



STUDY GUIDE

STUDY OF ARCHIVES KEEPING

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STUDY OF ARCHIVES KEEPING

OBJECTIVE : To know about the Archives Keeping and to understand the history of Archives, types of Archives, function of Archives and uses of Archives.

Unit – I

Meaning- Definition- History of Archives – Types of Archives –Archival Records – Functions and Uses of Archives – Historical, Administrative and intellectual Values.

Unit – II

Creation of Archives-Establishment of Archives-Organization of Archives- Administration and preservation of Archives-Control of insects and Mildew-Thymol fumigation – Restrengthening of old records-shiffon Repairing Lamination –repair of prichpark and palm leaves manuscripts – Micro filming.

Unit – III

National Archives of India – International Archives- private Archives- MIDS – Museum in India and Abroad-

Unit – IV

History of Tamilnadu state Archives – Creation – Records and Records Keeping- Administration – Private Archives- B.S. Baliga- S.Singarajan – Private Archives in Tamil Nadu.

Unit – V

History of Decipherment of Indian scripts – Paleography – Origin of Writing – Orgin and valuation of Scripts in Tamilnadu Brahmi, Tamil – Sakka, Kollam, eras – Substance and Varieties of inscriptions – Historical value political, social, natural and economic – with special reference to the following selected inscriptions i) maur Inscriptions – ii) Uttaramerur Inscription – iii) Kudimiyamalai Inscription.

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STUDY OF ARCHIVES KEEPING

UNIT I

MEANING AND DEFINITION OF ARCHIVES

The term ‘Archives’ is used to denote the records of the past as well as the place wherein such records are preserved. The term “Archives” is originated from the Greek word “Archeion” means that one which belongs to an office. From this Greek word the Latin word “Archivion” is coined. From this Latin word, the French word Archive is derived. This French term “Archive” gave birth to the term Archives in English.

Definition of Archives

According to the Oxford English Dictionary the word “Archives” is defined as “a place in which public records or other historical documents are kept”. This English term denotes three different things. They are – 1) the records themselves, 2) the building which houses the records and 3) the administrative set up responsible for the maintenance of the records. An expanded definition in English is given by the English Archivist Hillary Jenkinson in his book “Manual of Archival Administration”. He says that “Archives is a collection of documents drawn up or used in the course of administrative or executive transactions and subsequently preserved for the information of the person or persons responsible for those transactions and their legitimate successors”.

Infact, the Italian Archivist Eugenia Casanova, in this work “Archivisica” published in 1929 defined archives as “the orderly accumulation of documents which were created in the course of its activity by an institution or individual and which are preserved for the accomplishment, of its political, legal, or cultural purposes such as institution or individual”

The eminent Dutch Archivists like S.Muller, J.A. Feith and R. Fruin defined the Dutch word “Archief” as the whole of written documents, drawings and printed matter officially



received or produced by an administrative body or one of its officials in so far as these documents were intended to remain in the custody of that body or that official.

German Archivist

The German Archivist Adolf Brenneke in his publication titled “Archivkunde” defines Archives as “the whole of the papers and documents growing out of legal or business activities of a physical or legal body which are intended for permanent preservation at a particular place as the sources and the evidences of the past”. Archives thus explained have certain specific characteristics.

Characteristics of Archives

Firstly, the archival materials have unique value to their creators as they help them to design their future plans. Secondly, they are legal documents and are known for their impartiality and authenticity. The third character is its uniqueness, which is self-evident. The records are created for one specific purpose and therefore such records may not be repeated anywhere else. Fourthly archives are organic in character and have a creator.

Archives by nature differ from libraries. It is said that archives are accumulations and libraries are collections, because archives receive materials and libraries collect books. Archival materials are primary sources while library books are secondary sources. Access to the archives is restricted, but it is not so in the case of libraries. While Archival materials are arranged to suit the convenience of the creator, library books are arranged as per serial order. However, it should be accepted that the archives are the wealth of the nation, and a nation with properly organized and well-maintained archival treasure can definitely feel proud.

