

**ESTIMATES COMMITTEE**  
**(1968-69)**

**(FOURTH LOK SABHA)**

**SIXTY-NINTH REPORT**

**MINISTRY OF EDUCATION**

**National Archives of India**



**LOK SABHA SECRETARIAT**  
**NEW DELHI**

*February, 1969/Magha, 1890 (Saka)*

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C O R R I G E N D A

TO

Sixty-Ninth Report of the Estimates Committee (Fourth Lok Sabha) on the Ministry of Education - National Archives of India.

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- Page ii, Appendix VI, for 'recording' read 'regarding'.  
Page iv, S.No.28, for 'Sreedhara' read 'Sresdharan'.  
Page 6, para 1.14, line 8, add 'President and the Director of Archives is ex-officio' after the word 'ex-officio.'  
Page 7, para 1.17, line 1, add 'of' after the word 'present'.  
Page 7, para 1.17, line 3, for 'approach' read 'approaches'.  
Page 8, Footnote, line 1, for 'to' read 'two'.  
Page 15, para 1.39, line 4, add 'the matter' after the word 'of'.

(P.T.O.)

Page 27, para 2.16, line 1, for  
'looks' read 'lacks'.

Page 27, para 2.16, line 5, add  
'being' after the word 'place'.

Page 36, para 2.41, line 4, for  
'Regionanal' read 'Regional'.

Page 37, para 3.2, line 20, for  
'acqulre' read 'acquire'.

Page 46, Para 3.27, line 4, for  
'copes' read 'copies'.

Page 56, para 3.60, line 6,  
delete 'not'.

Page 103, S.No.20, line 26,  
delete 'as'.

# CONTENTS

	PAGE
COMPOSITION OF THE COMMITTEE . . . . .	(iii)
INTRODUCTION . . . . .	(v)
I. INTRODUCTORY	
A. Historical Background . . . . .	1
B. Archival Policy and Legislation . . . . .	3
C. Indian Historical Records Commission . . . . .	6
D. National Committee of Archivists . . . . .	11
E. The Antiquities (Export Control) Act, 1947 . . . . .	14
II. ORGANISATIONAL SET-UP	
A. Organisational set-up . . . . .	17
B. Building . . . . .	23
C. Training in Archives-Keeping . . . . .	28
D. Budget . . . . .	31
E. Regional Offices . . . . .	35
III. ACQUISITION AND PRESERVATION	
A. Acquisition of Official Records . . . . .	37
B. Record Management, Survey and Appraisal Programme . . . . .	42
C. Acquisition of Private Records . . . . .	44
D. National Register Programme . . . . .	46
E. Regional Records Survey Committees . . . . .	49
F. Acquisition of Microfilms of Indian Materials from abroad . . . . .	51
G. Conservation and repair of Records . . . . .	54
H. Laboratory . . . . .	56
IV. ACCESS TO RECORDS	
A. Research and Reference Activities . . . . .	59
B. Rules governing access to Records . . . . .	59
C. Security arrangements . . . . .	64
D. Research Room and Micro-film Readers . . . . .	65
V. GENERAL	
A. Descriptive listing, Indexing etc. of Records . . . . .	67
B. Guide to the Records . . . . .	71

(i)

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h n

	PAGE
C. Microfilm Unit . . . . .	72
D. Publication of Educational Records . . . . .	73
E. Library . . . . .	75
F. Evaluation . . . . .	79
<b>VI. CONCLUSION</b>	<b>81</b>
<b>APPENDICES</b>	
I. Composition and Terms of Reference of the Committee on Archival Legislation. . . . .	83
II. Organisational Chart of the National Archives of India. . . . .	86
III. Organisational Chart of the Bhopal Regional Office. . . . .	87
IV. Organisational Chart of the Goa Regional Office. . . . .	88
V. List of the Offices whose records have been acquired by the National Archives of India. . . . .	89
VI. Progress recording the publication of the Educational Records. . . . .	90
VII. Statement showing summary of Recommendations/Conclusions contained in the Report. . . . .	93
VIII. Analysis of Recommendations/Conclusions contained in the Report. . . . .	III

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(1968-69)

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(iii)

(iv)

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## INTRODUCTION

1. the Chairman, Estimates Committee, having been authorised by the Committee to submit the Report on their behalf, present this Sixty-ninth Report on the Ministry of Education—National Archives of India.

2. The Committee took evidence of the representatives of the Ministry of Education and National Archives of India on the 21st and 23rd September, 1968. The Committee wish to express their thanks to the Secretary, Ministry of Education, Director, National Archives of India and other officers of the Ministry of Education and National Archives of India for placing before them the material and information they wanted in connection with the examination of the estimates.

3. They also wish to express their thanks to Shri S. Nurul Hasan, M.P.; Dr. Sukumar Bhattacharya, Professor and Head of the Department of History, Visva-Bharati; Shri P. K. Karunakara Menon, Professor of History, Kerala University; Shri S. A. Ali, Honorary Secretary, Indian Institute of Islamic Studies; Shri N. K. Sinha, Austosh Professor of Medieval and Modern Indian History, Calcutta University and Dr. Niharranjan Ray, Professor & Director, Indian Institute of Advanced Study, Simla for furnishing memoranda to the Committee.

4. The Report was considered and adopted by the Committee on the 22nd January, 1969.

5. A statement showing the analysis of recommendations contained in the Report is also appended to the Report (Appendix VIII).

NEW DELHI;

February 17, 1969.

Magha 28, 1890 (S).

P. VENKATASUBBAIAH,

*Chairman,*

*Estimates Committee.*

## I. INTRODUCTORY

### A. Historical Background

The National Archives of India (or the Imperial Records Department as it was then called) was established in 1891 at Calcutta for collecting at one central place all Government of India's records. Prior to that every Department of the Government of India used to look after its own records and no uniform policy of archives administration was either followed or pursued. The activities of the newly created Department were limited to collection, cataloguing, classification and arrangement of the records. On the transfer of the Capital of India from Calcutta to Delhi in 1911, it was found to be inevitable that the Official records should in part or full be shifted to the new headquarters of the Government. The building in which the National Archives of India is at present housed was completed in 1926 and a Branch Office opened there the same year. However, the transfer of papers could not be completed till 1937 as the process of transfer had necessarily to be slow in order to safeguard against any possible damage to the papers. From 1937 onwards the records of the Government of India are housed in New Delhi. In 1947 the Department was renamed as the National Archives of India.

1.2. On the 11th March, 1891 Mr. G. W. Forrest was appointed as the first Officer-in-Charge of the Records of the Government of India. He was an educationist, historical investigator and an archivist. He laid the foundation of the National Archives of India and relinquished his office on the 8th March, 1900. After Mr. Forrest till the 15th August, 1947, the Department was headed by eminent archivists, viz., Mr. S. C. Hill, Mr. C. R. Wilson, Mr. (later Sir) E. Denison Ross, Mr. A. F. Scholfield, Mr. R. A. Blaker, Mr. J. M. Mitra, Mr. A. F. M. Abdul Ali, Mr. Singer and Dr. S. N. Sen. Dr. Sen became Keeper of Records of Government of India on 12th June, 1939 and retired as Director of National Archives on 31st October, 1949. The designation of the Head of the Department was changed to Director of National Archives in 1944. Dr. Sen's stewardship of the National Archives was marked by a number of activities. It was in December 1939 that Government of India decided to throw open their records to *bona fide* research students. The preservation Branch of the Archives was reorganised and a laboratory started. The training scheme in archives-keeping was also started during his tenure of office.

Thus the Department has steadily expanded since its inception. Sir George Forrest is said to have started with a modest staff of 9 while the present strength of the National Archives is over 350.

1.3. The National Archives of India is stated to be the largest and most well-equipped records repository not only in India but whole of Asia. It has in its custody almost all the records of the Government of India for the last two hundred years. The regular series of records in its custody commence from the year 1748 and continue right up to the present time. It is the ultimate repository of all non-current records of the Government of India and its agencies. Its business is to cater to the needs of the research students and to preserve for posterity one of its most cherished heritages the written records of the country's past.

### *Importance*

1.4. The non-current records, kept in the National Archives, are essential to the smooth working of the country's administration in the same way as memory is essential to a man's daytoday life. These records are, in fact, collective memory of the Government, carefully preserved, for its own information. The administration continually consults these records to recall particular items and the National Archives supplies thousands of requisitions per year to the various agencies of Government. Indirectly these records constitute the most objective source material of history for they reflect a very truthful working of entire administration and nearly every important aspect of the country's life in any given period. They also serve as material for historical research.

### *Examination by the Estimates Committee*

1.5. The estimates of the National Archives of India were first examined by the Estimates Committee in 1957-58 and their recommendations/observations are contained in their 16th Report (Second Lok Sabha) which was presented to Lok Sabha in April, 1958. The action taken by Government on the recommendations made by the Committee in this report, is indicated in their 143rd Report (Second Lok Sabha) which was presented to the Lok Sabha in December, 1961.

### *Committee on Archival Legislation (Dr. Tarachand Committee)*

1.6. In August, 1959 the Government of India (*vide* Ministry of Education Resolution No. F. 6-13/59-A-10, dated 19th August, 1959)

appointed a Committee of experts under the Chairmanship of Dr. Tarachand to advise the Government regarding the desirability or otherwise of making a law applicable to the Archives in India, to enquire into the working of National and State Archives and to suggest means for improving their administration. The composition and the Terms of Reference of the Committee are given in *Appendix I*. The Tarachand Committee as it is popularly called submitted its report to Government in December, 1960 and is entitled as "Report of the Committee on Archival Legislation."

### B. Archival Policy and Legislation

1.7. The Committee desired to know whether any archival policy has been formulated by Government. In a written note it has been stated by Government that "archives, whether they pertain to the Union or to the States are governed by executive action or long standing usages and practices. Both the Central and State Governments have framed rules for periodical weeding of records and those that are considered to be of permanent value are maintained in the Secretariat and Departmental Record Rooms. The Union and most of the State Governments have also set up archival repositories for preserving non-current records." Asked during evidence whether the laying down of a well-defined archival policy with statutory enactment would not be useful for the preservation, maintenance and public use of the archival records in the country, the representative of the Ministry stated that "there was a policy which had been enunciated through executive orders passed by the Ministry from time to time. It lays down the kinds of records that can be acquired and the steps that would be taken to manage and preserve them. There is, however, no statutory enactment for the purpose."

1.8. It has further been stated that in view of the shortcomings and lacunae in the present system, the Government of India appointed a Committee on Archival Legislation (Dr. Tarachand Committee) which submitted its Report in the year 1960. That Committee *inter-alia* recommended as follows:—

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

1.9. In a note submitted to the Committee, it has been stated that the question of Central Legislation in respect of Government of India's records is still under the consideration of the Government. This question was taken up in December, 1962 and a summary of the salient points to be covered by the proposed law was prepared in consultation with the Ministries concerned, the State Governments and the Indian Historical Records Commission. It is proposed to go in for legislation in respect of Central Records only to cover management, administration, preservation, disposal and public use of records. The proposal is now being examined in all its aspects—constitutional, financial, etc., in consultation with concerned Ministries and has yet to be approved in principle by the Central Government before a Bill for the purpose is drafted and brought before the Parliament. So far as the enactment of State Laws in this regard is concerned, that is the responsibility of the State Governments. It is envisaged that State Governments would prepare laws on the lines of the Central Law after it is enacted.

1.10. Asked during evidence why it should take Government eight years to consider suitable archival legislation when it was recommended by the Committee on Archival Legislation as far back as 1960, the representative of the Ministry admitted that the time lag was indeed wide because even today Government had not got to the stage of introduction of any legislation although the Ministry had accepted the need for such a legislation in principle. He further stated that there had been difficulties in the way, like having the buildings, reorganisation of National Archives of India etc. They were having these difficulties since the Chinese aggression in 1962. With statutory obligation devolving on the Organisation and the Ministry, there had to be certain concurrent facilities available for the purpose. The Government felt that while accepting in principle the need for such legislation, other concurrent arrangements for fulfilling the obligations under the legislation might be made available before Government proceeded with legislation. Mere enactment without taking concurrent action to fulfil the statutory obligations would have created a more difficult situation because the Central Organisation would not be able to fulfil the obligations of the enactment. The representative of the Ministry added that the matter had been discussed at the level of the Minister of State and had yet to go to the Cabinet.

1.11. The Committee understand that in U.S.A., U.K. and France, the record repositories are governed by statutes. The position

obtaining in these countries is stated to be as follows:—

### **U.S.A.**

There is Federal Records Act of 1950. This Act, however, is not applicable to State Archives. The Act authorises the National Archives and Records Service, U.S.A. to effect the transfer from private sources and to accept for deposit, materials of any President or former President of the United States, of any other official or former official of the Government, or of any sources, including private individuals or organisations with which the President has been associated.

### **U.K.**

The first Public Records Act, passed in 1838, authorised the establishment of a Public Record Office. It was followed in 1877 by another Act which prescribed a procedure for the destruction of valueless records, and an amending Act of 1898. The recommendation made by the Committee on Departmental Records, which was appointed in 1952 to review the arrangements for the preservation of records of the Government Departments led to the enactment of the Public Records Act of 1958. The Act is not applicable to country—boroughs or local archives. Private records are also outside its purview.

### **France**

The decree under which the Archives establishments in the whole of France operate is the decree of 21st July, 1936 which made it obligatory on the part of the administrative agencies to transfer their papers periodically to the Archives Nationales or Archives Departmentaux.

1.12. The Committee consider it unfortunate that it has not been possible for the Government to enact necessary archival legislation so far even though the Committee on Archival Legislation which was specifically appointed to advise the Government regarding the desirability or otherwise of making a law applicable to the archives of India, had recommended its imperative need as far back as 1960. The Committee see little justification for the inordinate delay of eight years in this regard. It is normally expected of the Government that the recommendations of the Committees of experts, appointed by them, which are accepted, should be implemented without delay otherwise the very purpose of appointing expert commit-

tees is defeated. The Committee is unhappy at the vacillation in this matter, and would urge Government to bring forward necessary archival legislation at an early date.

### C. Indian Historical Records Commission

1.13. The Indian Historical Records Commission was constituted by the Government of India in 1919 as an Advisory Body to advise the Central as well as the then Provincial Governments and Princely States on technical matters relating to archives-keeping and scientific preservation and use of records. The Commission consisted of 8 members with the Secretary to the Government of India, Department of Education as *ex-officio* President and the Keeper of the Records of Government of India as Secretary. In the beginning it was purely an official body. Under its revised constitution inaugurated in 1941, the Commission underwent a thorough transformation having expanded from a virtually official body into an open association widely representative of both academic and archival interests. An immediate outcome of this development was a concerted countrywide move for re-organising on scientific lines all public archives in the keeping of the then Provincial Governments. A parallel project which took shape about the same time under the aegis of the Commission was that of a Survey, embracing the whole country for taking an accurate census of all records in private custody which bore fruit in the unearthing of many valuable collections till then unknown or unnoticed.

1.14. The Indian Historical Records Commission was reconstituted in 1965. It is composed of a representative of the Ministry of Education, three experts nominated by the Government of India, one nominee each of the State Governments having an organised records repository of its own, representatives of Indian Universities, learned institutions, research bodies and leading repositories and 20 corresponding members appointed by Government of India. The Education Minister is *ex-officio* Secretary of the Commission. The total membership of the Commission is more than 100.

1.15. The Commission's functions are as follows:—

- (1) To serve as a forum for exchange of ideas and experiences on archival matters between custodians and users of archives and to make recommendations to Governments and other bodies concerned;

- (2) To serve as a forum for discussion on archives in relation to historical problems requiring investigation and to hold seminars promoting such discussions;
- (3) To promote the salvaging and use of materials in private and semi-public custody in collaboration with universities and similar bodies; and
- (4) To publish proceedings and bulletins on its activities and other matters promoting its objectives.

The Commission normally meets once a year.

1.16. The Commission has no separate Secretariat of its own. The Commission Branch of the National Archives of India attends to all secretarial work devolving on the Secretary to Commission i.e. the Director of National Archives. The main functions of the Branch are as follows:—

- (1) Preparation of the agenda for the meeting.
- (2) Compilation of information sought by Members on archival matters.
- (3) Compilation of the proceedings, their editing and publication.
- (4) Forwarding of the Commission's Resolutions to the Central Government and other bodies concerned and formulation of proposals to give effect to them.
- (5) Keeping watch on the implementation of the Resolutions and preparation of conspectus of action taken for the information of the Commission.
- (6) Arrangement for annual exhibitions on the occasion of each session.
- (7) Keeping watch on the implementation of the Tarachand Committee on Archival Legislation.

1.17. The Branch comprises at present one Assistant Archivist (Grade I) and one Assistant Archivist (Grade II). Its strength is augmented when the Annual session of the Commission approach and workload increases.



1.18. So far as the implementation of the recommendations of the Commission are concerned, in a statement furnished to the Committee, it has been stated as follows:—

	No. of recommen- dations made by the I.H. R.C. since 1960	Recommen- dations accepted by Govt.	Recommen- dations rejected by Govt.	Recommen- dations actually implem- ented
1. 35th Ses- sion, New Delhi February, 1960.	6	2	4	2
2. 36th Ses- sion, Chandigarh, February, 1961.	5	4	1	2
3. 37th Ses- sions, Delhi, October, 1966.	25	22	3	12
4. 38th Ses- sion, Jadhavpur Calcutta, November, 1967.	16*	2	Nil	2
Total	52	30	8	18

1.19. Asked during evidence whether machinery available with the National Archives for implementing the recommendations of the Commission was adequate, the representative of the Ministry replied

\*So far National Archives of India has referred only to recommendations to the Ministry of Education.

in the affirmative. In reply to a further question the representative of the Ministry stated that there was no Standing Committee to review action taken on the recommendations of the Commission but the Commission's Secretariat in the National Archives kept a watch over the action that was taken on its Resolutions and that the Commission itself conducted the review annually at its meetings.

1.20. In this connection the Committee on Archival Legislation (1960) recommended as follows:

“An Advisory Committee to be called the Indian Archival Council should be constituted by Presidential Order (under Article 263 of the Constitution) to advise both the Union and State Governments on all matters connected with the management, administration, preservation, disposal and public use of records and to coordinate the archival activities of the public offices in the country.”

“The constitution of the Council will render redundant all other advisory bodies like Indian Historical Records Commission.....”

1.21. The Committee are given to understand that proposal for setting up the Indian Archival Council has been dropped by the Government of India. Asked to state the reasons for not accepting this recommendation of the Commission, it has been stated in a note submitted to the Committee that the Tarachand Committee recommended the establishment of the Indian Archival Council and the abolition of the Indian Historical Records Commission. On mature consideration the Government of India considered that the abolition of the latter which was widely representative of the custodians and users of archives and had a hoary tradition behind it was not justified and would be greatly resented by the world of historians. The Commission had to continue independently of the Archival Council. In this situation, with the National Committee of Archivists which provided a forum for the heads of archival repositories to meet and exchange ideas, and the Indian Historical Records Commission which provided the necessary liaison between archival institutions on one hand and universities and learned institutions on the other, functioning satisfactorily, not much was left for the proposed Indian Archival Council to do. The Government of India therefore decided that since archives is a State subject and since all the important functions which could possibly be assigned to the Archival Council are more or less already covered by the proceedings of Indian Historical Records Commission and National Committee of Archivists put together, it is not necessary to set up Indian Archival Council.

1.22. The representative of the Ministry clarified during evidence that the setting up of Indian Archival Council was not rejected because of financial implications. He, however, agreed that the Indian Archival Council which the Committee on Archival Legislation had recommended was a somewhat smaller body as compared to the Indian Historical Records Commission. It was also envisaged that the Indian Archival Council would have a Standing Committee which might meet oftener. But the Indian Historical Records Commission could have similar Committee. It was also thought that the Indian Historical Records Commission could be made more effective with some improvements.

1.23. Regarding the replacement of the Indian Historical Records Commission by the Indian Archival Council, the Committee on Archival Legislation (1960) had stated as under:—

“In recommending the replacement of all these bodies by a single central advisory body, whose voice will carry weight with all concerned, we have taken into consideration the past history of each of these bodies as also the value which is attached to them by public sentiment. The Indian Historical Records Commission, for instance, has been in existence since 1919 and one of its functions, in addition to those which it has been to organise an annual gathering of historians and provide them with an opportunity to read research papers based on original sources. But the Indian History Congress, which is a voluntary non-official organisation of historians, provides the same opportunities for reading of research papers and in our view such a Congress rather than a body primarily concerned with technical matters relating to archives, is the proper forum under whose learned auspices such papers should be read. We are not aware of any other archival organisation anywhere in the world which devotes much of its energies to objects having no special bearing on archive-work, and we firmly believe that an archival advisory body should not encumber itself with non-archival duties if it is to fulfil its primary obligations in respect of archives.”

1.24. The Committee are not convinced by the reasons advanced by Government for not accepting the recommendations of the Committee on Archival Legislation regarding the replacement of the existing advisory bodies like the Indian Historical Records Commission etc. by the Indian Archival Council. In the opinion of the

Committee an institution like the Indian Historical Records Commission need not be continued simply because it has a long tradition and its abolition would be resented by the historians. The real test of an institution is its utility and the fulfilment of its objectives. The Committee consider that the Indian Historical Records Commission, as constituted at present, is an unwieldy body and does not appear to be a suitable organisation for discharging the functions proposed for the Indian Archival Council recommended by the Committee on Archival Legislation. The very fact that it did not meet for over 5 years i.e. between February, 1961 and October, 1966 seems to indicate that it has not been very effective. The Committee would therefore like the Government to reconsider the recommendation made by the Committee on Archival Legislation for the setting up of the Indian Archival Council.

1.25. The Committee note that out of 25 recommendations made by the Indian Historical Records Commission at its 37th Session held in Delhi in October, 1966, 22 were accepted and 3 were rejected by Government. Out of these, only 12 recommendations have actually been implemented so far. Again out of the 16 recommendations made at the 38th Session held at Calcutta in November, 1967 only 2 have been accepted and implemented. In the circumstances, the Committee are constrained to conclude that the recommendations of the Indian Historical Records Commission are not given due importance. The Committee suggest that until such time as the Indian Archival Council is constituted a small Standing Committee from amongst the members of the Indian Historical Records Commission be appointed to periodically review the action taken by Government on the recommendations of the Indian Historical Records Commission and suggest ways and means for their speedy implementation.

#### D. National Committee of Archivists

1.26. The National Committee of Archivists which is a Consultative Committee, was set up in 1953. It consists of the Directors of Archives of the State Governments which have Record Offices. The Director of National Archives of India is its Chairman. The total number of members at present is 12, exclusive of the Chairman.

1.27. The main function of the Committee is exchange of views in respect of specific archival problems which continuously confront archivists in the day to day discharge of their duties.

