes covering a rectangular space of 7.0 X 5.5 cm. The text of " Tughra has been detailed in the transcription of the sample document given below. The imperial seal is affixed on the right side of Tughra. This is a square seal of 5.7 cm. bearing the monarch's name and genealogy. ,

The text of Farman commences from below the seal and monogram. It may be generally read into three sections all knit together in one or two complex sentences. The first section contains the history of the case or the name of addressee; the second carry actual orders for which a Farman has been issued and the third section contains (i) orders to all those concerned. (ii) the conditions of grant or the instructions to be observed while carrying out the orders and (iii) the date.

The date is indicated either in Ilahi months and regnal year or Arabic months with regnal or Hijra year or both. It may be indicated either in figures or words or both or partially in figures and partially in words.

A Farman may have many entries on its back. The most important of these entries is Zimn or' Ibarat-i-Zuhri. This entry details the history of the case and full particulars of a grant such as the amount of grant, the nature of grant and the place of grant etc.

Besides Zimn there may be other entries made by the Waqiah Nawis and other officials. The receipt of the copy of a Farman has also been acknowledged on its back in many cases. Many such entries are made under the seal of the concerned official.

2. NISHAN

Literally Nishan means a sign, signal, mark, impression, emblem, an ensigh, a flag. In Mughal administration a Nishan is similar to a Farman in respect of its size and general form. The first two lines of a Nishan are shortened as it is done in Firmans. The main text is also similar to a Farman.

A Nishan is distinguished from a Farman in respect of the following:

- (i) It is issued by a prince whose seal is affixed on the top.
- (2) A Nishan contains two Tughras:
 - (i) The one on the upper side reads:
"According to the Farman of the Emperor Shah Jahan Sahib Qiran-i-Sani".
 - (ii) The other below reads:

The colour scheme of the Tughras of these Nishans varies from prince to prince.

A Nishan issued by Shah Jahan During the reign of Jahangir has been included in this volume. This Nishan varies from the Nishans of the reign of Shah Jahan in some details. It has only one Tughra, which indicates that it is a Nishan issued by Prince Khurram, son of Nooruddin Jahangir.

The opening line of this document also indicates that it is a Nishan.

4. PARWANA OR PARWANCHA

A parwana is an administrative document issued by a king or a noble. In respect of its form and significance it is like a Sanad. Normally a Parwana is issued in the name of a King. In Mughal administration it was called a Parwancha as well. It bears the seal of the issuing authority.

A Parwancha deals with subjects like grant or enhancement of jagir, mansab or the sanction of salary etc. Sometimes a Parwana is issued by way of Takid or a reminding injunction.

The text of Parwancha comprises several items. It opens with the list of addressees like Deshmukhs, Deshpandyas etc. Then the nature and conditions of grant are detailed. It ends with instructions to the addressees as well as the grantees. The date is recorded at the end. Like a Farman or Sanad a Parwancha also contains a Zimn on the reverse which holds the history and the detailed particulars of the grant.

The Parwanas or Parwanchas described in this chapter are attested copies retained in the office of the Bakhshi-ul-Mulki. These copies therefore vary in their form from their originals. These copies may have some other

documents like Yaddasht-i- Waqiah or Muchalka etc, incorporated at their end as relevant enclosures.

5. WAJIB -UL -ARZ

A Wajib-ul-Arz is a sort of note submitted by an inferior to a superior seeking orders in respect of the issues specifically and categorically detailed in the note. The items, regarding which orders are sought, are put up in separate columns. The name of the petitioner who submits a Wajib-ul-Arz is given on the top of the document at the beginning of the text. The first item opens with the phrase:

awwal an ke (the first is that) and all subsequent items are detailed with the opening phrase: digar an ke (the other is that). Each item ends with phrases like: 'har che lukm shawad' or 'har che amr shawad' (as may be ordered).