Uses of Archives:

Archives are organized body of records comprising papers, books, maps, sound recordings and other documentary materials. They are made or received in accordance with law



and kept preserved for their enduring value. As the archeological movements contribute for the reconstruction of ancient history, the archival records help to write modern history. To know more, it is necessary to peep into the meaning of two terms record and archives.

The term record

The term “Record” is derived from the Latin word “Recordari” which means to be mindful of. Again the term is originated from the Latin term “Cor” which means heart. As the mind is the seat of memory and heart is the centre of action, record can be defined as “Something created by the interaction of mind and heart and committed to writing in order to preserve the memory of a fact or an event.”

Records are found in the form of books, papers maps, photographs and other documents in different materials. They are made or received by the government agency, institution or organization, family or individual in accordance with law to transact their business and preserve them for their legitimate successors. As observed by Philip C.Brooks “Records are the means by which public officials in a democracy are accountable to the people. They are the tools of administration, the memory of organization, the embodiment of experiences, the protectors of legal rights and sources of many kinds of information.”

Function of Archives

The term archive is used to denote the records of the past as well as the place wherein such records are preserved. The concept of archives keeping is not of recent growth. Ancient Greeks and Romans were very much interested in preserving the important records. The medieval period of European history witnessed the preservation of ecclesiastical records pertaining to Christianity by the pope. They were known as the Papal Archives. Nevertheless the French Revolution is an important mile stone which marked the development of a more perfect form of archival agency. The significance of the rights of the people to know about their past led to the formation of archives and the preservation of ancient records in them. As a result in the modern periods the archives acquired the dignity of national monuments and the historians began to



show greater interest to have access to them every nation in the world has realized the importance of such archives and has started providing all facilities for the preservation of the records of the past. This result in the establishment of archive everyone both at local national level and by the government as well as the private bodies. The establishment maintenance and functioning of archives have been specialized in a branch of study known as Archival Science.

Evolution of Archives

The improvement and enrichment of any branch of knowledge is possible only with a proper understanding of the various stages of its evolution and the several changes took place in its past. A knowledge about the past is nothing but probing into the history of the particular branch. So an understanding of the paste has become very much essential for the growth and progress of any branch of knowledge the history of a branch of knowledge could be understood clearly and thoroughly only through the remains left behind by it both written and non written the written remains consist of the records or archives preserved scrupulously the preservation of the records of the past is done by the archive thus the collection and preservation of the records become the primary job of archive the records so preserved must be supplied to the concerned authorities and also to the researchers for reference so the issue of the records for reference forms the next important function of the archives. Besides the archives play a few other vital roles. An attempt has been made in this lesson to throw considerable light upon the several functions of the archives.

Records embody past experience give evidences of progress and protect local rights above all they are tools of administration the foremost of the several of the utility to the government and the people. The British rulers in India had realized the importance and usefulness of the archives and they established the National Archives of India. Besides there are regional archives also at Madras Bombay Calcutta and the like

The usefulness and permanent value of a particular record is decided by the authorities concerned. It is better that the archives also are consulted in finalizing which of the records are to be preserved. For the archivist alone is the person with some historical knowledge and having

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direct contact with the researchers at a later date. The utility and value of the records must be decided therefore by both the authorities and the archivists. In the government, the heads of the several department ultimately decide which of the records are to be preserved they have certain norms in deciding them the records so decided are sent to the national or regional archives as the case may be by the concerned government periodically and these records reach the archive for preservation

After Independence

With the transfer of power in India in 1947 all British residencies were closed and a major portion of their records were sent to the National Archives for safe custody, a large number of records since 1672, from more than 30 agencies have been received by the National archives the steel shelves of the National Archives house some 1.03.625 bound volume 5.11.13.000 unbound documents and 130 million folios besides 11.500 printed manuscript maps received from the Department of survey of India and 4.150 printed maps belonging to different agencies are also available here. Apart from the records of documents received from the government sometimes the archives may receive records from a few private but important persons or institution the usefulness of such records is decided by the archivist in consultation with the concerned authorities.