1.28. The Committee has held 22 meetings so far. During the last three years it held 5 meetings—2 at New Delhi and one each at

**Madras, Calcutta and Bhubaneswar.** The number of members who attended each of these meetings is stated to be as follows:—

1	2
18th meeting	.. 6
19th meeting	.. 8
20th meeting	.. 7
21st meeting	.. 10
22nd meeting	.. 3

1.29. The secretarial work of the Committee is discharged by the Commission Branch of the National Archives of India. Consideration and implementation of the recommendations is left to the archival repositories concerned.

1.30. The Committee on Archival Legislation (1960) in their Report has observed in this connection as follows:—

“It (National Committee of Archivists) is composed exclusively of the heads of the Central and the State Archives, and its functions are limited to discussions on problems relating to archive-keeping and archive-preservation and tendering advice on these subjects to the Governments concerned. While we agree that archivists in India should meet for periodical exchange of opinions and experiences which are likely to be useful to them in their daily work, and that one of the objects of the National Committee of Archivists, as we have understood them, is to provide such a forum, it does not appear to us that the Committee as constituted at present is meeting this object adequately. We think that with the establishment of the Indian Archival Council it will be necessary to redefine the scope, functions and composition of the Committee.”

1.31. Action taken by Government on the above observation of the Committee on Archival Legislation is stated to be as follows:—

“The Government of India ordered that the National Committee of Archivists should continue without any change in its functions pending review of its activities by the Indian Archival Council, which it was later decided not to set up. The Committee is continuing to function as before.”

1.32. When this question was raised during evidence, the representative of the Ministry stated:

“The National Committee of Archivists was composed of the Directors of the National and State Archives. They meet to exchange experiences. It was not clear why the Committee on Archival Legislation said that it had not served its primary object. The Government did not agree with the observation of the Committee on Archival Legislation that it had not served its primary object.”

1.33. The representative of the Ministry of Finance added that this was only an internal Committee and that it was always good in the interest of appraisal and administrative efficiency to exchange ideas with others to grapple with the day-to-day problems and see how other experts and specialists in similar fields were making improvements. She informed that there were also no substantial financial implications involved in this Committee.

1.34. In reply to a question, it was stated that there was a provision for the National Committee of Archivists for having two meetings in a year. One was held just before the meeting of the Indian Historical Records Commission and the second was held later on, if necessary. The representative of the Ministry, however, thought that one meeting of the National Committee of Archivists just before the meeting of the Indian Historical Records Commission should be quite sufficient.

1.35. The Committee note that only 3 members attended the 22nd meeting of the National Committee of Archivists. They would like the Government to take appropriate steps to make the National Committee of Archivists a useful and effective forum so that the archivists could take advantage of the ideas and experiences exchanged during its meetings in dealing with their day to day problems. The Committee have no doubt that with the establishment of the Indian Archival Council, the scope, functions and composition of this Committee would be redefined.

1.36. The Committee agree with the Secretary of the Ministry of Education that only one meeting of the National Committee of Archivists just before the meeting of the Indian Historical Records Commission is sufficient for its purposes and that there is no need to have two meetings of this Committee in a year.

### E. The Antiquities (Export Control) Act, 1947

1.37. In their report, the Committee on Archival Legislation had called the attention of the Government to a very long standing and important problem of smuggling of historical manuscripts and documents out of the country. Such materials often find a ready market in foreign countries and are thus constantly exposed to the risk of being exported from the country of their origin. It is common knowledge that many valuable historical collections in the past have been removed from the country by foreign scholars and collectors. As a result of a persistent demand from the learned public in the country during the forties of this century for a legislation to prevent export of historical manuscripts outside the country, the Antiquities (Export Control) Act, 1947 was enacted. Experience of the working of the Act, however, has shown that the Act in its present form does not meet the demand adequately. It has a number of shortcomings and loopholes with the result that the country is still being depleted of its cultural treasures as before. It may be mentioned that during the first Lok Sabha, a private member Dr. Raghvir Singh introduced a private Member's Bill in the Lok Sabha for amending the Act, but it was ultimately withdrawn on the assurance given by Government that they were themselves contemplating to bring in a comprehensive measure.

1.38. The Committee on Archival Legislation (1960) had recommended that, "The Antiquities (Export Control) Act, 1947 should be suitably amended to prevent migration and unauthorised export of private archives."

1.39. In a written note submitted to the Committee, it has been stated that a Bill to amend the Antiquities (Export Control) Act, 1947 incorporating *inter alia*, the decision taken on the recommendations of the Committee on Archival Legislation regarding export of archives was introduced in the Lok Sabha on the 7th April, 1965, but before it could be moved on to the next stage of the legislative process, the Third Lok Sabha was dissolved. Asked during evidence about the reasons for not bringing forward the Amendment Bill when the Bill introduced in 1965 lapsed due to the dissolution of the Lok Sabha, the representative of the Ministry agreed that normally a Bill which had been introduced and lapsed due to the dissolution of the House should have been brought forward when the House was reconstituted. But in this particular case several proposals had in the meantime come from various Ministries and private institutions for widening the scope of the

**Bill.** An Expert Committee (Committee on Antiquities Legislation) was constituted by the Ministry to scrutinize these proposals. That Committee met on the 18th June, 1968 with Education Minister in the Chair. After a general discussion of the various aspects of the Committee laid down certain broad guide-lines for further detailed discussion on the subject and appointed a Sub-Committee to make a detailed examination of the issues involved. The Sub-Committee met on the 3rd and 29th July, 1968. At the latter meeting, the Sub-Committee directed that the tentative conclusions of the Sub-Committee be made known to the Members of the main Committee and their reactions invited. The Sub-Committee met again on the 7th and 14th October, 1968 to consider the comments received from the Members of the main Committee. In a note submitted to the Estimates Committee it has been stated that "the Committee on Antiquities Legislation was expected to meet in November, 1968 again to consider the recommendations made by the Sub-Committee, whereafter the broad contents of the proposed legislation would be communicated to the State Governments for comments, if any, within a specified date. After the comments of the State Governments were received and considered, the approval of the Cabinet to the proposed legislation would be sought, whereafter, the draft Bill would be prepared. Every effort would be made to finalise the Bill and introduce it in Parliament before the close of Winter Session failing which the Bill would be introduced during the Budget Session."

1.40. The Indian Historical Records Commission at its 37th Session held in October, 1966 expressed its keen sense of disappointment at the inadequacy of the steps taken so far to prevent migration of archives and other materials of historical and cultural value to foreign countries on the lines recommended by the Committee on Archival Legislation and resolved that the Government of India be requested to give effect to the Committee's proposal urgently.

1.41. The Committee note that Government have not as yet been able to implement the recommendation made by the Committee on Archival Legislation in 1960 to amend the Antiquities (Export Control) Act, 1947 to prevent migration and unauthorised export of private archives. It is regrettable that an Amending Bill which took the Government about 4½ years to introduce in the Lok Sabha in 1965 lapsed on account of the dissolution of the House in March, 1967. Two more years have elapsed since then and yet Government are not in a position to bring in an Amending Bill comprehensive enough to suit the purpose in view. The Committee would



like it to be realised that in the absence of this Amendment Bill, valuable records and materials which are our cultural heritage and are of immense historical value, are being exported from the country. They hope that in pursuance of the assurance given to the Committee the Government would bring forward a comprehensive Amendment Bill on the subject at least during the current Budget Session.

## II. ORGANISATIONAL SET-UP

### A. Organisational set-up

The National Archives of India is a subordinate office of the Ministry of Education. It is headed by the Director of Archives who is assisted by a Deputy Director, five Assistant Directors, an Administrative Officer and a Librarian to carry on the work of the National Archives. It has been organised into the following five main Divisions to discharge its functions:

**I. Records, Research and Reference Division.**—On this Division has fallen a great part of the primary functions of the National Archives. It is responsible for the accession of records, preparation of lists, supply of documents to research scholars, Government agencies, record management, Appraisal and Survey programme, etc.

**II. Preservation and Photo Duplication Division.**—This Division is responsible for the remaining part of the primary duties of the National Archives, *viz.* renovation, air cleaning, fumigation, conducting investigations on preservation problems, photo duplication etc.

**III. Publication Division.**—This Division is concerned with the publication of edited texts of historical records, descriptive listing of old documents, indexing of records, work connected with the 'Indian Archives', etc.

**IV. Educational Records Division.**—This Division is concerned with the editing and publication of Selections from Educational Records from 1860 onwards.

**V. Oriental Records Division.**—This is concerned with the calendaring and descriptive listing of Persian Correspondence, arrangement, description and listing of private collections in original languages acquired by the National Archives and cataloguing of Seals.

Besides the above, the National Archives also has two more important Divisions, namely:—

**VI. Library.**—It consists of printed documents, old and rare books and journals.

**VII. Administration Division.**—This Division looks after accessory and house-keeping functions of the National Archives.

2.2. The organisational chart of the National Archives is given at *Appendix II*.

2.3. In reply to a question, the representative of the Ministry stated during evidence that the Director of the Archives enjoyed the powers of the Head of a Department. His status was that of a Deputy Secretary but he enjoyed far more powers. However, when the projected legislation comes in, more powers would have to be vested in him. It would enable him to get necessary support from the staff.

2.4. Asked what supervision is exercised by the Ministry of Education on the working of the National Archives of India, it has been stated in a written note submitted to the Committee that supervision is exercised through the following means:—

- (1) All the new programmes and projects require approval of the Ministry of Education/Ministry of Finance/Ministry of Works, Housing and Supply and the Planning Commission, before they can be undertaken by the National Archives.
- (2) The programme of work in any financial year and the expenditure required for it is approved by the Ministry of Education/Ministry of Finance when considering the budget proposals received from the National Archives.
- (3) Quarterly and Yearly Reports on the activities of the National Archives of India, and also Special Reports are sometimes called on special programmes.
- (4) Occasional visits of Officers of the Ministry of Education to National Archives.
- (5) Officers of the Ministry of Education serving on the Departmental Promotion Committee and other Committees attached to the National Archives.

2.5. It has been represented to the Committee by various leading experts on the subject, that the working of the National Archives leaves much to be desired and that there is urgent need of taking necessary steps in this regard. In reply to a question, it has been stated that the Ministry of Education is conscious of the fact that the National Archives of India is not fulfilling its role completely. The

representative of the Ministry admitted during evidence that he was not completely satisfied with what was being done. There was a lot more to be done.

2.6. The Committee on Archival Legislation (1960) made a number of recommendations for reorganising the work of the National Archives. Some of those recommendations are reproduced below:—

- (1) The status of the Director of Archives should be raised in order to enable him to discharge the new responsibilities which will devolve on him under the Central Law proposed by the Committee. The National Archives should be raised to the status of an Attached Office.
- (2) The Records and Reference Division should be split up into three separate Divisions: (i) Records Administration—to look after acquisition, arrangement, listing and other ancillary duties; (ii) Research and Reference—to take care of all research, reference and other public relation duties and have also the management of the library; (iii) Liaison and Record Management—to be entrusted among others with periodical examination of records outside the National Archives premises, their systematic review, their regular retirement to the National Archives. They will also have to advise the record-creating Departments on methods of management, preservation and disposal.
- (3) The three independent publication Divisions—(i) Publication of Edited Texts and indexing. (ii) Publication of Educational Records and (iii) Oriental Records Division—should be consolidated into a single Division. There should not be a separate Persian or Oriental Records Division.
- (4) All Divisions should be placed in charge of an Assistant Director except that of Liaison and Records Management which should be under a Deputy Director.
- (5) The present cleavage between Administration and other Divisions, should be removed, and the former should be placed under an Assistant Director with the same experience, training and qualifications as his colleagues of other Divisions.

- (6) All the supervisory staff, except those in Preservation Division, should be merged into one common cadre, subject to the provision that those who by reason of their qualification do not fit in the cadre can be absorbed elsewhere.
- (7) The existing multiplicity in the level of supervision should be removed as early as possible and the existing three grades of Archivists, Asstt. Archivists (Gr. I) and (Gr. II) should be merged in one suitable running scale. Reforms on the same lines should be effected in the Preservation Division as well.
- (8) The appointees should be selected by the Union Public Service Commission on the basis of a written test, after which they should be given training in the different aspects of Archives-keeping in the National Archives. Only on the successful completion of such training should an appointee be regarded fit for being posted in the appropriate Division.

While the posts in the Archivist's cadre should be filled by recruitment the higher posts in the Department may appropriately be filled by promotion of the fittest and the most experienced.

- (9) Steps should be taken to do away with the existing multiplicity of scales among the manual (skilled or semi-skilled) workers in the Department and to give them a better scale of pay.

2.7. In a note furnished to the Committee it has been stated that the above recommendations were considered by the Ministry of Education and it was decided initially in the year 1961 that consideration of these recommendations and action thereon might be deferred for the following reasons:—

- (1) That the Government should have the views of the permanent Director (who was likely to be appointed soon on the recommendations of the Committee);
- (2) The Staff Reorganisation Unit of the Ministry of Finance had to examine the set-up of the National Archives Department from their point of view and the Government should have their views also before introducing any change in the administrative set-up of the Department. It

was expected that when the Staff Reorganisation Unit had examined the Department, they would take into account the views of the Committee.

- (3) The ban imposed by the Cabinet in regard to the creation of new posts had not been lifted.

2.8 It was subsequently decided to take up the re-organisation question after the recommendations had been examined by the Internal Work Study Cell of National Archives of India. The Ministry of Education however did not get the report of the Internal Cell of the Department despite repeated reminders. Last year when the Staff Inspection Unit took up the staff assessment of the Department it was decided to await its recommendations before taking up the question of re-organisation of the Department in the light of the recommendations of the Tara Chand Committee. The report of the Staff Inspection Unit is now stated to be under discussion and the proposals for re-organisation of the National Archives will be considered in the near future.

2.9. The sanctioned staff strength, existing staff strength and the staff strength agreed to by the Staff Inspection Unit as on 1st June, 1968 is stated to be as follows:—

	Gazetted	Non-Gazetted	Total
Sanctioned strength	31	343	374
Existing strength	30	381	348
Strength agreed to by Staff Inspection Unit	28	286	314

2.10. Replying to a question, the representative of the Ministry stated during evidence that the Staff Inspection Unit had suggested a cut of 60 posts out of the total of 374 posts at the non-gazetted level. Discussions were held between the Unit and the Director of Archives and subsequently with the concerned Joint Secretary in the Ministry of Education and it was felt that 10 posts could be abolished right away and that action thereon had in fact been taken. About 19 more posts, the feeling was that they could be retrenched but further discussions were still to be held with the Staff Inspection Unit on this matter. The Staff Inspection Unit had suggested some cuts in the

gazetted staff also which had got to be discussed. The representative of the Ministry admitted that the report of the Staff Inspection Unit showed that there was some amount of non-utilisation of the time of the existing staff.

2.11. However, in a written note submitted to the Committee, it has been stated that the proposed heavy reduction in the staff recommended by the Staff Inspection Unit would have an adverse effect on the present tempo of activity let alone implementing the major schemes in a big way, viz. the compilation of the National Register of Private Archives, systematic appraisal and retirement to the National Archives of non-current records, preservation of the large volume of records, microfilming especially of private papers which the owners were not willing to transfer, etc. Apart from the drastic reduction in manpower, the loss of trained personnel would present a very serious problem, since the field of archives was extremely limited and men with experience at different levels were few.

2.12. The Committee are not at all convinced by the reasons advanced by Government for postponing decision on the recommendations of the Committee on Archival Legislation (1960) relating to the reorganisation of the set-up of the National Archives of India and the system of recruitment of staff there. That no decision has been taken on this important matter during the last 8 years for one reason or the other, indicates that the Government have not shown a sense of urgency in improving the working of the National Archives. The efficiency of an organisation depends largely on its staff and structural soundness. The Committee consider that most of the defects in the working of the National Archives of India, which have been referred to in the various paragraphs of this Report and have been admitted by the Ministry of Education, are partly due to its organisational and staffing weaknesses. The Committee cannot too strongly emphasise the need for an early decision in this matter. They hope that with the improvement in the organisational set-up of the National Archives and the staffing pattern, its working will be put on a proper footing.

2.13. The Committee are surprised to note that while on the one hand, the National Archives of India is complaining about the shortage of staff to carry on its various activities, the Staff Inspection Unit of the Ministry of Finance which went into the working of this organisation thoroughly, found a large number of staff surplus to its requirements. The Committee are therefore unable to agree with the statement that "the proposed heavy reduction in

the staff recommended by the Staff Inspection Unit would have adverse effect on the present tempo of activity, let alone implementing the major schemes in a big way." On the other hand this indicates that while the existing staff in the National Archives is not being gainfully utilised, a number of its activities are not being properly attended to. The Committee urge that effective measures be immediately taken in this direction by properly distributing the work among the existing staff and by fixing norms of work for them.

## B. Building

2.14. Inadequacy of office accommodation has been a long standing complaint of the National Archives. The Committee on Archival Legislation (1960) have observed in this connection in their Report as follows:—

"A proposal for the construction of an annexe to the building has been under consideration since 1945, but it has not been so far implemented owing to financial reasons. Further postponement of this work will in our view be a measure of doubtful economy. The longer the delay the more difficult and more expensive is sure to become the task of keeping the records at present uncared for even in a reasonably good state of repair."

2.15. In a written note submitted to the Committee the Ministry of Education have stated that "in pursuance of the recommendations of the Indian Historical Records Commission in 1945 for the extension of the National Archives of India Building, a 5-year scheme for construction of a new building at a cost of Rs. 41,03,450 was prepared by the Central Public Works Department. The Standing Finance Committee approved this Scheme in February, 1947. The preliminary estimate was, however, examined again and again by the Central Public Works Department to give it a final shape in the context of various new points that were raised subsequently, and revised estimates were sent to the Ministry of Education in May, 1952, October, 1955 and March, 1958. The final estimate that was received in March, 1958 indicated the cost of the new building at Rs. 45,83,200 (Rs. 42,33,930 works outlay plus Rs. 3,49,299 Departmental Charges @ 8¼%). It was proposed that the technical services wing would be a four-storeyed structure whereas the Stack room portion would be six-storeyed and the entire building would be air-conditioned. This estimate, however, did not include cost of air-conditioning and racks. As it was received in the middle of the Second Plan period, the Central Public Works Department was asked to give



the Ministry a break-up of the plan and the estimates of the building in question in a way that a compact block could be constructed in the Second Five Year Plan at an estimated cost of Rs. 20 to 25 lakhs, and the rest of the Project could be completed in the Third Five Year Plan. Accordingly, the Central Public Works Department gave the Ministry the following estimates for the first phase of the Building which was to be carried out in the Second Plan as well for the remaining extension to be executed in the 3rd Plan:—

	Cost of Stack Portion	Cost of remaining extension	Total
	Rs.	Rs.	Rs.
Work Out- lay	21,91,336	20,36,594	42,33,930
Depart- mental Charges	1,81,280	1,68,019	3,49,299
Total	23,78,616	22,04,613	45,83,229
or say	23,78,600	22,04,600	45,83,200

The estimates did not include any provision for air-conditioning and racks. Ministry of Education accorded its administrative approval on the 1st November, 1958 to the construction of the first phase of the Building at a cost of Rs. 23,78,600 during the Second Plan and also of the remaining portion at a cost of Rs. 22,04,600 during the Third Plan. The Ministry of Works, Housing and Supply, however, accorded an expenditure sanction of Rs. 21,56,680 plus departmental charges @ 8½% for the first phase of the Building in September, 1959. The work on the proposed Annexe could not be started as this was included in the Secretariat Complex of the Delhi Master Plan which remained under the consideration of the Ministry of Works, Housing and Supply.

In June, 1959, Ministry of Education, also received a preliminary estimate of Rs. 25,36,569, for Phase I and II of air-conditioning of the Stacks portions of the existing building and of the proposed Annexe. Administrative approval was accorded by Ministry of Education in November, 1959 to the First phase of air-conditioning of Stacks at a cost not exceeding Rs. 12.68 lakhs, expenditure sanction was also accorded by the Ministry of Works, Housing and Supply. Rs. 10 lakhs was worked out as the requirement for providing racks in the Annexe Building.

The scheme for construction of the Annexe Building was included in the Third-Five Year Plan and a provision of Rs. 47 lakhs for the purpose was tentatively agreed to by the Planning Commission. Ministry of Education desired that the Annexe Building should be completed during the Third Plan period as the work could not be deferred any longer in view of the great demand for accommodation for storing vast accumulation of public records lying in various Central Government Offices.

As a result of certain changes in the design and shape of the work, the Central Public Works Department sent to the Ministry of Education a revised estimate of Rs. 28,77,100 for first phase of the construction of the Annexe, against the earlier estimates of Rs. 23,78,600. The increase in the revised estimates was due to the provision of pile foundation, electric sub-station, etc. An administrative approval for the expenditure of Rs. 28.77 lakhs was accorded by Ministry of Education in July, 1961. The Central Public Works Department invited the necessary tenders for the work but suddenly in February, 1963, the Ministry of Works, Housing and Rehabilitation, intimated that the extension to the National Archives of India Building should not be carried out. In view of the pressing need of additional "Stack Wing" and other accommodation for proper functioning of the National Archives of India, the matter was discussed in an inter-Ministry meeting held in April, 1963 between Ministry of Education and the Ministry of Works, Housing and Rehabilitation, when the Ministry of Education was requested to approach the Specialist Advisory Committee again for reconsideration of their earlier recommendations in the matter. Accordingly various alternative suggestions continued to engage the attention of the Government and the Specialist Advisory Group and at its meeting held in August, 1966 the following recommendations were made.

The proposal of the Ministry of Education for continuing the National Archives in the present Building with suitable extension was considered. After going into the pros and cons of the proposal, it was decided to continue the National Archives in the present building. It was also decided with the concurrence of the Ministry of Education that the National Archives should not be enlarged and that it should

be finished to match the original outlook, by demolishing the workshop, chimney and other ugly appearances. For the additional requirements in the future, Ministry of Education would take up with the Delhi Administration the question of allotment of a site in the Institutional area, south of Houz Khas.'

In view of the aforesaid decision, the Delhi Development Authority were requested by the Ministry of Education for the allotment of land measuring 10 acres in the Special Institutional Area, South of Hauz Khas, New Delhi. The Delhi Development Authority have since agreed to the allotment of land measuring 10 acres in the Special Institutional area, South of Houz Khas, New Delhi, at the price of about 25/- per sq. yard which has to be deposited with the Delhi Development Authority for taking the possession of the plot in question.

It was proposed by the Ministry in November 1967 that token provision of Rs. 5.00 lakhs should be made in the Budget Estimates (1968-69) to meet the cost of the land and other initial expenditure thereto, against the tentative allocation of Rs. 70.00 lakhs for the construction of a new building of National Archives of India included in the total allocation of Rs. 1.00 crore in the Fourth Five Year Plan. The Ministry of Finance (Edn. Unit) informed the Ministry of Education in January, 1968 that as the scheme had not been worked out so far, nor had it been approved by the Expenditure Finance Committee, the making of a token provision will, therefore, serve no purpose.

