

**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 inexhaustible 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, Relian, Danish, Swedish, Norwegian, Finnish, German, Dutch, Bulgarian, Polish, Flemish, Turkish, Russian, Ruimanian, 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 (foomils 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.

ACKNOWLEDGEMENTS

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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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FUNCTIONARIES

ORGANISATIONAL CHANGE

1. COMMISSIONER :

G.O.Ms.No. 1290 Education, dated 8-5-62.

Statutory :

Commissioner shall be responsible for the custody, proper care and management of all records received in the State Archives and Research Institute and its Regional Offices.

Commissioner shall be required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation, elimination with a view to ensuring that the records of permanent value are not destroyed and are transferred to the A.P. State Archives and Research Institute at appropriate time.

Commissioner shall tender such advice and render such assistance as may be possible to office and institution falling outside the scope of this department in respect of technical problems facing the record management.

Commissioner of Archives receives papers of historical value with private institutions and individuals subject to the conditions mutually agreed upon.

Commissioner shall be responsible for attending to ancillary matters. Such as archival consciousness archival publications, compiltion of the National Register of Private Records, and organizing exhibitions and for developing general consciousness in the State.

Commissioner shall follow the procedure laid down in Boards Standing Orders No. 174 in regard to the production of documents called for by civil court where a rule *nise* is issued by the High Court in a petition for a writ, the records should be sent to the law officer concerned appearing on behalf of Government who will produce them in court after scrutinising the documents

and deciding as to which records shall be produced in the court.

Field Functions :

The commissioner is the inspecting authority of the records upto village level. He shall inspect the record rooms of all the departments in the state and provide necessary archival advice for proper maintenance of records.

The Commissioner shall contact and acquire the records of the private individuals and institutions who are having the records of historical value.

Desk Functions :

He is the official head of the department and of such other officer, subordinates to him as the Government may determine.

He is responsible for the careful observance of all rules and orders in force in the transactions of business in his department

He exercises general supervision and control over the staff and is responsible to see that the members of the staff do the work allotted to them efficiently and expeditiously.

He shall be the Editor of the Journal Ithihas, Half-yearly research and other publications of A.P. State Archives.

2. DEPARTMENTAL RECORD OFFICER

G.O.Rt.No. 1456 Education, dated 17-11-1984.

Statutory functions :

Professionally qualified Archival Advisor to the Head of Department of State Archives (Top Level) and thus Second in command next to the Commissioner.

The Departmental Record Officer should be responsible for proper maintenance and management of the semi-current records entrusted to the department for appraisal and weeding of records in accordance with the procedure laid down for compilation and issue of the organizational history of the department and annual supplements to it for maintenance of general liason with the National Archives of India.

Departmental record officer shall be responsible for tendering advice generally on all matters pertaining to record management to all sections within the department.

Desk Functions :

All files sent to Commissioner shall be routed through Departmental Record Officer.

Departmental Record Officer shall supervise all the publications of the department and looks after their publicity.

Departmental Record Officer supervises the work of the following sections.

- 1) Publications
- 2) Regional offices
- 3) Committees like Regional Historical Records Survey
- 4) Reprography
- 5) Library
- 6) Documentation

Departmental Record Officer is to supervise retention schedules indicating the period for which particular classes or categories should be preserved which shall be drawn up by the Departmental Record Officer in consultation with the Secretariat Department.

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.

Field Functions :

The Departmental Record Officer shall survey and acquire the records pertaining to Andhra and also Telengana and Rayalaseema areas, and also other areas in South India by contacting the Heads of Archival Repositories in South India.

The Departmental Record Officer shall contact and correspond with private individuals and private institutions to collect and acquire copies pertaining to Telugu records which throw light on Telugu History from the holders who are residing out side Andhra Pradesh.

In case of any help is required he will approach the Commissioner and if any assistance is required he will approach the Assistant directors and Archivists and Superintendents for Intradepartmental and Interdepartmental matters.

3.1 Assistant Director (Administration)

1. The Assistant Director (Administration) is incharge of the Establishment, Accounts, Stores and / Building branch. He shall executive control over the sections in regard to prompt dispatch of business etc. discipline of staff.
2. He shall periodically inspect the Personal Registers, Cash Book , Periodical Diaries, Registers of periodicals, and deal with, the name of the dereliction or negligence of duty.
3. He shall inspect the fair-copying and dispatch registers at frequent intervals.
4. He shall examine the distribution register from time to time.
5. He shall check the stamp account.
6. He shall examine the entries in service books every year during first week of March.
7. He shall maintain personal files in accordance with the instructions issued in G.O.Ms.No. 1385 General Administration (Service -C) Department dt. 31.10.1996 and kept in the personal custody.

He shall oversee safety, security and maintenance of the buildings. He shall direct the staff working in Building branch to attend the fire-fighting exercises and prompt attention to electrical installation, water supply and cleanliness.

He shall check the watch and ward staff.

He shall ensure the practically.

In case of any help is required he will approach the Departmental Record Officer and if any assistance is required he will approach the Archivists and Superintendents for Intradepartmental and Interdepartmental matters.

3.2 Assistant Director (Research) :**3.2.1: Research Room :****3.2.2: Repository - II****3.2.3: Computerization of Records****3.2.4: Central Assistance Scheme**

He shall provide necessary research guidance to the scholars in respect of location of documents, reference media. He shall convene the meeting of Research Fellowship Committee.

He shall supervise the prompt disposal of Xerox copies to the bonafide research scholars.

He shall check the notes taken by the Research Scholars.

The Assistant Director shall over see records are fumigated and are dusted regularly with vacuum cleaners.

He shall over see whether the staff should be vigilant against any possible damage or loss of records by fire, water, insects, theft etc.

He shall make a detailed inspection of the registers 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 the records.

He shall attend to the correspondence work of computerization of records and also feed necessary material to the staff working in the computer section and shall be incharge of all the material, machinery and equipment in the computer wing.

The Assistant Director (Research) also holds charge in the Central Assistance Scheme and shall supervise the work done by the technical staff in the section. And also supervise that the two schemes sanctioned by Government of India namely Preparation of Guides to District Records, 2) Microfilming of records of national importance are implemented as per the terms and conditons of National Archives of India, New Delhi.

In case of any help, he is required to approach Departmental Record Officer and if any assistance is required, he will approach the Archivist and Assistant archivist for intradepartmental and interdepartmental matters.

3.3 Assistant Director (Film Archives) :

He is incharge of Film Archives, Cataloguing, Indexing, Kaifiyats and Compilation of Comprehensive History of Andhra Pradesh.

He shall assist the Commissioner in conveneing the meeting of advisory committee constituted by Government of Andhra Pradesh for procuring the films, cassettes, necessary machinery and equipment for the development of Film Archives Division.

He shall also supervisor work of indexing the work done by the technical staff and edit the material and sent the master copy to the publication branch after the approval by the Commissioner.

The transcribed copies of Kaifiyats prepared by the Archivist should also be edited and sent for publication.

He should also supervise the bibliographical work and future work relating to compilation of the project namely comprehensive history of Andhra Pradesh.

In case of any help, he is required to approach Departmental Record Officer and if any assistance is required, he will approach the Archivist and assistant archivist for intradepartmental and interdepartmental matters.

3.4 Assistant Director (Interim Repository) :

He is incharge of the Interim Repository situated in the A.P. Secretairat building. He should make a detailed inspection of Repository in the months of July and January in each year and other items of necessary be ensure that the records are being taken proper care of and submit a report to the Commissioner on the state of records.

- A) Maintenance of Repository and condition of Records.
- B) Arrangement of Records.
- C) Implementation of rules for the issue of records to the bonafied Research scholars after necessary approval of Commissioner of Archives.
- D) Weeding of the Records after approval of Commissioner of State Archives in due time.
- E) He shall provide necessary research guidance to the scholars in respect of locating of the records and reference media.
- F) He shall supervise prompt disposal of Xerox copies to the bonofide Research scholar.
- G) He shall check the notes taken by the Research Scholar.
- H) He shall monitor whether records are fumigated and are dusted regularly with vacuum cleaner.
- I) He shall oversee whether the staff are vigilant against any possible damage or loss of records by fire, water, insects, theft etc.
- J) The Assistant Dirctor is delegated with powers of drawal and disbursement of staff members working there.

- K) He shall periodically inspect the P.R's, Call books, Reminder dairy, Registers of periodicals and deal with severely without delay, dereliction or negligence of duty by the staff members.
- L) He shall check the stamp account.

In case of any help is required he will approach Departmental Record Officer and Commissioner and if any assistance is required he will approach the Archivist and Assistant Archivist for Intradepartmental and Interdepartmental matters.

3.5 Assistant Director (Urdu and Persian) :

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

He shall supervise the work done by the cataloguers.

He shall check the computerization of the cataloguing work.

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 and
- ii) Private individuals

Assistant Director shall supervise the work relating to deciphering and English translation of Mughal documents intended for publication. The Assistant Director shall prepare a glossary for non-English terms and also compile corroborating historical data for the projects on hand and shall prepare necessary draft introduction, index etc.

The Assistant Director shall be responsible for proper upkeep of Persian and Urdu Documents on scientific manner.

In case of any help is required he will approach the Departmental Record Officer and in any assistance is required he will approach Archivists and Senior Research Assistants and Junior Research Assistants for intradepartmental and inter departmental matters.

4. ARCHIVIST

G.O.Ms.No. 345 Edn. Dt. 10-3-75

G.O.Ms.No. 2073 Edn.Dt. 31-7-60

G.O.Ms.No. 688 Edn. Dt. 18-7-73

G.O.Ms.No. 24 Edn. Dt. 8-7-76

G.O.Ms.No. 316, Edn. Dt. 11-8-88

The post is created for scientific preservation and management of the records and he has to co-ordinate and supervise the work in the sections.

Archivist who is also a section incharge is responsible for the proper maintenance of the records and expenditure transaction and submitting of it.

Supervise generally the stack area and the arrangement of records systematically and methodically.

He should inspect twice in a month the registers maintained by the staff under him in order to ensure that they are properly maintained. Check the issue reminders to creating agencies for the return of papers produced in the court of law.

He shall check the issue of records and by keeping the dummy slip, which should be signed by the Archivist.

He shall be responsible for the recovering of the confidential papers which should be acknowledged in the record issue register of the Archivist.

He should ensure that the records are fumigated and are dusted regularly according to a programme approved by the Assistant Director.

The Archivist shall prepare the budget keeping in view of the latest techniques and immediate needs of the department for scientific preservation and documentation of the records.

The Archivist shall prepare agenda and convene the meetings whenever necessary.

Selection of articles : He shall be responsible for to follow up action on the minutes of the meeting. The Archivist shall ensure that the articles sent for publication in Itihas are original and of historical importance and also to attend for preparation of master copy of Itihas and shall be responsible for sale and publicity of Archival publications.

5. SUPERINTENDENT

G.O.Ms.No. 136, Edn dt. 16.1.1964

Superintendent shall supervise and control the staff allotted to the sections and they are responsible to deal with all matters connected with money, cheques, drafts etc. He shall also supervise the work of preparation of pay bills and send them to Pay and Accounts Officer, Hyderabad. He shall watch carefully the expenditure especially the expenditure under contingencies and travelling allowances.

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

He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business in all stages in the section. He is responsible for all files relating to the subjects allotted to his sub-ordinates.

He will not merely supervise but himself undertakes to deal with the more difficult or important papers requiring such assistance from subordinates as he may find it necessary.

He is responsible for the accuracy of the notes, drafts, and proceedings from the section.

He must also periodically inspect personal registers, remainder diary, call books, and see that they are punctually, neatly and properly maintained.

He must examine the faircopying and despatch registers at frequent intervals and see that the work done regularly is promptly and without delay.

He will also examine from time to time the distribution register and see that they are maintained properly. There are no field functions and statutory functions for the superintendent.

Guidance to the research scholar is also to be given whenever required.

Senior Research Assistant is responsible for prompt maintenance of the records. There are no field functions and statutory functions for the senior Research Assistant. He shall edit 15-20 documents taking the assistance from Junior Research Assistant and shall maintain a diary.

In case of any help is required he will approach the The Assistant Director concerned and if any assistance is required he will approach the Senior Assistant and Junior Assistants for Intradepartmental and Interdepartmental matters.

6. CARE TAKER

G.O. Ms. No.345, Edn dt. 10.3.75

- (i) The caretaker is the Chief Security Official and responsible for maintenance of the building, its upkeep, safety and security.
- (ii) He will ensure that all precautions against fire has been taken in accordance with the recommendations of the service department. The fire equipment should be maintained, tested, refilled and recharged.
- (iii) He should arrange fire drills at least once in every three months in which the staff training in fire fighting should participate.
- (iv) He should display a board indicating the current addresses of local fire service and police station with number near the official telephone PBX. He shall be in contact with the Department of PWD, Electricity, Municipality and Water Works for quick disposal of pending matters.
- (v) He is responsible for the supply of water, electricity and proper sanitation etc.
- (vi) He will attend to all the correspondence pertaining to buildings. He shall live in the quarter provided for him in the office premises on payment of rent as prescribed by the government.
- (vii) He shall maintain diary and supervise the work of the chowkidars, electrician plumber, gardener and sweepers in the building section.

Incase of any help is required he will approach the Assistant Director (Administration) and if any assistance is required he will approach the Junior Assistant, Electrician, Plumber, Gardener, Sweepers and Scavenger for Intradepartmental and Interdepartmental matters.

7. SPL. CATEGORY STENOGRAPHER

The post is created to provide secretarial assistance to the head of the department. Spl. Category Stenographer shall attend to the dictation and notes given by the Commissioner and shall type the work relating to D.O. letters and other confidential matters and he shall also attend to arrangements of the meeting held in Commissioners Chamber. He shall attend to the confidential matters and reports of the Officers handed over by the Commissioner.

He shall also attend the incoming and outgoing phone calls of the

Commissioner. He shall maintain a register to watch the disposal of confidential reports in the proforma (no.140 and submit to the Commissioner on 15th April, every year.

He shall receive the visitors who call on Commissioner and whenever necessary. There are no field functions and statutory functions for Special Category Stenographer.