Important aspect is the quality of materials used for the records unless and until the paper and the ink used for the records are of good quality the preservation of records for a long time is doubtful normally hand made paper, best black printers, ink paints made from the most finely levigated pigment, black pencil etc. will ensure the longevity of the records lamination of the covers will also help the preservation of the records to a certain extent

Proper care must be taken to protect the records from getting damaged due to variations in weather climate acidic gases in the atmosphere smoke and sunlight sometimes pests like book worms, silver fish and cockroaches will enter into these records and cause damages to them. There are possibilities if the dangers from the ants fungus too to the records proper and periodic care must be taken to prevent such things from destroying the records.

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Preservation Records

The records and document collected with great difficulty must be properly preserved preservation of records is the very difficult and expensive job. It is true that the important function of the archives is to preserve and rehabilitate the records in ties custody. This function of the archives is done based on scientific lines. It requires a good deal of labor and anxiety on the part of the authorities, the windows in the entire stack area must be fitted with welded wire mesh to prevent qualitative certain to prevent the sun rays from falling direct on the necks and paper, the direct sun rays in due course will fade the colour of the paper and cause damages to the stacks proper care must be taken to prevent the rain drops or particles from passing through the windows sun shades of sufficient dimension will help a long way to avoid this

There is every possibility for gathering of dust in the records in the stacks especially when the archives are located on busy road sides it will cause damage to the records and also hazardous to health, so team of worker for dusting of the records periodically is a must any progressive archives the volumes and bundles must be cleaned by vacuum cleaners the sheaves must be cleaned at least thrice a year.

The conservation work is mainly shared by the following air brush mending vacuum fumigation, binding section, micro filming section and the research laboratory the vacuum fumigation is used to eliminate insects and larvae the micro filming unit must be provided with different type of cameras for filming of records of late help further they protect the records from damage. They are very much useful for getting duplicate easily, fastly and economically the transport of micro films from one place to the other is also very easy and less expensive the research laboratory in the archives can keep themselves engaged in investigating the archival problems regarding the longevity of written materials. Reading the calligraphy temperature and humidity insects fungus etc.

Selection of record rooms and shelving equipments play an important role in the preservation of records. As has been discussed earlier direct sun rays on the records will result in discoloration and eventual deterioration of the paper. If the windows and ventilators are

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provided with glass and curtain the direct falling of sun rays on the records racks and shelves could be averted. Proper arrangement must be made for ventilation in the record rooms stagnant air will lead to damage to the records through pests and insects. Exhaust fans must be fitted at the appropriate places to remove the stale air. Air circulation is a must in all record rooms.

Supply of records for reference to government officers and researcher

The very purpose of preserving the record is to be of use for later references. The records may be required by several departments and materials at a particular point of time for reference. For example the agreement arrived at between the Raja of Mysore and the government of Madras in 1924 over the sharing of Cauvery waters would be very much needed now to decide upon the future course of action to be taken or to solve the problem in the right perspective. So the heads of the respective departments send their requests to the archives for the issue or recall of the records which they require for reference the archives in turn attend to such requests and supply the records to them it is estimated that the national Archives of India new Delhi has been attending to as many as 50,000 such requisitions from the several ministries and departments every year

Further research scholars from all over the nation and even beyond the sea come to the archives for consultation of the records available at the archives. Most of ministers and department allow their records to be studied by the researchers. To assist them in their laborious task of identifying the records the staff in the archives prepare elaborate reference media in the form of a hand book press lists indexes and calendars in the National archives of India to as early as 1911 an ambitious work was launched for calendaring all the Persian records and the work was going on for a long time.

Normally the public archives have been following a practice of supplying non concurrent records which are of 30 years and above old to the researchers this practice is followed just to avoid any controversy likely to arise due to interpretation or current affairs with some political or personal prejudice. But on special permission from the concerned ministries and departments even the current records are also supplied to the researchers and legislators for consultations.

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Apart from the supply of records the archives are doing a very valuable service of publishing certain important group of records. Several volumes of records in different Indian language like Bengal, Telugu and Sanaskrit for example have also been published by the national Archives of India. The publication of archival material on an unprecedented scale now affords an opportunity for a macro as well as micro level scrutiny of delect events and doubtful happening. For example took up a similar venture in publishing the Gazetteers of the several districts in Tamil Nadu though it remains an unfinished job. The service rendered by B.S Baliga as the general editor of these Gazetteers is laudable.