Space is left blank at the end of each item for recording the orders issued in respect of each item. A Wajib-ul-Arz is presumed, to be presented to the king or any other appropriate authority by an Arz Begi and the orders uttered by the authority are entered in the space provided below each item. It is seen that orders are recorded under a superscription 'Allah Akbar'. It is in this way a WaJlb-ul- Arz is written in two different hands.

The dates of such orders are recorded at the end of the orders respecting the last item.

6. YADDASHI-I-MULAZAMAT:

A Yaddashi-i-Mulazamat is a memorandum recorded in respect of a person who has been privileged to pay respect to a Mughal Emperor or his Viceroy, as the case may be, by personally appearing in the Durbar. He had, however, to present by way of offering or nisar some gold coins or jewellery or other suitable articles of gift or at least a little amount of money.

An analysis, of hundreds of Mughal Yaddashi-i-Mulazamat, has revealed the following salient feature of this document:

- (a) It contains the name of the person who had the opportunity of

- mulazamat or paying respect by personally appearing in the Mughal Durbar; and
- (b) the name of his father or a close reference.
 - (c) His rank in the mansabdari system is shown in terms of Zat and Sawar immediately under his name; and
 - (d) The place of his official posting where he came from.
 - (e) The details of offering are indicated under a sub-heading nisar, in case of cash i.e. rupees or ashrafis; and offerings in kind like jewellery, horses, books etc., are shown under a different subheading peshkash.
 - (f) This document also bears the date of appearance in the Durbar. Such date is generally recorded, with reference to the Regnal year only, on the back side of the document but dates have casually been specified, both in words and figures, with corresponding Hirah Year on the top margin of a Yaddashi-i-Mulazamat, in the form of an endorsement.

A Yaddashi-i-Mulazamat generally bears endorsements regarding its perusal, as "mulazamat namood" or "ba nazar dar amad", by the concerned authorities, and sometimes regarding its entry into other relevant documents like Siyaha-i-Huzur etc. Most of the documents of this category have superscription as "Allah Akbar" or sometimes some symbolic stroke standing for Bismillah.

7. SIYAHA-HUZUR

Siyaha-i-Huzur is a diary of day to day happenings at the court. It recorded the King's movements and utterances. A Huzur Nawis was appointed to record Siyaha-i-Huzur. A Huzur Nawis has also been referred to a Waqiah Nawis. Normally quite a good number, ten to fourteen, of such news writers were appointed at the Court. Two of them were required to be present every day. They recorded in the diary what ever the king said or did and whatever the officers brought to his notice. Similarly they recorded all matters related to the routine life of the king such as his appearing at the hall of public audience and retiring to place, his entertainments, public functions and the like.

A Siyaha-i-Huzur, prepared in this way, was supervised by an Amir of high rank present in the darbar. The same Amir would place this document

before the king for approval. After the approval of the king it was passed over to the clerks who prepared copies of each order and report contained in the Siyaha-i-Huzur. Subsequently it was handed over to the person or the officer concerned for record. It was signed by the Parwanchi, the Mir Arz and by the Amir who had laid it before the king. The report thus prepared was called Yaddasht.

Subahdars of the provinces in their capacity of viceroys also kept such diaries which were also called Siyaha-i-Huzur and this volume contains Siyahas of this category.

The document bears its title Siyaha-i-Huzur on the top. Below it the name of the month and Regnal year is indicated, under which the name of the week's day is recorded in Arabic. Below the name of the day comes the date. The name of the day on the first folio is recorded in a long hand stretched from margin to margin, but on subsequent folios it is made short and written close to the name of the month which is just below the title. The total number of folios is indicated on the first folio in Arabic numerical signs. In case of a single-folio-document the number is indicated by the word fard and in case of two folios with the word fardan, in case of several documents the word fard precedes the Arabic numerical sign indicative of the total number of folios. All the subsequent folios bear number in Arabic figures.

Each folio bears an endorsement, on the upper margin, reading ba nazar dar amad meaning 'seen', which is made by the approving authority as discussed above.