Incase of any help is required he will approach the Commissioner, Departmental Record officer and Assistant Director (Administration) and if any assistance is required he will approach the Typists for Intradepartmental and Interdepartmental matters.

8. LIBRARIAN

G.O. Ms. No.3450, Edn dt. 10.3.75

1. He is responsible for the safety of the books in the library.
2. He is responsible for proper and scientific preservation and maintenance of the library.
3. He will be responsible of the accession, arrangement, preservation and cataloguing the books in the library.
4. He will be responsible for upkeep of library.
5. He shall supervise the staff posted in the library.
6. He will be responsible for classification of books according to AAC methods.
7. He should see that proper and correct maintenance of accession register and also check the books supplied promptly.
8. He shall check up for proper restoration of books in the shelves without deviating order.
9. He shall maintain issue registers of library books.
10. He shall be responsible for purchase of books, periodicals, etc.
11. He should see that unauthorised persons are not allowed to enter the library. Before leaving the office he should satisfy himself that all exists from the library and the entrance to the library is properly closed.

Incase of any help is required he will approach the Assistant Director /

Departmental Record Officer and if any assistance is required he will approach the Assistant Librarian for Intradepartmental and Interdepartmental matters.

9. MICRO FILM OPERATOR

G.O. Ms. No.316 Edn, dt. 11-8-88

The post is created under Central Assistance Scheme to micro film the records of outstanding manuscripts of social historical value, the back issues of newspapers and also microfilming of the district collectorate records preserved in AP State Archives and Research Institute.

Desk Functions :

1. He shall be responsible for proper micro filming of district collectorate records of Visakhapatnam, Godavari, Machilipatnam, Nellore and the Ceded districts.
2. He shall attend the Microfilming works.
3. He shall prepare action plan in consultation with the concerned Officer for location and microfilming of the records in the state.
4. He shall arrange and prepare the film rolls in scientific manner.
5. He shall label the rolls in systematic manner for easy identification and he shall maintain a register of the micro film holdings.
6. There are no statutory functions for the micro film operator.

Incase of any help is required he will approach the Assistant Director / Departmental Record Officer and if any assistance is required he will approach the Photographer and Dark Room Assistant for Intradepartmental and Interdepartmental matters.

10. ASSISTANT ARCHIVIST

G.O. Ms. No.345, Edn. dt. 10.3.75

G.O. Ms. No.668, Edn, dt. 18.7.73

G.O. Ms. No.1334, Edn, dt. 14.6.65

G.O. Ms. No.24 Edn, dt. 8.1.74

These posts are created to assist Archivist for proper maintenance and

preservation of records on scientific lines and to classify and arrange the records. Attend reference media work in a systematic way. He is responsible for upkeep of stack area tidy and neatly.

1. He is responsible for the restoration of records in the proper form after receiving from the creating agencies. He shall pay prompt attention to requisitions received from the public, government and research scholars. He shall maintain necessary registers showing the records sent out and return.
2. He shall be responsible for the preparation of periodical reports, annual budget proposals. He is also responsible for supply of copies to government departments, private parties, freedom fighters, etc., when requisitions are received.
3. He is responsible for scientific preservation of farmans, siyaha -1-lakah muntakhabs, gazettes, etc., He is responsible for proper arrangement of Secretariat records.
6. Assistant Archivist working in reference media shall attend the following pattern.
4. He shall also attend all correspondence work relating to Itihas journal. He shall maintain daily cash transaction of publications and deposit the amount in the treasury before 4 :30 pm.
5. Assistant Archivist will pursue the progress report of the research scholars and submit to Archivist. He shall take timely action in organising the cheque programme. Assistant Archivist is responsible for sale of publications.
 1. Verification of indexed cards with originals
 2. Classification of arrangement of index slips by chronology and subject wise.
 3. Selection of key words as for substance.
 4. Precise the substance.
 5. Preparation of the draft copy of the reference media.
 6. Preparation of glossary of key and other revenue terms.
 7. Preparation of master copy.

Incase of any help is required he will approach the Archivist and Superintendent and if any assistance is required he will approach the Senior Assistant and Junior Assistant for Intradepartmental and Interdepartmental matters.

11. RESEARCH ASSISTANT

G.O. Ms. No.1058, Edn. Dt. 26.2.1968

The Indian Historical Records Commission has advised all the States and Union Territories to constitute Regional Historical Survey Committee, the Head of the department of the archival institution as convenor to compile Territories survey and acquisition of private reports in the custody of ex-zamindari families, religious institutions, libraries, freedom fighters etc. As per the recommendations of RHRSC, three Research Assistants for three regions i.e. Telangana, Rayalseema and Andhra were appointed for the said purpose. Field Functions

1. To survey and acquire the private records of ex-zamindars of their personal letters, diaries, family ledger accounts, genealogical histories.
2. Religious institutions, temples, must, masjids, dargahs, churches.
3. Educational institutions, libraries, cultural bodies, and so on.

Research Assistant is supposed to work 14 days in a month in the allotted region and submit proforma of National Register of Records before 5th of every month. Statutory functions are nil.

Incase of any help is required he will approach the Archivist and Departmental Record Officer for Intradepartmental and Interdepartmental matters.

12. SENIOR RESEARCH ASSISTANT

G.O. Ms. No.1747, Edn. dt. 4.12.1978

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. In case of any help is required he/she will approach the Assistant Director (Urdu and Persian) and if any assistance is required he will approach the Junior Research Assistant for Intradepartmental and Interdepartmental matters.

13. JUNIOR RESEARCH ASSISTANT

G.O. Ms. No.1747 , Edn. dt. 4.12.1978

Field functions and statutory functions are nil. Junior Research Assistant shall be under the supervision of Senior Research Assistant. He shall assist Senior Research Assistant with regard to.

1. Arrangement, classification, and listing of the documents.
2. Collection of historical data of the regnal years of the rulers.
3. Compilation of revenue, political and technical terms.
4. Compilation of catalogues.
5. Attending proof reading work.
6. Supply of records to research scholars and its restoration, attending files and correspondence pertaining to the sections.
7. He shall maintain personal register and submit to progressreport once in a week.

In case of any help is required he/she will approach the Senior Research Assistant for Intradepartmental and Interdepartmental matters.

14. PHOTOGRAPHER

G.O. Ms. No.1489, Edn. Dt. 2.5. 1969

The post is created for a photo duplicate work of the important brittle records and also to take photographs for maintenance of Archival Museum.

He shall work under the supervision of Assistant Director.

Field Functions

A photographer shall attend the work of micro filming rare and important

documents, books etc. in the family vaults of ex -zamindars, private research institutions, libraries and other personalities who participated in socio, cultural and political arenas.

Desk Functions

1. He will attend the photo - duplication and micro -film works. He is responsible for proper maintenance and safety of equipment, record material etc. He shall attend the videography work of the important functions like archival week celebrations, seminars, lecture programmes.
2. He shall attend the works relating to micro - filming of outstanding series of the records.
3. He also attend correspondence work in respect of photography, micro films.
4. He shall maintain weekly progress report and submit to Assistant Director.
5. Statutory powers : nil.

Incase of any help is required he will approach the Micro Film Operator and if any assistance is required he will approach the Dark Room Assistant for Intradepartmental and Interdepartmental matters .

15. ASSISTANT LIBRARIAN

G.O. Ms. No.345, Edn. Dt. 10.2.75

It is a common category post in the State of Andhra Pradesh and created to assist Librarian in scientific management of books, periodicals, journals etc.,

Desk Functions

1. He will assist the Librarian and proper maintenance of library.
2. He shall scrupulously follow Dewey Decimal system in library cataloguing.
3. He shall be responsible for proper indexing of the library books.
4. He shall attend indexing works of the books according to Ranganathan Model.

5. He shall maintain a register of periodicals.
6. He shall be responsible for proper arrangements and listing of back issues of journals, periodicals.
7. He shall maintain issue register and shall take necessary follow up action for return of the books from the staff and research scholars.

In case of any help is required he will approach the Librarian for Intradepartmental and Interdepartmental matters.

16 SENIOR ASSISTANT

It is a common category post created to assist the Superintendent for the proper functions of the section .

Desk Function :

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 to the retired personnel.

17. TYPIST

G.O. Ms. No.2716, Edn. dt. 17.8.1960

G.O. Ms. No.668, Edn. dt. 18.7.1973

It is a common category post. It is created for the work in fair copying for outgoing and other typing works relating to :

1. Salary bills and schedules.
2. Plan and non plan schemes correspondence work practising to ?
3. Reference media work of Guides, Calendars, Cataloguing etc. , to feed computers.
4. Preparation of Master typed copy for printing.
5. He shall train L.D. Typist in respect of fair copying, discipline and maintenance of relevant register.

6. He shall maintain a Daily Progress Register and entries shall be made in respect of his daily typing work.

7. He shall submit his progress report paybills etc., once in a week to superintendent.

8. The U.D. Typist shall be under the control of Assistant Director (Administration).

9. He shall follow the guidelines mentioned in District Office Manual and Secretariat Office Manual in respect of quantity of work.

Incase of any help is required he/she will approach the Archivist / Superintendent and if any assistance is required he will approach the L.D. Typist for Intradepartmental and Interdepartmental matters.

18. L.D. TYPIST

It is a common category post and created for fair copying work of the department.

Desk Functions

1. He shall attend fair copying work.
2. Works relating to reference media
3. He shall attend the fair copying works relating to monthly schedules and other works entrusted by the superintendent.
4. He shall maintain progress report and entries of his faircopying work be entered in the fair copying register and submit to superintendent once in a week.
5. The LD Typist is under the control of Assistant Director.
6. Defects in typing machine shall brought to the notice of the superintendent immediately.
7. Any work entrusted by the superindent.

Incase of any help is required he/she will approach the Archivist/ Superintendent for Intradepartmental and Inlerdepartmental matters.

19. U.D.CALLIGRAPHER

G.O.Ms. No.2716, edn. Dt. 17.8.1960

This post is created for fair copying of farmans, sanads, siyas etc.

1. He shall attend the calligraphy work of the following nature.
2. (a) Muntakhabs.
(b) Sanads
(c) Farmans
(d) Siyathas
(e) Yadhasthas
(f) Land revenue documents etc.
3. He shall decipher documents and fair copy of it neatly and diligently.
4. He
5. He will be responsible for the proper maintenance and safety of the equipment and material given to the section.
6. There are no statutory and field functions to him.

Incase of any help is required he will approach the Archivist and if any assistance is required he will approach the L.D. Calligrapher for intradepartmental and interdepartmental matters.

20. 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.

21. FOREMAN

Foreman will be the technical official. He will look after the work of the mender, advices him on scientific and methodological binding and mending of brittle records. He is responsible for the maintenance and safety of the equipment, registers, records, books etc.,

22. CHARGE MAN

He is the technical official 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 equipments. He supervises the work of hand and machine lamination of records

23. ELECTRICIAN

G.O. Ms. No.345, Edn. Dt. 10.3.1975

The A.P. State Archives has its own building since 1965 and having distinctive position.

1. Electrician is responsible for the maintenance of ceiling fans, coolers in two stack areas and in all sections of the building.
2. He works under the supervision of the caretaker.
3. The electrician will be responsible for the safe and proper functioning of all electrical installations in all the rooms in the building and the water pump room.
4. He will ensure that the current is available on all points where service connection has been given.
5. He will check up all the installations and supply of electricity in accordance with the rules.
6. He will repair and rectify minor defects and replacements etc.
7. He has to bring to the notice of Electrical Engineer General through Assistant Director (Buildings) of all major defects, replacements for urgent necessary action.
8. He should have equip himself with the knowledge of following equipments for meggaving the installations and attending to minor defects.
9. Megar 500 volts (2) voltage meter free from test meter rush glass, tools such as screwdriver, insulated, connected screw driver, cutting pliers, gay pliers and other normal tools.
10. He shall maintain a dairy and submit to caretaker.

Incase of any help is required he will approach the Caretaker and if any assistance is required he will approach the Plumber for Intradepartmental and Interdepartmental matters.

24. PLUMBER

G.O. Ms. No.345, Edn. Dt. 10.3.1975

The post was created for proper maintenance of water to all the rooms in the archival building.

1. Plumber will be responsible for the safe and proper functioning of water pump.
2. He will be responsible for maintenance of all plumbing instruments supplied to him.
3. He will ensure every day that water is available in sufficient quantity in all the tanks and regular immunity of the reservoir. He should rectify minor defect, replacements etc.
5. He will bring to the notice of concerned engineer for replacements etc., of the major defects for urgent action through Assistant Director Buildings. He works in building section under the control of the Caretaker. He shall maintain daily work report.
6. He has no field and statutory functions.

Incase of any help is required he/she will approach the Caretaker and Electrician for Intradepartmental and Interdepartmental matters.

25. ASSISTANT FOREMAN

G.O. Ms. No.345, Edn. Dt. 10.3.74

The Post is created to assist the Foreman in matters relating to the supervision work of the binders and menders.

1. Distribution of work among binders and menders.
2. Supervise the work turned out by mender/binders according to nature of work.
3. Safety and maintenance of the equipment of materials.

4. Receiving and sending the records, books to the concerned sections.
5. General discipline.
6. He shall maintain a diary and submit it to the foreman once in a week.

In case of any help is required he/she will approach the Foreman and if any assistance is required he will approach the mender and binder for Intradepartmental and Interdepartmental matters.

26. JUNIOR ASSISTANT

G.O. Ms. No.2715, Edn. Dt. 17.8.68

G.O. Ms. No.24, Edn. Dt. 8.1.76

He shall be responsible to attend the work relating to

1. Sanction of leave, LTC. Leave travel concession.
2. Annual increments.
3. Disciplinary cases.
4. Sanction of house building, marriage, bicycle advances etc.
5. Medical reimbursement.
6. Postings, appointments.
7. Educational concessions.

In case of any help is required he will approach the Archivist/Superintendent / Senior Assistant for Intradepartmental and Interdepartmental matters.

27. RECEPTIONIST

G.O. Ms. No.2528, Edn. Dt. 1.11.66

This post is created to attend information and also give necessary to the visitors.

1. The Receptionist will be responsible to the safe and proper functioning of the telephone PBX system.
2. The Receptionist will receive all calls made through the exchange and give connections properly to the concerned sections and the staff.