Providing facilities to the Researchers

The very purpose of preserving the documents in the archives is that it must be of use to the posterity for reference reconstruction and re interpretation if necessary of history. This job is undertaken by the researchers research itself is out a bralinery work. It is but imperative that the researchers are provide with the utmost convenience and comfort at the archives to enable them do their job earnestly and effectively. Every archives must set apart a separate but spacious hall for the researchers. It may be christened must set apart adequate furniture light ventilation drinking water toilet and the like facilities must be provided in the research hall the research hall could be provided with air conditioning facilities to help the researchers from getting tied soon.

Besides the research officer, the staff in charge of the research hall must be a person with a thorough knowledge about the several records available in the archives. He must be in a position to counsel the researchers on the procedure rules and regulation of the archives further he must be capable of putting the research in the right direction in his search for records.

There are certain technical assistance to be provided in the archives for the benefit of researchers. They are the type writing, photocopying and micro filming facilities. the service of job typists and the Xeroxing facilities must be made available to the researchers, the archives should acquire from their counter parts in various other countries, microfilm copies of their records which are of interest of India. The National Archvies of India have acquired of their records such microfilm copies form united kingdom, France, Denmark, Norway, the USA and

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other countries. Yet another important facility to be provided in the archives is the facility for faxing of records with an arrangement with the advanced archives in other countries the mutual faxing facility of records must be provided to the researchers in the archives for example it a researcher on the British Period of Indian History desire to consult some records available al lthe London Library this taxing will help him a long way in saving money time and labour.

Researchers from the rural areas and out stations sometimes may have to stay for a considerable length of time for consultation of records. To facilitate such researchers arrangement should be made for dormitory and canteen within the premises of the archives of course at subsided rates subsided canteens are run for the benefit of researchers at National of India. Teen Murthi Bhavan Library, Sapru house library New Delhi and the National Library at Calcutta similar facilities must be extended to the regional archives also.

The authorities of the archives should arrange to conduct a social get together of the researchers and staff of the archives once in a way to discuss the problems commonly faced by them in the archives in transacting their business and to arrive at solution for them on mutual understanding across the table

Library

Future more archives collect and preserve very rare books of historic importance. They are preserved in a library in its premises. Therefore running a library to house rare but published books also forms a part of the essential function of the archives. The important archive like the National archives of India, New Delhi, the TamilNadu Archives Madras etc. have been running such libraries under their roof. These libraries are of immense use to the official and researchers for ready reference.

Offering Training

People in general are of opinion that records and archives are value and interest only to the specialists. Administrators and Researchers and that they do not any way concern with them directly this popular view overlooks. The very essential role of the records in an organized little

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of the society that is why the National archives of India has been making sincere attempts to create a greater awareness of records and their value in the minds of the ordinary people in India and they have certain programme to archives this goal.

The management and preservation of records are highly technical. The archives keeping has evolved into a full fledged branch of science. The archives therefore have to impart a systematic training in archives keeping to the budding archivists. The National Archvies of India is running regular training courses at the under graduate and the post graduate level to the enthusiastic and aspiring archivists. Such training in turn would evince great awareness among the public the archives keeping is a dynamic branch of knowledge which has to grow on several counts. The active interest and coordination of the educated public with the unstained cooperation of the several ministers and department of the government can turn this ideal into reality.

Advisory councils

Archives keeping has been pointed out earlier is a growing and dynamic science. To look into its growth in the right direction and to streamline its service both to the officials and researches the government in general constitutes advisory councils. Experienced officials from the government and eminent historians will constitute such councils they hold periodical meeting and make recommendation to the government for the improvement of the functioning of the archives.

Weeding up of records

The accumulation of records as day roll by will cause great problem in accommodating them. The government normally will follow certain norms to destroy the records after the passing of a few years the heads of the departments usually will decide whether a particular records can be retained for the use of the posterity or to be destroyed but in advanced countries the record to be destroyed are decided only in consultation with the archivist. Person having



direct contact with research he alone can judge whether a particular record sought to decide the retention or destruction of a record.