SIYAHA-I-SAWANEH

Siyaha literally means blackness, hence it is used for anything written. Sawaneh (PL. of Saneha) means accidents, occurrences or event. Siyaha-i-Sawaneh is therefore a new-report. These new-reports or new-letters may contain account of the occurrences of a place. Sawaneh Nigars (news-writers or intelligencers) were appointed throughout the administrative units of the Empire.

A Siyaha-i-Sawaneh reporting events of a place may comprise news variably of official and unofficial nature. It may record the Emperor's inspection of elephants as one item and the other item may be an incident of thievery in a

private house, the third may be a report about an elopement while the fourth may be a summary trial of a case at a police station and so on and so forth.

As evident from the variability of the items of news, a Siyaha-isawaneh may on occasion overlap a Siyaha-i-Huzur and Siyaha-i- Waqai as a few events have been found, commonly reported in all these three types of documents.

The general pattern of a Siyaha-i-Sawaneh is the same as that of a Siyaha-i-Huzur in so far as the entry of the dates, items of news and other structural and scriptory features are concerned.

9 . SIYAHA- I -WAQAI

Siyaha-i- Waqai is also a news report much similar to Siyaha-i-Sawaneh in form and contents. An analysis of several Siyaha-i- Waqai pertaining to the reign of Shah Jahan and Aurangzeb reveals that this document was as good a news report as a police diary. The events contained in a Siyaha-i- Waqai relate, in one way or the other, to the matters of law and order or other such subjects which are the jurisdiction of police. This document has sometimes been referred to as Siyaha-i- Waqi ' .

It appears from the contents of Siyaha-i- Waqai described in this volume, that these were recorded under the office of Kotwal. Some administrative matters like the appointment of Karoris should have been included in Siyaha-i- Waqai for the reason that information on such matters was communicated to the Kotwali for administrative reasons.

10 & 11. DASTUR-UL- AMAL AND ZABITA

Literally a Dastar means a model. Hence dastur-ul' Amal literally means a model for executing a work . The word Zabita literally mean that which holds firm. In administration it means a rule. These two terms have several other meanings which move round their basic administrative annotations of rules and regulations .

The words Dastur-ul- ' Amal and Zabita have been used as equivalents or in an overlapping way by the compilers of Dastur-ul'Amal and Zawabit (Pl.of Zabita). Sometimes these terms are used together as Dastur-ul- Amal-i-Zawabit.

Dastur and Zabita are inter-related in different ways. Various evidences lead to conclude that a Zabita is subservient to a Dastur.

The Mughal government framed Dastur-ul' Amals (sometimes briefly termed as Dastur only) and Zabitas as sets of regulations and rules governing various aspects of administration. There are many types of Dasturs and Zabitas. For instance Dastur-ul'-Amal-i-Mansabdarān, Dastur-ul'- Amal-i-Naqdi and Dastur-ul- Amal-i-Karkhanajat. Similarly there are Zabitas like Zabita-i-Haziri, Zabita-i- Tashiha Zabita-i-Saqti, Zabita-i-Shash mah. etc.

A Dastur-ul' Amal and Zabita are framed by an Imperial authority and it is incorporated in the Yaddasht--i- Waqiah together with the orders of their approval. Dasturs and Zabitas may be revised from time to time and an earlier Dastur is referred to as Dastur-i-Sabiq or the previous Dastur and the new Dastur is normally referred to as Dastur.

MISCELLANY

Most of the documents included in this miscellany are either in the form of Yaddasht (memorandum) or Dastak (order)

A Yaddasht is a routine office note recorded at any administrative level respecting variable subjects. The subjects dealt with in the Yaddashts of the reign of Shah Jahan have already been detailed in the main introduction to this volume.