The Director, National Archives of India, who was informed of the position regarding the allotment of land for the construction of Building in Ramakrishnapuram, adduced arguments for reconsideration of the matter in regard to the construction of the Annexe in the Central Vista near the existing building as against the one proposed to be built at Ramakrishnapuram.

Some prominent members of the Indian Historical Records Commission also approached the Ministry of Education to ensure that the Building of National Archives of India is constructed at the present site of the National Archives instead of locating it at a distant place. In view of this, Ministry of Works, Housing & Supply have been requested by the Ministry of Education to review the decision of Specialist Advisory Group for the Central Vista and Central Secretariat complex taken at its meeting in August, 1966. This request has recently been reiterated in a letter sent by Education Minister to the Minister of State in the Ministry of Works, Housing and Supply.

2.16. In a Memorandum submitted to the Committee by a leading expert on archival matters, it has been stated as follows:

"..... the present proposal of the Government, as reported to the I.H.R.C. to locate the Annexe far away from the pre-

sent building looks any kind of justification. The recommendation of I.H.R.C. that the Annexe should be adjacent to the present building, where space is available, should be given due weight. This would be administratively more convenient, the place quite central from the point of view of scholars, and the measure would be definitely more economical. This is a point which requires the urgent attention of the Committee."

2.17. The Committee have been informed during evidence that the provision of additional accommodation for the National Archives has been held up not so much for want of budget provision, but on account of objection raised that an Annexe could not be built adjacent to the present building as it would spoil the beauty of the Central Vista. The Ministry would like to have a building or a series of buildings at one site where every activity of the National Archives could go on. It was for this reason that the Ministry has requested the Central Vista Committee to allow the construction of the Annexe along with the present building.\* Otherwise, the Ministry would have to build either a larger accommodation or spread the activities of the National Archives at two places, quite at a distance from one another.

2.18. The Committee note that the proposal to construct an Annexe to the present building of the National Archives was mooted as far back as 1945, but its construction has not even been started. The Committee feel that the delay in this matter has adversely affected the efficient and smooth functioning of the National Archives. This indecision on the part of Government has, apart from resulting in increase in the estimated cost of construction from

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\*At the time of factual verification, the Ministry have stated as follows:—

"The Specialist Advisory Group for Central Vista and Central Secretariat complex at their last meeting has recommended that if the extension of the National Archives is found inevitable on the present site, such extension may be considered towards north, facing Dr. Rajendra Prasad Road. But before the design is processed, the blocking as well as the design of the extension should be brought before the Group for its consideration and final recommendation. The Senior Architect, incharge of the National Archives, would prepare the design in order to process the matter further.

Accordingly, the Director of Archives has been requested on the 13th December, 1968, that the design and blocking of the extension may be got prepared by the Senior Architect incharge of the National Archives, as desired by the Ministry of Works, Housing and Supply.

Apart from the above, the scheme of the construction of the additional building for the National Archives of India has also since been approved by the Planning Commission for inclusion in the Fourth Five Year Plan. An allocation of Rs. 75 lakhs as against Rs. 130 lakhs (proposed by the Ministry of Education) has been approved by the Planning Commission for this purpose. A reduction in the allocation for the building arose as a result of the overall reduction in the total outlay in the Fourth Five Year Plan for the entire Ministry of Education".

about Rs. 45 lakhs in 1958 to about Rs. 70 lakhs now, has brought about a lull in the programme of accession and acquisition of the non-current records of the Government of India by the National Archives. The Committee would urge that construction of the Annexe should be started and completed without further loss of time and with a sense of urgency.

2.19. The Committee note that Government have now agreed to earmark a plot in Hauz Khas, which is at a distance of more than 10 miles from the present building, for the construction of the Annexe. They need hardly point out that the construction of the Annexe at Hauz Khas would create administrative difficulties for the institution and would be inconvenient to the scholars as well as researchers. The splitting of the activities of the National Archives at two places, so far distant from one another would also be uneconomical. The Committee, therefore, suggest that the Annexe should, as far as possible, be constructed adjacent to the present building where space is stated to be available for the purpose. In case it is not found practicable to do so, then the feasibility of transferring all the activities of the National Archives from the present site to Hauz Khas may be considered. In either case, the Committee would like to stress that all the activities of the National Archives should be concentrated at one place.

### C. Training in Archives-keeping

2.20. It has been stated that a formal course of archival training was started by the National Archives in 1942. This course has grown into a regular course of one year duration over the years. A diploma is awarded to the trainees after the completion of the training. Apart from this, the National Archives also provides short-term observation courses in various aspects of archives-keeping for those who are not in a position to go in for the full term.

The object of the programme of training in Archives-keeping, is to provide trained archival personnel for manning official records repositories in the country. The duration of the course is full one year, consisting of the following items:—

- (1) Training in principles of Archive Administration.
- (2) Training in the History and Administration of Archives in India and abroad and Development of Indian Administration with special emphasis on the evolution of archives.
- (3) Practical training in Archive Administration, Calendaring Indexing, descriptive-listing and editing of records. Internship project consisting of a dissertation on a selected record series.

- (4) Training in the principles of Preservation and Photo-duplication as also practical training.

2.21. Examination (both theoretical and practical) are held at the end of the course and diplomas awarded. For this purpose, there is a Board of Examiners with two outside specialists. The number of students awarded diplomas during each of the last three years is stated to be as follows:—

1964-65	..	..	6
1965-66	..	..	8
1966-67		..	7

2.22. The minimum qualification required of candidates for admission to this course is either a good honours degree or at least a second class M.A. Degree in History (preferably in Modern Indian History) from a recognized university. Qualifications are relaxable in the case of candidates deputed by the State Governments or Central Government. A Selection Committee has been constituted for this purpose under the orders of the Government of India. It comprises of the Deputy Secretary in the Ministry of Education dealing with National Archives of India (Chairman), a Reader or Professor of the Department of History, Delhi University and Director of Archives.

2.23. In reply to a question, it has been stated that no limit is prescribed as to the number of candidates that could be admitted to the Course. The Government of India awards two stipends of the value of Rs. 150/- per month to non-sponsored candidates. Special allowance of the value of Rs. 75/- per month is also awarded by the Government of India to 6 candidates sponsored by State Governments or Central Government Departments outside Delhi. A statement showing the number of trainees during the last 5 years is given below:—

S. No.	Year	Private Candidates	Nominees of the Central Govt. & Deptt. of the Central Govt.	Nominees of the State Govt.	Foreign students from Nepal under Colombo Plan	Total
1.	1963-64	4	..	1	..	5
2.	1964-65	3	..	3	1	7
3.	1965-66	3	2	4	..	9
4.	1966-67	3	1	3	1	8
5.	1967-68	3	*3	4	1	11

Dropped out soon after joining.

2.24. As to the employment opportunities for the candidates trained in Archives Keeping, it has been stated in a written note submitted to the Committee that persons holding the Diplomas in Archives Keeping issued by the Department could be appointed with profit in the Central Government Ministries/Departments, and the record rooms of Universities, big industrial and business concerns etc.

2.25. Asked as to whether it would not be useful if the candidates after selection to the National Archives and State Archives are given training by the National Archives under this programme rather than continuing the present procedure, it has been stated in a written note submitted to the Committee that there is already provision for giving training to persons who are deputed by Central and State Governments. The question of limiting training to persons selected for appointments in the National Archives and the State Archives has not been considered feasible. So far as the State Archives are concerned, the matter is the concern of the State Governments. As regards the National Archives of India, there have to be basic changes in recruitment policy before this could be done, and there have been difficulties in the way. Even if the suggestion is adopted, there would still be need to provide trained archivists to non-official bodies such as universities, business and industrial corporations, etc.

2.26. In reply to a further question, it has been stated that there is no staff in the National Archives exclusively earmarked for attending to the training programme. Lectures are delivered and practical training imparted by the officers of the Department who have special knowledge of the subject. No lecturers from Delhi University or any other university are invited to the National Archives to give lectures to the trainees. The Committee have also been informed during evidence that the course in Archives-Keeping has not been included in the curriculum of any university in India. This question was referred to the Inter-University Board which made a positive recommendation on this for the consideration of the Universities, but the response from the Universities, excepting the Universities of Gujarat and Jabalpur has not been very encouraging.

2.27. The Committee note that the number of trainees who completed their training in Archives-Keeping and were awarded Diplomas was only 6 in 1964-65, 8 in 1965-66 and 7 in 1966-67. The Committee consider this number to be very low and feel that the facilities of training offered by the National Archives are not being fully

utilised. They would like the National Archives to make the training more purposeful and attractive so that more and more trainees come forward to take advantage of these facilities. The Committee also suggest that the desirability of inviting Lecturers of eminence from Universities and other institutions to give lectures to the trainees may be considered.

2.28. The Committee would also like Government to consider the desirability of including a course in Archives-Keeping in the curriculum of various Universities in India in consultation with the University Grants Commission.

2.29. The Committee further suggest that refresher courses for the staff-incharge of the record rooms, various Government offices and the archivists employed in the National Archives and State Archives should be arranged on a regular basis so as to enable these persons to preserve the records properly and scientifically according to the latest techniques.

#### D. Budget

2.30. In a statement submitted to the Committee, the budgetary requirements, allocations and actual expenditure in respect of National Archives of India since 1950 have been stated to be as follows:—

year	Budget provision asked for	Amount allocated	Actual Expenditure
1	2	3	4
1950-51	7,45,300 *(55,00,000)	7,20,600 ..	6,27,493 ..
1951-52	6,81,400	6,15,900	5,98,536
1952-53	9,60,100 *(3,00,000)	6,53,900 ..	6,36,448 ..
1953-54	9,84,100	7,93,700	6,66,700
1954-55	12,32,000	10,50,600	6,89,912
1955-56	12,36,193	9,51,000	7,13,808

\*Indicates Capital Budget including buildings.



	1	2	3	4
1956-57	. . . .	11,01,615 *(73,47,000)	10,58,000 ..	8,64,117 ..
1957-58	. . . .	14,43,174	13,30,000	8,63,029
1958-59	. . . .	17,55,000	14,41,600	10,20,704
1959-60	. . . .	13,23,600	9,54,000	9,42,444
1960-61	. . . .	16,08,900 *(23,78,600)	12,41,300 (1,50,000)	10,56,102 ..
1961-62	. . . .	15,70,300 *(12,68,000)	12,42,000 ..	11,30,528 ..
1962-63	. . . .	15,61,450	13,36,000	12,24,866
1963-64	. . . .	17,34,000 *(28,77,000)	12,82,000 ..	11,66,381 ..
1964-65	. . . .	15,57,000 *(13,08,000)	12,24,000 ..	12,59,868 ..
1965-66	. . . .	17,53,000 *(13,58,000)	15,96,000 (40,000)	14,09,592 ..
1966-67	. . . .	19,47,600 *(19,38,000)	14,02,000 ..	15,65,289 ..
1967-68	. . . .	21,91,400 *(16,24,000)	15,75,000 ..	17,05,391 ..

2.31. The amount of foreign exchange required allocated and actually utilised since 1950 has been stated to be as follows:—

Year	Budget provision	Amount allocated	Amount sanctioned and released
1	2	3	4
1950-51	..	..	..
1951-52	6,251	6,251	6,251

\*Indicates Capital Budget including buildings.

	1	2	3	4
1952-53	. . . .			
1953-54	. . . .			..
1954-55	. . . .		..	..
1955-56	. . . .	24,800	24,800	24,800
1956-57	. . . .	21,200	21,200	21,200
1957-58	. . . .	56,000	12,750	12,750
1958-59	. . . .	1,19,100	50,700	20,025
1959-60	. . . .	1,23,500	75,100	69,300
1960-61	. . . .	1,51,700	1,35,000	68,950
1961-62	. . . .	1,01,200	79,200	49,500
1962-63	. . . .	87,700	62,400	23,400
1963-64	. . . .	94,200	30,900	12,800
1964-65	. . . .	1,03,700	65,200	34,900
1965-66	. . . .	1,30,200	83,200	
1966-67	. . . .	3,75,200	8,400	12,000
1967-68	. . . .	3,72,350	1,15,450	34,400

2.32. It has been stated that the budgetary and foreign exchange allocations did not meet the requirements of the National Archives fully. The items which could not be implemented for lack of funds include National Register of Records, Record Management Programme, Guide to Records, Repair, Binding and Micro-filming of Records, Acquisition of micro-film copies of Indian interest from abroad etc.

2.33. So far as the expansion programmes during the Fourth Five Year Plan are concerned, the Committee have been informed during evidence that the items which have been included in the expansion programmes are as follows:—

- (i) Construction of the Annexe.
- (ii) Setting up of repair and micro-film unit.
- (iii) Preparation of National Register of private archives.

- (iv) Record management including appraisal and weeding of paper in the record rooms of various Ministries and Departments.
- (v) Publication of educational records.
- (vi) Purchase of Carton boxes.
- (vii) Acquisition of micro-film copies of records and rare books.
- (viii) Development of archives in States.

2.34. For the National Archives, a sum of Rs. 173.63 lakhs has been recommended to the Planning Commission for the Fourth Five Year Plan.\* This is exclusive of an amount of Rs. 3 lakhs proposed for the Centrally Sponsored Scheme of National Register of Records.\* However, there would have to be a limited amount of work because of paucity of funds. It was not known whether the amount requested for would be made available or not.

2.35. So far as the States are concerned, they have been requested that the development of archives should be included as a scheme in the State Plan which would then be entitled to assistance in the same way as other development plans in the educational fields are.

2.36. Asked during evidence whether any Committee had been set up to go into the requirements of each State, the representative of the Ministry replied in the negative. However, the Director of the National Archives has some ideas about this based on the discussions that are held in the National Committee of Archives from time to time. It would be left to the States after laying down the

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\*At the time of factual verification, the Ministry have stated as follows:—

“The position is that due to the overall reduction in the outlay of the Fourth Five Year Plan of the Ministry of Education, the Planning Commission have approved an allocation of Rs. 104 lakhs as against Rs. 173.63 lakhs for the Fourth Five Year Plan of the National Archives of India.

In so far as the National Register of Records is concerned, the Planning Commission have not agreed to make any allocation for this scheme in pursuance of the decision purported to have been taken by the National Development Council that the number of Centrally Sponsored Schemes should be restricted to the barest minimum. Consequent to this decision, the National Register of Records Scheme which had been running as a ‘Centrally Sponsored Scheme’ since 1959, has been transferred to the States Sector and no budget provision has been made under the Annual Plan 1969-70. The State Governments who were getting grant-in-aid under the National Register of Records Scheme will no longer be eligible for them and they will have to meet the expenditure from the provision made for ‘Development of Archives’ under the States Plans.”

policy to frame their own plans for the purpose. The States have been informed of the various items of the work which had to be attended to. The extent to which the States would go or could go was something which would depend on their capacity to find funds for it.

2.37. The Committee appreciate that the allocation of funds to the National Archives depends upon the availability of resources with the Government. The Committee are also aware of the difficult foreign exchange position in the country. They, however, feel concerned to note that many of the important items of work of the National Archives could not be taken up due to the paucity of funds at its disposal as indicated in para 2.31. The Committee suggest that adequate funds should be provided to the National Archives of India to enable it to discharge its basic functions.

2.38. The Committee also note the expansion programmes of the National Archives for the Fourth Five Year Plan. They hope that it would be possible for the Planning Commission to allocate requisite funds for the purpose.

#### E. Regional Offices

2.39. The National Archives of India has two Regional Offices—one at Bhopal and the other at Goa.

*Bhopal Office.*—The Regional Office at Bhopal was opened in 1954 to house the records of the defunct Bhopal State. The question of taking over Records of the erstwhile Bhopal State arose because the State Government had agreed to hand over to the Government of India their records from the inception of the Princely State of Bhopal to the year 1914 as a national gift. These records, moreover, contained among other things, valuable information on the Mutiny of 1857 and as such were considered to be of national importance.

The Organisational Chart of the Bhopal Office is given at *Appendix III*.

It has recently been decided that these records may be handed over to the State Government in pursuance of the recommendation of the Committee on Archival Legislation.

*Goa Office.*—The Regional Office was opened at Goa in 1964. The overriding circumstances, which determined the transfer in 1964 of the Archives of defunct Portuguese Government at Goa to the National Archives of India was that the Government of Goa, Daman and Diu was reluctant to shoulder the responsibility for their pre-

servation and maintenance for want of funds and it also lacked the technical competence to undertake a full-fledged conservation programme for the Archives as there was no popular Government in the Union Territory at that time. The Government of Goa, Daman and Diu is now willing to shoulder the responsibility and a proposal for the re-transfer of the Goa Archives to them is under the consideration of the Government of India.

The Organisation Chart of the Goa Office is given at Appendix IV.

2.40. The total annual expenditure on both the Bhopal as well as Goa Regional Offices during each of the last three years has been stated to be as follows:—

	1965-66	1966-67	1967-68
Bhopal Office . . . . .	1,02,495	1,03,278	1,10,164
Goa Office . . . . .	76,958	87,000	99,885

2.41. The Committee recommend that the Archives at Bhopal and Goa should be transferred to the Governments of Madhya Pradesh and Goa, Daman and Diu respectively at an early date. They hope that after taking over the Regional offices at Bhopal and Goa, it will be possible for the Governments of Madhya Pradesh and Goa, Daman and Diu to pay due attention to the preservation, conservation and maintenance of the archives at these two places.

### III. ACQUISITION AND PRESERVATION

#### A. Acquisition of official records

The main function of the National Archives of India is to acquire the custody of all the Central records intended for permanent retention which are more than 25 years old. It is the sole resting place for all central records worthy of permanent retention. So far the National Archives has acquired the records of about 20 Central offices. A list of these offices is given at *Appendix V*.

3.2. It has still to acquire the record holdings of the remaining offices whose number is estimated to be 500 or even more. Some of the holdings still to be acquired date back to 1854 (for example, the records of Director General, Posts and Telegraph), some to 1861 or so (for example, Geological Survey, Archaeological Survey), some as far back as early 19th century (for example, Botanical Survey, Old Calcutta Bank and Bengal Bank). It has been stated that the Department has not the requisite space to acquire the Central records. A scheme for an annexe to the building is under the consideration of the Government. Till the annexe is ready, no large scale accession is possible. Further the records in question require to be surveyed and carefully appraised before they could be retired to the Archives. For this work, the Department has not adequate staff. Pending the removal of the above difficulties, the accession of records has been restricted to (a) collections which are in a bad state of preservation or whose owners are not in a position to conserve them, (b) Documents which will fill the gaps in the existing collections. Under (a), arrangement is being made to bring in select series from Comptroller and Auditor General's Office and the defunct Ministry of State. Under (b), effort is being made to acquire records of the Reforms Office, those of former Governor-General's Secretariat, Survey records of post 1899 and the like.

3.3. The Committee have been informed that there has been no large scale acquisition of official records for the last 20 years for want of space or for other special reasons. Accessions made during the last three financial years, are indicated below:—

Period	Item	Bulk
1965-66	Authenticated Bills, 1965-66	122
	Survey of India Maps	20,000
	Old documents from defunct	730 registers

Period	Item	Bulk
	Calcutta, Bengal, etc. . . . .	12,500 documents
	Banks, 1785—1865.	
	Military Finance Files, 1906—1923	24
1966-67	. Authenticated Bills, 1966-67 . . . . .	115
1967-68	. Foreign Political Department records, 1860—1922 . . . . .	507 bundles 1,080 volumes.

3.4. The records of the Central Ministries and other offices of the Government of India which are awaiting appraisal by the National Archives of India were estimated at nearly 176 linear miles of shelf space by the Committee on Archival Legislation in 1960. Since then the annual accruals have been estimated at the rate of 8 linear miles approximately. It is estimated that after due appraisal, about one-tenth of these records may find their way to the National Archives.

3.5. Asked whether any criterion for classification of records by the Government record creating agencies has been laid down by Government National Archives, it has been stated that the Central Secretariat Manual of office Procedure (1963) lays down main criteria to be observed in the appraisal and retirement of records and these are as follows:—

- (i) Purely ephemeral files should be destroyed as soon as they are one year old (Para 107).
- (ii) Files while being recorded should be classified under one of the following 3 categories:
  - (1) *Class A.*—meaning 'Keep & Print'. This category will be allotted to a file in which important questions have been discussed or which contains orders establishing important precedents or general instructions or rulings of permanent importance and which are likely to be required frequently for reference.
  - (2) *Class B.*—meaning 'Keep but not print'. This class will also cover files which contains orders and instructions, etc., of permanent importance but which are not likely to be required very frequently for reference.
  - (3) *Class C.*—meaning 'destroy after a specified number of years'. This Class will consist of files of secondary im-

portance which are required to be preserved for a limited period but need not be retained thereafter.

- (iii) Recorded files which are more than 3 years old should be retired to the departmental Record Rooms (Para 111).
- (iv) Recorded files not reviewed earlier according to the Departmental Retention Schedule should be appraised at the end of the 5th, 10th and 25th year of their life (Para 114).

The last review will be made in association with the representatives of the National Archives.

- (v) Recorded files duly appraised at the end of 25 years should be transferred to the National Archives duly listed in the manner prescribed.
- (vi) Departments are required to issue detailed Office Orders prescribing periods for which files relating to specified subjects should be preserved. A general directive for the preservation of records of historical value is also contained in Para 108. Files containing papers of the following types, which have a definite historical value, should invariably be preserved:—

- (1) Original of Despatches from and to the former Secretaries of States;
- (2) Holograph & autograph letters and original of the Notes of the former Viceroys and Governor General, former Members of Viceroy's Executive Council, the President, the Prime Minister, the Ministers, the Commander-in-Chief and other eminent personages on important matters.
- (3) Original papers containing discussions of important principles and questions of policy.
- (4) Original papers relating to Legislation enacted by the Centre.

**3.6.** As to whether the present procedure for appraising and retiring of records to the National Archives is working satisfactorily, it has been stated that Records which have completed 25 years of life are not being retired to the National Archives of India after appraisal in the manner prescribed in a routine way. The reasons for unsatisfactory working are as follows:—

- (i) In the case of most Ministries, it appears that there are no units staffed by trained archivists for the appraisal



of records in a continuous way as and when records attain their 25th year.

- (ii) The National Archives of India which is to examine records jointly with the Ministries have not also been provided with the necessary staff to undertake the work. The Small Unit that is in existence at present is only a token one.
- (iii) The National Archives of India does not now have space to receive records on a large scale. This can be done only after the Annexe is built.