The foregone discussion makes it clear that archives are the custodians of past records they accept collect organize arrange and preserve the past records for the benefit of posterity. They also make available of these records for reference to the official and the researchers the try to create an awareness among the public of its necessity and other standardized training also in the growing science archives keeping

Archives where government records are stored up serve the purpose of being useful to the research scholars. The term archives is derived form the Greek word Archelon meaning namely institutional archives families and administration of archival material after it has ceased to be useful. The agency becomes the responsible custodian of the archives which constitutes an unsurpassed source of information with regard to political social economic and theological development of the past.

Nature of Archives

Records are preserved for use either by creating agencies or by research scholars. The proper utilization of records involves several factors. Namely conservation of records in one place or the establishment of a record office proper arrangement of records and preparation of their reference media.

A scholar who wants to know the pulse of the recent realizes the utility of archives an archives is a variable mine of information and a repository of records. The records kept in the archives reveal the past experience give evidence to progress and have legal rights records are therefore the evidence by which a government is accountable to the people a best scholar may collaborate with archival information with the other available sources historical research essentially is a blend between the sources and its objective interpretation archive offers a vast scope but historical research supplies facts to historians and answers to many problems of research on modern period.



Uses of records to the Research scholars

One who does research on modern history known the value of archive. The preservation and organization of records help the research scholars to lessen their task. The records of the East India company were made use of by the scholars. There was a time when these records have no access either by a common man or a scholar. The first effort on this regard was made by Samuel Jones in 1797 for the publication of a Bengal Annual Register for 1798 Jones applied to the government seeking permission to consult records of the public department similar attempts were also made by others to make use of the records. The government was unaware of the contents and the nature of records hence the government could not open it for research all on a sudden without appraisal of the records

The great task of historian is to show what actually happened this is not the imagination of the author, not a prophecy for guessing of historian but is the authentic explanation of the facts which are considered the relics of men. Among the relics that men left are the records documents and letters that form bulk of the materials in the archives. Archival materials are more dependable a possible reference is the various works on Modern History primarily written with archival materials may be mentioned the south Indian Rebellion by Dr. K Rajayyan, the History of Mysore by Dr. Shelk Ali, The History of Malabar by Dr. T.K Ravindran and The freedom struggle by Tara Chand.

The uses of archives

1. Historical Value or Historical use
2. Administrative value or Administrative use
3. Intellectual value or Intellectual use

Historical Value

The use of archives is immeasurable in the realm of historical writings of all its uses. Its role of historical writings assumes a dominant place. No one can deny the fact that without the



support of archival materials it is highly difficult to write any historical writings whether in political, social, cultural or economic aspect of the modern period

In the case of the researchers who are doing research in the ancient period find their evidence in the archeological sources like monument, coins, inscriptions and in literary works like puranas epics ballads but for the researchers who are doing research in modern period they concentration their attention on the archive for their purpose of collection

It is a general view that historical research is a blend of the sources and the objective interpretation of the researcher. Therefore the research as a first step in his research finishes the data collection of archival sources form the records the researcher should collaborate the information furnished by the archival records with the other available sources. The archival sources are not only useful for the researchers of history alone, but also helpful to researchers of other subjects.

In the light of new evidence furnished by the archives one can reconstruct the past reconstruction and it is possible only with the exploitation of sources accumulated in the archival repository. Today deep specialization receive great for the availability of sources about a particular period or event and it is utmost importance a researcher writes his work with the support of authentic sources materials collected from records. Thus the archive helps the scholars to write historical accounts authentically and with great accuracy.

Administrative Value

The archive also plays a vital role for the administrative machinery the important records will be kept for ever fro administrative reference. Some of the records are secret and may not be available for scrutiny. The records are created will a permanent value the publication of official papers must invariably be made with the caution and under proper regulations and the previous sanction of each government must be obtained in every case. Joseph Cunningham while in the political service of the East India Company wrote the History of the Sikhs.