3. The Receptionist should maintain a register for the trunk calls, STD., Phonograms made on official purpose and note down necessary particulars in a prescribed register to facilitate the payment of call charges.
4. He will receive incoming official calls and newspapers and transmit those prepared in this official messages received from outside should be shown immediately to the Assistant Director concerned and then handed over to the tappal clerk.
5. Receptionist should ensure that authorized visitors do not roam around in the office unnecessarily enter such sections or portion of the building to which permission has not been given.

Incase of any help is required he/she will approach the Archivist / Superintendent for Intradepartmental and Interdepartmental matters.

28. DARK ROOM ASSISTANT

G.O. Ms. No.1379, Edn. Dt. 30.8.1971

The post is created to assist the Photographer.

1. Dark Room Assistant is responsible for cleaning of the films.
2. He shall responsible for up keep of the films, photographs etc., in tidy and neat manner.
3. He shall maintain a dairy and submit to in-charge of the reprography section.

Incase of any help is required he/she will approach the photographer / Micro Film Operator for Intradepartmental and Interdepartmental matters.

29. SHROFF

G.O. Ms. No.2715, Edn. Dt. 17.8.1962

This post was created to maintain the cash disbursements.

1. He works under the supervision of Superintendent, Accounts Section.
2. The Shroff will be personally responsible for the safe custody of moneys, encashment of cheques, drafts, etc., handed over to him. He shall submit survey bonds as per the rules.

3. He alone will handle the money and attend to the receipt and payment of cash.
4. He shall submit a report on the undisturbed payments to the accounts Superintendent.
5. He shall scrupulously follow the rules enshrined in Financial-Code with regard to cash receipt payments and challans and there on.

Incase of any help is required he will approach the Assistant Director (Administration) and Superintendent of Accounts for Intradepartmental and Interdepartmental matters.

30. DRIVER

G.O. Ms. No.1655, Edn. dt. 20.10.1990

G.O. Ms. No.1099, Edn. dt. 10.11.99

1. He shall be prompt and always at the disposal of the Commissioner and to bring to office in time.
2. He shall be under the control of Superintendent (Administrative Section)
3. He shall check up the vehicle now and then and immediately bring to the notice of the superintendent for any lapses in maintenance.
4. He shall be vigilant about the reserves of petrol, diesel and other accessories of the vehicle.
5. He shall be responsible of reputed of the vehicle.
6. He shall maintain Log Book.

Incase of any help is required he will approach the Assistant Director (Administration) /Archivist / Superintendent for Intradepartmental and Interdepartmental matters.

31. BINDER

G.O. Ms. No.1788, Edn. dt. 20.7.1966

This post is created of binding the books, registers etc., to enable for proper preservation.

1. He shall attend to lamination work in respect of the fragile and brittle documents by applying tissue and other materials.

2. He shall stitch and bind the books, registers sent from sections.
3. He shall attend the work relating to wet deacidification of the documents for proper preservation and conservation.
4. He is responsible for keeping the incoming records in fumigation chamber before they are transferred to stack area.
5. He is also responsible to place the books in fumigation chamber before lamination and binding.
6. The schedule work chart of mender is applicable to Binder.
7. The Binder is under the control of Foreman and maintains a daily progress report.
In case of any help is required he will approach the foreman / Chargeman / Assistant. Foreman for Intradepartmental and Interdepartmental matters.

32. MENDER

G.O. Ms. No.2716, End. dt. 17.8.1960

G.O. Ms. No.1788, Edn. dt.20.7.1966

G.O. Ms. No. 2073, Edn.dt.31.7.1964

G.O. Ms. No. 712, Edn.dt.31.7.1979

Mender shall attend the work of regarding the brittle records from further decay.

1. He shall undertake the work of over lying repairing with (a) tissue paper, and (b) chiffon to protect the documents.
2. He shall undertake the repair work of documents which are not eaten and inlaying work for permanent preservation.
3. He is also to undertake miscellaneous and minor repairs as and when entrusted by the foreman.
4. He is also undertake the work relating to preparation of registers.
5. Mender is under the control of Foreman and maintains a daily progress report
6. Progress report of the mender will submit to Foreman.

In case of any help is required he will approach the Foreman / Assistant Foreman / Chargeman for intradepartmental and Interdepartmental matters.

33. RECORD ASSISTANT

G.O. Ms. No.2116, Edn. dt. 17.8.1969

G.O. Ms. No.24, Edn. dt. 8.1.1973

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

1. Record Assistant should assist in the production arrangement and maintenance of the records.
2. He shall be responsible for taking out of the records requisitioned for and replacing them properly when returned.
3. He shall ensure that labelling 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.
5. He shall maintain a daily work register.
6. He should bring to the notice of to be taken for kindly issuing reminders for the return of records taken out more than a month.
7. He should take utmost caution with the cleaning and dusting of records and ensure that the records are kept in order and protect them from damage by white ants.
8. He will Archivist assist in the work of the preparation of reference media, guides, catalogues, descriptive list.
9. He shall not allow any outsider to enter stack area without prior permission of the concerned officer.
10. He should be vigilant against any possible damage to or loss of records by fire, water, insects and pests. Any other work entrusted by the section head. Record assistant has no field functions.

Incase of any help is required he will approach the Archivist / Superintendent for Intradepartmental and Interdepartmental matters.

34. JAMEDAR

G.O. Ms. No.2716, Edn. dt. 17.8.1969

The post was created to attend the work of the peshi of the Commissioner.

He should attend to :

1. The work entrusted by the Special Grade Stenographer.
2. He shall deliver the files to the officers after perusal of the Commissioner.
3. He shall be prompt and vigilant about the outsiders entering into the Commissioner's chamber.
4. He shall be prompt to upkeep of the Commissioner's chamber and anti-room.

Incase of any help is required he will approach the Superintendent for Intradepartmental and Interdepartmental matters.

35. DAFEDAR

G.O. Ms. No.2716, Edn. dt. 17.8.1969

The post was created to attend the functions at the outside of the commissioner's chamber like taking the visitors to the Commissioner and allowing them inside the chamber after obtaining the permission of Commissioner.

Incase of any help is required he will approach the Superintendent for Intradepartmental and Interdepartmental matters.

36. ATTENDER

G.O. Ms. No.2716, Edn. dt. 17.8.1969

G.O. Ms. No.189, Edn. dt. 18.11.1979

The posts was created to bringing the files from sections, to the tables of the officers and take them back into the sections. Besides, they are responsible for checking the closure of the windows, doors and inside gates. They are also expected to assist the record assistants when ever the records are to be shifted form one place to another and also in arranging them in shelves and racks.

Incase of any help is required he will approach the Archivist / Superintendent for Intradepartmental and Interdepartmental matters.

37. CYCLE ORDERLY

G.O. Ms. No.2444, Edn. dt. 15.10.64

The post was created to distribute the delivery of letters.

He shall be responsible to deliver letters promptly to

1. Departments of the Secretariat.
2. Commissionarate of Land Revenue.
3. Heads of the departments.
4. Universities.
5. A.G. Office
6. Chief Engineer's Office. Water Works.
8. Electricity Board.
9. Collectorates and also to other government and private institutions within the twin cities of Hyderabad and Secunderabad.
10. He should maintain daily delivery receipts.

Incase of any help is required he will approach the Archivist / Superintendent for Intradepartmental and Interdepartmental matters.

39. CHOWKIDARS

G.O. Ms. No.2716, Edn. dt. 17.8.1960

1. He shall attend beats and ravelis prescribed by the caretaker during the night till 6:00 a.m.
2. He should not allow any stranger to enter the office during nights or during day time or in holidays.
3. At 5:00 p.m. the chowkidar should take charge of the Office Room and shall checkup all the doors and windows closed and locked and all lights are switched off in closed rooms.
4. He shall have training in operating the fire extinguishers.

Incase of any help is required he will approach the Caretaker for Intradepartmental and Interdepartmental matters.

40. GARDENER

G.O. Ms. No.837, Edn. dt. 6.5.1993

The campus of State Archives is having 5 acres of land and there is a beautiful mini garden already developed between the administrative block and the stack area. The gardener should maintain the mini garden by watering the plants and develop the nursery. There is a lot of scope to develop a bigger garden in the back side of the building where there is a lot of space and already 200 plants of various kinds like mango, sitaphal etc are planted under the Janma Bhoomi Programme and the gardener shall take the care of their growth and put required manure and coding whenever necessary and he shall bring to the notice of the caretaker and the Assistant Director concerned about the condition of the plants now and then.

Incase of any help is required he will approach the Caretaker for Interdepartmental and Interdepartmental matters.

41. SCAVENGER

G.O. Ms. No.9, Edn. dt. 08.1.1981

The post of Scavenger was created to upkeep and cleaning of toilets with phenyl 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.

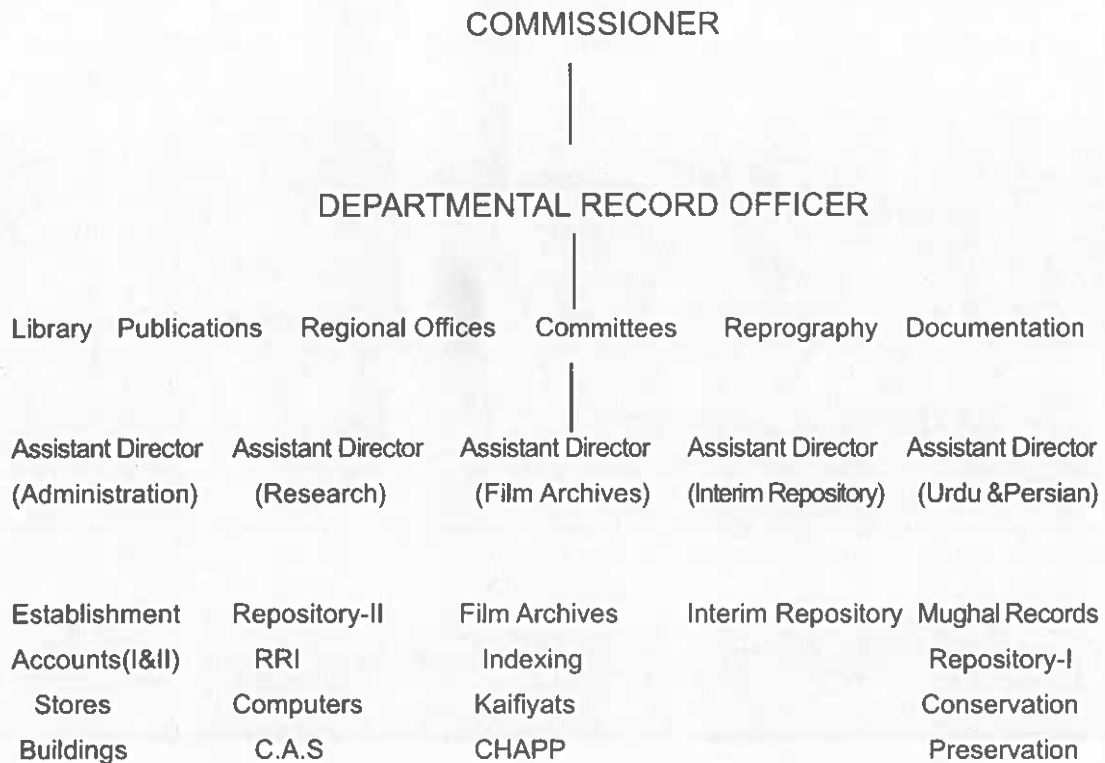
Incase of any help is required he will approached the Caretaker for Interdepartmental and Interdepartmental matters.

42. SWEEPER

The post was created to upkeep of the building and the sweeper shall sweep the rooms and sections before arrival of the officers and the staff and keep the whole surroundings of the building clean and tidy and bring to the notice of caretaker about any dirt that has accumulated in the forms of bundles of papers or records and after taking clear instructions from the caretaker and if they are found to be wastage they may be burnt taking them far off from the building. Sweeper is to wash the allotted rooms or halls or steps area twice a week. Sweeper shall attend the works of around the compound.

Incase of any help is required he will approach the Caretaker for Interdepartmental and Interdepartmental matters.

II. COMPREHENSIVE CHART OF THE FUNCTIONERIES (OFFICERS) IN THE ANDHRA PRADESH STATE ARCHIVES & RESEARCH INSTITUTE



* Comprehensive History of Andhra Pradesh

* Central Assistance Scheme

Andhra Pradesh State Archives
and research Institute

Tarnaka, Hyderabad - 500 007.

CRITICAL PROVISIONS OF ACTS, RULES AND REGULATIONS

Andhra Pradesh States Archives is the custodian of Government Records and it is a research institute. There is no Archival legislation enacted so far. Proposals were sent to Government and action of enactment is pending. This office is following the following Rules & Regulations.

I. Special Rules :

Andhra Pradesh State Archives Service Rules issued in G.O.Ms.No. 95, Education (Co.ord. H.E.2) Department, dated : 26-04-1997 for the posts of :

Category (1) : Director

Category (2) : Deputy Director (Departmental Record Officer)

Category (3) : a) Assistant Director (Technical)
b) Assistant Director (Urdu & Persian)
c) Assistant Director (Administration)

II. A.P. State Archives Subordinate Services Rules issued in G.O.Ms.No. 139, Edn. (Co. Ord. HE.2) Department, dt. 4/06/1997 for the post of :

CLASS - A:

Category (1) Archivist

Category (2) Assistant Archivist, Including Research Assistant.

CLASS - B:

Category (1) Senior Assistant (Persian & Urdu)

Category (2) Junior Research Assistant (Persian & Urdu)

CLASS - C:

Category (1) Upper Division Calligrapher

Category (2) Lower Division Calligrapher

CLASS - D:

Category (1) Librarian

Category (2) Assistant Librarian

CLASS - E:

- Category (1) Foreman
- Category (2) Assistant Foreman including Chargeman
- Category (3) Mender
- Category (4) Binder

CLASS - F:

- Category (1) Microfilm Operator
- Category (2) Photographer
- Category (3) Dark Room Assistant

CLASS - G:

- Category (1) Electrician
- Category (2) Plumber

III. The following posts are governed by the Andhra Pradesh Ministerial Service Rules issued in G.O.Ms.No. 261, G.A (Ser-B) Department, dated : 14/07/1998.