3.7. According to a note furnished to the Committee the Tarachand Committee were impressed with the importance and magnitude of the problem of records management and the duties imposed upon the National Archives of India in this respect. They recommended for this specific purpose the appointment of an officer of the Department not below the rank of a Deputy Director, and of Liaison Officers (Archivists) to work under his guidance. It has been mentioned that this staff has not been sanctioned, and as such no programme could be chalked out or any significant work undertaken. Unless qualified senior staff as recommended by that Committee is sanctioned, it would not be possible to make any progress.

3.8. It has been stated in a Memorandum submitted to the Committee that, "In principle, all official records of permanent value should be retired to the Central Archives after they have ceased to be of current use to the administrative wing. It is understood that the Government of India has laid down that all records which are more than 25 years old should be sent to the National Archives, after due appraisal by the latter and the Administrative unit concerned. It is clear from the proceedings of the Indian Historical Record Commission that the work being done, both at the level of the Ministries and the National Archives, is quite meagre. Two things seem to stand in the way: (a) The National Archives is in no position to receive fresh acquisitions, and the proposal to have an Annexe, mooted years back, is yet to materialise. (b) Adequate machinery has yet to be set up in the Ministries and the National Archives to cope with this gigantic task.

3.9. Asked by what year all the records would be acquired taking into account the present rate of their acquisition, the representative of the Ministry admitted during evidence that it would take a very long time taking into consideration the present rate of their acquisition. But when space was available, the rate of their acquisition

could be accelerated. In reply to a further question, the representative of the Ministry stated that no time limit or target has been fixed for the acquisition of all the records. But the records must be acquired as speedily as possible.

3.10. The Ministry have admitted that there were some records available with various Ministries/Offices which have been thrown open to the public but have not been transferred to the National Archives. They have stated further that no census has been taken of such records. They, however, agreed to the suggestion that these records should be transferred to the National Archives on a priority basis.

3.11. The performance of the National Archives in the matter of acquisition of non-current records of Government departments which is its primary function has been poor. It is surprising that so far it has acquired the records of only about 20 out of more than 500 Central Offices. The Committee note that even the acquisition of records of these 20 offices is far from complete and upto date. They regret that even after the Committee on Archival Legislation (1960) focussed attention on this problem and emphasised the need for immediate action in this regard, nothing concrete appears to have been done so far in the matter. According to Government's own admission, there has been no large scale acquisition of official records in the National Archives during the last 20 years. That neither the concerned Ministry nor the National Archives took any effective measures to improve the position in this regard is regrettable. The Committee need hardly point out that if the problem of acquisition of Government records is not tackled speedily and in right earnest, it will become more and more difficult with the passage of time as the volume of records created by Governmental agencies is increasing tremendously year by year. Moreover the non-acquisition of records by National Archives which have long since become due for retirement exposes these records to the risk of damage by insects and vagaries of temperature and humidity in Government record rooms where adequate facilities for their scientific preservation may not be available. It also results in depriving the research scholars from using them for their research work. The Committee would therefore stress the imperative need of taking effective measures for the acquisition of the Government records as early as possible. They would like the Government to draw up a phased programme so as to ensure systematic acquisition of these records by the National Archives. In this connection, the Committee suggest that the National Archives should acquire those records on a priority basis which have been thrown open to the public but have not been transferred to the National Archives so far.

As regards paucity of space, the Committee have already recommended the construction of additional accommodation for the National Archives in paras 2.18 and 2.19 of the Report.

3.12. The Committee further recommend that till such time as the National Archives is in a position to acquire all the records of the Central Government offices, it should be ensured by the Ministries concerned that the permanent records in possession of the various offices are properly housed and well-preserved. The feasibility of creating record facilities in the Ministries concerned for the interim upkeep and maintenance of the records may also be examined with a view to keep them in a sound state of preservation pending their retirement to the National Archives.

#### B. Record Management, Survey and Appraisal Programme

3.13. The Record Management, Survey and Appraisal Programme, which was recommended by the Committee on Archival Legislation (1960) was accepted by Government in 1962. Under this programme the National Archives is (1) to undertake a detailed survey of the existing record holdings of all the Central Departments and offices, to ascertain their nature, range, history, internal arrangement, and state of conservation; (2) to locate with the help of the owning agencies concerned the missing and the interpolated records, to get them rearranged according to their original order; and listed and indexed properly; (3) to collaborate with the owning offices in the appraisal of all their records as soon as they reach their 25th year; and (4) to tender advice on record—management.

3.14. The Programme was launched in July, 1962 with the help of a small unit (one Archivist and three Assistant Archivists) by withdrawing staff from other Branches of the National Archives. This Small Unit is stated to be quite busy with the appraisal of the large volume of records transferred to the National Archives in previous years without prior scrutiny. Besides appraisal of the records of Ministries, which are keen on transfer of special category of records, is also taken up. The progress made so far is as follows:—

No. of files examined—86,266

No. of files retained—12,742

3.15. Asked about the quantum of work which was still to be done in this regard, it has been stated that the work involved is stupendous and it has been possible to deal with only a small fraction of the total amount of work involved. The Committee on Archival Legislation had calculated the total holdings of the Central Ministries and other offices of the Government of India at 176 linear miles of shelf space. Since then the annual accruals have been made at:

the rate of 8 linear miles approximately. The total holdings would be thus in the neighbourhood of 240 linear miles approximately.

3.16. Asked whether any phased programme has been drawn up for appraising the records of various Ministries and other Government offices, the Ministry of Education have replied in the negative.

3.17. In reply to a question, it has been stated that the National Archives of India proposed creation of two posts of Archivists for the Record Management Programme in their budget proposals for 1963-64. However, due to the acute financial stringency obtaining at that time, the proposal was not accepted by Government. The National Archives again proposed creation of these posts in their budget proposals for 1967-68, but Government did not agree to make any provision for these additional posts until the staff requirements of the National Archives of India had been examined by the Staff Inspection Unit of the Ministry of Finance.

3.18. The Committee have been informed that this Programme has been included in the Development Schemes of National Archives of India for the Fourth Plan period. A provision of Rs. 3.77 lakhs\* has been included in the Draft Fourth Plan for the Record Management Programme for the following posts:—

1st year—One additional Unit of one Archivist and three Assistant Archivists

2nd year—One more Unit and 2 Lower Division Clerks and typists.

3rd year—One more Unit.

4th and 5th year—The staff suggested for the 3rd year is to be continued.

3.19. If the above staff is sanctioned, the work of co-ordinating the work of appraisal and record management in the Ministries can be taken up in earnest by the National Archives.

3.20. The Committee are constrained to observe that no progress has been made so far in the programme of Record Management, Record Survey and Appraisal. They regret to note that even though the Government accepted the recommendation made by the Committee on Archival Legislation (1960) in this regard, they have failed to take effective measures to implement the same. The small token unit which was set up in 1962 for this work, has not been able to

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\*At the time of factual verification, the Ministry have stated as follows:—

“Against the provision of Rs. 3.77 lakhs for the scheme of the Records Management in the Fourth Five Year Plan, this Ministry subsequently suggested enhanced provision of Rs. 3.80 lakhs and this provision has since been approved by the Planning Commission.”

achieve anything, as it has been busy with the appraisal of records already in the custody of the National Archives. It is unfortunate that neither the Government sanctioned the staff demanded by the National Archives for this purpose from time to time, nor the National Archives itself tried to find requisite staff for this work from out of their existing strength which was subsequently found to be under-utilised by the Staff Inspection Unit and out of which 54 posts were declared surplus. It appears that both the Ministry and the National Archives did not attach to this matter the importance that it deserved. Considering the voluminous records requiring appraisal which are estimated to be in the neighbourhood of 240 linear miles, it is necessary that a phased programme for the completion of this work over a period of time should be prepared as early as possible and necessary staff deployed for the purpose. The Committee need hardly point out that appraisal of records in time is essential for proper record management as it serves a twofold purpose—it helps in the weeding of unwanted papers resulting in saving of space on the one hand, and in the proper preservation of permanent valuable records on the other. The Committee urge that no further time should be lost in drawing up a phased programme for appraisal as suggested above and implementing the same in right earnest.

### C. Acquisition of Private Records

3.21. The importance of private archives has been described by the Committee on Archival Legislation in the following words:—

“During the last few decades the value of ‘private archives’ as source material for study of history has been increasingly realized by historians. In India also there has been a growing demand on the part of researchers for such papers. It does not require to be emphasised that the history of a country may be better reflected in the papers of a great family or a private institution than even in the records of a government department. They quite often throw light on obscure aspects of government business and help to explain subtle influences that might have been responsible for the making of government policies effecting important national issues. For a study of economic and social history private archives are indispensable. In view of their value it is necessary that all possible steps should be taken for their preservation and for making them accessible to researchers of all classes.”

3.22. According to a note of the Ministry it has been the policy of the Government to acquire either by gift or purchase archival

manuscripts and documents (including rare printed documents and books) and also private papers of eminent statesmen, high Government officials, writers, scientists and others, who have played a significant role in the country's history. Private papers of mere local or regional importance are not acquired.

3.23. It has further been stated that most of the acquisitions have been through gifts. Where documents are offered for purchase, the department is guided by the expert advice of the Historical Documents Purchase Committee comprising the following:—

Joint Secretary, Ministry of Education.	Chairman.
Three eminent historians	Non-official Members.
Director of Archives	Member-Secretary.

3.24. No specific guidelines have been laid down for the purpose but all proposals for the purchase of private archives etc. are referred by Member-Secretary to the Historical Documents Purchase Committee giving factual report on the material offered. The Committee besides expressing an opinion as to whether the material can be purchased, fixes a reasonable price to be offered to its owner.

3.25. Asked about the existing arrangements for the collection of information and acquisition of private records which are worthy of permanent preservation, it has been stated that information is obtained through study of books and journals and through personal contacts. In a few cases, the owners have volunteered to deposit the records with them in the National Archives of India, realising the importance of their being kept in a well organised repository both for the purpose of their scientific preservation as well as their being made available for purposes of research.

Asked what has been the annual allocation of funds for the last three years for the purchase of private archives, the following figures have been supplied by the Ministry of Education:—

1965-66—Rs. 5000

1966-67—Nil.

1967-68—Nil.

3.26. It has been represented to the Committee by a leading expert on archival matters that, "The progress made by National Archives in salvaging historical records in private custody is inadequate. A number of valuable records go out of the country every year mainly because of the absence of a good local market for such materials. It is suggested that a regular campaign should be launched through All India Radio and other publicity media and a climate of Archives awareness be created in the country."

3.27. It has been conceded by the Ministry in a written note submitted to the Committee that intensification of the work on the scheme of National Register for private records and acquisition of original or copies of records located is necessary. This will require allocation of larger funds for acquisition of private records.

3.28. The Committee are glad that Government have accepted in principle the recommendations made by the Committee on Archival Legislation regarding private archives and historical manuscripts in private custody. They, however, feel that the steps so far taken in the matter of their salvage and preservation are inadequate keeping in view their urgency and importance. This is evident from the fact that a meagre amount of Rs. 5,000 was sanctioned for the purchase of private archives during 1965-66 while no provision whatsoever was made during 1966-67 and 1967-68. The Committee apprehend that in case appropriate and timely measures are not taken to stop the dispersal and destruction of private papers of historical importance and to ensure their continued preservation, these may be dismembered or lost altogether with the result that the vacuum in our history caused by this loss will be difficult to fill. The Committee agree with the observations made by the Committee on Archival Legislation that 'the safety of such collections lies primarily in the realisation of their historical value by the owner, awareness of their existence by the users and public assistance for their maintenance and preservation'. They, therefore, commend to the Government the suggestion that a climate of archive awareness be created in the country by means of publicity campaign through the All India Radio and other mass media. They would further suggest that a larger financial provision should be made for the purchase of private archives. In this connection the Committee would, however, like to emphasize that as far as possible only such private archives may be acquired as may throw light on important phases of modern Indian history or as may help to fill in the gaps in the existing holdings of the National Archives.

#### D. National Register Programme

3.29. The National Register Programme consists of organising a comprehensive census of all records in private custody and consolidating the results of census in the form of a Register to be maintained by the National Archives for the use of interested scholars. The work of survey and listing of private records for the National Register Programme was taken up by the State Governments in 1959-60. The work of consolidating the results of the census in the

form of a Register was started by the National Archives in 1967-68. The actual survey work involved is being done at present by Regional Records Survey Committees appointed by different State Government.

3.30. Under this programme the total number of private record collections surveyed and listed from 1959-60 to 1967-68 are as follows:—

1959-60	16,037	documents and collections		
1960-61	18,345	—do—	130	pages of Survey Reports
1961-62	3,520	—do—	30	—do—
1962-63	3,870	—do—	46	—do—
1963-64	4,269	—do—	50	—do—
1964-65	2,883	—do—	30	—do—
1965-66	2,578	—do—	40	—do—
1966-67	6,857	—do—	30	—do—
1967-68	3,920	—do—	64	—do—
<b>Total</b>	<b>62,279</b>		<b>420</b>	

3.31. As regards compilation of National Register, 179 record collections covering 8338 proformas have been scrutinized and the materials covering 4779 proformas have been consolidated and prefatory notes on them prepared.

3.32. It has further been stated that no staff has been sanctioned for the work beyond one Assistant Archivist and one U.D.C. who can only carry on the correspondence with the different Regional Records Survey Committees and conduct a routine examination of the materials. The progress indicated in the foregoing para regarding compilation of the National Register has been possible by diverting 1 Archivist and 2 Assistant Archivists for the task. The backlog cannot be cleared and yearly compilation kept up-to-date without augmentation of staff.

3.33. In a Memorandum submitted to the Committee it has been stated that, "After the matter was considered year after year by the Indian Historical Record Commission, the Government of India formally adopted a scheme for the compilation of a National Register of Private Archives in co-operation with the State Governments



in 1959. While we have now a scheme in operation of a type comparable to the one set up in Great Britain, the financial support essential for its success has been wholly lacking. While the Committee set up to report on the National Register Committee in 1960-61 recommended a matching grant of Rs. 20,000 per annum to each of the States, the Central aid has been just Rs. 3,000 per annum. Again, the special unit proposed for co-ordinating the activities of the several States and for bringing out the National Register has not materialised. This is supposed to be done by National Archives amidst its multifarious activities. No doubt some useful work is being done, but the measure of progress is hardly commensurate with the requirements of the great project."

3.34. The Committee have been informed during evidence that various States have incurred the following expenditure during 1965-67 on the scheme of National Register:—

Andhra Pradesh—Rs. 8,017

Assam—Rs. 4,797

Bihar—Rs. 2,691

Kerala—Rs. 8,785

Maharashtra—Rs. 145

Madras—Rs. 4,643

The Central Government was making an annual grant of Rs. 3,000 only to each State. However, in the Fourth Plan, an amount of Rs. 3 lakhs has been proposed to be spent on this scheme.

3.35. In reply to a question, the representative of the Ministry of Finance stated during evidence that the States had not been able to utilise the amount within the ceiling approved. The question of enhancing the grant-in-aid did not arise as the same had to be matched with utilisation.

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\*At the time of factual verification, the Ministry have stated as follows:—

"In so far as the National Register of Records is concerned, the Planning Commission have not agreed to make any allocation for this scheme in pursuance of the decision purported to have been taken by the National Development Council that the number of Centrally Sponsored Schemes should be restricted to the barest minimum. Consequent to this decision, the National Register of Records Scheme which had been running as a 'Centrally Sponsored Scheme' since 1959, has been transferred to the States Sector and no budget provision has been made under the Annual Plan 1969-70. The State Governments who were getting grant-in-aid under the National Register of Records Scheme will no longer be eligible for them and they will have to meet the expenditure from the provision made for 'Development of Archives' under the States Plans."

3.36. In a written note submitted to the Committee the following steps have been suggested for the successful implementation of the National Register Programme:—

- (i) Strengthening of the existing Central Cell in the National Archives for which provision of Rs. 3.2 lakhs has been included in the Fourth Five Year Plan.
- (ii) Impressing upon the States the need to set up Regional Records Survey Committees where these have not been set up so far and to accelerate the tempo of the work of the National Register Programme.
- (iii) Increasing assistance to States which are incurring large expenditure on this scheme.

3.37. The Committee consider that the progress made in the implementation of the National Register Programme is unsatisfactory.

The efforts made so far are hardly commensurate with the magnitude of the problem. In order to make the project a success, the first requirement is that a careful study should be made of the country's archival wealth in private possession. Without the knowledge of the location, it is not possible to take any measures for their protection and preservation. They regret to note that the States are not evincing sufficient interest in the implementation of the Programme as is evident from the meagre expenditure incurred by some of them during the year 1966-67. The Committee urge that immediate corrective steps be taken to implement the National Register Programme speedily by giving more financial assistance to the States who should be prevailed upon to accelerate the tempo of survey work. They would also suggest that the Central Cell in the National Archives should be strengthened in the interest of better coordination and quick and efficient disposal of work.

#### E. Regional Records Survey Committees

3.38. The Regional Records Survey Committees are set up by the State Governments for locating and salvaging records and all other materials of historical value. The size of the Regional Records Survey Committees varies from State to State. Whereas in Rajasthan, it comprises of a central unit entitled 'Regional Survey Committee' and five 'Zonal Survey Committees', in other States there is only one central unit which looks after the entire activity in each State. The nature of composition of the Committee also varies from one State to another. In Rajasthan, the Honorary Director, Rajasthan Oriental Research Institute, is the Chairman of the Committee, but in other States, Ministers and high officials are appointed as Chairman. The

membership of all these Committees generally comprises of Heads of Cultural Institutes in the States, high officials, representatives of the Universities, and the Director of Archives in the States acting as Convener (with the exception of Bihar where the Director, K. P. Jayaswal Research Institute, is the Convener). The total number of the membership of the Records Survey Committees in Rajasthan, Orissa, Andhra Pradesh, Madras, West Bengal Bihar, Maharashtra, Mysore is 16, 11, 13, 26, 11, 12, 11 and 16 respectively.

3.39. The Director of National Archives, in his capacity as *ex-officio* Secretary, submits reports on the activities of these Committees to the Indian Historical Records Commission, and these are incorporated in the annual proceedings of the Commission. Besides, in most cases, the work on the National Register of Private Archives is entrusted by the State Governments to the Regional Records Survey Committees or their aid sought. The National Archives is in close touch with the Committees in the implementation of the National Register Scheme. It arranges payment of Central grants-in aid; receives detailed reports on records of historical value; gives clarification on doubtful points and offers general guidance in policy and other matters.

3.40. The Committee understand that Gujarat, Haryana, Punjab, Nagaland, Madhya Pradesh, Jammu and Kashmir and all the Union Territories except Tripura have not set up Regional Records Survey Committees. In Maharashtra, there is a State Board of Historical Records and Ancient Monuments which is entrusted with the work done by the Regional Records Survey Committees in other States. The Committee are functioning currently in other States.

It has been observed by a leading expert on archival matters in his Memorandum submitted to the Committee that, "It is understood that Regional Records Survey Committees are constituted only in some of the States, and in the others the State Archives are concerned with the implementation of the National Register Scheme. Some uniformity in this respect is called for. While the Directors of State Archives should provide the initiative and drive, the presence of such committees in all the States would be of great help in rousing and sustaining public interest and also for getting public co-operation, which is very essential for the success of the Scheme."

3.41. Asked to explain the reasons for not establishing the Regional Records Survey Committees in all the States, the representative of the Ministry has stated during evidence that was dependent on the interest of the States in the matter of compilation of the National Register. The Government had been pressing the States to constitute such Committees.

3.42. The Committee are of the view that the Regional Records Survey Committees can be very useful in locating and salvaging records and materials of historical value in private possession. They would be of great help in rousing and sustaining public interest and also for eliciting public co-operation, which is very essential for the success of the scheme. The Committee would therefore stress the need of organising such Committees in those States where they have not been established so far.

The Committee further consider that the slow progress in the compilation of the National Register as well as the salvaging of the private records indicates that the Regional Records Survey Committees are not functioning in an effective manner even where they have been established. The Committee would like the Government to streamline the working of the Regional Records Survey Committees, so as to make them an effective instrument in the implementation of programme of work entrusted to them and provide them with adequate financial support.

#### F. Acquisition of Micro-films of Indian Materials from abroad

3.43. The Committee understand that since 1948 the National Archives has been acquiring micro-film copies of records and documents bearing on modern Indian history available in foreign repositories, public as well as private, with the object of supplementing the materials available in the Department, and thus saving the Indian scholars the expense of going abroad for consulting papers not available in the country. Under this programme, micro-film copies of significant documents have been obtained from well-known repositories in the United Kingdom, France, Netherlands, Norway, Denmark and the United States of America. The collection now covers 1852 rolls equivalent to about 29,63,000 mss. pages, and includes, among others, the papers of Warren Hastings, Wellesley, Pitt, Dundas, Bentinck, Hardinge, Dalhousie, Canning, Lawrence, Argyll, Mayo, Dufferin, Lansdowne, Hamilton, Salisbury, Morley, Minto, Chamberlain and other statesmen who figured prominently in Indian history and whose writings throw a flood of light on the social, economic and political life in India from the 18th to the early 20th century. Among other collections acquired are the Additional, Egerton and Sloane Mss. in British Museum, going back to the 16th century, the papers of the Dutch East India Company ranging from 1614 and forming a unique source of Indian economic history during the 17th and the 18th centuries, Indian materials in the Bibliotheque Nationale (Paris), Bodleian Library (Oxford), Register House (Scotland), National Library (Scotland), Public Record Office (London), Library of Congress

(Washington), National Archives (Washington), Cleveland Public Library and many others.

3.44. In this connection the Indian Historical Records Commission during its 37th Session held in October, 1966 also resolved as follows:—

“To facilitate the study of the role of Indian revolutionaries abroad, the Commission resolves that letters, documents, journals and other original writings relating to them and their associations and movements be procured and preserved at the National Archives and also a list of the revolutionaries abroad and their movements be prepared.”

3.45. It has been stated that paucity of foreign exchange has been standing in the way of implementation of the above Resolution. However, the National Archives has been trying to obtain copies of papers relating to Indian Revolutionaries among the German Foreign Office papers of the period 1919 to 1945, micro-film copies of which are available with National Archives, Washington.

3.46. Asked about the procedure for the acquisition of micro-films of Indian materials from abroad, it has been stated that materials to be acquired are selected on the basis of catalogues and lists available and on perusal of books, periodicals, etc., relating to modern Indian History and also through correspondence with archival repositories. The assistance of Indian Missions in foreign countries is also sought whenever necessary.

3.47. The Ministry of Education have supplied the following figures regarding the foreign exchange requirements, actual allocations and expenditure during each of the last three years for the purpose.