Records are kept and published not only for historical research but also to make the people know the administration of the country. On 22 August 1856, M.V Townshed Editor of the Friend of India newspaper addressed for Serampore. A very interesting letter to the supreme government proposing to undertake to prepare a digest of all reports of the various the administrative criticism to the government political and attitudes these are possible only through having a touch with the archival materials

The smooth running of a government highly depends on its planning so much attention should be given to the planning the records assume a significant role in charting the course of institution policy deterring programme. It is informing a unity of purpose into the whole organization the records are in evidence for the government step to solve a problem to the new policies for the government in this case it directly or indirectly paves the way for making all necessary measures for the well functioning of the government

Useful for the collection of statistical data

A well written economic history of a particular period is possible only through interpretation of the available data. The census report of 1871 is a good example to show that the archives are useful for the statistical data collection the hunter commission report regarding education furnishes a lot of statistical data. The input and output of the industrial economy and its growth can be known from such record connected with statistics.

Intellectual value

The records are kept or published not only for historical research but also to make the people to improve their intellectual value in the light of the archival records people may come to know the administrative changes of their state or country. The records also prepare the people to offer constructive criticism to the government policies and democratic attitude. The people also weigh the performance of the government its achievement and failures most of the people of our country do not know the government rulers and subsequent changes.



Some archival materials are useful for publication

The historian should not think that it is the responsibility of the record office to issue critical publication based on original records. In India the central government had to its credit a number of publications are given below.

1. Section from the records of government
2. Annual report of the Revenue Administration
3. Annual Judicial Report of the Supreme court
4. Annual Report of the Legal Remembrance
5. Annual report of the lower provinces
6. Annual report of the Calcutta police
7. Annual educational Reports
8. Annual commercial and shipping reports of the straits
9. Annual Reports on Civil Buildings
10. Half Yearly Reports on Government Dispensaries

These publication are intended for official use only on 8th November 1853, a request was made by the Secretary Bengal chamber of commerce, Calcutta, to the effect that government publications from records and other official reports on subject of public interest should be supplied to his office for the use of the chamber. The above request led the government to arrive at very important decision for the government decided to place the official publication on sale to the public at a fixed rate. More over a lot of research work has come out on the basis of reports and records

Archive in the store house of the past

Archive supplies materials in connection with the governmental dealings. Here one has the chance to know the interaction between the government and the people. The past is not clear but the records make it clear. Archives is an official place where the records are stored. It is full



of written sources. The historian judges the part from he derives from the sources especially, from the Archival sources

Reconstruction of the Past

The historian can reconstruct the past with the help of new evidence. At present local history gets more importance and all available sources have been exploited to write the history of the local area. The evidences pertaining to the particular area may be available only in the Archives.

Authenticity in History

In order to write correct authentic history, the historian has to depend upon source materials. Each statement should be supported by source materials. The historian uses footnotes to express his gratitude to those who see or heard an event, or to substantiate an argument. The data collected from records and documents from the primary sources. Hence, archives helps the research scholar to write authentic and accurate history.

Till the 18th century, most of the historical works were based upon book materials. Inscriptions and other archaeological sources were not used extensively. There were official records in the early times, but no serious effort was made either to preserve them or to bring them together in archives. Generally they were left under the private custody of public servants.

This situation changed since the beginning of the 19th century. Different countries gave attention to the collection and preservation of records. Great Britain was the first nation to initiate measures aimed at collecting and arranging the documents and placing them at the disposal of scholar for research. National Achives at New Delhi was created in India after Independence. The Madras Record Office, and Tamil Nadu Archives, are looked upon as a valuable repository of precious collections. There is no doubt that records are very useful and easily accessible source of information to research scholars.



Archives keeping in Grece and Rome

The Athenians of ancient Grece kept their valuable records in the temple of mother Goddess metroom. Till the third century A.D their documents were preserved and transmitted in the form of papyrus rols. Such records considered of freaties, laws, minutes of popular assemblies, statements of Socrates, the fomans followed the archival practices of the Greeks. We have more evidence of archive keeping of the Romans than the Greeks. At first the records were kept in the king’s palace then to the houses of consuls and finally they were transferred to public buildings. The Roman statesman valerious publicola established archive in the treasury of the Temple of Saturn where national laws and decrees, reports of officials and financial records were housed.