- 1) Superintendent
- 2) Caretaker
- 3) S.G. Stenographer
- 4) Senior Assistant
- 5) Junior Assistant
- 6) U.D. Typist
- 7) L.D. Typist
- 8) Receptionist.

IV. The following posts are governed by the Andhra Pradesh General Subordinate Service Rules issued in G.O.Ms.No. 965, G.A. (Ser-B) Department, dated : 21/10/1995.

- 1) Record Assistant
- 2) Shroff
- 3) Driver

V. The following posts are governed by the Andhra Pradesh Last Grade Service Rules issued in G.O.Ms.No. 565, G.A. (Ser-B) Department, dated:

24/10/1992.

- 1) Jamedar
- 2) Dafedar
- 3) Attender
- 4) Chowkidar
- 5) Cycle Orderly
- 6) Sweeper
- 7) Scavenger
- 8) Gardener

VI. General Rules Governing Service matters :

1. The Andhra Pradesh Subordinate Service Rules, 1996 issued in G.O.Ms.No. 436, G.A. (Ser-B) Department, dt. 15/10/1996.
2. The A.P. Fundamental Rules and Subsidiary Rules.
3. The A.P. Revised Pension Rules, 1980.
4. The A.P. Civil Services (Classification, Control and Appeal) Rules, 1991.
5. The A.P. Civil Services (Conduct) Rules, 1964.

VII. Other Rules :

1. The A.P. Integrated Medical Attendance Rules, 1972.
2. The A.P. Travelling Allowance Rules, 1996.
3. The A.P. Manual of Special Pay and Allowances.
4. The A.P. General Provident Fund Rules.
5. The A.P. Financial Code.
6. The A.P. Treasury Code
7. The A.P. Accounts Code
8. The A.P. Budget Manual
9. The A.P. House Building Advance Rules, 1996.

VIII. Rules Regulating Public Access to Records.

Rules Regulating access to Records

PART - I

PRELIMINARY

1. Short title :

The rules may be called 'Rules regulating public access to records in State Archives and Research Institute, Andhra Pradesh.

2. Definitions :

In these rules, unless the context otherwise requires.

- a) "State Archives and Research Institute" means the main office of the Director, State Archives, Government of Andhra Pradesh at Tarnaka Hyderabad - 7 and including its branches and repositories:
- b) "Interim Repository" means the branch office of State Archives and Research Institute situated in the Andhra Pradesh Secretariat premises, Hyderabad.
- c) "Archives" means records, manuscripts and other documents whether public or private preserved in the State Archives and Research Institute.
- d) "Records" means the published or unpublished public or private documents preserved in the State Archives and Research Institute.
- e) 'printed material' means
 - i) all the printed books specified in the catalogue and available in the Research Library of the State Archives and Research Institute.
 - ii) all the reports, periodicals and other literature, including maps published by any State or Central Government or by any institutions as specified in the catalogue and kept in the Documentation Cell of the State Archives and Research Institute.
 - iii) all the Official Gazettes preserved in the State Archives and Research Institute.
- f) 'Director' means the Director of State Archives and Research Institute of A.P.

- g) "Bonafide Research Scholar" means
- i) An ordinary and corresponding member of the Indian Historical Records Commission ;
 - ii) Vice-Chancellors, Professors or Readers of recognized Universities in the territory of India;
 - iii) Post-Graduate research workers of recognized Universities, who satisfy Director as to their bonafides by producing a certificate from the Vice-Chancellor or Professor or Reader of their University or such further evidence as the Director may require
 - iv) An Official of the Government of India or a State Government recommended by the concerned Government or the Head of the Department of such Government ; or
 - v) Any other person recommended by the Government of Andhra Pradesh ;
 - vi) 'Form' means a Form appended to these rules ;

PART - II

Public Relations :

3. Visit to State Archives :
 - a) The Director may permit any person desiring to visit the State Archives and Research Institute to see the archives and activities of research, cataloguing and preservation carried on in various branches of the State Archives and Research Institute.
 - b) Every such visitor shall first contact the receptionist for guidance.
4. **Historical Museum** : the museum of the State Archives and Research Institute shall be kept open for the public on all working days during office hours.
5. **Information Service** : The Director may at his discretion furnish information of general interest available in the State Archives and Research Institute to any person or institution in respect of any specific topic.
6. **Record gifts** : The Director may accept any gift of valuable historical records for permanent preservation in the State Archives and Research Institute as a private collection in the name of the donor.

7. **Access to printed material :** The Director may permit any person any record or printed material in the State Archives and Research institute subject to the provisions in the other rules.
8. **Publications of State Archives :** The Publications of State Archives and Research Institute can be obtained from the Director on requisition submitted in Form - I and on payment of cost.

PART - III

Access to records :

3. Procedure :

- a) Every person who wishes to consult the records in the State Archives shall apply in writing to the Director in Form - II.
- b) Applicants who are foreigners have to produce introduction from their representative Embassies or Legations in India or otherwise satisfy the Government of Andhra Pradesh about their bonafides :
- c) The Director may refuse permission to any person to have access to the records if he is satisfied that such permission will not be in public interest.
- d) The Director may grant permission to any foreigner to consult the records, but he shall inform the State Government of every such permission granted and obtain ratification.
- e) No record shall be delivered to a bonafide research scholar or any other person unless he has submitted to the officer in-charge of the Research Room a duly signed requisition slip meant for the purpose.
- f) Every person who obtains the records from the State Archives and Research Institute shall promptly return the records, when no longer required, to the officer in-charge of the Research Room and get back his requisition slip or get it cancelled.

10. Limitations :

- a) Non-confidential records irrespective of their age may be thrown open to all bonafide research scholars by the Director, State Archives and Research Institute
- b) Confidential records which are less than 40 years old may be made

accessible to bonafide research scholars if permitted by the Government.

- c) Confidential records which are more than forty years old may be made accessible to bonafide research scholars by the Director without referring to the Government for permission. However, where the Director feels that consultation with the government is necessary for granting permission to consult them he/she should address the concerned department of the Government in the matter.

11. Duration of Permission :

Permission granting access to the records shall remain valid for the period for which it has been accorded. If an extension is required, a fresh application shall be made by the person concerned.

12.
 - a) The bonafide research scholars may take excerpts, copies or notes from all non-confidential records which are thrown open to them for access irrespective of their age subject to scrutiny by the Director.
 - b) The bonafide research scholars may take excerpts, copies or notes from all confidential records which are more than 40 years old, and thrown open to them for access, subject to scrutiny by the Director.
 - c) Excerpts, copies or notes taken by the bonafide research scholars from confidential records which are less than 40 years old, and thrown open to them with special permission of Government should be submitted to the Director for scrutiny and for certifying them for release.
 - d) Excerpts, copies or notes taken by the bonafide research scholars from all the printed reports and newspaper cuttings which have been made accessible to them, should be submitted to the Director for scrutiny and for certifying them for release.
13.
 - a) Every bonafide research scholar who takes excerpts, copies or notes from records mentioned at item 12(c) and 12 (d) shall submit an application to the Director along with a detailed list, in Form III, of records from which such excerpts, copies or notes have been taken and also submit excerpts, copies or notes.
 - b) As soon as an application under sub-rule (a) is received, the Director shall scrutinise the excerpts, copies or notes and may grant permission for their release or may withhold permission for release

- of the whole or any portion of such excerpts, copies or notes if in his opinion their release is not in public interest,
- c) If the order of the Director are not communicated within three months from the date of submission of the excerpts, copies or notes under sub-rule (a) permission for their release shall be deemed to have been granted subject to the other conditions imposed by the rules.
 - d) Any bonafide research scholar who is aggrieved by the decision of the Director under sub-rule (b) withholding permission for the release of the excerpts, copies or notes, may within one month from the date of communication of such decision, appeal to the Government through the Director and the decision of the Government on such appeal shall be final.
14. Any extract taken from the records will be certified as true copies only on application made in Form-IV and on payment of fees at the rates specified in the Table of Fees appended to these Rules.
15. Any Research Scholar or other person desiring to get typed copies, extracts, notes which are difficult to read, may apply to the Director who may arrange to get them typed at the cost of such Research Scholar or person, by charging the rates specified in the schedule enclosed to these rules.
- 16. Venue of Perusal**
- a) Records may be perused only in the Research Room of the State Archives and Research Institute either at the main office or its branches in the presence of supervisory staff.
 - b) No records shall be removed from Research Room on any account.
 - c) No records shall be allowed to be removed from any shelf of the office except by one of the official in-charge.
 - b) Every person who has been allowed access to the Research Room shall observe such code of discipline as may be specified by the Director from time to time in that behalf.
- 17. Hours of access of Research Room :**
- a) The Research Room shall be kept open for authorized persons on all working days between 10:30 am and 5:00p.m.
 - b) Requisitions for records shall be entertained by the repository

between 10:30 am and 3:30 pm. The records once supplied may be retained in the Research Room till detailed perusal is over but in any case not exceeding one month.

- c) The Director may at his discretion order the research room to be kept open on Sundays and other public holidays or outside the usual working hours.

18. Handling of records :

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

19. Miscellaneous :

- a) No note or transcription shall be removed from the Research Room without the permission of the officer-in-charge of the Research Room.
- b) No books, records or other articles belonging to the State Archives shall be removed from the State Archives premises without the written permission of the Director.
- c) No photographic reproduction or tracing of records shall be made by any bonafide Research Scholar without the written permission of the Director. The Director may on a requisition made by a bonafide

- research scholar in Form-IV and on payment of fees specified in the Schedule of Fees, arrange for search, transcription, duplication, comparison, attestation or mechanical reproduction of any record or printed material.
- d) Documents of exceptional value and documents in fragile condition, shall be supplied subject to such restrictions as the Director may prescribe for ensuring their safety. No original document shall be issued for use of the bonafide research scholar where authorised copies are available.
 - e) Any defect or damage to a document or book should be pointed out by the bonafide research scholar to the officer-in-charge of the Research Room at the time of borrowing.
 - f) The Director may in his discretion waive the collection of fees in respect of any excerpts or copies of any record or other material supplied to the member of the Regional Historical Records Survey Committees or to any public institution.
 - g) Every bonafide research scholar who uses the extracts or the information taken in any form from the records of the State Archives and Research Institute for purposes of historical research and publishes any book paper or other work based on the material so taken, shall supply to the State Archives and Research Institute two copies of each such publication free of cost immediately after publication. Due acknowledgments to the State Archives and Research Institute Department should be made in the publication.
 - h) Any person may be removed from the Research Room for wilful breach of the foregoing rules of discipline, or if he is guilty of persistent disregard to the authority of the officer-in-charge, or of damage of any sort/to any record or document or is likely to cause offence to other occupants of the Research Room. In case of any dispute, the matter shall be reported to the Director whose order shall be final.
 - i) The Director may permit a private typist with a typewriter or a Research Assistant to accompany the bonafide research scholar to work for him provided that such Typist or Research Assistant shall abide by the rules applicable to the bonafide research scholars and the research scholars shall be held responsible for all the acts of

such Typists and Research Assistants.

20. Supply of Official Documents to Private Parties :

The Applications for the supply of copies of official documents to private persons other than bonafide research scholars shall be dealt with in the manner laid down in paragraphs 613-614 of the Andhra Pradesh Secretariat Office Manual which are reproduced below :

613. Rules regarding grant of copies of official documents :

The following procedure shall be observed in dealing with application for the supply of copies of official documents in the Secretariat and in the Central Record Office (State Archives) to private persons :

- 1) A court fee label of twenty-five paise should be fixed to any application or petition presented to any office for a copy or translation of any judgement, or any proceeding of, or order passed by, such office or of document of record in such office.
- 2) Application for search - A person requiring a search to be made among the records in the Secretariat of the Government of Andhra Pradesh or in the Central Record Officer (State Archives) for the purpose of obtaining a copy of or extracts from, a document shall submit an application for the purpose in writing to the Secretary in the administrative department concerned. The application need not be stamped, but unless the document applied for belongs to the current calendar year, it should be accompanied with search fees on the following scale in the shape of court-fee stamps, which will not be refunded in any case, whether the document is found or not or whether copies are eventually granted or not :
 - (A) When the document belongs to any year prior to the current calendar year but is not more than ten years old :
 - a) When the applicant gives the date of the document required or the year to which it belongs :
 - i) For the document applied for, or if more than one document is applied, for, or each document included in the same application except those specified in sub-clause (ii) Rs. P.
1.00

- | | |
|---|------|
| ii) For every document other than the first included in the same application and connected with the same subject. | 0.50 |
| b) When the applicant does not know to which year or period a document belongs. | 0.50 |
| i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii). | |
| For the First Year of search | 1.00 |
| For every year other than first year | 0.50 |
| ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year. | 1.00 |
| B) When the document is more than 10 years old but does not relate to any year prior to 1858. | |
| a) When the applicant gives the date of the document required or the year to which it belongs | |
| i) For the document applied for, or if more than one document included in the same application, except those specified in sub-clause (ii) | 2.00 |
| ii) For every document other than the first included in the same application and connected with the same subject. | 1.00 |
| b) When the applicant does not know to which year of period a document belongs | |
| i) For the document applied for or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii) | |
| For the first year of search | 2.00 |
| For every year other than first year | 1.00 |

ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year.	1.00
C) When the document belong to a year prior to 1858	
a) When the applicant gives the date of the document required or the year to which it belongs :	5.00
i) For the document applied for, or if more than one document is applied for each document included in the same application except those specified in sub-clause (ii)	
ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year.	2.50
b) When the applicant does not know to which year or period a document belongs -	
i) For the document applied for, of if more than one document is applied for each document included in the same application, except those specified in sub-clause (ii)	
For each year of search	5.00
ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year.	2.50

A receipt signed by the Assistant secretary or Under-Secretary of the Department concerned shall be furnished to every person depositing a search fee.

Note :

1. A separate application need not be presented in respect of each document of which copy is required.
2. Enclosures or annexures to letters, accounts or other documents form part of the documents to which they appertain, and are not reckoned for purposes of search as separate documents.
3. For all papers filed together and forming a single record only one

search fee need be paid, but in the case of Oke's registers or Stratton's Report or Circuit-Committee accounts separate search fees shall be levied for each item contained in the same volume.