	Foreign Exchange demanded by the Depart- ment	Budget Provi- sion	Actual Alloca- tion	Actual Expendi- ture
Rs.				
1965-66	9,540		Nil	Nil
1966-67	15,000	15,000	Nil	Nil
1967-68	10,000	10,000	Nil	Nil

3.48. During its 37th Session the Indian Historical Records Commission also recommended the acquisition of micro-film copies of re-

cords relating to Indian trade and commerce with Central Asia. In this connection it resolved as follows:—

“Whereas there are large quantities of records relating to Indian trade and commerce with Central Asia in the Archival repositories and libraries of the Soviet Union, especially in Armenia, Azerbaijan and Uzbekistan, and whereas these records are essential for an understanding of Indian history, the Commission resolves that the Government of India be requested to continue its present endeavours to obtain micro-film copies of all these documents.”

3.49. It has been stated that the National Archives has taken steps for procuring micro-film copies of records of Indian interest from the Central Archives of the U.S.S.R. on an exchange basis but most of them deal with the Central Asian affairs. Under the Indo-Soviet Cultural Expansion Programme, Dr. N. K. Sinha of Calcutta University and the Director of National Archives visited Moscow, Leningrad, Erivan, Tashkent and Samarkand in the archives of the U.S.S.R. A sizeable number of documents were selected which throw fresh light on various aspects of modern Indian History. So far six reels of micro-film copies of records of Indian interest have been received from U.S.S.R. Some still remain to be acquired. The Committee have been informed during evidence that the Russian authorities desired that the exchange of records should be on a *pro rata* basis.

3.50. The Committee realise the importance of acquisition of micro-film copies of records and documents of Indian interest available in foreign repositories and their utility to the research scholars. They commend the work done by the National Archives in this behalf in spite of the difficulty in the availability of foreign exchange for this purpose. They are surprised that no foreign exchange whatsoever was made available for microfilm copies during the last 3 years. In view of the difficult foreign exchange position of the country, the Committee would suggest that efforts should be made to acquire microfilm copies of materials of Indian interest from abroad on a gift or on an exchange basis. Apart from the help of the Indian Missions, it may be worthwhile to explore the possibilities of getting assistance from archival repositories as well as cultural and historical societies abroad in the matter. At the same time the Committee feel that it should be possible for Government to place some foreign exchange at the disposal of the National Archives for the purpose.

### G. Conservation and repair of Records

3.51. One of the important functions of the National Archives is the repair and conservation of the records received for custody. The National Archives is stated to have changed over from the traditional methods of repairs and related operations in vogue at the Archives to upto-date and scientific processes. This transformation was secured through the installation of a laminating hydraulic press which enabled large scale repair of brittle and fragile document leaves by sealing them between cellulose acetate foils by means of alternate heat and pressure and thereby affording them immunity against all possible risks of deterioration. A vacuum fumigatorium has also been installed which facilitates speedy disinfection of documents infested by insects and molds. With a view to ensuring the optimum conditions of conservation, the entire grand floor stacks in the present premises has been air-conditioned.

3.52. All incoming records in the National Archives as well as those already in the stacks found to be affected by dirt, damp or insect have to be subjected to air-cleaning and fumigation processes. The first is done by means of electrically operated air brushes and the second by means of putting the affected records in the fumigatorium where they are treated with carboxide fumes. Further, mechanised lamination is also done to afford protection to all brittle sheets of documents by getting them sealed between cellulose acetate foils with the help of a hydraulic press. Such documents, as are not repairable mechanically, are repaired manually.

3.53. The various types of raw material required for the purposes of repair and conservation by the National Archives are:—

- (i) Cellulose acetate foils—required for laminating brittle records.
- (ii) Tissue paper—required for repair of brittle documents along with cellulose acetate foil.
- (iii) Teflon cloth—required to cover up various layers of the documents placed in the hydraulic press while they are in the process of lamination.

3.54. The Committee desired to know whether all the preservative and repair material required for the preservation of records was available indigenously. The Ministry have replied that while some of the items, particularly those needed in binding, etc. are indigenously available, cellulose acetate foil and tissue paper have to be imported. The total cost of the materials required annually is about Rs. 2 lakhs of which materials worth 40 per cent have to be imported.

3.55. The Committee have been informed during evidence that the National Archives has been making efforts for the last five years or so to see that the requirements of tissue paper could be met from indigenous production. The National Archives has been in correspondence with the Paper Research Institute, Poona for a long time and now a trial bulk order for the supply of tissue paper has been placed. If the supply proved satisfactory, then it would not be necessary to import tissue paper in future. So far as acetate-foil is concerned, the National Archives has been in negotiation with a factory in Mysore. That factory has been set up recently and they have applied for a licence after which they would be able to prepare acetate-foil in large quantities.

3.56. Asked to explain the procedure for obtaining the materials from abroad as well as from indigenous sources, the Ministry in a written note submitted to the Committee have stated that before the stores can be imported, Director General, Technical Development is approached. On receipt of a clearance certificate that the stores are not indigenously available and there is no objection to their import from indigenous angle, necessary foreign exchange release is sought within the allocation accepted by Ministry of Finance. On receipt of expenditure sanction, indent is placed on D.G.S. & D. for procurement action. For stores known to be available indigenously, purchases are made either directly by the Department by inviting limited tenders or by placing tenders with the D.G.S. & D. as per normal purchase procedure laid down by Government.

3.57. The Committee consider that serious attention has not been paid by Government towards production of preservative and repair materials required by the National Archives indigenously. In view of the continuing difficulty of foreign exchange and the need to conserve it to the fullest extent possible, Government should endeavour to explore all avenues for the production of the repair materials in the country which are required not only by the National Archives but by other organisations as well. The Committee have no doubt that tissue paper and acetate-foil which are at present being imported, can be produced indigenously which would meet the requirements not only of the National Archives but other similar organisations engaged in the preservation of records. The Committee urge that concerted efforts should be made to pursue the matter regarding the production of tissue paper by the Paper Research Institute, Poona and the acetate-foil by the factory in Mysore. At the same time Director General Technical Development should also be approached to explore other sources for the production of these materials.



## H. Laboratory

3.58. The National Archives has set up a laboratory to conduct researches on problems relating to conservation rehabilitation and photo transcription particularly under tropical condition. This laboratory is stated to be the first of its kind in Asia. Its advice is sought by all concerned with manuscript preservation in the country.

3.59. It has been stated that the Laboratory of the National Archives has been actively engaged in testing the durability and permanency of repair, binding and preservation materials; evaluation of the effect of insecticides and fumigants on paper and other allied materials; devising special techniques for the restoration of documents; scientific examination of faded and disfigured writings; and finding out suitable substitutes of imported repair materials from among indigenous products.

3.60. Asked whether the Laboratory is fully equipped and staffed, it has been stated that though the Laboratory is equipped to meet the basic needs of research pertaining to archives conservation, additional equipment is needed for more detailed and advanced work. The facilities are not commensurate with the requirements of the National Archives and need not to be expanded. For controlled and internationally acceptable test data, the laboratory requires to be air-conditioned. Some of the essential appliances in the Laboratory (like the muffle furnace) have been outdated and should be replaced by upto date models if the Laboratory is to produce results conformable to international standards. Some additions to the existing equipment are also necessary e.g. an Internal Tear Tester is required for the examination of internal tear in the sample of paper whose durability has to be tested. A Phase Contract Microscope is needed for the detailed study of fibral contents and loading in paper as also of the nature and degree of penetration of ink and pigments in paper fibres, particularly in those of illuminated document. A calorimetre is likewise necessary for the analysis of colouring ingredients in cloth, paper, leather, inks etc. for estimation of their pH etc. A Fadometre which is used for evaluating the extent of discoloration in paper, writings, drawings and illuminations on documents should also be acquired. Stringency in foreign exchange has prevented the Department from pressing for the acquisition of these appliances though their absence has been preventing the Laboratory from improving the quality of its work in the way it would like.

3.61. It has been stated that the proposals for the additional equipment for the Laboratory were mooted in 1962-63. The financial implication was Rs. 3,500, including the foreign exchange compo-

ment of Rs. 2,500. Asked about the reaction of the Government to these proposals, it has been stated that Government have no objection to the import of the equipment needed for the Laboratory provided National Archives can find the necessary foreign exchange from within the limited foreign exchange allocations placed at its disposal every year.

3.62. The Laboratory had the following staff before the recent inspection by the Staff Inspection Unit:—

- 1 Scientific Officer (Class II—Gazetted)
- 2 Assistant Chemists (Grade I) (Class II—Non-Gazetted)
- 1 Laboratory Assistant (Class III)
- 1 Laboratory Attendant (Class IV)

3.63. The Staff Inspection Unit has however recommended the retrenchment of the post of Scientific Officer and of one post of Assistant Chemist (Grade I). The latter has accordingly been retrenched. But the continuation of the post of Scientific Officer is still under the consideration of the Government. It has been stated that the abolition of the post of Assistant Chemist has very adversely affected the Laboratory work. It will be impossible for the Laboratory to carry on if the post of Scientific Officer is abolished.

3.64. It has further been stated that the Laboratory requires additional space for expansion for which, provision has been made in the proposed Annexe. No expansion seems possible in the present premises.

3.65. Asked whether any liaison or coordination is being maintained by the Laboratory with similar other Laboratories in the country, it has been stated that the Laboratory of the National Archives happens to be the only one exclusively devoted to researches on the conservation and rehabilitation of archival and documental materials. The Department has however been trying to share its knowledge with such laboratories and institutions in the country as are interested in allied fields, e.g. Laboratory of the Archaeological Chemist (Dehra Dun), National Museum, Baroda Museum, Department of Museology (Banaras University), Department of Archaeology (Rajasthan). In order to build up an effective forum for exchange of ideas and experiences among these institutions an organisation was established in 1966 consisting of representatives from all these bodies under the name of "Indian Association for the Study of the Conservation of Cultural Property." The Association has so far held 3 seminars under its auspices in which research papers on the work done in the different laboratories have been read and dis-

discussed enabling each of the constituent bodies to avail itself of the experiences acquired by the rest in the field of conservation.

3.66. It has further been stated that whenever occasion arises, the Department also endeavours to seek the advice of the institutions specialising in a particular branch of the subject in connection with its own research. Likewise the Department has been sharing its knowledge and experience in the field with all institutions interested in conservation. The important results of the researches carried in the Laboratory, are being published in the 'Indian Archives' the official journal of the Department. Articles are also being published in other appropriate journals. The laboratory has been investigating problems referred to it by the repair-units attached to different State archival repositories and the National Committee of Archivists is serving as a clearing house of information for the purpose. The National Archives has also been actively cooperating with Indian Standard Institute in developing specifications for standard type of writing and preservation materials and has been conducting researches in this behalf.

3.67. The Committee are glad to learn that the laboratory has been coordinating its activities with other institutions in the field and is sharing the results of its research with the concerned organisations. The Committee need hardly emphasise that such cooperation and coordination should not only be maintained but should be strengthened and placed on a proper footing.

3.68. The Committee note that the Laboratory is not equipped properly for conducting research. They consider that a well-equipped and well-staffed Laboratory is an important adjunct for an Organisation engaged in the preservation of records. The Committee urge that the requirements of the Laboratory may be assessed objectively and necessary steps taken to remove the present deficiencies.

## IV. ACCESS TO RECORDS

### A. Research and Reference Activities

The research and reference activities of the National Archives consist of two types (i) attending to the needs of the research scholars who consult the materials in the Department and helping them with bibliographical and reference aids; and (ii) to answer enquiries on historical and related problems made by individual institutions and official agencies. The latter requires protected and careful research among original source materials.

4.2. The number of research scholars consulting the records in the National Archives which was 51 in 1946, rose to 98 in 1953, 125 in 1960, 252 in 1964 and 373 in 1967. Similarly the number of enquirers who approached the Department for information and guidance on historical problems has increased from 51 in 1946, to 76 in 1954, 100 in 1964 and 108 in 1967. The total number of official files consulted in 1946 was a little over 26000. The same figure for 1954 was 47,000, for 1964, 88,417 and for 1967, 102,822.

### B. Rules governing access to Records

4.3. The Government of India have from time to time framed rules governing access to their records by qualified researchers. Before 1940 this access was normally limited to pre-1859 records only, and according to the rules then in force, the permission of the appropriate Secretariat Department was necessary before any scholar could obtain access to the records. This restriction was rigorously applied in the case of Foreign and Political Department records. In 1940 the Research Rules were revised, throwing open to a limited class of users, called *bona fide* research scholars, all Government records prior to 1880. In 1949 the rules were again relaxed extending the open period to 1901. In 1954 both the Ministry of Home Affairs and the Ministry of External Affairs agreed to abolish the censoring system so far as their pre-1902 records were concerned. In 1956 a general decision was taken to throw open to research all official records more than 40 years old save for the restriction that excerpts taken from "Confidential Records" are subject to scrutiny by the Ministry concerned.

4.4. The Committee on Archival Legislation (1960) made the following recommendations regarding public access to records:—

- (1) All records, including those marked confidential which are 40 years old, should generally be thrown open to the public.
- (2) Open records should be treated as open to every citizen of the Indian Union. After the open period there should be limited access period (extending say upto 10 years), records relating to which should be accessible to qualified users. Records beyond this limit should be open to researchers only with the permission of the appropriate Ministry.
- (3) Records made accessible to the public should not be subjected to any kind of censorship or any other restrictions as regards their use.

4.5. The above recommendations of the Committee on Archival Legislation are stated to have been under the consideration of Government of India at different times, and the latest position in respect of access to records is as follows:—

- (1) Under its latest orders of 30th May, 1967, the Ministry of External Affairs have adopted the Thirty Year Rule in place of earlier rule limiting access only to records of an earlier date than 31 December 1935. Further, Burma, Ceylon, Russia, Iran, Afghanistan and Persian Gulf are no longer considered sensitive areas, and post-1913 records in respect of these countries are open for research. Only post-1913 records of the following territories are not open: Jammu and Kashmir (including Gilgit and Chitral), NEFA (including the Eastern Section of the China-India border), Sikkim, Bhutan, areas now comprising Pakistan, Nepal, Tibet and China.
- (2) The Ministry of Home Affairs have thrown open their records upto 31 December 1945, without prejudice to the prospective operation of the Thirty Year Rule already in force, subject only to the restrictions placed on post-1913 Kashmir records.
- (3) The other Ministries of the Government of India are working under the Forty Year Rule.

4.6. In short, the present position is that records of all Departments more than 40 years old are open for research, save for the restriction that excerpts taken from "Confidential Records" are subject to scrutiny by the Ministry concerned. The position is, however, different in the case of two Ministries. Records of the Ministry

of External Affairs that are more than 30 years old are open, save for the post-1913 records in respect of the following areas—Jammu and Kashmir (including Gilgit and Chitral), NEFA (including the Eastern Sector of the China-India border), Sikkim and Bhutan, and areas now comprising Pakistan, Tibet and China. In the case of the Ministry of Home Affairs, all records are open upto the close of 1945, save for post-1913 records relating to Kashmir.

#### *Categories of persons permitted to consult Records*

4.7. As regards the person, permitted to consult the records, it has been stated that scholars intending to conduct research among records have first to be recognised as *bona-fide* research students of the Department as provided under the rules. Applicants are to be recommended by recognised University authorities, or Head of the Department in the case of Central Government servants. In other cases, permission is granted on the joint recommendation of the Director of Archives and the Educational Adviser to Government of India. In the case of aliens, letter of accreditation is to be furnished by the applicant from his Embassy or . . . . . Legation. The specific permission of the Ministry of External Affairs has also to be obtained in respect of aliens.

#### *Position in other countries*

4.8. The categories of records thrown open and the categories of persons permitted to consult these records in some of the foreign countries have been stated to be as follows:—

#### *Categories of records thrown open*

*England:*—Department records normally become open to inspection thirty years after their creation, but the Lord Chancellor may prescribe a longer or shorter period for all classes or for particular items. Notes in the Search Rooms summarise the exceptions.

*U.S.A.:*—In general, most records in the National Archives are open to search and practically all records over 50 years old are open. At the time of their transfer to the National Archives, however, the agency of origin may have designated certain records as closed for administrative or policy reasons. Changes in such restrictions are made by the Archivist in consultation with the creating agency. In the case of records 50 years old, however, the Archivist can remove restrictions, and usually does so. . . . Many records less than 50 years old, however, are open to search. Almost the records of the World War I period, for instance, are accessible. Records of the emergency civilian agencies established during World War II are in

general open; the few that are closed (such as censorship records, alien property records, and records of the Petroleum Administration for War) are kept confidential because of the information on living persons or individual business firms that they contain. Evidence of the U.S. Government's liberal policy in permitting access to its records is that records are seldom restricted by whole record groups but rather by certain series or even certain boxes of records within the record groups. Such selective restrictions means that large parts of the records in most record groups are open and relatively few documents are inaccessible. In some cases, too, records closed to the general public may be used by scholars who have obtained special permission from the originating agency.

*France*:—In the Archives Nationales, Paris, records more than 50 years old are open, though there is some restriction on the use of legal records.

#### *Categories of persons permitted to consult records*

*England*:—In the Public Record Office, London, a Reader's Ticket, valid for three years, is issued on the recommendations of persons of recognised position to whom the applicant is known personally or recommendation from a recognised institution (e.g., High Commissioner's Office, Embassy, University, etc.). A Temporary Permit, valid for one week only, is granted without any such formality entirely at the discretion of the issuing Officer, who will require to be satisfied of the *bona fides* of the applicant.

*United States*:—In the National Archives, Washington, permission to conduct research is granted on receipt of applications with proper identification and other details. Officers or employees of foreign governments who wish to examine records must apply through the Department of State.

4.9. Asked whether any publicity is being given by the National Archives to inform the scholars about the facilities available in the National Archives, the representative of the National Archives stated during evidence that rules governing access to records had been circulated to the concerned bodies like Universities, Members of the Indian Historical Records Commission, etc. Whenever any change was made liberalising the rules, scholars and institutions interested in the research are furnished with necessary information. Wide publicity is also given in the official organ of the Department i.e., "Indian Archives." Whenever necessary, publicity is done by issuing press notes through PIB also.

4.10. In reply to a question, it has been stated that no separate periodical circulars regarding acquisition of records are being issued. Information on this is being conveyed to scholars through the "Indian Archives" and the facts are also reported to the Indian Historical Records Commission and published in its annual proceedings.

4.11. It has been represented to the Committee by a leading expert on archival matters in his Memorandum submitted to the Committee that, "There is considerable variation in the rules governing access to records among the several Ministries. When one looks at these differences in policy, an impression is gained that these are records not of one Government but of several Governments. There is need for an integrated policy, being a matter of common Ministry, a decision may be taken covering all Ministries at the Cabinet level. A correct lead has already been given in this respect by the Home Ministry in throwing open all its records (excepting those relating to Kashmir), imposing no restrictions whatsoever except those called for to ensure their physical safety. This is a policy which others should follow. If a Ministry considers that particular files, individually appraised, should be withheld for the time being, despite their being more than 30 years old, they should be free to do so; but they should be directed to review the position every five years."

4.12. Asked during evidence whether it was a fact that there was considerable variation in the rules governing access to records among the various Ministries, the representative of the Ministry replied in the affirmative. He, however, added that the National Archives had recently written to the various Ministries suggesting that they should fall in line with the period adopted by Home Ministry.

4.13. So far as censorship of the records is concerned, it has been stated that under the Research Rules of the National Archives of India, excerpts taken from post-1901 confidential records are subject to scrutiny by the Ministry concerned except that such a restriction is not imposed by the Ministries of Home Affairs and External Affairs in respect of their own records.

4.14. In reply to a question, it has been stated that excerpts taken from these records are forwarded by the National Archives to the appropriate Ministry which has arrangements for scrutinising them. The Ministry marks out the passages which require to be withheld and return the papers to the Department, whereupon the papers are handed over to the scholars concerned after the objectionable passages have been deleted by the Department.

4.15. The Committee are glad that following the liberalisation of rules governing access to records since Independence there has been a



considerable increase in the number of scholars visiting the National Archives for consulting the original sources available there. They also note that enquiries from scholars and institutions are also showing a steady increase, which is an index of greater awareness of the records and their value.

4.16. The Committee are, however, concerned to note that there is considerable variation in the rules governing admittance to the Archive among the several Ministries. They feel that the rules governing access to records should be uniform in all the Ministries. The Committee recommend that the Ministry of Education should make efforts to liberalise rules in consultation with the various record creating agencies and evolve an integrated policy in this behalf.

4.17. The Committee also suggest that periodical circulars and press notes should be issued by the National Archives about the fresh acquisitions and related matters so that interested persons and institutions could take advantage therefrom.

### C. Security arrangements

4.18. It has been stated that under the orders of the Government of India, 'secret' or 'top-secret' records are *not* to be transferred to the National Archives of India. The Manual of Office Procedure clearly lays down: "Files other than those marked 'secret' or 'top-secret' surviving the third review undertaken on their attaining the 25th year of life will be retired to the National Archives repository. . . . Secret and top-secret files remain in the custody of the Ministry concerned until they have been down-graded to the 'confidential' or 'non-confidential' category."

4.19. The records in the custody of the National Archives fall into two groups: (a) "open" records or papers thrown open to scholars for purposes of research; and (b) "closed" records or papers which are *not* open to scholars, except with the special permission of the Ministry concerned. The question of special security considerations arises in respect of closed records only. In the case of most Ministries, including Ministries of Home Affairs and External Affairs, a number of scholars have been permitted in the past to consult "closed" records, subject to prior scrutiny of files, censorship of excerpts taken, etc. As such maintenance of official secrecy is of a relative nature, not absolute as would be in the case of "secret" or "top-secret" files, which are not in fact transferred to the Department. However, the importance of security cannot be minimised in respect of records, both open and closed, in the custody of the Department.

4.20. Asked during evidence whether the security arrangements for preserving the secrecy of confidential documents were adequate, the representative of the National Archives stated that security was maintained by home guards appointed by the Ministry of Home Affairs. A watch was kept on the people who went inside. If they wanted to take out any paper, map or file, they must produce a pass from the competent authority. If some body in defiance of the security measures managed to smuggle a piece of paper taken out of document, that could not be helped.

4.21. The Director of the National Archives further stated that about 5 years ago, he had gone into the problem of security arrangements. Under the existing system, every scholar, whether Indian or foreigner, would have to keep his bag etc. outside before he entered into research room. On his return he should not have anything with him. Further, nobody was allowed to enter the stack rooms without the previous permission of some senior officer of the National Archives. In some cases, it was only with the permission of the Director that the scholar was allowed to enter the room. For some time past, the entry of all persons in the stack rooms has been banned.