This miscellany includes Yaddashts relating to at least ten different subjects as below:

1. **Yaddasht-i-Mardum-o-Bahaim Shumari:**

It includes a report on the human and cattle census. Human census is indicated in terms of ra' aya which probably stood for a house-hold, while cattle census has been indicated in terms of gawan which should stand for all sorts of livestock.

2. **Yaddasht-i-lzafa-i-dihat:**

As evident from various types of documents like Farman, Sanad, Parwancha, etc. the jagir grants were made to the nobles on the condition that they would make their efforts to increase the population and agriculture of the

area under their jurisdiction and shall populate new villages as well. Memoranda were recorded regarding such newly settled villages with reference to Parganas.

3. **Yaddasht-i- Tajweez-i-Zamin: :**

This is a peculiar document and no information regarding its inature is traceable in contemporary literature. From the contents of this Yaddasht is apparent that such document was executed for the utilization of cultivable land either by bringing it under agriculture or by using it for gardening. The proportion between the two ways of land utilization was made clear in specific terms. Such proportion was further elucidated with previous proportions, if fixed any time in the past. The vast area of more than 1.5 lakh Bighas covered by this document suggests that similar documents should have been issued in respect of other Parganas as well.

4. **Yaddasht-i- Ta' meerat:**

Ta' meerat (Pl. of ta' meer: construction) stood for public works or to be more precise the work of constructions. Constructions could be civil or military, secular, or religious. If, however, these were official constructions, the memoranda regarding such works would be officially issued. In this volume the Yaddashts of Ta meerat relate to the repair of Mughal strong holds.

MARATHI RECORDS

Akhbars were written from Purandar or from neighbouring places as long as Srimant Peshwa Madhav Rao resided there but with the shifting of his headquarters to Poona on 14th May 1781 the news establishment also named to this place. Obviously, therefore, the later Akhbaars are dispatched from Poona.

The Marathi Akhbar (the news-writers call it the Hindavi Akhbar) was usually accompanied by its Persian version. A clear reference has been made to this practice in A.R. No.21 dated 2nd March, 1777 wherein the news-writer requests that the Hindavi Akbar may be got translated into Persian for being submitted to the Huzur as the Persian Akhbarnavis was ill. It may be added that a small collection of the companion Persian Akhbars has been discovered from among the Persian papers extant in the Central Records Office.

The news-writers, confirm to certain geminated forms in writing these newsletters. Some of these are prefaced by them as Akhbars and for their greater part give the news of political events of the day and often end with requests relating to purely private affairs of the writer or some relation of his. There are others which are strictly newsletters, though they are not named as such by the writers. Another variant is the letter which does not contain the general news but relates to some single subject, official or private. A few of them are supplementary Akhbars some of which could not be dovetailed with the main Akhbars as these were found missing in our collection. Still another form is the covering letter intended to accompany an Akhbar. In a few cases, only the covering letters are extant.

As a rule, the news writers mention in their letters the date of their writing and in most of the Akhbars the place from which they originate and the dates which the events cover. Further, most of these letters bear on them the date of their delivery at the destination entered in the left hand corner on the first page or at the end. These entries have greatly helped in placing the letters in their proper sequence. There are some letters in which there is a black-out of the year. But these often mention the week days together with the Hijri dates of particular months. In these cases the year has been determined on the basis of the internal evidence, if it is conclusive, or on the basis of the coincidence of the given week days with the Hijri dates in any year falling within the surmised period by a reference to the almanac.