4. Search fees shall be levied on applications for the return of documents.
 5. A search shall not be commenced until the applicant pays the prescribed search fee.
 6. The applicant should specify in his application the date of the document of which copies are required or the year or period to which the document relates and search will be confined to the year or period specified.
 7. If the applicant is not able to specify the date of the document or the year or period to which the document relates, he should be asked to state the period over which he requires the search to be conducted and to pay search fees at the prescribed rates. If the document is found without a search having to be conducted over the full period specified by the applicant, a proportionate refund of the search fees collected shall be made.
3. Search for the documents, etc., and grant of copies :

A search shall be made for the documents applied for in the Central Record Branch or in the State Archives as the case may be. If it is not found, a certificate to that effect should be furnished to the applicant. If the document is found, the applicant will not automatically be entitled to a copy of extract. Government will decide in each case whether or not copies of the contents of the document itself, the general principle being that no copy will be granted of any document, official or demi-official, which is either of a confidential character or, in the opinion of government of a nature which renders the grant of a copy injurious to the public interest. If government decide not to grant copies, the applicant will be informed accordingly. If, however, they decide to grant the copies and they are available in print they will be supplied on the payment of the cost of printing them, the amount being ascertained from the Director, Government printing press, Hyderabad. When copies are not available in print, the applicant will be asked to send the requisite number of copy stamped papers and or court fee stamps and or cash, on the scale indicated below :

- a) Where the documents are such as could be copied on copy-stamp papers, both sides of the copy-stamped paper used for typing or writing. A maximum of 175 words should be written or typed on the first embossed page of the copy-stamped paper. The copying fee for this page will be (31 paise). By suitable ruling a maximum of 30 lines should be written or typed on the reverse side of the copy-stamped paper and a maximum of 240 words should be written or typed on that page at the rate of 8 words for each line. The copying fee to be charged for the reverse side will be as follows :

When the number of words written or typed does not exceed 175
31paise.

When the number of words written or typed exceeds 175 (44 paise.)

When the reverse side of the copy-stamped paper is used, adhesive court-fee labels of the value of (31 paise or 44 paise as the case may be, should be affixed at the top right hand of that side and should be left at the top left hand corner for the endorsement of the copyist, (for facility of calculation 24 lines should be taken to be equivalent to one page and, in the case of figures 5 and 35 figures respectively should be taken to be equivalent to one word and one line).

- b) In the case of statements or extracts from registers which are too large to be copied on two connected sheets of copy-stamped paper, a fee of 31 paise of court-fee stamps for every 175 words or fraction thereof. The applicant will in this case also be asked to furnish good paper suitable for making copies.
- c) When owing to temporary shortage of copy-stamp papers on applicant is not able to furnish a requisite number of such papers, copies may be granted in plain paper affixed with proper court-fee labels. The following procedure should be observed.
1. The white paper to be used should be of a durable quality and of foolscap size.
 2. The required quantity for white paper as well as the requisite court-fee labels should be furnished by the parties themselves.
 3. Both the sides of the white paper should be used for transcribing copies. The number of words that can be transcribed on either

page will be subject to the following maxima :-

(a) First page 175 words

(b) Reverse page 240 words

4. The value of the court fee labels to be affixed to the white paper will be as follows :

a) When the first page of the paper alone is written -31 paise.

b) When the reverse of the paper is also written -

i) For a maximum of 175 words on the reverse page-31 paise more :

ii) For more words than 175 on the reverse page 44 paise more (for the whole of the reverse page)

d) i) In the case of maps or plans, a reasonable fee in cash.

When the copy-stamped papers etc. are received, copies will be prepared expeditiously in the administrative department of the Secretariat or, if necessary, as in the case of maps or if necessary, as in the case of maps or plans by special arrangements made for the purpose by the department concerned. The copies will be certified as true copies by the Assistant or the Deputy Secretary of the department concerned. If as a result of the document having been typed or copied too closely, some of the sheets of copy stamped paper received from the applicant remain unused they will be sent to the Tahsildar of Hyderabad.

ii) In cases (a) where the number of copy-stamped papers supplied by applicant is in excess of requirements, (b) where an insufficient number of stamps is filed, but the parties fail to supply the additional number of stamps within a given period and (c) where stamps are filed for copies of records which are not available in the office, the stamped paper should be returned to the parties concerned in the manner prescribed in sub-paragraph (5).

4. Members of the Parliament and of the Andhra Pradesh Legislature who, during the period of office, require copies of documents for their use as legislators will be exempt from the payment of all fees, etc. for this purpose

and, if government decide to let them have such copies, will be entitled to have them furnished on plain paper.

5. A list of certified copies ready for delivery shall be pasted on the notice board of the Secretariat and shall remain thereon for one week. The list should be prepared between 3 p.m and 4.30 p.m each day and should state the number of the copy application and the name of the person to whom the copies are to be delivered. The list should be affixed to the notice board immediately after the office-re-opens the following day. After expiry of the period the list should be taken down and the copies remaining un claimed, if .

FUNCTIONARY CHART

SECTION WISE / REGIONAL

OFFICE WISE

- 1) Commissioner is the head of the Department
- 2) Departmental Record Officer is the second in command in the department and every file send to the Commissioner should be route through the Departmental Record Officer.

Section under the direct control of Departmental Record Officer

Repository

Library

Documentation Cell

Publications

Regional Offices

Committees

Reprography

Kaifiyats

Comprehensive History of Andhra Pradesh Project

1. Repository II

Departmental Record Officer

Archivist

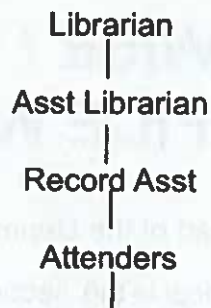
Asst Archivist

Junior Asst.

Record Asst.

Attenders

2. Library



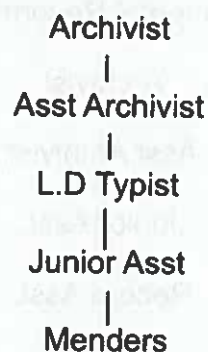
3. Documentation Cell



4. Publications



5 (1). Regional office of State Archives (Tirupathi)



Record Asst
|
Attenders

5 (2). Regional Office State Archives
(Vishakapatnam)

Asst Archivist
|
Junior Asst
|
Mender
|
Last grade Employee

5(3). Archival Center (Rajmundary)

Research Asst
|
Junior Asst

5(4) Regional Office of State Archieves
(Ananthapur)

Asst Archivist
|
Record Asst.

5 (5). Regional Office of State Archieves (Warangal)

Asst Archivist

6. Committees

Achivist
|
Asst. Archivist
|
L.D. Typist

Record Asst.



Attender

7. Reprography Section

Microfilm Operator



Photographer



Dark Room Asst.



Attender

8. Kaifyats and Comprehensive History of A.P. Project

Archivist



Asst. Archivist



Attender

Sections under the Control of Assistant Director (Administration)

Administration



Accounts I



Accounts II



Stores



Buildings

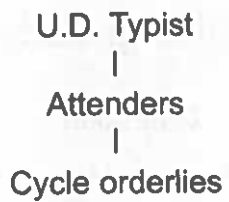
9. Administration

Superintendent

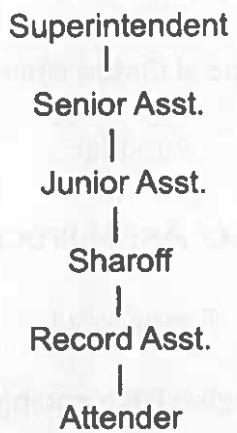


Senior Asst.

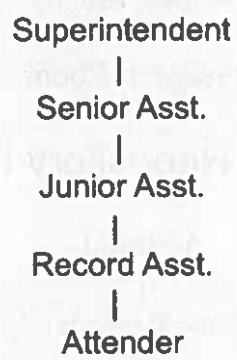




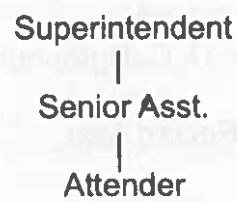
10. Accounts - I



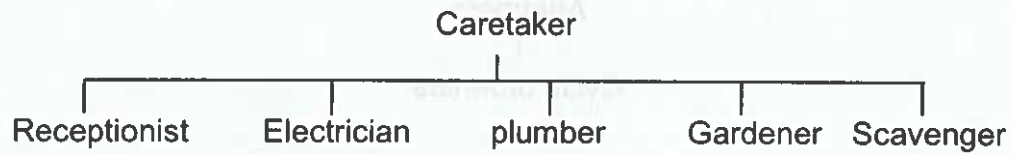
11. Accounts II



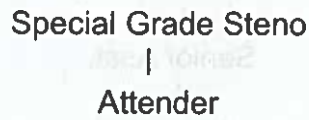
12. Stores



13. Building Section



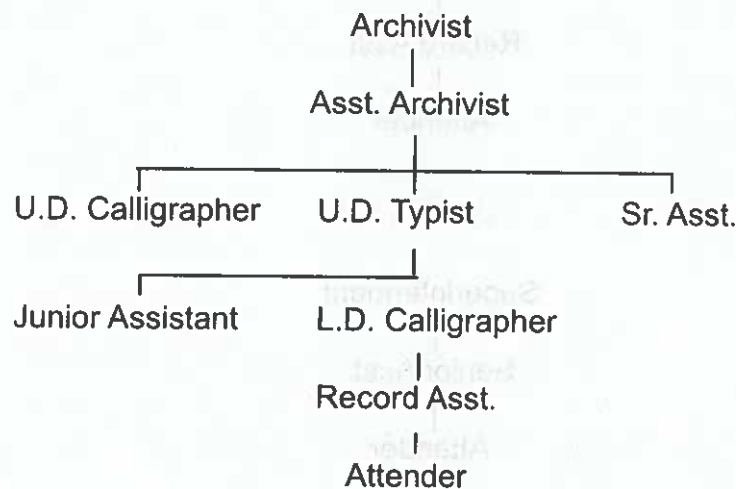
14. Peshi



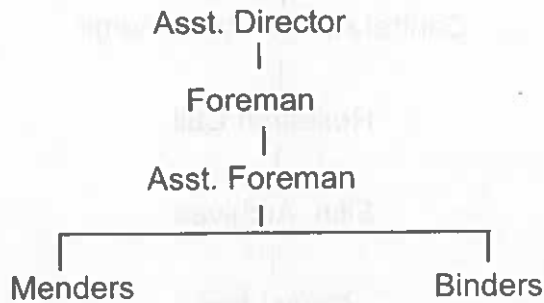
Section under the control of Asst Director (Urdu and Persian)

- Repository I
- Mughal Cataloguing
- Preservation
- Conservation
- Research Room

15. Repository I



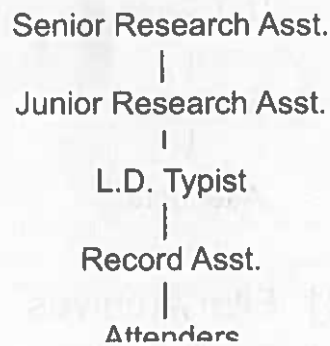
16. Preservation Section



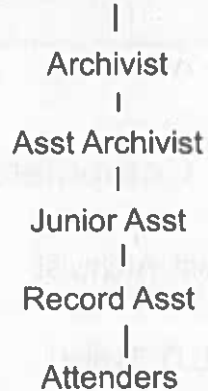
17. Conservation Section



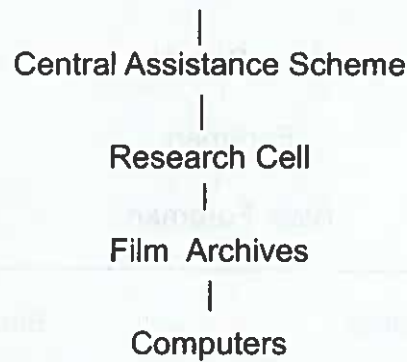
18. Mughal Cataloguing Section and Museums



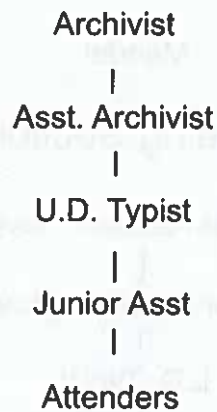
Research and Reference Room (RRI)



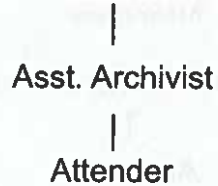
Asst. Director (Central Assistance)



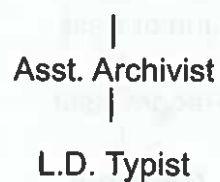
20. Central Assistance Schemes



21. Film Archives



22. Computers



Interim Repository

Archivist

Asst Archivist

Senior Asst

Junior Asst

Mender

Record Asst

Attender

QUANTIFICATION OF WORK/ OUTPUT FIXED FOR THE SUBORDINATES SECTION WISE

Sl.No	Section	Quantum fixed per month
1	2	3
1. Repository - I		
1.	Archivist	45 files and over all supervision
2.	Asst. Archivist (Muntakhab seat)	15 files 25 bundles (Arrangement searching & supply & restoration)
3.	Junior Assistant - I	-do- (Secretariat Records)
4.	Junior Assistant -II(Gazettes)	-do-
5.	Junior Assistant -III	-do-
6.	U.D. Typist (Urdu)	300 pages
7.	Record Assistant (3)	Daily dusting of records, assisting in search, restoation of records, and arrangement of records.
2. Indexing :		
1.	Archivist	440 Documents
2.	Asst. Archivist	440 -do-
3.	U.D. Calligrapher	330 Documents
3. Repository - II		
1.	Archivist	Overall supervision of the section
2.	Asst. Archivist - I (G.O.s & BPs)	25 Requisitions
3.	Asst. Archivist-II (Electoral Rolls)	30 Requisitions
4.	Junior Assistant-I (Survey Records)	30 Requisitions

5. Junior Assistant - II	10 Requisitions
6. Record Assistants (3 Staff)	Daily dusting, searching of and restoration of records.
7. L.D. Typist	Typing of list of records & correspondence
4. Mughal Records Section :	
1. Sr. Res. Assistant	440 Documents 154 pages
2. Jr. Res. Assistant	440 Documents 154 pages and preparation of profiles and objects guiding the visitors
Script of Records :	
3. Junior Assistant	Numbering of 1320 Documents
4. Typist	66 statements, 88 letters
5. Village Kaifiyats Section and Comprehensive History of Andhra Pradesh Project	
1. Archivist	3 Local Tracts, 50 Folios 50 bibliography cards
6. Committee Section :	
1. Archivist	750 Documents, 55 files
2. Asst. Archivist	Indexing of 750 documents
3. Research Assistant (survey of records)	10 Institutions & cataloguing of old Telugu Books
4. Senior Assistant	55 files
5. L.D. Typist	300 letters, including statements.
6. Record Assistant	Dusting, arrangement and searching of records, newspapers etc.
7. Library :	
1. Librarian	200 Books and 25 Index cards and 5 Files
2. Asst. Librarian	Indexing 200 books.
3. Junior Assistant (Library)	200 Books & 3 files, issue & return of books & related correspondence.