**4.22. The Committee cannot over-emphasise the importance of security and safe custody of old records, which depict India's cultural and historical heritage and are so essential for the posterity. Any loss of these records will be a national loss. The Committee would, therefore, like the Government to ensure that the security and fire-fighting arrangements at the National Archives are quite upto the mark.**

#### **D. Research Room and Micro-Film Readers**

4.23. The Study Group of the Estimates Committee which visited the National Archives in August, 1968 were informed that the Research Room of the National Archives has a sitting capacity for 44 persons. The number of scholars who visited the Research Room was about 400 annually. During summer holidays, as many as 100 scholars visited the National Archives at a time and accommodation had to be arranged for them temporarily as the accommodation in the Research Room was inadequate to meet the requirements. It has been stated that the position will improve as soon as the Annex is constructed.

4.24. As regards micro-film readers, it has been stated that the National Archives has 10 micro-film readers. Two of these micro-film readers have been installed in the Research Room for the use of the research scholars.

4.25. It has been brought to the notice of the Committee by a leading expert on archival matters that, "At present some of the micro-film readers remain in a neglected condition. They should be in proper condition so that scholars may not be disturbed at the time of using the micro-film readers. There is usually an increase in the number of applicants for the use of micro-film readers during long vacation of Universities. So the number of micro-film readers should be sufficient for their demand."

4.26. It has been stated in a written note submitted to the Committee that the number of micro-film readers available with the National Archives was sufficient.

4.27. The Committee are aware of the paucity of accommodation with the National Archives. With the increase in the number of research scholars using the National Archives, the problem has naturally worsened. The Committee hope that adequate research room facilities will be provided in the proposed Annexe of the National Archives. The Committee also expect the National Archives to ensure that the micro-film readers are in good working condition and are sufficient in number to meet the demands of the research scholars.

## V. GENERAL

### A. Descriptive listing, Indexing etc. of Records

To facilitate the use of records maintained in the National Archives, it is necessary that they should not only be kept arranged in accordance with scientific principles but they should be analysed and listed in proper inventories, guides and where necessary, in descriptive\* lists. Guides and inventories are also necessary for exercising effective control over records in the custody of the National Archives. A vast programme of indexing\*\* was undertaken by the National Archives which led to the publication of two volumes of detailed indexes to the Land Revenue Records 1830—59 and a third volume relating to the Select Committee and the secret Department of East India's Company's Government, 1756—80.

5.2. The details of the work done in regard to listing, describing and indexing the records since 1947 are: Index to Foreign and Political Department records, 1756—80; 3 volumes of Calendars of Persian Correspondence 1788—93; 2 volumes of Descriptive Lists of Mutiny Papers in the Bhopal Records office. An additional volume of Calendar of Persian Correspondence 1794-95 has been printed off; and print order has been given on the second volume of Index to Foreign Department Records 1781—83, and one volume of Descriptive Lists of Secret Department Records 1776—80. An additional volume in the latter series, covering the years 1781—85, is ready for the press, while the compilation of a third volume (1786—90) has

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\*DESCRIPTIVE LISTS: Under the programme of Descriptive lists full summary has to be compiled of each and every document occurring in a series and they are thereafter to be edited, annotated and published with a detailed index and glossary.

\*\*INDEXING: The task of indexing consists in (1) listing alphabetically all personal names, toponyms and technical terms occurring in the records, explaining the precise contexts in which they occur (2) making additional entries in respect to all the important topics reflected in the documents and arranging them in a logical order and then grouping them alphabetically (3) identifying all the toponyms as well as the personal names (4) preparing a glossary of all the entries in respect of technical terms.

been taken in hand. Progress has also been made in the Calendar-  
ing of the Persian Correspondence from 1796—1800 and 15000 docu-  
ments in the same series covering the years 1801—1815 have been  
descriptively listed. Descriptive lists have likewise been compiled  
of 1400 Persian documents acquired from private custody, and a  
comprehensive index to 7 volumes of *Alq-abnamah*, has been made  
ready for the press. Descriptive notes have been prepared in res-  
pect of as many as 4,000 documents belonging to the Inayat Jang  
Collection. The Department has also compiled a complete check-  
list of the late Foreign and Political Department records from 1763  
to 1859 and also of the new accessions from the same Department  
covering the years 1860—1942. Systematic inventories have likewise  
been prepared of a number of important collections, to wit, Survey  
of India Records (1865—73), Legislative Department records (1861-  
1931), Upcountry Legislative Records (1840—47), Mutiny Records  
of Indore Residency (1857—59) and the papers of the Opium War.

5.3. The work of listing has likewise been undertaken of the  
private collections acquired, and check-lists have already been com-  
piled, among others, of the papers of Gokhale, Jayakar and Srini-  
vasa Sastri, and systematic inventories of those of Tandon, K. S.  
Ayyar, V. J. Patel and Naoroji. Summary lists have been com-  
piled of 42 Series among the Microfilm Collection acquired by the  
Department. A card catalogue has been compiled of the printed  
map collection (covering 40,000 entries) and also a comprehensive  
descriptive catalogue of the Survey of India's manuscript maps.

5.4. The Committee have been informed during evidence that the  
National Archives has been receiving records from various Minis-  
tries and Departments ever since the National Archives was form-  
ed in 1891. The principle laid down was that when these records  
were sent to the National Archives, they must be accompanied  
with a list as well as an exhaustive index to which reference could  
be made by scholars. Very often it happened that when these re-  
cords were transferred, they did not have any lists. The National  
Archives has therefore been laying stress on preparation of check-  
lists and other reference media in respect of large proportion of its  
records where these do not exist. Such lists are required in respect  
of records already transferred to the Department, in most cases  
many decades ago. This difficulty would not normally arise in the  
case of future accruals because the Manual of Office Procedure has  
clearly laid down that files transferred by the Department to the  
National Archives should be accompanied by a list in duplicate.

5.5. The Committee on Archival Legislation (1960) has stated  
that "a large portion of the records viz., those received particularly

from the defunct Residencies and Political Agencies remain still to be arranged and restored to their original order. Most of these collections are still without proper lists or inventories. The tasks of re-arrangement or listing should, in our view, receive high priority.

5.6. The progress in preparation of check lists, summary\* inventories and systematic\*\* inventories has been stated to be as follows:—

- (i) Check-Lists: 28, 38, 525 documents—91464 Vols.
- (ii) Summary Inventory: 1,03,600 documents.
- (iii) Systematic Inventories: 6,800.

Total number of documents: 29,49,925/91,464 Vols.

5.7. The quantum of records to be provided with reference media are as follows:—

- (i) Check Lists: 8470 Bundles|2600 Vols.
- (ii) Summary Inventories: 3070 Bundles
- (iii) Systematic Inventories: 456 Bundles|1042 Vols.
- (iv) Examination, Appraisal  
and Listing: 1200 Bundles|20,700 Vols.

5.8. It has been stated that about 58 per cent of the records presently in the custody of National Archives, have been provided with check lists, summary inventories and systematic inventories. About 42 per cent remains to be provided with reference media. The National Archives is far behind the schedule in this work and the position is unsatisfactory. It would take not less than 75 years to complete the work with the present staff.

5.9. It has been represented to the Committee by a leading archivist that, "The descriptive listing programme should be accelerated. This should be of the greatest use to research workers. We might have to wait for another quarter of a century for descriptive lists if adequate staff is not allotted to do this work. This might necessitate some new appointments."

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\*It is inventory of records giving in brief the subject matter of each file.

\*\*It is an inventory of records giving a brief description of each document in a file.

5.10. In reply to a question the representative of the Ministry of Education stated during evidence that obviously from the performance it was clear that preparation of inventory and check lists has not received due priority. The performance was not one of which one could be proud. He further admitted that it was unfortunate that in the Staff Inspection Unit enquiry which had been going on for some time, either these facts were not fully represented or the Director had not been able to carry conviction with the Staff Inspection Unit.

5.11. Asked about the suggestions for accelerating the work, it has been stated that according to the recent assessment of the Staff Inspection Unit, the Department can with the existing staff—one Archivist and three Assistant Archivists—complete only one volume in two years time. To accelerate the work, the staff should be doubled—to produce one volume a year. Further there should be better printing facility. The National Archives should have the option to select private presses after calling for tenders. The Government of India Press, Faridabad, which was entrusted with printing of volume II of the Descriptive Lists has already taken four years and not yet completed the job. During the period every page has had to go through 4-5 proofs. The Governments Presses are also not in a position to take up two volumes concurrently.

5.12. The Committee are concerned to note that so far check-lists, summary inventories and systematic inventories have been prepared only in respect of 58 per cent of the records in the custody of the National Archives. They are surprised to learn that it will take as many as 75 years to complete the work in respect of the remaining records with the present staff. All this is indicative of the casual manner in which this important work is being handled by the National Archives. The Committee also regret to note that even where the lists have been prepared, it has not been possible to publish them due to printing difficulties. The Committee feel that high priority should have been given to the preparation of lists, etc. from the very beginning especially because they serve two useful functions—firstly they are of the immense use to the research scholars and secondly they enable the National Archives to exercise effective control over records and detect the missing records. The Committee need hardly point out that if immediate steps are not taken to complete this work speedily, it may later become a gigantic task as voluminous records are being created every day. It is a pity that the Director of National Archives was not able to carry conviction with the Staff Inspection Unit about his requirement of additional staff for this and for other projects. The Committee cannot too strongly stress upon the Government the need to look into the task of pre-

paration of lists, etc. by the National Archives, and to devise suitable measures to ensure that the backlog of arrears in this regard is cleared within a specified period. They would like that this job is accorded a high priority.

### B. Guide to the records

5.13. It has been stated that the Handbook of the records of the Government of India in the Imperial Record Department (1748—1859) was published in 1925. It was decided in 1958 to undertake a comprehensive guide\* to all Public records upto 1947 in the custody of the Department. Accordingly, 'A Guide to the Records in the National Archives of India, Part I (Introductory)' has been published (1959). This volume presents the background, administrative history essential for a proper understanding of the growth of records groups in the Department. Part II would be the Handbook on pre-Mutiny records published in 1925 duly revised to correct the many discrepancies and omissions which have been noticed. Preliminary draft has been got ready. It has to be further examined and approved prior to publication. Part III would cover the post-Mutiny records. The work on Home Department (post 1859—1947) has been completed and the draft in respect of Education, Health and Lands, has been prepared for scrutiny. Work on the Finance Department is proceeding and some material on the organisational history has been collected. It will take about 10 years to complete the work.

5.14. Asked to explain the reasons for delay in the matter, it has been stated that progress would have been more rapid if the staff position was satisfactory. The Archivist who was specially entrusted with this work functioned only for 1 year and 9 months (September 1964 to June 1966) and on his transfer to another Department it has not been possible to post a senior officer whole-time in-charge of the work. If additional staff and press facilities are available, it would be possible to complete the work within 5 years instead of 10 years.

5.15 The Committee are unhappy at the slow progress made in the preparation of the "Comprehensive Guide to all Public Records upto 1947" for which a decision was taken in 1958. Very little work appears to have been done in this regard after the publication of

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\*It contains information regarding existence of different record series and their arrangement in a repository alongwith an organisational history of each record creating agency.



**Part I (Introductory) in 1959. This is yet another example where the National Archives has not planned its work properly. The Committee are not convinced that the completion of Part II & III volumes would take 10 years or 5 years if additional staff was provided for this work. The stock plea of shortage of staff is untenable in the face of the findings of the Staff Inspection Unit as regards the manpower position of the Department. The Committee would like the Government to examine this matter and ensure that the remaining volumes i.e., Part II & III are completed as early as possible.**

### C. Microfilm Unit

5.16. The National Archives of India has installed a microfilm unit to take up systematic duplication of its most valuable holdings. It has prepared a complete microfilm set of no less than 50,80,000 manuscript pages of old records. The laboratory has also proved a useful means for meeting the rapidly increasing demands from scholars for documentary transcripts. So far, as many as 22,45,000 pages in microfilm have been furnished both to individuals and institutions at cost. The microfilm unit has also rendered transcription service to a fairly large number of repositories and institutions which had no arrangement for such services. Among institutions which have availed themselves of the facilities are the National Archives, Nepal, the Gandhi Samarak Nidhi, State Archives, Bikaner and Raza Library, Rampur. For the last institution no less than 4,64,000 manuscript pages have been microfilmed.

5.17. It has been stated that the Department needs to import 300 rolls of safety base negative films and 300 rolls of positive films annually to meet its annual requirements. The cost involved is about Rs. 33,000 in foreign exchange. The allocation made for the purpose is far short of the requirements due to tightness in the foreign exchange position. The expenditure on this account during the last 3 years has been only Rs. 7,150 Rs. 11,018 and Rs. 8,500 respectively.

5.18. It has been stated that the position regarding the supply of raw films is most unsatisfactory. The National Archives has been negotiating with Messrs Hindustan Photo Films, Ootacumand which are the only manufacturers of films in India. They have said that they would not be able to prepare raw films of the type required by the National Archives as priority is being given to manufacture of motion pictures, X-rays and popular films.

5.19. The Committee have been informed that it is proposed to have a repair and micro-film unit during the Fourth Five Year Plan to supplement the existing facilities.

5.20. The Committee are glad that the micro-film unit of the National Archives is meeting the demands of documentary transcripts from the scholars and other institutions and is thus rendering a useful service. They, however, note that the micro-film unit is facing difficulties in getting adequate supply of raw-film owing to difficult foreign exchange position of the country. The Committee feel that it should be possible for the Hindustan Photo Films Limited to undertake the manufacture of raw micro-films. They therefore suggest that the question of their production at the Hindustan Photo Films Limited may be taken up by the Ministry of Education in right earnest with the Ministry of Industrial Development and Company Affairs.

#### D. Publication of Educational Records

5.21. It has been stated in a written note submitted to the Committee that as early as 1920, the Central Bureau of Education, Government of India, published a volume of Selections from Educational Records which covered the period from 1781 to 1839. In 1922, another volume was published and the period from 1840 to 1859 was covered. In the following year, however, the Central Bureau of Education was abolished as a measure of economy and consequently, further publication of Selections from Educational Records was discontinued.

5.22. For some reason or the other, this important scheme remained in cold storage for a very long time until it was taken up by the Ministry of Education in 1958. Under the policy now adopted, the Government of India accepts the responsibility to publish such Selections from the Educational Records in the National Archives of India as have some historical significance and it has been decided that such Selections for the pre-Independence period should be published in a phased programme spread over a number of years as a Plan item. An Advisory Committee has been constituted for the purpose with Education Secretary as its Chairman, and the work of making Selections from Educational Records has been taken up from where it was left in 1922.

5.23. It has been stated that Records pertaining to education, academic or technical, do not come under the aegis of the Ministry of Education. Different departments of the Government of India, in their own way, deal with educational aspects specially in the context of their own subjects. For bringing out Selections on any aspect of Indian education, while compiling materials, the Department has to look into records of different Ministries—for example, technical education in India, Records of Finance, Agriculture, Art & Industry, Health, Law, Commerce etc. will have to be fully consulted and

relevant materials sifted. Before compiling a suitable volume, it has to be adequately edited with the help of unpublished and published materials on the subject in different aspects. Since the non-current records of all the Ministries of Government of India are housed in the National Archives of India, it is naturally economical from the point of view of time and labour to employ National Archives to perform the duties once entrusted to Central Bureau of Education.

5.24. It has further been stated that Educational Records from post-Mutiny to pre-Independence period consists of about 1,200 volumes and bundles covering about 8 lakh manuscripts and printed pages. In order to make these records available to record users, particularly research students of Educational History in the form of authentic reference publications, this publication scheme was conceived by the Ministry of Education. This publication scheme consists of two parts:

#### I. *Preparation of Descriptive Lists of Educational Records*

Preparation of descriptive lists of the Educational Records upto 1947 in five volumes and one volume of the consolidated subject-index. The Descriptive Lists will, besides furnishing information about writer, addressee, nature and extent of each document, include a summary of the document to enable the research student of history to determine *prima facie* whether a document is likely to be useful or relevant to the subject of his enquiry.

#### II. *Preparation of Selections from Educational Records*

(a) Publication of selections from Educational Records covering 1860—1947, on the lines of Sharp & Richey's work, involves thorough study of all the documents on educational development in different spheres, embracing about 8 lakh pages in manuscript and print, for the use of the educationists, scholars and students of educational history.

(b) Reprinting of the Selections from Educational Records (1781—1859) by M/s. Sharp and J. A. Richey and publication of Supplementary Volumes to these works.

5.25. It has been stated further that the Descriptive Lists when published will be of immense value to scholars who want to do research on educational history. But to students who are interested in the history of the development of education and their number is large—the publication of the documents bearing on educational policy, either in full or in part, will be more welcome. It is therefore

that preference has been given to publication of Selections from Educational Records over the Descriptive Lists. The work involved in this connection and the progress made so far is given at Appendix VI.

5.26. The Committee on Archival Legislation (1960) has recommended in this connection as follows:—

“The work of editing and publication of ‘Selections from the Educational Records of the Government of India’ should be taken out of the hands of the National Archives and should either be entrusted to an appropriate Branch of the Ministry of Education or any other suitable institution.”

5.27. When this matter was raised during evidence, the representative of the Ministry stated that the Committee on Archival Legislation had not given any-special reasons in their Report for withdrawal of the scheme of publication of Educational Records from the National Archives. The matter was considered by the Ministry and it was decided that the National Archives, which had the custody of various records spread over to many years, might be in a better position to undertake this work.

5.28. The Committee note that the National Archives of India is engaged in the publication of ‘Selections from the Educational Records of the Government of India’. Judging from details of the volumes to be published, it is evident that this work is outside the purview of the normal activities of National Archives. The Committee do not feel convinced by reasons put forward by the Ministry of Education for not withdrawing this work from the National Archives of India as recommended by the Committee on Archival Legislation (1960). The Committee feel that the National Archives of India, whose working even in its own sphere of activities leaves much to be desired, should not be burdened with any extraneous work. They would like the Government to reconsider whether it will not be in the interest of National Archives to withdraw this work from it and entrust the same to some other appropriate agency of the Government of India.

#### E. Library

5.29. It has been stated that the total number of books and other printed materials in the Library is 1,90,000 approximately including periodicals, blue books, gazettes and statistical and other periodical publications of official provenance.

5.30. Asked what are the main subjects to which these books relate, it has been stated that the Library in the first place contains printed documentary materials like official gazettes, blue books, statutes, census reports, reports on Surveys and settlements etc. The purpose of all these holdings is to supplement the information available among the archival accumulations in the Department and to present in combination with the latter as complete documentation as possible as the history of modern India in all its important aspects.

5.31. In the second place the Library houses publications which are indispensable for a full understanding of the documentary and archival materials in the Department and whose study is essential for obtaining a correct perspective of the history that is reflected in the primary sources.

5.32. In the third place the Department stocks books which are continuously needed for purposes of reference by the members of the Department in connection with their editorial and research activities, as also by research scholars and members of the public who consult the holdings of the Department for purposes of research. In addition, the Department has to stock books bearing on the Ancient and Medieval history of India as indispensable instruments for the understanding of recent developments in the country.

5.33. In the fourth place the Library holds books dealing with archival science and related disciplines like paleography, library science, numismatics, etc.

5.34. The Committee desired to know why it was necessary for the National Archives to maintain a Library, it has been stated in a written note submitted to the Committee that the necessity for maintaining a well-furnished library in the National Archives of India arises from the following considerations:—

1. As long as the National Archives continues to serve the function of the repository of the Central Government's inactive records and of maintaining these records in a well-ordered state and in good order it is necessary that it should have ready access to all the literature dealing with up-to-date methods of archives keeping and archives preservation. The National Archives has the only library with a collection of such literature.
2. One of the National Archives' primary functions is to collect information on matters of day-to-day importance to administration for the use of Central Ministries and other official agencies. Such information is often available

among published documents and other publications of official provenence. The National Archives has therefore to maintain a complete set of such publications as an integral part of its holdings.

3. With a view to collecting back-ground materials on the history of past official transactions frequently needed by Ministries and other Government agencies, the National Archives has often to undertake extensive and protracted researches not only among documentary sources (both published and un-published) but among other printed sources.
4. The various programmes with which the National Archives has been entrusted such as descriptive-listing, calendaring, editing and annotation of historical documents, publication of a journal on Archives make it obligatory on the part of the Members of the Department engaged in such work to consult constantly the various reference books and other literature.
5. The National Archives has also to cater to the needs of the research scholars and other members of the public who visit the Department to obtain information on the problems of their investigation. Even when consulting archival materials they have continuously to refer to printed documents and other sources, without which, it is not possible to obtain a full understanding of the unpublished records.
6. The National Archives maintains a research and reference service not only for the use of Government Departments needing information in connection with their day-to-day work but for the benefit of such scholars as are not in a position to inspect the records personally and such learned institutions as are not in a position to depute their own research workers to the Archives for collecting the information needed. The National Archives has to undertake research for all such organisations and it is a pre-requisite of the work that the Department must have ready at hand all the books of reference required for consultation.
7. The National Archives is required to furnish such members of the public as may approach it with certified copies of printed documents, statutes, bills, regulations, gazette notifications, extracts from reports, Legislative Debates and similar materials. It is therefore very essential for it to

maintain a complete set of all publications containing such materials.

5.35. The Committee have been informed during evidence that there was no archives repository in the world which had not a well equipped Library of its own.

5.36. Asked about the functioning of the Library the representative of the National Archives stated that the Library has received scant attention from the successive Directors of Archives. For the first time, an accession register was started in 1950 and the number of books entered therein was now 25,000. For 11 years the Library has been without a Librarian and the staff given to the Librarian, when one was appointed, was not sufficient to carry on even the routine duties. Out of the total number of 1,90,000 books, it has been possible to prepare lists of about one lakh books only. About 8 years back the audit stressed that the books must be physically verified. That audit para is still there and it has not been possible to do the needful.

5.37. The representative of the National Archives could not deny that the large number of books were either misplaced or missing as lists of another 90,000 books have yet to be prepared. The representative of the Ministry admitted that this was an unsatisfactory state of affairs and this work must be attended to immediately. He assured the Committee that he would attend to the work personally.

5.38. It has been stated in a written note submitted to the Committee that neither the staff nor the equipment in the Library is sufficient for the implementation of some of the most essential library programmes such as preparation of Analytical Catalogue, listing of Parliamentary papers etc. Government have recently been moved to sanction the following additional staff for the Library:—

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|---|--|
| 1. Class II<br>(Non-gazetted)<br>(Non-Ministerial)  | Reference Librarian in the 2 posts<br>pay scale of Rs. 325—15—<br>475—EB—20—575.                         |
| 2. Class III<br>(Non-gazetted)<br>(Non-Ministerial) | Assistant Librarian in the 2 posts<br>pay scale of Rs. 210—10—<br>290—15—320—EB—15—<br>425.              |
| 3. Class III<br>(Non-gazetted)<br>(Ministerial)     | Upper Division Clerks in the 4 posts<br>pay scale of Rs. 130—5—<br>160—8—200—EB—256—<br>EB—8—290—10—300. |

4. Class III (Non-gazetted) (Ministerial)	Lower Division Clerks in the pay scale of Rs. 110—3— 131—4—155—EB— 175— 5—180.	8 posts
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5.39. It has further been stated that Library has no reading room attached to it nor is there sufficient space to accommodate readers inside the stacks. These difficulties will be overcome only when the proposed annexe to the present building has been constructed.