The Akhbars and the letters in this series, with a few exceptions, are addressed to Nanaji Shankar Rai Rayan, whose familiar sobriquet employed in them is "Nana". About this time, the Rai Rayans, viz., the two talented brothers Dhondaji Shankar (11728-1783 A.D.) and Nanaji Shankar (1730-1785 A.D.) played a singular political role at the court of Nawab Nizam Ali Khan. They seem to have been held high in the counsels of Nawab Nizam Ali Khan. They devoted themselves with a singleness of purpose to the task of maintaining sustained good relations between their master and Peshwas at Poona, for it had become almost an article of faith with them that the stability and prosperity of the two States wholly depended on the continuance of a close bond of friendship and mutual support between them. If the later history of the two States was destined to be different the fault was not at least theirs. Dhondaji

Shankar was, at first a Daftardar but was soon raised to the status of Naib Diwan on 27th April, 1773. He was given the title Dayandt Ram in 1768 which was raised to Dayanatwant in 1779. The suppression of the local revolt of Ehtesham Jung at Nirmal in 1781 was his signal achievement. Nanaji Shankar worked in close collaboration with his senior brother and was made Mohrir of the four subhas of the Deccan in 1766. He was employed by Nawab Nizam Ali Khan in several diplomatic negotiations with the Marathas.

On the death of these brothers, Rai Renukadas Shamraj (1765-1822 A.D.), the eldest son of Dhondaji Shankar, succeeded to the status and privileges of his father. He played a prominent part on behalf of the Nizam in the war against Tippu Sultan in 1781. In his correspondence there is also a reference to the two sons of Tippu Sultan who were taken as hostages soon after the third Mysore War to compel the Ruler of Mysore to fulfil the obligations arising out of the Treaty of Seringapatnam. After the Battle of Kharda in 1795, when Mashir-ul-Mulk was taken to Poona as a hostage, Rai Renukadas served as the Prime Minister of the Nizam (1795-1797 A.D.)

Another Maratha family which distinguished itself during this period was the Rajendra family of Gangakhed of which Haibat Rao Gopal was the primogenitor. That he was at the head of the establishment of news-writers at Poona has been already mentioned. He held the Jagir of Gangakhed in the Parbhani District and worked hard at Poona to serve the interests of his master. His son Raghottam Rao generally lived at Hyderabad and on death of his father assumed the duties entrusted to him. He also acted as Peshkar and for a brief period came under the shadow of the displeasure of his master.

He became a staunch Madhwa Vaishnava and did much to promote the mission of his cult. He built a modest family house at Gangakhed and a ghat on the Godavari which is but one of his many benefactions. The Central Records Office was able to secure recently a large collection of valuable records preserved in the Rajendra family. Among these papers are extant a few of the missing Poona Akhbars.

To turn to the Poona Akhbars the period covered by the Akhbars in the volume is from January 1776 to August 1781. These few years represent the early phase of the rule of the infant Peshwa Madhav Rao II. It will be seen that with the ghastly murder of Peshwa Narayan Rao a sudden crisis was developed in the affairs of the Maratha State with grave risks to its peaceful continuance. Raghunath Rao, who was responsible for the unfortunate end of

Narayan Rao, supported by a coterie of self - interested followers, for a time, captures the end of Narayan Rao, supported by a coterie of self - interested followers, for a time, capture the reigns of government and thirsted for revenge on all those who could not be coerced into accepting him as their new master. But this intolerable state of affairs was ended sooner than could be expected by genius of a few talented men who swore loyalty to the cause of the dead Peshwa which was also the cause of the people. They were able to overthrow Raghunath Rao by proclaiming the forty days's old posthumous son of Narayan Rao as the rightful Peshwa on 28th May 1774 at Purandar. Raghunath Rao fled in panic from Poona and was relentlessly pursued from place to place. He made supreme effort to win over to his fold several of the Maratha Sardars. Even the Holkar and the Shinde were baited but they firmly clung to old loyalties. In his desperation he at last sought the protection of the English who on their part were keen on advancing their own interests by exploiting to their advantage the internal dissensions in the Maratha state.