8. Documentation Cell

- | | |
|--|---|
| 1. Junior Assistant (Documentation Cell) | Arrangement, Listing of printed reports attending to the requisitions (200 reports) |
| 2. Record Assistant | Daily dusting, search and supply of reports to research scholars (200 reports) |

9. Reprography Section :

- | | |
|-----------------------|--|
| 1. Archivist | Overall supervision and 3 files. |
| 2. Microfilm operator | 15 rolls exposure & negatives. |
| 3. Photographer | 10 rolls positive printing
Taking photos of seminar, lecture programmes and archival week celebrations, assisting the Microfilm Operator.
Taking photos of portraits of Freedom Fighters and photos of persons connected to historical importance. |

10. Film Archives :

- | | |
|--------------|---|
| 1. Archivist | Maintenance of Archival films and supply of films to Research Scholars, attending to related correspondence, three files a day Correspondence with notable film producers of classical films to promote film archives in multi dimension. |
|--------------|---|

- | | |
|--------------------|------------------------|
| 2. Asst. Archivist | Indexing 220 documents |
|--------------------|------------------------|

11. Preservation Section :

- | | |
|-------------------|--|
| 1. Superintendent | Overall supervision and correspondence are related to preservation material and chemicals. |
| 2. Foreman | Supervision of work and technical guidance. |

- | | |
|------------------|--|
| 3. Asst. Foreman | Scrutiny of work and maintenance of daily Job Register. |
| 4. Mender - I | Minor Repairs, 15 sheets gaurding 50 sheets, Binding 17 books, file stitching, 10 Nos. |
| 5. Mender - II | Minor repairs 450 stitching, 23 Books, |
| 6. Mender -III | Wraper binding of 5 Books stitching of Xerox copies 190 sets |
| 7. Mender-IV | Minor repairs 450 stitching of GOs 17 Wraper binding 8, file stitching 10 |
| 8. Mender-V | Minor repairs 125 guarding 50 Books binding, 20 wraper binding 6, Folding of files 4 |

12. Conservation Lab Section :

- | | |
|--------------|--|
| Chargeman | Supervision of work and technical guidance. |
| Mender - I | Lamination 165 sheets, Dryacidification 80 sheets, books fumigation 80 books |
| Mender - II | Dryacidification 320 sheets, fumigation 320 shts. |
| Mender - III | Gaurding 160 sheets, dryacidification 200 sheets |
| Binder | |

13. Research Room :

- | | |
|------------------------|---|
| 1. Archivist | Overall Supervision |
| 2. Asst. Archivist | 10 Files
(Research Fellowship Schemes)
Progress reports, Advisory Committee etc.) |
| 3. Junior Assistant -I | (Permission to Reserch scholars,
Lecture Programmes) |

4. Junior Assistant - II	(Supply of Xerox Copies, Maintenance of xerox machines etc.
5. Dark Room Assistant	4000 Xerox copies/ Assisting photographer
6. Record Assistant	Attending to 20 requisitions of research scholars / supply of records to research scholars and return of records to respective sections.
7. U.D. Typist	Attending typing of correspondence of research sections and Library etc. 450 pages.
14. Publication Section :	
1. Archivist	20 Files (on printing, sales and related correspondence)
2. Asst. Archivist	Attending to sale of office publications Maintenance of publication sales Registers.
3. Record Assistant	Attending to the maintenance of publications, packing and despatching of publications.
5. Administration :	
1. Archivist	175 Files
2. Asst. Archivist- I (Service matters, court cases, periodical report, disciplinary cases).	50 Files
3. Asst. Archivist-II (Loans, leave, annual increments etc. of officers & supervising staff)	50 Files
4. Senior Assistant (pension, leave, annual increments etc. of miniserial staff)	40 Files
5. Senior Assistant (leave, annual increments etc. of class IV employees)	35 Files

6. U.D. Typist	300 letters
7. Receptionist	inward
8. Record Assistant	outward
16. Accounts - I	
1. Superintendent	Supervision of section and scrutiny of bills (42 bills)
2. Senior Assistant -I	Maintenance of cash book, registers of U.D.P., R.C.R. permanent advance, contingent bills of stores, Electricity, Telephone bills, Vehicle bills, preparation of challans etc.
3. Senior Assistant-II	Preparation of Gazetted officers bills, containing 6 officers and their T.A., L.T.C. T.A. advance bills and detailed T.A. bills Preparation of permanent establishment pay bills, their T.A. L.T.C. Edn. Adv. bills, and calculation of Income Tax returns of the all staff members of this Department. Preparation of Schedules correspondence of Court cases of salary attachment etc.
4. Senior Assistant -III	Preparation of bills of 2 Supdts. & 10 Junior assts., preparation of bills for Allwyn workers,
5. Junior Assistant -I (attended by L.D. Calligrapher)	Preparation of pay bills of Part-II -A & B. Estt. containing 34 members, pay bills of L.G.E., containing 8 members, pay bills of 18 menders Estt. containing 12 members and preparation of their arrear bills. preparation of G.P.F. Adv. bills.

6. Junior Assistant - II
Preparation of temporary estt. pay bills containing 21 member.
Pay bills of 6 Archivists estt containing 14 members. Preparation of festival adv, edn. Adv., Group Insurance scheme, family benefit schemes H.B.A Adv. Motor cycle, Adv, Marriage Adv. etc.
7. Shroff
Maintenance of payment chitta, Receipt of the cheques, and bringing the cash from S.B.H., Hyd. Remittance of receipt books, remittance of bank loans, Maintenance of disbursement register of all the staff.
Submitting the bills of all kinds to P.A.O., and collecting the cheques from P.A.O.
8. Record Assistant
- 17. Accounts - II**
1. Superintendent
Overall Supervision of work
2. Asst. Archivist
Preparation of plan budget proposals. Allocation of budget to various Schemes
Sending of Plan proposals to the Government.
Sending of Plan proposals to the Government for administrative sanctions.
Sending of plan proposals for reappropriation, proposals for additional grants.
Proposals for D.T.A. authorisation.
preparation of proposals for FiveYear Plans.
Proposals for D.C.C. meeting, proposals for P & PAC.

Preparation of Budget speech notes for Education Department.
 Preparation of Budget speech notes for Finance Department.
 Surrender of savings to the government.
 Monthly proceedings expenditure under plan
 Distribution of funds to regional offices and obtaining of administrative sanction, obtaining of proposals on various schemes from different sections. attending of plan budget meetings like D.C.C. P&PAC, monthly review meetings etc. at secretariat.
 Attending Assembly during Budget session. Attending plan meetings in Deptt., preparation of Zero based budget.

3. Asst. Archivist

Attending Pay fixation to all staff members
 Reconciliation of Departmental figures those booked by P.A.O. for every month.
 Reconciliation of Departmental figures those booked by A.G.A.P., Hyderabad.
 Attending the sanctioning orders for F.B.F. and Group Insurance to the retired staff. Sending necessary reconciliation certificates to the A.G.A.P., Hyderabad for the reconciliation of Departmental figures those compared to P.A.O., Hyderabad.
 Furnishing of reconciliation certificates to the P.A.O., Hyderabad.

4. Senior Assistant

Sanction of G.P.F. Adv. to all the staff members.

Intimation of G.P.F. A/c slips to the staff members

Maintenance of G.P.F. Registers
Forwarding the G.P.F. application like final withdrawal etc. to the A.G.,A.P. Hyderabad.

Preparation of New plan budget of the office.

Preparation of number statements for the budget.

Attending the Test Audit

Sending the Test Audit

Sending replies to the Govt. regarding audit objections and paras.

Distribution of Non-Plan budget to the Head Office.

Distribution of Non-plan budget to the Regional offices

Sending proposals for the D.T.A. authorisation for the Non-Plan budget to Head office and Regional Offices

Sending of orders of D.T.A. authorisation to the Head office P.A.O. Hyderabad and five Regional Offices.

Attending the files relating to the F.A. APCO ADV., L.T.C. Adv. etc.

18. Building Section :

1. Caretaker

Supervision of work of the staff, maintenance and security of office Buildings.

2. Junior Assistant

Assists the Caretaker in carrying out the work

- | | |
|-------------------|--|
| 3. Electrician | Daily check up of electrical connections, Fire Alarm system, dehumidifiers & generator |
| 4. Plumber | Daily check of water connections, water pumps bore wells etc. |
| 5. L.G.E. (9) | Daily sweeping of office building, campus etc. |
| 6. Chowkidars (4) | Watch and security of office building and records |
| 7. Gardener | Attending to upkeep of garden and trees planted under Janmabhoomi programme/ clean and green programme |

Central Assistance Scheme :

- | | |
|---------------------|--|
| 1. Asst. Director | Incharge of the section, editing works of the catalogues prepared by the Archivists and Asst. Archivists are to be made press worthy for printing purpose. |
| 2. Archivist | Over all supervision of the section and also attend to the editing work of indexing works done by Asst. Archivist. |
| 3. Asst. Archivist | Indexing work of 15 to 20 pages per day of Dist. Collectorate records preserved in A.P. State Archives. |
| 4. Senior Assistant | To attend all the correspondence with the National Archives of India, New Delhi and Govt. of A.P. in Edn., Deptt., A.G. Office, A.P., Hyderabad and other ministerial staff work as applied. |
| 5. U.D. Typist. | Attend to the typing work of correspondence, Indexing work etc. |

20. COMPUTER WING :

1. U.D. Typist

Typing of Indices to Dist. Collectorate records and correspondence, 625 pages per month, including statements.

2. L.D. Typist

Typing of Indices to Dist. Collectorate records and correspondence, 625 pages per month, including statements.

INTERIM REPOSITORY OF A.P. STATE ARCHIVES, SECRETARIAT :

1. Archivist

Overall Supervision, Inspection of progress registers, scrutiny of bills.

2. Asst. Archivist

10 files

13 Salary bills

Contingent bills and maintenance of 7 A/c Registers

3. Junior Assistant -I

Attending to 40 Requisitions, search and supply of records 10 Files.

4. Junior Assistant -II

Attending to 40 requisitions, search and supply of records 10 Files.

5. Junior Assistant - III

Attending to 40 requisitions, search and supply of records 10 Files.

6. L.D. Typist

13 Schedules and 120 letters.

7. Menders - I

Guarding 150 sheets, repairs 150 sheets stitching 100 files

8. Menders -II

Guarding 150 sheets repairs 150 sheets stitching 100 files

9. Menders -III

Guarding 150 sheets repairs 150 sheets stitching 100 files

10. Record Assistants (2)

Daily Dusting of records, arrangement of records, searching of records requisitioned.

REGIONAL OFFICE OF STATE ARCHIVES - TIRUPATI :

1. Archivist

Overall supervision of Regional offices scrutiny of draft Index of records

2. Asst. Archivist

Indexing of 500 R. Disposals

3. Junior Assistant - I

Indexing of 100 R. Disposals and also inward/outward, pay bills.

4. Junior Assistant - II

Indexing of 100 R. Disposals and also maintenace of Attendance Register, pay bills, cash book.

5. Jr. Assistant - III

Indexing of 100 R. Disposals and Contingent bills.

6. Jr. Assistant - IV

Indexing of 100 R. Disposals.

7. L.D. Typist.

40 pages correspondance cash 25 salary, schedules, 500 Index

8. Mender

Gaurding 150 sheets repairs 300 sheets stitching of 100 files

9. Record Assistant

Daily dusting of records, arrangement attending to requisitions and restoration.

REGIONAL OFFICE OF STATE ARCHIVES - VISHAKHAPATNAM :

1. Asst. Archivist - I

25 Files, 250 Indexes 12 bills (Verification)

FUNCTIONARY MANUAL

QUANTIFICATION OF WORK

- | | |
|---|--|
| 2. Asst. Archivist - II | 12 pay bills & Contingent bills |
| 3. Junior Assistant -I
(Maintenance of
Stock Register,
Reconciliation work). | 7 Registers |
| 4. Jr. Assistant - II | 10 Files Correspondence and 35
supply of records. |

**REGIONAL OFFICE OF STATE
ARCHIVES - ANANTHAPUR :**

- | | |
|---------------------|---|
| 1. Asst. Archivist | Scrutiny of Index of 300 R. Disposals |
| 2. Junior Assistant | Indexing of 300 R. Disposals. |
| 3. Record Assistant | Daily Dusting, Arrangement and
Restoration of Records. |

**REGIONAL OFFICE OF STATE
ARCHIVES - WARANGAL**

- | | |
|-----------------------|--|
| 1. Jr. Assistant - I | Indexing of 100 R. Disposals
preparation of pay bills |
| 2. Jr. Assistant - II | Indexing of 100 R. Disposals and
preparation of contingent bills. |

ARCHIVAL CENTRE - RAJAHMUNDRY

- | | |
|-------------------|---|
| 1. Research Asst. | Supervision of Regional Office, Survey
of records. |
| 2. Jr. Assistant | Indexing of 100 R. Disposals,
preparation of pay bills, maintenance
of registers. |

DEPARTMENT OF WORK

1. To carry out the work of the Department

10. To issue orders, directions and to

REGIONAL OFFICE OF STATE ARCHIVES - ANANTHAPUR

1. To carry out the work of the Department

REGIONAL OFFICE OF STATE ARCHIVES - VANGAL

1. To carry out the work of the Department

ARCHIVAL CENTRE - RAJAHMUNDRY

1. To carry out the work of the Department

- 1. To carry out the work of the Department
- 2. To assist in the work of the Department
- 3. To assist in the work of the Department
- 4. To assist in the work of the Department

- 1. To assist in the work of the Department
- 2. To assist in the work of the Department
- 3. To assist in the work of the Department

- 1. To assist in the work of the Department
- 2. To assist in the work of the Department

- 1. To assist in the work of the Department
- 2. To assist in the work of the Department

FOMATS OF VARIOUS REGISTERS AND REPORTING FORMATS

Attested Copies Issue Register.