5.40. The Committee are concerned to note that the Library of the National Archives of India has not been functioning properly for the last so many years. They are distressed to learn that out of 1,90,000 books available with Library, it has been possible so far to prepare lists of one lakh books only. The Committee need hardly point out that in the absence of upto-date lists of books, it is not possible to detect whether any books are missing or not as the books cannot be physically verified. In the circumstances, the Committee cannot but deprecate the inaction on the part of the Government for not taking any steps to streamline the working of the Library even when 'Audit' stressed eight years back that the books must be physically verified. The Committee need hardly stress that the Library must be maintained properly if at all it is necessary for the National Archives to have such a huge Library. They would, therefore, like the Government to take immediate steps to assess the needs of the Library for staff and equipment on a realistic basis so that all the books in the possession of the Library are properly listed and accessioned. They would also stress the desirability of physically verifying the books at least once in every five years.

#### F. Evaluation

5.41. It has been suggested by a leading expert on archival matters to the Committee that, "The members of the Indian Historical Records Commission resident at Delhi should be invited by the National Archives from time to time, preferably twice a year, and they should be taken round the various departments and the activities and the programmes of the National Archives should be explained to them. They should be asked to submit their views for further improvement".

5.42. When the above matter was raised during evidence, the representatives of the Ministry agreed that basically this was a good suggestion. He stated that the question to be considered was whether a formal invitation should be extended to them or it should be done informally. In actual practice, the members of the Indian Historical



Records Commission did visit the National Archives from time to time and submitted suggestions to the Commission on matters affecting National Archives.

5.43. Asked what was the present system of evaluating the work of the National Archives, the representative of the Ministry stated that evaluation of the working of the National Archives in a systematic manner had not been done. But the Ministry of Education was receiving quarterly and annual reports from the National Archives.

5.44. The Committee are not satisfied with the present system of evaluation of the working of the National Archives. They would like the Government to consider the feasibility of inviting two or three Members of the Indian Historical Records Commission, resident at Delhi, at least once a year, to go into the working of the National Archives and submit their report to Government suggesting ways and means of improving it, so as to ensure that the results are commensurate with the expenditure involved.

## VI. CONCLUSION

Starting with a humble beginning in 1891, the National Archives of India has now come to be recognised as one of the world's leading archival organisations. Yet the National Archives has still a long way to go. It must be more fully equipped and hold in custody all the records which deserve to be permanently preserved and pass on to posterity the heritage of the past and the living present.

6.2. Until a couple of decades ago the activities of the National Archives were little known to an average educated person in the country. These were looked upon as matters of interest only to the specialist. It is, however, gratifying to note that of late a greater awareness of records and their value has been created in the country. The importance of archives as an indispensable instrument of public administration can hardly be overemphasised.

6.3. It was a wise move on the part of the Government to appoint the Committee on Archival Legislation in 1959 under the Chairmanship of the eminent historian Dr. Tara Chand. The Committee submitted a very learned and useful Report which is undoubtedly a great landmark in the archival history of the country.

6.4. In the earlier chapters of the Report the Estimates Committee have dealt with the various aspects of the working of the National Archives. They would, however, like to focus attention to a few points which in their opinion deserve special consideration by Government. The first and foremost is the question of giving a statutory basis to the National Archives by enacting legislation to cover the management, administration, preservation, disposal and public use of Central Records. This was the major recommendation of the Committee on Archival legislation and although more than 8 years have elapsed since the Report was submitted it is still under the consideration of the Government. The Committee hope and trust that Government will take a final decision in this important matter without any further loss of time.

6.5. The second point which deserves special attention is the urgent need of the National Archives to have additional accommodation. This important matter is stated to be under discussion for

almost a decade and yet for one reason or the other the construction work has not started. The Committee would urge that this is a matter which should not be further delayed.

6.6. The Committee are unhappy to note that due to non-availability of foreign exchange for importing material like tissue paper, acetate foil and raw film etc. the activities of the National Archives in the field of micro-filming and scientific treatment and rehabilitation of old and brittle records have suffered. They understand that in a number of cases, lack of funds and other administrative difficulties have stood in the way of giving effect to the recommendations of the Tara Chand Committee accepted by the Government of India. This leads to stagnation in its activities and the progress becomes halting and slow. The Committee are of the view that if the National Archives is to discharge the duties entrusted to it, it should be provided with the necessary wherewithal. They would like Government to pay greater attention to the National Archives than they had been doing hitherto, so as to enable it to give a better account of itself.

NEW DELHI;  
 February 17, 1969  
 Magha 28, 1890 (Saka)

P. VENKATASUBBAIAH,  
 Chairman,  
 Estimates Committee.

## APPENDIX I

(Vide para 1.6 of the Report)

### Composition

The Government of India appointed on 19th August, 1959 the Committee of the following members to advise the Government regarding the desirability or otherwise of making a law applicable to the archives in India, to enquire into the working of National and State Archives and to suggest means for improving their administration (vide Ministry of Education Resolution No. F. 6-13|59-A-10, dated 19th August, 1959:

Dr. Tara Chand Member, Rajya Sabha	Chairman	
Dr. Raghbir Singh, Member, Rajya Sabha	Member	
Dr. Bisheshwar Prasad, Professor of History, University of Delhi	Member	
Shri Mohibbul Hasan, Reader in History, Muslim University, Aligarh	Member	
Dr. P. M. Joshi, Director of Archives, Government of Bombay	Member	
Shri Fatch Singh, Representative, Ministry of Home Affairs Government of India	Member	(ex-officio)
Shri R. S. Sarkar, Representative, Ministry of Law, Government of India	Member	(ex-officio)
Shri Nizamuddin Ahmed, Representative, Ministry of Education, Government of India	Member	(ex-officio)
Shri K. D. Bhargava, Director of Archives, Government of India	Member-Secretary	(ex-officio)

On 30th September 1959, Dr. S. Gopal, Director, Historical Division, Ministry of External Affairs, was appointed as an additional member

of the Committee. Shri Nizamuddin Ahmed's place on the Committee was taken by Shri K. R. Ramachandran, Deputy Secretary, Ministry of Education, on 25th November, 1959 and on the transfer of Shri K. D. Bhargava from the National Archives of India, Shri S. Roy, Officiating Director of Archives, Government of India, was appointed Member-Secretary on 12 August, 1960.

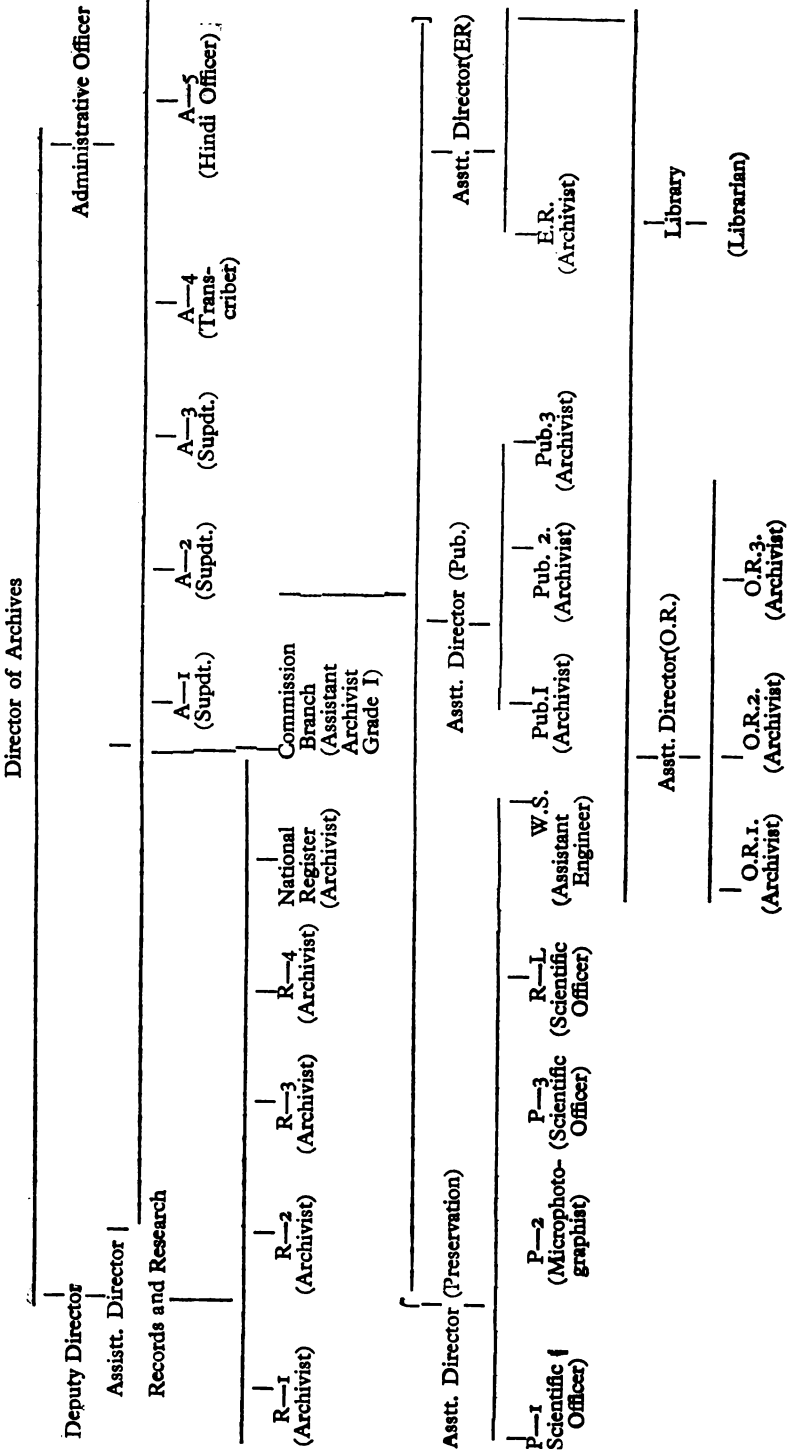
#### TERMS OF REFERENCE

1. to examine (a) condition of public records and the rules and instructions relating to the preservation, administration and maintenance thereof and public access thereto; (b) Dr. Raghubir Singh's "The Historical Records (of national importance) Bill, 1957" and the opinions received thereon; and (c) the Destruction of Records Act of 1917 and the Antiquities (Export Control) Act, 1947, and other Acts bearing on archival problems; and
2. to submit recommendations on the following:
  - (i) how far in the interest of the proper preservation and administration of public records, it is desirable for the Government of India to exercise supervision over the State records or any part thereof, including the records of the former Princely States which are with various State Governments as a result of merger;
  - (ii) in order to exercise such supervision to consider what steps should be taken to declare the State records or parts thereof to be of national importance;
  - (iii) whether the executive authority in respect of the records which may be declared to be of national importance should be exercised directly by the Government of India or left with the State Governments;
  - (iv) the feasibility of transferring "ancient and historical records other than those declared by Parliament to be of national importance" from the State List to the Concurrent list of the 7th Schedule of the Constitution of India;
  - (v) whether it is desirable to have a statutory enactment for the management and disposal of the records of the Central Government and such other public bodies which have an all-India character;

- (vi) to consider the desirability of a plan for establishing zonal repositories for such records as may be declared of national importance and/or the records of the Government of India's agencies in each zone;
- (vii) what further measures, if any, can be taken for effectively preventing the destruction or disposal of manuscripts and records in private custody which are considered to be of national importance.

## APPENDIX II

(Vide para 2.2 of the Report)  
*Organisational Chart of National Archives of India, New Delhi.*



### APPENDIX III

(Vide Para 2-39 of the Report)

#### Organisational Chart of the Regional Office, National Archives of India, Bhopal (M.P.)

Keeper of Records  
(Head of Office)

*Administration & Accounts Section*  
(Under Head Clerk, Class III)

*Functions:*

- (a) General Administration.
- (b) Maintenance of service records, leave accounts etc.
- (c) Establishment work, Pension cases etc.
- (d) Budget work.
- (e) Disbursement of Pay, Allowances etc.
- (f) Preparation of bills, contingent bills, M.R. Bills, T.A. Bills etc.
- (g) Control of contingent expenditure.
- (h) All other work relating to Establishment and Accounts.

*Records Section*  
(Under Archivist, Class II Gazetted)

*Functions:*

- (a) Care of records.
- (b) Checking, Docketing and agreement of records.
- (c) Issue and restoration of records.
- (d) Listing of records.
- (e) Publication, Descriptive List of Mutiny Papers.
- (f) Care of Office Library.

*Preservation & Repair Section*  
(Under Scientific Officer, Class II Gazetted)

*Functions:*

- Preservation, repair and rehabilitation including fumigation and disinfection of records.



## APPENDIX IV

(Vide Para 2.39 of the Report)

*Organisational Chart of the Regional Office, National Archives of India,  
Panjim (GOA)*

Keeper of Records  
(Head of Office)

### 1. ADMINISTRATION & ACCOUNTS SECTION (Under I Upper Division Clerk, Class III)

*Functions:*

- (a) General administration.
- (b) Maintenance of service records, leave accounts etc.
- (c) Establishment work, Pension cases etc.
- (d) Budget work.
- (e) Disbursement of Pay, Allowances etc.
- (f) Preparation of bills, contingent bills, M.R. Bills, T.A. Bills etc.
- (g) Control of contingent expenditure.
- (h) All other work relating to Establishment and Accounts.

### 1. RECORDS SECTION

(Under Asstt. Archivist Gr. I, Class II Non-Gazetted)

*Functions:*

- (a) Care of records.
- (b) Checking, docketing and arrangement of records.
- (c) Issue and restoration of records.
- (d) Listing of records.
- (e) Publication.
- (f) Care of office library.
- (g) Exhibition of select records.
- (h) Guiding historical research.

## APPENDIX V

(Vide para 3.1 of the Report)

### *Ministries/Departments who have transferred their records to the National Archives of India.*

Names of the Department/Ministry	Year	Volumes	Bundles	C. Boxes
1. Home Department (including Public Department)	1748-1955	5,977	3,312	2,387
2. Finance Department	1811-1948	3,612	2,342	—
3. Central Board of Revenue	1924-1947	—	789	—
4. Education, Health & Lands Deptt.	1923-1945	6,997	3,826	—
5. Deptt./Ministry of Education	1945-1951	5	94	—
6. Deptt./Ministry of Health	1945-1951	1	48	—
7. Deptt./Ministry of Agriculture	1945-1947	13	42	36
8. Commerce Deptt. (including Revenue, Agr. & Commerce)	1945-1948	8,764	1,715	—
9. Industries & Labour Deptt.	1871-1948	124	619	—
10. Railway Deptt. (Railway Board) (including Communication-Transport)	1923-1935 1905-1944	332	2,189	—
11. Legislative Deptt. (including records of the predecessor bodies)	1777-1940	2,755	1,599	—
12. Indian Council of Agriculture Research	1929-1945	206	535	—
13. Survey of India	1777-1902	1,500	54	148
14. Foreign & Political Deptt. (including the records of the predecessor and successor bodies)	1756-1944	8,787	9,651	—
15. Military Department	1760-1938	8,741	5,284	556
16. Directorate General of Health Services (including its predecessor bodies)	1855-1948	—	2,156	32
17. Public Works Department	1855-1935	4,288	1,078	182
18. Solicitor's General record	1761-1920	—	89	—
19. Salt Commissioner's records	2862-1945	83	76	—
20. Ministry of Information & Broadcasting	1950-1961	491	—	—
21. Residency Records	—1952	24,686	5,122	6,864

## APPENDIX VI

(vide para 5.25 of the Report)

### *Progress regarding the publication of Educational Records*

#### *Work Involved*

Below is given a list of probable subjects of the publications in the series "Selections from Educational Records" (one or more volumes on any of the subjects or more than one subject in a volume may be published).

#### A

	<i>Remarks</i>
1. Educational Reports 1859—71 . . . .	Volume has been published in 1960.
2. Development of University Education, 1860—1887.	Volume has been published in 1963.
3. History of Educational Administration, 1860—97.	Under preparation.
4. Development of Technical Education. . . .	Do.
(a) Volume IV on Technical Education in India, 1886—1907.	Is in Press.
(b) Another volume on Development of Technical Education in Provinces.	Under preparation.
5. Female Education in India, 1860—1947 . . . .	Do.
6. Educational Finance . . . .	Yet to be compiled.
7. Vernacular Education . . . . .	Do.
8. Decentralisation of Education . . . .	Do.
9. Primary Education . . . . .	Do.
10. Secondary Education . . . . .	Do.
11. Opening of Career to talent . . . .	Do.
12. Text book Committees . . . . .	Do.
13. Reports of the Indian Education Commission .	Do.
14. Award of Scholarships . . . . .	Do.

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|---|---------------------|
| 15. Education for Development of Mahomedan Community.             | Yet to be compiled. |
| 16. Education for Development of Undeveloped or Backward Classes. | Do.                 |
| 17. Education for Adults . . . . .                                | Do.                 |
| 18. Education for Social Service and Public Administration.       | Do.                 |

**B**

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|---|-------------------------------|
| (a) Descriptive Lists of Educational Records                                | 5 Volumes—yet to be compiled. |
| (b) Consolidated Subject—Index to Descriptive Lists of Educational Records. | 1 Volume—yet to be compiled.  |

**C**

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|--|--------------------|
| (a) Reprinting of Selections from Educational Records, Pt. I, 1781—1839, by H. Sharp.      | Reprinted in 1965. |
| (b) Reprinting of Selections from Educational Records, Pt. II, 1840—1859, by J. A. Richey. | Reprinted in 1965. |

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|---|---------------------|
| (a) Supplementary volume to Pt. I of Selections from Educational Records, 1781—1839.  | Yet to be compiled. |
| (b) Supplementary volume to Pt. II of Selections from Educational Records, 1840—1859. | Do.                 |

**Volumes Published**

Since the first meeting of the Advisory Committee for publication of Educational Records in June 1958, the following volumes were published:

- (a) Selections from Educational Records of the Government of India, Volume I, Educational Reports, 1859-71, Delhi, 1960.
- (b) Selections from Educational Records of the Government of India, Volume II, Development of University Education, 1860-1887, Delhi, 1963.
- (c) Selections from Educational Records, Part I, 1781-1839, Ed. by H. Sharp, Reprinted, Delhi, 1965.
- (d) Selections from Educational Records, Part II, 1840-1859, Ed. by J. A. Richey, Reprinted, Delhi, 1965.

**Work in Progress**

- (a) Vol. III—*History of Educational Administration*, 1859-97.

Since the last report placed before the Committee on 20 January, 1966, notes on a considerable number of items occurring in the text 3011 (Aii) LS—7.

of the selected portion of the proposed publication were furnished to the Hony. Editor, Shri J. P. Naik, Materials collected from records, official reports and publications pertaining to the period beyond 1882, were also supplied to him. Shri Naik has very kindly assured to complete the work by December, 1968.

(b) *Vol. IV—Technical Education in India, 1886-1907.*

A volume on Technical Education in India, 1886-1907, was compiled and sent to the Government of India Press, Coimbatore (some time in September 1967). This volume contains 462 pages in typescripts of text and 88 pages (in typescripts) of Introduction, Biographical Sketches, Appendix. Final proof of the volume is in hand.

(c) *Vol. V—Female Education in India, 1860-1947.*

Originally records on the subject for the period upto 1870 were collected and were found to be inadequate for a suitable volume. Subsequently a list of 47 documents, comprising 554 pages, covering upto 1900, was prepared. After a critical examination of the materials, it was proposed again to extend the survey of records on the subject upto 1947. A list of relevant documents covering the entire period has been prepared.

(d) *Vol. VI—Development of Technical Education in the Provinces.*

Materials from different sources, mainly records, belonging to different departments (e.g. Education, Agriculture, medical, Commerce, Art and Industry etc.) Educational Reports of various Provinces, Quinquennial Reports, Administration Reports, Parliamentary Papers, Native Newspapers, Private Papers of eminent persons and national leaders and Viceroy and Governors-General are to be collected. 300 pages of typescripts have been made and the collection of material is likely to be completed by June 1969.

## APPENDIX VII

### *Summary of Recommendations/Conclusions contained in the Report*

Sl. No.	Reference to para No. of the Report	Summary of Recommendations/Conclusions
1	2	3
1	1.12.	The Committee consider it unfortunate that it has not been possible for the Government to enact necessary archival legislation so far even though the Committee on Archival Legislation which was specifically appointed to advise the Government regarding the desirability or otherwise of making a law applicable to the archives of India, had recommended its imperative need as far back as 1960. The Committee see little justification for the inordinate delay of eight years in this regard. It is normally expected of the Government that the recommendations of the Committees of experts, appointed by them, which are accepted, should be implemented without delay otherwise the very purpose of appointing expert committees is defeated. The Committee is unhappy at the vacillation in this matter, and would urge Government to bring forward necessary archival legislation at an early date.
2	1.24.	The Committee are not convinced by the reasons advanced by Government for not accepting the recommendations of the Committee on Archival Legislation regarding the replacement of the existing advisory bodies like the Indian Historical Records Commission etc. by the Indian

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Archival Council. In the opinion of the Committee an institution like the Indian Historical Records Commission need not be continued simply because it has a long tradition and its abolition would be resented by the historians. The real test of an institution is its utility and the fulfilment of its objectives. The Committee consider that the Indian Historical Records Commission, as constituted at present, is an unwieldy body and does not appear to be a suitable organisation for discharging the functions proposed for the Indian Archival Council recommended by the Committee on Archival Legislation. The very fact that it did not meet for over 5 years i.e. between February, 1961 and October, 1966 seems to indicate that it has not been very effective. The Committee would therefore like the Government to reconsider the recommendation made by the Committee on Archival Legislation for the setting up of the Indian Archival Council.

3

1.25.

The Committee note that out of 25 recommendations made by the Indian Historical Records Commission at its 37th Session held in Delhi in October, 1966, 22 were accepted and 3 were rejected by Government. Out of these, only 12 recommendations have actually been implemented so far. Again out of the 16 recommendations made at the 38th Session held at Calcutta in November, 1967 only 2 have been accepted and implemented. In the circumstances, the Committee are constrained to conclude that the recommendations of the Indian Historical Records Commission are not given due importance. The Committee suggest that until such time as the Indian Archival Council is constituted a small Standing Committee from amongst the members of the Indian Historical Records Commission be

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appointed to periodically review the action taken by Government on the recommendations of the Indian Historical Records Commission and suggest ways and means for their speedy implementation.

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1.35.