The treaty of Surat with the Bombay Government which Raghunath Rao signed on 6th March 1775 was a calamitous circumstance which rudely disturbed the even tenor of peace which had been restored in the Maratha State by the determined efforts of Nana Farnavis and his party after the tragedy of Peshwa Narayan Rao's murder and its aftermath. Apart from inviting the needless interference of the English into the domestic affairs of the Marathas it embarrassed the State by raising a number of local revolts and disorders by predatory elements in the pay of Raghunath Rao and by other Sardars who found this propitious time to reopen their time-old internecine feuds. Akhbars teem with reference to these incidents and it is expected that they will be able to provide crucial details of interest to the student who is keen on compiling exclusive family histories of some of the Maratha Sardars.

Raghunath Rao's action at Surat was harmful in the extreme. While it rudely disturbed the peace at home it has also the effect of introducing a cleavage into the affairs of the East India Company : it set the Calcutta Council and the Bombay Government at cross-purposes. The Council whose avowed policy at this time was to promote the commercial interests of the Company saw the explosive possibilities of the situation and sent Col. Upton to Purandar to smooth out matters. His temporising methods and the statesman like approach made by the Karbharis produced the treaty of Purandar which

provided for both the parties workable formula of compromise at a time when it was urgently needed. The later reversal of this policy was, however, the outcome of the persistent efforts of the Bombay Government to flout their treaty obligations, the volte face sprung by Warren Hastings in keeping with his own political propensities and the perfidious conduct of Raghunath Rao. *Col Upton's negotiations are referred to in A.R.No. 3 dated 11-5th February 1776.* After the conclusion of the Treaty of Purandar he was anxious to return to Calcutta but was compelled to stay on at the Maratha court for over a year to see to it that the terms of the treaty were faithfully carried out. That the Calcutta Council was quite earnest about honouring the pledged word in unmistakably borne out by the arrival of a despatch from Calcutta at the Peshwa's court as late as on 24th February 1777, referred to in A.R.No. 16.

Col Upton had stayed too long at the Peshwa's court. His prolonged stay appears to have caused some surprise in uniformed quarters for in A.R.No. 19 dated 2nd March 1777 we have news of the receipt of a letter from Masulipatnam which sought to know if the Colonel was a free man.

The Karbhari gave a formal send-off to Col. Upton on 5th March 1777 and he left for Hyderabad on the next day in response to a long-standing invitation from that quarter. A still of his requirements on the journey is contained in A.R.No. 23 dated 5th March 1777.

Upton's departure from the Maratha court, while it is inevitable sooner or later, upset the apple-cart of seeming agony. Mostyn arrived on the scene a little later and separately set afoot a deep-laid intrigue which had the effect of undoing the good work of several months by creating fresh complications. There is a complete fadeout of our akhbars for the year 1778 and but one formal Akhbar for the year 1779. It is therefore not possible to grow up the thread of the interesting developments which finally led to the dramatic disaster of the Bombay forces at Wadgaon early in January 1779. A.R.No. 50 a reference has been made to the impending capitulation of Raghunath Rao while a considerable number of the subsequent Akhbars give us almost a connected account of the English campaigns led by Muir against Shinde in the Malwa region. All these events foreshadow the Treaty of Salbai which put an end to the episode of troubles for the Marathas so meretriciously staged by Raghunath Rao beyond endurable limits.

A somewhat elaborate analysis has been attempted of the above incidents as they relate to the main theme of Maratha history at this period. No such detailed treatment is possible within the limits of a short preface of the other momentous events which have been intricately woven into the pages of these Akhbars, though they are, without doubt, quite germane to the later phases of Maratha history.

We have in these Akhbars abundant material which when pieced together will yield a connected account of the doing of Haidar Ali Khan and Tippu Sultan between the years 1776 and 1781. Thus A.R.No.3 dated 11th February, 1776 refers to the investment of the fortress of Gooty by Haidar Ali Khan while A.R.No.5 dated 15th February, 1776 reports its fall. It is well known how Murar Rao Ghorpade made heroic efforts to save the fort but was forced to surrender it having received no help from the expected quarters. His capitulation at Gooty meant the loss of practically all the territory held by the Marathas beyond the Krishna. Further on, these Akhbars feature in outline the defensive actions fought in the region of Dharwar by Parashuram Bhau Patwardhan, the great Maratha General, against Muhammad Ali (Kumandan) who was deputed on this campaign by Haidar Ali Khan with a view to consolidate the territories of the Western Karnataka.