S.No.	Name of the applicant	Date of Applicant	Nature of Account
1	2	3	4

Amount	File No	Date of issue	Signature of Applicant
5	6	7	8

Tappal Register

S.No.	Current No. with date and receipt	Subject	Signatuer of AA/JA
1	2	3	4

Register for Supply of Records

S.No.	Date	Requisition no of RR1 Section	Name of the Scholar
1	2	3	4

Particulars of the record	Particulars of section	Date of return
5	6	7

Daily Particulars & Working Xerox Unit

S.No.	Date	Name of the Section	Opening Meter no
1	2	3	4

No. of copies	Signature of Operator	Closing meter No.	Signature of Operator	AD (T) Revenue
5	6	7	8	9

Undisbursed payment register

S.No.	Date	Bill No	Amount
1	2	3	4

Date of disbursement	Amount undisbursed	Signature of pay & Disbursement officer
5	6	7

Contingent Register

Bill No Token no Cheque no	Subject and Proceedings no	Budget details	Balance
1	2	3	4

Signature of Pay and Disbursement officer

5

Permanent Advance Register

Date	Date & serial	Purpose	Amount
1	2	3	4

Opening	Receipts	Total	Deductions
5	6	7	8

Closing Date	Vouchers of Payment
1	2

Daily Work Chart of Electrician

Date	Meter Reading	Daily Units	Works Attended
1	2	3	4

Signature of Caretaker	Signature of Asst. Director
5	6

Cash Book

Date	Opening Balance	Amount	Closing Balance
1	2	3	4

Amount	Balance per Cash	Balance UDP	Balance as advance	Sig. of Cashier
1	2	3	4	5

Schedule for Recoveries for all scholars

SI.No.	Name of the scholar	Address	To which attached
1	2	3	4

Topic of the scholar	Period of Pension	File No
5	6	7

Records Issued to Scholars

S.No	Name of the Scholar	PP no Alloted to scholer
1	2	3

Peshi Register

Sl.No.	Date of issue file No	Date	Signature of A.D.
1	2	3	4

Cycle Orderly Register

Sl.No.	Name	Date file No.	Signature /Head of the department
1	2	3	4

Disbursement Register

Sl.No.	Name of the staff	Net salary	Recovery
1	2	3	4

Delivery Register

Sl.No.	Job no	Date	Section
1	2	3	4

Nature of work	Quantity	Signature of the receiving section in charge
5	6	7

Menders Binders Progress Report

Name of the mender/ Binder	Date	Prescribed Progress per day	Acutual work done	Signature of Menber Binder
1	2	3	4	5
		Guarding 70-80 sheets stitching 25-30 " chiffon Binding 15-10 " inlay work 5-10 " Minor repair 45-55 " preparation 2 Registers Binding of books 1		

Signature of Foreman	Signature of Asst. Director	Remarks
6	7	8

Subscription No	Published	Periodicity	Date of the record
1	2	3	4

Register for (Itihas Articles)

Article No	Name of the author and address	Titler of the Article	Date of article refered to expert	Date of return from the expert
1	2	3	4	5

Register of Subscriptions for Itihas

S.No	Date	Nature or Years	Vol. No.
1	2	3	4

Date of Year	Subscription
1	2

Date of Receipt expected	Remarks
5	6

Register of Subscribers

Library Stock Verification Register

Access	Call No.	Year	File No.
1	2	3	4

Library Visitors Register

Date	Name of the Visitor	Time	Address
1	2	3	4

Purpose	Signature
5	6

Siyahas Register

S.No	Letter No. of the Office of Qazat	Date of Receipt	Name of the qazat
1	2	3	4

Ack letter no and date	Signature receiver of the
5	6

Name of the section	Nature of Record	Date & Which Records sealed in Chemicals	Later on which record and record cleared	Return of the record of act Conceived sealed
1	2	3	4	5

Address of the Supervisor	Sig. Of the	Remarks
5	6	7

**Reprography Section
Progress Report of Microfilm Operator**

S.No	Date	Micro Exposure	Process
1	2	3	4

Positive/ Negative	Indexing done	Videography done	Display of Slides	Signature of microfilm operator	Signature of Officer Concerned
5	6	7	8	9	10

Remarks
11

Progress Report Register of Photographer

Sl. No	Date	Exposure done	Process done	Negative/ Positive
1	2	3	4	5

Printing done	Signature of Photographer	Signature of Micro film Operator	Signature of Officer Concerned	Remarks
1	2	3	4	5

Progress Report of Dark Room Assistant

Sl. No	Date	Developing	Washing	Cleaning
1	2	3	4	5
Drying	Signature of dark room Assistant	Signature of Micro film Operator	Signature of officer concerned	Remarks
6	7	8	9	10

Stock Register of Reprography Section

Sl. No	Date	File No
1	2	3
Quantity	Amount	Remarks
1	2	3

INSTRUCTIONS FOR THE ELECTRICIAN OF THE STATE ARCHIVES

- 1) The Electrician should check frequently all the switch board covers containing fan regulators, to see that they are not hot. This should be done every day with all the boards.
- 2) Similarly he should check that all the fuses are not getting excessively hot.
- 3) He should see that all the earth pits are watered every day.
- 4) He should see that all fuses are provided with correct gauge fuse wire, suitable for the current to be carried in that particular circuit. No higher size fuse wire should be permitted.
- 5) Every month he should meager the entire installation for insulation resistance and continuity .The insulation resistance should infinity and the continuity should be zero.
- 6) He should check with a megger once in a month the insulation of the condensers and chokes of all fans and tube lights motors (including motors of water pump sets) and other appliance etc.
- 7) He should take earth resistively of the entire installation and each of the earth pits every one month. The earth resistively should not be more than 1 Ohm either for each of the earth pits or entire installation.
- 8) If the earth resistance is higher than the above, he should provide coal and salt in the earth pits and water them thoroughly and bring the resistance to the above value..
- 9) Once in every quarter he should check and rectify any loose connections in the wires of the entire installation. He should check that all the regulator contacts of all the fans are properly operating and there are no loose contacts. Similarly he should see that there are no loose contacts and connection in switched, plugs and connectors etc.

10) Every quarter he should check leakage the following manner :

First he should calculate the load current in each circuit, depending on the actual load in that circuit. He should measure the actual current flowing in the circuit with the tongtester. If the current measured with the tongtester, is much higher than that calculated, it means that there is some leakage in the wiring of that particular circuit. The wiring should be checked and defects noticed, if any, should be rectified.

Forms	
STATE ARCHIVES	
Temporary Pass for entry	
(1)	
Name of the Visitor :	
Designation :	
Purpose :	
Whom does he wish to see :	
Signature of Visitor	
Signature of Receptionist :	
Date and time :	
Assistant Director	
(2)	

ANDHRA PRADESH STATE ARCHIVES

HYDERABAD

PERMANENT PASS FOR ENTRY

1. Name of the holder of the pass :	
2. Address :	
3. Purpose of visit :	
4. Pass valid during	
(a) The period from	
(b) time :	
to	
5. Signature of the pass holder :	
Assistant Director .	

Note : This pass should be surrendered to the Receptionist on the day when it expires or the need for it ceases which ever is earlier.

3. Trunk Call and Phonogram Register

SI.NO 1	Date on which Trunk call was made or Phonogram issued 2	To whom booked or issued 3

Name of the officer who made the call or issued Phonogram 4	Pupose 5	Signature of the Officer 6	Remarks 7

4. Distribution Register

SI.No. 1	Number and date of communication 2	Received from 3

Subject 4	To whom delivered 5	Signature of the Receptionist 6

(5) Security Register

Consecutive number in the register	Date of receipt	From whom received	Date and number of the current
1	2	3	4

Purport of the current	Particulars of valuables enclosed	Section and group dealing with the subject & the initials of the officer receiving custody of valuables
5	6	7

Signature of the head of the office and date of receipt by him	Remarks
8	9

(6) Personal Register

Sl.No 1	Current No. 2	Date of receipt by Asst. 3	(1) Title (main head underlined) (2) From whom (3) Outside number and date 4

Submitted by Clerk 5	Returned to the Asst 6

Reference issued to whom and date 7	Reply or fresh current received from whom number and date 8	Date of Receipt of JA 9

Nature (R. D F L or N) and date of disposal 10

(7) Personal Register			

(7) Personal Register

Current No. of Reply to column (3) 1			

(6) Arrear List

Sl.No	Current No.	Date of receipt	Subject
1	2	3	4

With whom pending and explanation for delay	Date of last reference including reminders	Remarks
5	6	7

(7) Fair Copy Register

Sl. No. 1	Date & time of receipt in the Section 2	Section concerned 3	No. of enclosures 4

Letter No. date and subject 5	Initials of the typists when office copy is taken 6	Initial of the comparer when office copy and fair copy are received after typing 7	Date and initials of officers 8

Despatch date 9	Signature of the receipt of draft when received after 10	Remarks 11

(9) Despatch Register

Sl. No.	Number and date the name of addresse	Enclosures and postal receipt	Value of service postage affixed	Balance of service postage	Remarks
1	2	3	4	5	6

(10) Daily Stamp Account

Date 1	Expenditure 2	Balance at hand 3

(11) Call Book

Sl No.	Personal and current register number	Date of entry in the Register	Subject
1	2	3	4

Details of order to lie over e.g when further action is due, etc	Fresh new case number assigned and date of revival in the personal register
5	6

Register of Probationers

 Service, Class or Category :

 Name of the Probationer :

 Date of appointment to the service, class or category :

 Period of probation prescribed :

Period of service in such class

Or category or in the higher service or

Category which counts for probation

In the category in question -----

From _____ To _____

From _____ To _____

From _____ To _____

* Date of completion of probation

if further service is continuous :

Tests, if any, to be passed

during probation :

Whether the probationer has

passed them before date of completion

of probation and if not, whether he has .

applied for the tests before the expiry

of the period of probation

* Date of publication of results of the

tests and whether he has passed them

Date of submission of probationer's

case of orders of the appointing

Authority as to the probationer's suitability

for full membership

*These dates should be noted in the reminder diary.

Orders passed

REMARKS

(12) Register to watch the receipt and disposal of confidential records

Sl.No.	Name of Officer	Designation	Due date Receipt	Date of Receipt	Remarks
1	2	3	4	5	6

Annexure I

**ANNUAL CONFIDENTIAL REPORT AND GAZETTED OFFICERS FOR
THE YEAR 2000**

(13) GOVERNMENT OF ANDHRA PRADESH

FORM 'A'

1. Name of Officer

Date of birth:

2. Appointment held during the year (with dates and pay and scale of pay) :

3. General qualifications and aptitude for post held including any special or technical and professional attainments :

4. Manner in which the officer discharged his duties during the year i.e. if satisfactory or otherwise (specific instances of unsatisfactory work if

adversely commented on to be cited with number and date of orders passed) :

5. Does the officer exhibit -

a) Patience

b) Tact

c) Courtesy.

d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact?

6. Is the Officer -

(i) Of good character and integrity?

(ii) Of sound constitution?

7. Is the Officer -

(i) Physically energetic?

(ii) Mentally alert?

8. Has the Officer

(i) Initiative and drive ?

(ii) Power of control ?

(iii) Power of application ?

9. Has the Officer have any special characteristics and / or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service?

10. Is he confirmed in this post? If not, what is his substantive post?

11. Has he crossed the Efficiency Bar in the present grade ? If so, date

12. General remarks: (comment generally on the way the officer has carried out his duties, estimate of his personality etc.)

Reporting Officer

Name :

Designation :

Opinion of Head of Department (when not Reporting Officer) on conduct and efficiency of officer reported on.

ANNEXURE II

ANNUAL CONFIDENTIAL REPORT ON NON -GAZETTED

OFFICERS AND MINISTERIAL STAFF FOR THE

YEAR 2000

GOVERNMENT OF ANDHRA PRADESH

FORM 'B'

Branch

Name :

Post held :

Date of (a) Birth,
(b) Entry to Government service

Present Grade/and pay

1. Knowledge of :	Remarks
(a) Branch of section /	
(b) Department	
2. Personality, conduct and character :	
3. Power of taking responsibility:	
4. Initiative	
5. (a) Judgement (b) Accuracy:	
6. Tact and temper :	
7. Power of supervising staff :	
8. Zeal and industry :	
9. Health :	
10. Attendance :	

11. Capacity to note and draft :

12. Punishments, censures or special commendations in the period under report

13. Date of communication to the officer of any adverse remarks since last report :

14. Indebtedness (if indebted, the extent of personal responsibility for incurring the debts) :

15. Is he confirmed in this post?
 If not, what is the substantive post:

16. Has he crossed the efficiency bar, in the present grade : If so, date :

 General remarks (including a statement on discipline, integrity, reliability and any other special qualifications not included above).]

Date _____ Signature _____
 (Reporting Officer)

Rank :

Remarks by counter _____ Signature : _____
 signing officer (Head of Dept.)

Date :

(15) Register of increments
 200

Date on which Increment is due	Name of staff With designation	Scale of pay
1	2	3

Date from which last increment was sanctioned / stopped 4

(18) Security bond Register

Sl.No.	Name of the individual	Value of the security deposit	Security bond No and date
1	2	3	4

Date of expiry of deposit 5

(19) Periodical Register

SI.No.	Name of periodical	Due Date	To whom due
1	2	3	4

Date of despatch	Remarks
5	6

(20) Requisition for Records

Andhra Pradesh Government Secretariat :

Section

Department

Record Issue No.