The Committee note that only 3 members attended the 22nd meeting of the National Committee of Archivists. They would like the Government to take appropriate steps to make the National Committee of Archivists a useful and effective forum so that the archivists could take advantage of the ideas and experiences exchanged during its meetings in dealing with their day to day problems. The Committee have no doubt that with the establishment of the Indian Archival Council, the scope, functions and composition of this Committee would be redefined.

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1.36.

The Committee agree with the Secretary of the Ministry of Education that only one meeting of the National Committee of Archivists just before the meeting of the Indian Historical Records Commission is sufficient for its purposes and that there is no need to have two meetings of this Committee in a year.

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1.41.

The Committee note that Government have not as yet been able to implement the recommendation made by the Committee on Archival Legislation in 1960 to amend the Antiquities (Export Control) Act, 1947 to prevent migration and unauthorised export of private archives. It is regrettable that an Amending Bill which took the Government about 4½ years to introduce in the Lok Sabha in 1965 lapsed on account of the dissolution of the House in March, 1967. Two more years have elapsed since then and yet Government are not in a position to bring in an Amending Bill comprehensive enough to suit the

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purpose in view. The Committee would like it to be realised that in the absence of the Amendment Bill, valuable records and materials which are our cultural heritage and are of immense historical value, are being exported from the country. They hope that in pursuance of the assurance given to the Committee the Government would bring forward a comprehensive Amendment Bill on the subject at least during the current Budget Session.

7.

2.12.

The Committee are not at all convinced by the reasons advanced by Government for postponing decision on the recommendations of the Committee on Archival Legislation (1960) relating to the reorganisation of the set up of the National Archives of India and the system of recruitment of staff there. That no decision has been taken on this important matter during the last 8 years for one reason or the other, indicates that the Government have not shown a sense of urgency in improving the working of the National Archives. The efficiency of an organisation depends largely on its staff and structural soundness. The Committee consider that most of the defects in the working of the National Archives of India, which have been referred to in the various paragraphs of this Report and have been admitted by the Ministry of Education, are partly due to its organisational and staffing weaknesses. The Committee cannot too strongly emphasise the need for an early decision in this matter. They hope that with the improvement in the organisational set-up of the National Archives and the staffing pattern, its working will be put on a proper footing.

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2.13.

The Committee are surprised to note that while on the one hand, the National Archives of India is complaining about the shortage of staff

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to carry on its various activities, the Staff Inspection Unit of the Ministry of Finance which went into the working of this organisation thoroughly, found a large number of staff surplus to its requirements. The Committee are therefore unable to agree with the statement that "the proposed heavy reduction in the staff recommended by the Staff Inspection Unit would have adverse effect on the present tempo of activity, let alone implementing the major schemes in a big way." On the other hand this indicates that while the existing staff in the National Archives is not being gainfully utilised, a number of its activities are not being properly attended to. The Committee urge that effective measures be immediately taken in this direction by properly distributing the work among the existing staff and by fixing norms of work for them.

9. 2.18

The Committee note that the proposal to construct an Annexe to the present building of the National Archives was mooted as far back as 1945, but its construction has not even been started. The Committee feel that the delay in this matter has adversely affected the efficient and smooth functioning of the National Archives. This indecision on the part of Government has, apart from resulting in increase in the estimated cost of construction from about Rs. 45 lakhs in 1958 to about Rs. 70 lakhs now, has brought about a lull in the programme of accession and acquisition of the non-current records of the Government of India by the National Archives. The Committee would urge that construction of the Annexe should be started and completed without further loss of time and with a sense of urgency.

10. 2.19.

The Committee note that Government have now agreed to earmark a plot in Hauz Khas,

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which is at a distance of more than 10 miles from the present building, for the construction of the Annexe. They need hardly point out that the construction of the Annexe at Hauz Khas would create administrative difficulties for the institution and would be inconvenient to the scholars as well as researchers. The splitting of the activities of the National Archives at two places, so far distant from one another would also be uneconomical. The Committee, therefore suggest that the Annexe should, as far as possible, be constructed adjacent to the present building where space is stated to be available for the purpose. In case it is not found practicable to do so, then the feasibility of transferring all the activities of the National Archives from the present site to Hauz Khas may be considered. In either case, the Committee would like to stress that all the activities of the National Archives should be concentrated at one place.

11.           2.27.       The Committee note that the number of trainees who completed their training in Archives-Keeping and were awarded Diplomas was only 6 in 1964-65, 8 in 1965-66 and 7 in 1966-67. The Committee consider this number to be very low and feel that the facilities of training offered by the National Archives are not being fully utilised. They would like the National Archives to make the training more purposeful and attractive so that more and more trainees come forward to take advantage of these facilities. The Committee also suggest that the desirability of inviting Lecturers of eminence from Universities and other institutions to give lectures to the trainees may be considered.
12.           2.28.       The Committee would like Government to consider the desirability of including a course in
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Archives-Keeping in the curriculum of various Universities in India in consultation with the University Grants Commission.

13. 2.29. The Committee suggest that refresher courses for the staff incharge of the record rooms of various Government offices and the archivists employed in the National Archives and State Archives should be arranged on a regular basis so as to enable these persons to preserve the records properly and scientifically according to the latest techniques.
14. 2.37. The Committee appreciate that the allocation of funds to the National Archives depends upon the availability of resources with the Government. The Committee are also aware of the difficult foreign exchange position in the country. They, however, feel concerned to note that many of the important items of work of the National Archives could not be taken up due to the paucity of funds at its disposal as indicated in para 2.31. The Committee suggest that adequate funds should be provided to the National Archives of India to enable it to discharge its basic functions.
15. 2.38. The Committee note the expansion programmes of the National Archives for the Fourth Five Year Plan. They hope that it would be possible for the Planning Commission to allocate requisite funds for the purpose.
16. 2.41. The Committee recommend that the Archives at Bhopal and Goa should be transferred to the Governments of Madhya Pradesh and Goa, Daman and Diu respectively at an early date. They hope that after taking over the Regional Offices at Bhopal and Goa, it will be possible for the Governments of Madhya Pradesh and
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Goa, Daman and Diu to pay due attention to the preservation, conservation and maintenance of the archives at these two places.

**17.****3.11.**

The performance of the National Archives in the matter of acquisition of non-current records of Government departments which is its primary function has been poor. It is surprising that so far it has acquired the records of only about 20 out of more than 500 Central Offices. The Committee note that even the acquisition of records of these 20 offices is far from complete and upto date. They regret that even after the Committee on Archival Legislation (1960) focussed attention on this problem and emphasised the need for immediate action in this regard, nothing concrete appears to have been done so far in the matter. According to Governments' own admission, there has been no large scale acquisition of official records in the National Archives during the last 20 years. That neither the concerned Ministry nor the National Archives took any effective measures to improve the position in this regard is regrettable. The Committee need hardly point out that if the problem of acquisition of Government records is not tackled speedily and in right earnest, it will become more and more difficult with the passage of time as the volume of records created by Governmental agencies is increasing tremendously year by year. Moreover the non-acquisition of records by National Archives which have along since become due for retirement exposes these records to the risk of damage by insects and vagaries of temperature and humidity in Government record rooms where adequate facilities for their scientific preservation may not be available. It also results in depriving the research scholars from using them for their research work. The Committee would therefore stress the imperative need

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of taking effective measures for the acquisition of the Government records as early as possible. They would like the Government to draw up a phased programme so as to ensure systematic acquisition of these records by the National Archives. In this connection, the Committee suggest that the National Archives should acquire those records on a priority basis which have been thrown open to the public but have not been transferred to the National Archives so far.

As regards paucity of space, the Committee have already recommended the construction of additional accommodation for the National Archives in paras 2.18 and 2.19 of the Report.

**18.****3.12.**

The Committee recommend that till such time as the National Archives is in a position to acquire all the records of the Central Government offices, it should be ensured by the Ministries concerned that the permanent records in possession of the various offices are properly housed and well-preserved. The feasibility of creating record facilities in the Ministries concerned for the interim upkeep and maintenance of the records may also be examined with a view to keep them in a sound state of preservation pending their retirement to the National Archives.

**19.****3.20.**

The Committee are constrained to observe that no progress has been made so far in the programme of Record Management, Record Survey and Appraisal. They regret to note that even though the Government accepted the recommendation made by the Committee on Archival Legislation (1960) in this regard, they have failed to take effective measures to implement the same. The small token unit which was set up

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in 1962 for this work, has not been able to achieve anything, as it has been busy with the appraisal of records already in the custody of the National Archives. It is unfortunate that neither the Government sanctioned the staff demanded by the National Archives for this purpose from time to time, nor the National Archives itself tried to find requisite staff for this work from out of their existing strength which was subsequently found to be under-utilised by the Staff Inspection Unit and out of which 54 posts were declared surplus. It appears that both the Ministry and the National Archives did not attach to this matter the importance that it deserved. Considering the voluminous records requiring appraisal which are estimated to be in the neighbourhood of 240 linear miles, it is necessary that a phased programme for the completion of this work over a period of time should be prepared as early as possible and necessary staff deployed for the purpose. The Committee need hardly point out that appraisal of records in time is essential for proper record management as it serves a twofold purpose—it helps in the weeding of unwanted papers resulting in saving of space on the one hand, and in the proper preservation of permanent valuable records on the other. The Committee urge that no further time should be lost in drawing up a phased programme for appraisal as suggested above and implementing the same in right earnest.

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3.28.

The Committee are glad that Government have accepted in principle the recommendations made by the Committee on Archival Legislation regarding private archives and historical manuscripts in private custody. They, however, feel that the steps so far taken in the matter of their salvage and preservation are inadequate keeping in view their urgency and importance. This is

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evident from the fact that a meagre amount of Rs. 5,000 was sanctioned for the purchase of private archives during 1965-66 while no provision whatsoever was made during 1966-67 and 1967-68. The Committee apprehend that in case appropriate and timely measures are not taken to stop the dispersal and destruction of private papers of historical importance and to ensure their continued preservation, these may be dismembered or lost altogether with the result that the vacuum in our history caused by this loss will be difficult to fill. The Committee agree with the observations made by the Committee on Archival Legislation that 'the safety of such collections lies primarily in the realisation of their historical value by the owners, awareness of their existence by the users and public assistance for their maintenance and preservation'. They, therefore, commend to the Government the suggestion that a climate of archive awareness be created in the country by means of publicity campaign through the All India Radio and other mass media. They would further suggest that a larger financial provision should be made for the purchase of private archives. In this connection the Committee would, however, like to emphasize that as far as as possible only such private archives may be acquired as may throw light on important phases of modern Indian history or as may help to fill in the gaps in the existing holdings of the National Archives.

21.

3.37.

The Committee consider that the progress made in the implementation of the National Register Programme is unsatisfactory.

The efforts made so far are hardly commensurate with the magnitude of the problem. In order to make the project a success, the first requirement is that a careful study should be made

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of the country's archival wealth in private possession. Without the knowledge of the location, it is not possible to take any measures for their protection and preservation. They regret to note that the States are not evincing sufficient interest in the implementation of the Programme as is evident from the meagre expenditure incurred by some of them during the year 1966-67. The Committee urge that immediate corrective steps be taken to implement the National Register Programme speedily by giving more financial assistance to the States who should be prevailed upon to accelerate the tempo of survey work. They would also suggest that the Central Cell in the National Archives should be strengthened in the interest of better coordination and quick and efficient disposal of work.

22.

3.42.

The Committee are of the view that the Regional Records Survey Committees can be very useful in locating and salvaging records and materials of historical value in private possession. They would be of great help in rousing and sustaining public interest and also for eliciting public co-operation, which is very essential for the success of the scheme. The Committee would therefore stress the need of organising such Committees in those States where they have not been established so far.

The Committee further consider that the slow progress in the compilation of the National Register as well as the salvaging of the private records indicates that the Regional Records Survey Committees are not functioning in an effective manner even where they have been established. The Committee would like the Government to streamline the working of the Regional Records Survey Committees, so as to make them an effective instrument in the implementation of prog-

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ramme of work entrusted to them and provide them with adequate financial support.

23.

3.50.

The Committee realise the importance of acquisition of microfilm copies of records and documents of Indian interest available in foreign repositories and their utility to the research scholars. They commend the work done by the National Archives in this behalf inspite of the difficulty in the availability of foreign exchange for this purpose. They are surprised that no foreign exchange whatsoever was made available for microfilm copies during the last 3 years. In view of the difficult foreign exchange position of the country, the Committee would suggest that efforts should be made to acquire microfilm copies of materials of Indian interest from abroad on a gift or on an exchange basis. Apart from the help of the Indian Missions, it may be worthwhile to explore the possibilities of getting assistance from archival repositories as well as cultural and historical societies abroad in the matter. At the same time the Committee feel that it should be possible for Government to place some foreign exchange at the disposal of the National Archives for the purpose.

24.

3.57

The Committee consider that serious attention has not been paid by Government towards production of preservative and repair materials required by the National Archives indigenously. In view of the continuing difficulty of foreign exchange and the need to conserve it to the fullest extent possible, Government should endeavour to explore all avenues for the production of the repair materials in the country which are required not only by the National Archives but by other organisations as well. The Committee have no doubt that tissue paper and acetate foil which are at present being imported, can be produced indigenously which would meet the requirements not only of the National Archives but

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other similar organisations engaged in the preservation of records. The Committee urge that concerted efforts should be made to pursue the matter regarding the production of tissue paper by the Paper Research Institute, Poona and the acetate foil by the factory in Mysore. At the same time Director General, Technical Development should also be approached to explore other sources for the production of these materials.

25. 3.67. The Committee are glad to learn that the laboratory has been coordinating its activities with other institutions in the field and is sharing the results of its research with the concerned organisations. The Committee need hardly emphasise that such cooperation and coordination should not only be maintained but should be strengthened and placed on a proper footing.
26. 3.68 The Committee note that the Laboratory is not equipped properly for conducting research. They consider that a well-equipped and well-staffed Laboratory is an important adjunct for an Organisation engaged in the preservation of records. The Committee urge that the requirements of the Laboratory may be assessed objectively and necessary steps taken to remove the present deficiencies.
27. 4.15. The Committee are glad that following the liberalisation of rules governing access to records since Independence there has been a considerable increase in the number of scholars visiting the National Archives for consulting the original sources available there. They also note that enquiries from scholars and institutions are also showing a steady increase, which is an index of greater awareness of the records and their value.
28. 4.16 The Committee are concerned to note that there is considerable variation in the rules governing admittance to the Archive among the several Ministries. They feel that the rules gov-
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|     |       | erning access to records should be uniform in all the Ministries. The Committee recommend that the Ministry of Education should make efforts to liberalise rules in consultation with the various record creating agencies and evolve an integrated policy in this behalf.   |
| 29. | 4.17. | The Committee also suggest that periodical circulars and press notes should be issued by the National Archives about the fresh acquisitions and related matters so that interested persons and instiutions could take advantage therefrom.   |
| 30. | 4.22  | The Committee cannot over-emphasise the importance of security and safe custody of old records, which depict India's cultural and historical heritage and are so essential for the posterity. Any loss of these records will be a national loss. The Committee would, therefore, like the Government to ensure that the security and fire-fighting arrangements at the National Archives are quite upto the mark.  |
| 31. | 4.27  | The Committee are aware of the paucity of accommodation with the National Archives. With the increase in the number of research scholars using the National Archives, the problem has naturally worsened. The Committee hope that adequate research room facilities will be provided in the proposed Annexe of the National Archives. The Committee also expect the National Archives to ensure that the micro-film readers are in good working condition and are sufficient in number to meet the demands of the research scholars. |
| 32  | 5.12. | The Committee are concerned to note that so far check-lists, summary inventories and systematic inventories have been prepared only in respect of 58 per cent of the records in the custody of the National Archives. They are surprised to learn that it will will take as many as 75 years to complete the work in respect of the remaining records with the   |

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present staff. All this is indicative of the casual manner in which this important work is being handled by the National Archives. The Committee also regret to note that even where the lists have been prepared, it has not been possible to publish them due to printing difficulties. The Committee feel that high priority should have been given to the preparation of lists, etc. from the very beginning especially because they serve two useful functions—firstly they are of the immense use to the research scholars and secondly they enable the National Archives to exercise effective control over records and detect the missing records. The Committee need hardly point out that if immediate steps are not taken to complete this work speedily, it may later become a gigantic task as voluminous records are being created every day. It is a pity that the Director of National Archives was not able to carry conviction with the Staff Inspection Unit about his requirement of additional staff for this and for other projects. The Committee cannot too strongly stress upon the Government the need to look into the task of preparation of lists, etc. by the National Archives, and to devise suitable measures to ensure that the backlog of arrears in this regard is cleared within a specified period. They would like that this job is accorded a high priority.

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5.15

The Committee are unhappy at the slow progress made in the preparation of the "Comprehensive Guide to all Public Records upto 1947" for which a decision was taken in 1958. Very little work appears to have been done in this regard after the publication of Part I (Introductory) in 1959. This is yet another example where the National Archives has not planned its work properly. The Committee are not convinced that the completion of Part II & III volumes would take 10 years or 5 years if additional staff was provided for this work. The stock plae of shortage of staff is untenable in the face of the findings of the Staff Inspection Unit as regards the man-power of the Department. The Committee

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would like the Government to examine this matter and ensure that the remaining volumes *i.e.* Part II and III are completed as early as possible.

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5.20

The Committee are glad that the micro-film unit of the National Archives is meeting the demands of documentary transcripts from the scholars and other institutions and is thus rendering a useful service. They, however, note that the micro-film unit is facing difficulties in getting adequate supply of raw-film owing to difficult foreign exchange position of the country. The Committee feel that it should be possible for the Hindustan Photo Films Limited to undertake the manufacture of raw micro-films. They, therefore, suggest that the question of their production at the Hindustan Photo Films Limited may be taken up by the Ministry of Education in right earnest with the Ministry of Industrial Development and Company Affairs

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5.28.

The Committee note that the National Archives of India is engaged in the publication of 'Selections from the Educational Records of the Government of India.' Judging from details of the volumes to be published, it is evident that this work is outside the purview of the normal activities of National Archives. The Committee do not feel convinced by reasons put forward by the Ministry of Education for not withdrawing this work from the National Archives of India as recommended by the Committee on Archival Legislation (1960). The Committee feel that the National Archives of India, whose working even in its own sphere of activities leaves much to be desired, should not be burdened with any extraneous work. They would like the Government to reconsider whether it will not be in the interest of National Archives to withdraw this work from it and entrust the same to some other appropriate agency of the Government of India.

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5.40

The Committee are concerned to note that the Library of the National Archives of India has not been functioning properly for the last so many

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years. They are distressed to learn that out of 1,90,000 books available with the Library, it has been possible so far to prepare lists of one lakh books only. The Committee need hardly point out that in the absence of up-to-date lists of books, it is not possible to detect whether any books are missing or not as the books cannot be physically verified. In the circumstances, the Committee cannot but deprecate the inaction on the part of the government for not taking any steps to streamline the working of the Library even when 'Audit' stressed eight years back that the books must be physically verified. The Committee need hardly stress that the Library must be maintained properly if at all it is necessary for the National Archives to have such a huge Library. They would, therefore, like the Government to take immediate steps to assess the needs of the Library for staff and equipment on a realistic basis so that all the books in the possession of the Library are properly listed and accessioned. They would also stress the desirability of physically verifying the books at least once in every five years.

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5.44.

The Committee are not satisfied with the present system of evaluation of the working of the National Archives. They would like the Government to consider the feasibility of inviting two or three Members of the Indian Historical Records Commission, resident at Delhi, atleast once a year, to go into the working of the National Archives and submit their report to Government suggesting ways and means of improving it, so as to ensure that the results are commensurate with the expenditure involved.

## APPENDIX VIII

(*Vide* Introduction)

*Analysis of recommendations/conclusions contained in the Report*

### I. CLASSIFICATION OF RECOMMENDATIONS

A. Recommendations for improving the Organisation and working :

Serial Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36 and 37.

B. Recommendations for effect'ng economy :

Serial Nos. 5, 8, 9, 10, 16, 24 and 34.

### II. ANALYSIS OF THE RECOMMENDATIONS DIRECTED TOWARDS ECONOMY

Sl. No.	S. No. as per Summary of Recommendations (Appendix VII)	Particulars
1	2	3
1	5	Only one meeting of the National Committee of Archivists just before the meeting of the Indian Historical Records Commission is sufficient and that there is no need to have two meetings of this Committee in a year.
2	8	The existing staff of the National Archives should be gainfully utilised and norms of work fixed for them.
3	9	The construction of the Annex should be started and completed without further loss of time as its cost has already increased from about Rs. 45 lakhs in 1958 to Rs. 70 lakhs now.



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4	10	The splitting of the activities of the National Archives at two places, so far distant from one another, would be uneconomical.
5	16	Archives at Bhopal and Goa should be transferred to the Governments of Madhya Pradesh and Goa, Daman and Diu.
6	24	Endeavour should be made to explore all avenues for the production of the repair material in the country in view of the imperative need to conserve foreign exchange.
7	34	The question of the production of micro-film, which is being imported at present, should be taken up with the Hindustan Photo Films, Limited.

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Sl. No.	Name of Agent	Agency No.	Sl. No.	Name of Agent	Agency No.
<b>DELHI</b>					
24.	Jain Book Agency, Connaught Place, New Delhi.		33.	Oxford Book & Stationery Company, Scindia House, Connaught Place, New Delhi—1.	68
25.	Sat Narain & Sons, 3141, Mohd. Ali Bazar, Mori Gate, Delhi.	11	34.	People's Publishing House, Rani Jhansi Road, New Delhi.	76
26.	Atma Ram & Sons, Kashmere Gate, Delhi-6.	9	35.	The United Book Agency, 48, Amrit Kaur Market, Pahar Ganj, New Delhi.	88
27.	J. M. Jaina & Brothers, Mori Gate, Delhi.	11	36.	Hind Book House, 82, Janpath, New Delhi.	93
28.	The Central News Agency, 23/90, Connaught Place, New Delhi.	15	37.	Bookwell, 4, Sant Naraan <sup>n</sup> kari Colony, Kingsway Camp, Delhi-9.	96
29.	The English Book Store, 7-L, Connaught Circus, New Delhi.	20	<b>MANIPUR</b>		
30.	Lakshmi Book Store, 42, Municipal Market, Janpath, New Delhi.	23	38.	Shri N. Chaoba Singh, News Agent, Ramlal Paul High School Annexe, Imphal.	77
31.	Bahree Brothers, 188 Lajpatrai Market, Delhi-6.	27	<b>AGENTS IN FOREIGN COUNTRIES</b>		
32.	Jayana Book Depot, Chaparwala Kuan, Karol Bagh, New Delhi.	66	39.	The Secretary, Establishment Department, The High Commission of India India House, Aldwych, LONDON W.C.—2.	59

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