As one reads into the Akhbars for the year 1781 one is rewarded with a lively account of the exploits of Haidar Ali Khan in the scattered region of the Karanatak. These exploits be it said, left a trail of devastation everywhere and caused the deepest anxiety to the English at Madras who for a time seemed paralysed against this great whirlwind of rapine and desolation.

Incidentally, these later Akhbars present to us in bold relief the tangled and shifting pattern of diplomatic relations and cross-relations which existed at this time between the Marathas, the English, the Nizam and Haidar Ali Khan.

The Chauth affairs, which always remained a vexed question between the Peshwa and the Nizam until it was resolved by recourse to the arbitrament of the sword at the Battle of Kharda in 1795, loom large in the pages of these Akhbars, beginning with A.R.No.55. The rule of Hyderabad appears to have made calculated attempts to shelve his obligations under this head by executive inaction. When, however the Peshwa pressed his claims the Nizam tried to gain time by entering into purposeless correspondence. Krishna Rao Ballal,

whose diplomacy outmarched his honesty of purpose, at last undertook to straighten out these matters by a visit in person to Nizams court. The degree of importance attached to this event can be easily gathered from the priority given to this subject by the akhbarnavis in the last few Akhbars. The Karbharis too seems to have blessed this mission as they were anxious to accommodate the Nizam on this question if only to hook him into an active or passive alliance with them against their common enemies. Our Akhbars shed full light on all these aspects of the matter and deserve careful study by the student who is particularly interested in Nizam-Maratha relations at this period.

The Akhbars, apart from yielding rich material for a reconstruction of the political history of the period contribute even richer material for rebuilding of the social background of the day against which is set the daily court-life of the Peshwa. We catch in them interesting glimpses of the reception given to envoys and deputies of other court, of the frequent visits of Maratha Chiefs and Sardars on varied business, of the feasts and festivals, pleasures and pastimes patronised by the Peshwa, of his early upbringing and education, of the daily avocations of great personages like Nana Farnavis, Haripant Phadke, Sakharam Bapu, etc., of intrigues and rivalries going forth at the court, of petty local disorders spread by a discontented soldiery, of the fortunes of many a big and small campaign and even of trivialities like the hunt for a supposed hidden treasure in the environs of Poona.

The Akhbar writers described these incidents in a delectable style rarely to be met within historical papers in general, except perhaps in the great Bakhars and in a few select letters. In the longer Akhbars in particular, though the narration commences with a tame and conventional beginning, it gains momentum as it progresses until the writer begins to pile news on news from every quarter in the rhythmic short sentence having a pictorial effect. The best specimens are the passages which describe the meeting of the French envoy St. Lubin with the Peshwa in A.R.No.35 and those which describe the last days of Sakharam Bapu in prison in A.R.No.83. Be it said that though the news-writers have a fondness for the purplepatch they never swerve from the path of accurate reporting. Thus they are at great pains to explain if a particular news-item is confirmed or unconfirmed, whether it has been reported in writing from a responsible quarter or whether it is to be relegated to the field of mere speculation and rumour. True to their calling, they carefully draw the distinction

between a certainty, a probability and a thing of doubt. The impression therefore which these Akhbars leave on the reader is similar to that which the modern newspaper makes particularly on a day when it is packed with stupendous world developments. Taken collectively, these newsletters may be said to constitute a distinct chronicle of the period describing the events from day to day.