To

Date

The Director, A.P. State Archives, Hyderabad

The following records are required :

SI.No.	Name of record	Number	Department	Date
1	2	3	4	5

Whether original (o) spare copy (S.C.) or spare copy with notes (S.C.N.)	Purpose Current Number	Year	if not furnished Reasons
6	7	8	9

Date

Signature :
Designation

Acknowledgement

Received the above mentioned records except items

.....

Designation
Signature

Special Instructions for filling in the Form of Requisition :

1. Records relating to more than one department should not be asked for in the same form.
2. A requisition for confidential records must be signed by the Superintendent of the department to which the records belong : Receipt of such records must be acknowledged by the superintendent of the department.

(21) Requisition for records of State Archives

Sl.No.	Disposal No	Subject	Current No. for which required
1	2	3	4

Signature :
Section Head

To
Repository Section.

22 Register of papers issued from and returned to the repository

Serial No. requisition and date of receipt 1	No. and date of the disposal or other description of the document required 2	Date of issue from the records 3

Current No for which taken purpose for which taken otherwise 4	Signature and designation of the clerk taking 5	Initials of the record-keeper or assistant delivering 6

Date of return 7	Signature and designation of the assistant returning 8	Initials of record-keeper or assistant receiving 9

Remarks 10

FORM - I

Inward No

To

The Commissiopner of State Archives and Research Institute,
Taranaka, Hyderabad - 7 A.P.

Sir,

1. Kindly supply me the following publications of your department

S.No	Title	No. of Copies	Rate per copy Rs 4 Ps	Cost of publications and other Charges Rs. 5 Ps
1	2	3		

Persian

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Marathi

- 9.
- 10.
- 11.
- 12.

Other Charges

- 13.
- 14.
- 15.

Total

2. The cost of the publications together with other charges viz. packing and, forwarding charges. Railway freight and postal charges, if any, etc., will be paid by me in advance.

2. The discount permissible may please be allowed.

Yours faithfully,

(Signature of Applicant)

Name of Applicant:

Postal Address: (with pin code)

For Office use only

For Assistant Director ()

The applicant may be supplied with Publications asked for on receipt of its cost and other charges, if any, in advance for dispatch charges, if any, in advance for dispatch. Necessary discount permissible may be allowed for bulk purchase of Publications at a time.

Asst Archivist

Archivist

Shroff

 The total cost of Publications asked for by Sri/ Srimathi/Kumari
Rs.Ps. (Rupees.....)

The Applicant is not eligible for a discount or Rs..... at
 % towards the bulk purchase ofPublications at
 a time vide G.O.Ms. NoHe/
 She has to pay other charges referred to in para (2) of the application amounting
 to Rs..... np.....

He/She has therefore paid in all Rs..... p..... This amount is sent
 to Accounts Branch for acceptance and early issue of official cash receipt to
 the party through publication Branch.

Received the amount and cash

_____	_____	Receipt No.....	issued
Clerk	Superintendent	Shroff	Superintendent
Assistant- Archivist	Archivist	Clerk	Accounts Branch

-
1. The..... Publications requested for have been received by me.
 2. The official cash receipt No dated ... towards cost of Publications/other charges paid by me has been received by me.

Date: _____ Signature of the Applicant

-
1. The Accounts Branch may please state whether the amount has been _____ remitted in the bank and if so, to furnish the particulars.

_____	_____
Clerk	Superintendent
Assistant Archivist	Archivist

The account of _____
 Rs.....
 (Rupees.....)
 was entered in cash book folio No. _____
dated.
 included in challan Noand remitted
 into the State Bank of Hyderabad on

 Superintendent

 Archivist

 Assistant Director (A)

The above transaction made is submitted to the Assistant Director () and this case may be closed as D.D S. as no further action is necessary.

_____	_____	_____
Clerk	Superintendent	Assistant Director
Assistant Archivist	Archivist	

FORM-II

(Form of application for admission to the Research Room in the State Archives, Andhra Pradesh)

To

The Director

State Archives and R.I

Taranaka, Hyderabad- 7 (A.P.)

Sir,

I hereby apply for a ticket of admission to the Research Room of the State Archives to consult records. I promise to comply with the rules and regulations in force.

1. Name.

(in Block letters)

2. Designation and Present address:

3. Profession

4. Nationality/Domicile

5. Topic of Research

6. Period for which admission is sought.....

7. Permanent Address of the scholar

8. Particulars of records to be consulted

	Department	Period	Remarks
1.			
2.			
3.			
4.			

9. Recommended by **

9. Signature and date.....

Signature of the Research Scholar

** Note necessary in case of members of the Indian Historical records Commission and Professors or Readers of Recognised Universities.

Note: 'This form should be accompanied with a note specifying the scope of the research project.

FORM

Government of Andhra Pradesh State Archives Department.

No. Tticket of Admission to the research room of the State Archives and Research Institute Andhra Pradesh, Hyderabad.

Ref :

(This ticket is valid for calendar months from the date of issue. It may be renewed on application to the Director, State Archives and Research Institute)

Sri/Srimati/ Kumari is permitted to use the records in the Research Room of the State Archives and Research institute of Andhra Pradesh, Hyderabad - 7 subject to the conditions imposed

and to such alterations and limitations as may from time to time be enforced with out any previous notice, what so ever

DIRECTOR

State Archives and Research institute

Date of issue

Date of Expiry

FORM - III

Detailed list of excerpts taken from records by.....

.....

Date and number of consultation	Particulars of the excerpts	Remarks

FORM -IV

To

The Director

State Archives and Research Institute A .P.

Taranaka, Hyderabad- 7

Sir,

I request you kindly to supply the transcriptions (typed/calligraphic), duplications (typed/calligraphic) attested copies, microfilm copies with prints of, size dupliphoto copies of the following records/ manuscripts/printed material on payment of the scheduled fees.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

The copies are required for my personal use and I promise that I shall not mechanically reproduce and publish the entire or any part of the material (particulars mentioned above) or its translations without obtaining the prior permission of the Director, State Archives and Research Institute of Andhra Pradesh in writing and in case they are included in any publication or publications it will be duly acknowledged in the publication and two copies of such publication will be supplied to the Director, State Archives and Research Institute immediately free of cost after publication.

Yours faithfully

(Signature of the applicant)

Name -----

Address -----

Pin Code No :

Station :

Date :

Schedule of fee

Rs. Ps.

1. Transcription:

- | | | |
|---------------------------|------|-------------------|
| a) Typed in double. space | 0=25 | Per foolscap page |
| b) Calligraphed | 1=00 | Per foolscap page |

2. Duplication

- | | | |
|--------------------------|------|-------------------|
| a) Typed in double space | 0=20 | Per foolscap page |
| b) Calligraphed | 1=00 | Per foolscap page |

3. Comparison & attestation:

- | | | |
|-------------------------------------|------|-------------------|
| Typed or Calligraphed transcription | 0=20 | Per foolscap page |
|-------------------------------------|------|-------------------|

Note: Normally only one or at the most three duplicate copies of a document are issued.

4. Microfilm:

- | | | | |
|-----------------|----------------------------|--------|-----------------|
| a) Negative | from 1 to 10 | | |
| | Frames | 3 = 00 | |
| | For every additional frame | 0 = 30 | |
| b) Positive | from 1 to 10 | | |
| | Frames | 1 = 00 | |
| | For every additional frame | 0 = 10 | |
| c) Enlargements | big size 12"x 10" | 4 = 00 | in addition |
| | full size 8" x 6" | 2 = 00 | to the charges |
| | Cabinet size 6" x 4 " | 1 = 00 | of microfilming |
| | | | indicated above |

4.	Dupliphot :	
	14" x 18"	8=00
	for every additional copy	4=00
	14" x 9"	4=00
	for every additional copy	2=00
	7" x 9"	2=00
	for every additional copy	1=00

Note: Dupliphot process offers size to size copies of a document upto a maximum size of 14" x 18" bound books may not be duplicated by this process.

* For the supply of microfilm copies the State Archives and Research Institute. uses Record Micro-Film Camera M.R.D. -Z E.

APPENDIX-D

Retention and destruction of Office Records Schedule

Sl.No.	Subject	Nature of Disposal
1	2	3
1.	Accession of books Register	R
2.	Accession of Office Publications Register	R
3.	Office Annual Administration Reports Manuscripts	L
4.	Appointments, Promotions Degradations	R
5.	Attendance Register	D
6.	Auction of Unserviceable articles	D
7.	Books Issue Register	R
8.	Bills and Cheques Register	D
9.	Budget files	L
10.	Buildings	
	a) Construction	R
	b) Repair	L

1	2	3
11.	Call Book	D
12.	Cash Book	R
13.	Casual leave	L
14.	Chicket Books of Challans	R
15.	Chicket books of Office Orders etc.	R
16.	Confidential Reports (P .Fs)	R
17.	Contingent Bills	D
18.	Contribution of staff	D
19.	Creation of New Posts	R
20.	Delegation of powers to Director	R
21.	Delegation of powers to Assistant Directors	R
22.	Despatch Register	D
23.	Distribution Register	D
24.	Emergency appointments	L
25.	Entry passes	L
26.	Execution of court decrees	D
27.	Fair copy Register	D
28.	Fixation of Pay	D
29.	Fixation of Prices of Office Publications	D
30.	Grant of increments	D
31.	Immovable property statements	R
32.	Indents for stationery articles	L
33.	Indents for Livery and Uniform	D
34.	Information service	L
35.	Leave other than casual leave	D
36.	List of Office records destroyed	R

37.	Loans and Advances	D
38.	Local Delivery Book	L
39.	Movement Registers	D
40.	Pay bills	R
41.	Periodical Register	D
42.	Personal Registers	D
43.	Proceedings of Indian Historical Records Commission, Regional Historical Records Survey Committee, National Committee of Archivists, Manuscripts Purchase Committee, Research Scholars Selection and Review Committee	R

7. AREAS OF INTERFACE WITH THE GENERAL PUBLIC AND THE 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 the 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 Contonment 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.

2. INTERFACE BETWEEN OTHER STATES (TAMILNADU; KARNATAKA, KERALA, MAHARASTRA, 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, Gulbarga districts of Erstwhile Nizam State (Now in Karnataka) and the districts of Aurangabad, Nanded, Parbhani, Jalna, etc., dealing (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, Berharnpur, Kurtha areas. Telugu culture spread upto Rishikulya river from the east to Kaveri basin down to Tanjore in the South.

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 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 originals 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.'s, 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 is 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, Masjids Churches, Monasteries etc. The religious institutions in the State are in touch with Andhra Pradesh State Archives.

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) Women 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.

10) AREAS OF INTERFACE BETWEEN ARCHAEOLOGY, GAZETTEERS & ORIENTAL MANUSCRIPT LIBRARY

There are materials in State Archives needed for these departments.

11) AREAS OF INTERFACE BETWEEN STATE ARCHIVES GENERAL PUBLIC**1. Marriage certificate (muntakhab)**

Andhra Pradesh State Archives is preserving the muntakhab 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 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 a tested xerox copies to the applicant. 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.

ARCHIVES MUSUEM :

The Andhra Pradesh State Archives Museum is having rare exhibits

from the times of Adil Shahies 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.

THERE IS INTERRACE BETWEEN A.P.N.G. RANGA AGRICULTURAL UNIVERSITY, RAJENDRA NAGAR, HYDERABAD

SARDAR VALLABHAI PATEL, ANDHRA PRADESH POLICE ACADEMY, SIVARAMPALLY, HYDERABD.

5) 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.

6) PUBLICATION PROGRAMMES OF ANDHRA PRADESH STATE ARCHIVES :

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

INTERFACE BETWEEN OTHER ARCHIVAL INSTITUTIONS :

The Andhra Pradesh State Archives in maintaining close relations with he international, National and State level Archival Institutions.

1 (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.C.A. on archival administration and management.

II. BETWEEN NATIONAL ARCHIVES OF INDIA :

- 1) 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 and RI. Andhra Pradesh

State Archives and RI is in regular correspondence with National Archives of India in this regard.

- (a) This Department periodically deputs 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 ecclesstical records available at libraries and also records of Mulhs, Darghas, Churches, business houses and mercentile families.

7. MEMBERSHIP IN ACADEMIC BODIES:

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

I. NATIONAL LEVEL

1. 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.

I V. REGIONAL

7. Rayalaseema History Congress.

V. DISTRICT LEVEL:

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

VI. OTHER AREAS

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

List of Sources

1. Proceedings of Indian Historical Records Commission
2. Proceedings of National Committee on Archivists
3. Tarachand: Archival Policy Resolution
4. Committee Report
5. Acts
 - (i) The Destruction of records Act 1917
 - (ii) Secretariat office Manual
 - (iii) District office Manual
6. Financial Code I & II (Government Of Andhra Pradesh)
7. Fundamental Rules
8. State and Sub ordinate Rules Government Of Andhra Pradesh)
9. Budget Manual
10. Stationary Manual
11. Stores Manual
12. Public Records Act of 1993 (Government Of India)
13. Archival Policy Resolution 1997 (Government Of Andhra Pradesh)
14. M. V .S Prasada Rao -Archival Management
15. Purendra Basu -What is Archives
16. Jenkinson -Manual of Archives
17. Shellenberg -Archives Principles
18. Dr. Dawood Ashraf- Archives in Repository-I
19. Dr P. Krishna Murthy -A Descriptive Catalogue of Repository II
20. Back issues of Ithihas ,
21. Back issues of Indian Archives.
22. Back issues of American Archivist
23. Back issues of Archives (British Record Association)

24. Back issues of Deccan History Congress
25. Back issues of Andhra Pradesh History Congress
26. Archivum
27. Baliga -Administration in Madras Presidency
28. National Archives of India -Archival Repositories in India
29. Macleans -Manual of Madras Administration
30. Nasiruddin -Private records in central Record Office, Hyderabad.

**GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH STATE ARCHIVES AND
RESEARCH INSTITUTE**

Sl.No.	Price per copy	Rs. Ps
1.	Selected Documents of Shah Jahan's Reign **	225.00
2.	The chronology of Modern Hyderabad (1720-1890)	306.00
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