KAIFIYATS

In the fitness of things it is just to say something about the origin of these records. A brief account of Colonel Colin Mackenzie after whom these voluminous records are called is furnished by Prof. T.V.Mahalingam in his introduction to Mackenzie Manuscripts, Vol. (University of Madras, 1972). To this remarkable Englishman South Indian in general and Andhras in particular are much indebted. Mackenzie, he says, joined the Madras Engineers in 1783 in the service of the East India company and toured throughout South India. In course of such tours he found several stones, particularly in temples, which contain writing early scripts. In fact, at several places he noticed some unusual etc. which excited his curiosity. As a consequence, an idea struck him to gather as much information as possible about these antiquarian remains which he considered to be of much value for the reconstruction of the history of the country. He succeeded in securing the services of a young talented man named Kavali Venkata Borraiah of Eluru in West Godavari district, who could decipher those old scripts preserved on stones in the temples all over the Andhra area. Mackenzie engaged him at his own expense. Borraiah, The first Andhra epigraphist with the assistance of his brothers Lakshmaiah and Ramasvami could successfully copy some thousands of inscriptions in the coastal Andhra and Rayalaseema areas. As an associate work in his project Colin Mackenzie arranged for the collection of local records from the Karanams all over the State. Mackenzie became the Surveyor General of Madras in 1810, But soon after, he was called away to command the Engineers in Jawa, where the stayed till 1815. Again he was appointed as Surveyor general of India in 1816 and died in 1821 near Calcutta.

His collections included as many as 1,568 manuscripts, in several languages particularly Tamil, Telugu and Canarese and some thousands of

local accounts, the largest number of which are in Telugu. These accounts are called Local tracts pertaining to various topics like history, land, biography legendary and literary accounts, current and past. It also contained 8,076 inscriptions, 2,630 drawings, 6,218 coins, and several other antiquities. Most of these were sent to England. Mackenzie's collection was dominated by the series called Kaifiyats and inscriptions, the former being prepared mostly by the local Karanams at his instance and collected by his specially appointed surveyors whose names unfortunately are not available, The number of such records is said to be in several thousands. Most of them were compiled in the second decade of the nineteenth century. They were first lodged in the nineteenth century. They were first lodged in the college library, Madras, in 1830 where they were entrusted to the Madras Literary Society and then handed over in 1836 to Rev. William Taylor to be edited for publication. But only a fraction of the entire collection, he could publish in the Madras Journal of Literature and Science, the bulk of the collection being subjected to the decay of ink and paper. After this stage, about forty years later they were transferred to the Government Oriental Manuscripts Library. This collection is what is now called Mackenzie Manuscripts. Some time later C.P. Brown who had done yeoman service to Telugu Literature got some of the manuscripts recopied and bound in volumes which are now known as Local Records of Kaifiyats. These are the traditional accounts restored to writing by the Karanams to the extent they could gather.

It is to be admitted that exaggerated notions regarding the value of the Mackenzie manuscripts as containing authentic historical material is not justified. Several scholars in oriental research often admire Mackenzie as a pioneer in the field of South Indian historical research : still the authenticity of the information contained in these kaifiyats has been equally doubted, however, not with reason. For these records are generally based on second hand traditions and unverified narrations. In spite of this fundamental defect, they have their own place in the field of historical research. Their testimony may be taken as circumstantial evidence calculated to supplement the results arrived at from other sources. The important part of the collection relating to inscriptions has been published in three volumes by the Oriental Manuscripts Library, Madra. But they are also based on the eye copies of inscriptions prepared by the surveyors of Col. Mackenzie and hence need verification

from texts published by the Epigraphy Department. It is again our experienced that considerable number of original inscriptional stones copied by those surveyors are not available at present owing to the frequent renovation and the tank repairs etc., thus for those inscriptions which could not be copied by the Epigraphy Department we have necessarily to depend on the texts furnished in these kaifiyats. And these eye copies of the lost inscriptions are of immense value to an experienced epigraphist who can cautiously make out some useful material for them. Apart from this the Kaifiyats furnish invaluable information regarding the administrative, social, religious and linguistic aspects of the village life of the period before the advent of the British rule, which are otherwise unknown.

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