During the period of the Republic various officials kept a number of archives in the city of Rome. Later the Emperors kept archives in their palaces where in they housed the personal papers of the imperial household and the official records side by side municipal archives provincial archives, military archives also existed. The priests and the magistrates also kept archives of their own. So archives keeping was decentralized during the period of Roman Empire. The early Roman Emperors took keen interest in maintaining archieves.

In the Byzantium Empire also archives keeping received much attention. There was a section on archives in the code of Justinian (529 AD) from we came to know that the archives were administered by career officials and the document were properly arranged in chronological order and numbered. The records were used by researchers and copies could be obtained.

Archives keeping in Medieval Europe

In the medieval period the Christian church continued the practices of archives keeping. It inherited its methods of keeping archives from the Roman imperial authorities. During 8th and 9th centuries numerous church archives existed. From Rome this practice spread to different parts of Italy from where it spread all over Europe. It is to be pointed out that Italy had no single control institution for state archives. After realizing the advantages of a central



archives in Spain and in Austria the archives of different offices were consolidated. In Scotland the important collections of public records were deposited in the General Register House.

From Italy the idea of archival administration travelled to England where the earliest reference of Royal archives were found only in the century at first it formed the part of the treasury and had no fixed location in the archives of exchequer records of 1130AD were found the first record office in England was founded by Edward I who started preserving the exchequer records in a part of the Tower of London.

Emperor Charles V founded in 1543 the archives of the Crown of castile at simoncas another emperor maxi million tried to set up a central archives for the holy Roman Empire but did not succeed

Archives keeping in Modern Europe

At the dawn of the Modern period the practices of archive keeping was flourished in different parts of Europe in English in 1578 Queen Elizabeth established state paper office the British Government passed the public Record act of 1838 which all separate collection together and placed under the master of rolls as a result had a central archival administration. England therefore is the outstanding examples the basic authority was extended by the an order of 1854 as a result it the public record office and two main house divided into judicial and state paper while the first contained the records of judicial department the second included the records of ministries and similar which have caused to serve administrative purpose.

As a result of starting of the Historical of Manuscript commission, the first inventory in England was completed in 1923. This served as a model of its contemporary archivists the record offices began to spread far and wide by the second quarter of the 20th century. In the pre revolutionary period the French people had their national archive as well as their provincial repositories France created its archival institution 1789 during the French revolution the service motive of archive agencies was officially announced the revolutionary government gave all citizen the rights to inspect as well as to exploit the government gave all citizens the rights and



the past history of the French people they were rightly considered as the property of the people in 1790. It was renamed the Archive nationals of paris in the 20th century following the English pattern of inventory the French also completed their inventory in 1948.

Archives in U.S.A

In united states of America American historical Association and the institution of Washington urged the congress to make provision for the national archives accordingly national archives was established a splendid buildings was constructed in the constitution avenue in Washington DC. The national archive act of 1934 charged the archivist with the responsibilities of selecting preserving and making available to the government and the public the permanently valuable records of the federal government the federal property and administrative service act of 1949 incorporated the national archives established in the newly established the archivist to survey government records management and disposal practices. It also authorized the archivist to promote improved records and controls including the creation organization maintained use and ultimate disposal of current records and to establish and operate centralized intermediate disposal of current records and to establish and operate centralized intermediate records repositories .

In Canada the federal government established public archives in 1875. There were number of original materials which being supplemented through long term copying programmers. The provinces also maintain their own archives.

The Latin American countries also established archived in which the records of colonial governments prior to independence were kept. In the beginning they were housed in the palaces and in other buildings panama was the first Latin American country which constructed a building specially meant for the storage of records. In 1912 National Archives was housed in that building.



In the African continent union of south Africa was the first nation which maintained a central archives. Later repositories were constructed in each state in southern Rhodesia at Salisbury central African archives was founded in 1935

International Archives

International archives was maintained by United Nations Organization in the New York city. It contains world wide matters the records of international government organizations and conferences UNO founded international archives council in 1947 to promote the activities of archives.



UNIT – II

CREATION OF ARCHIVES

The term archives designates the organized body of records products or received by a public semi public institutional business or private entity in the transaction of its affairs and preserved by it its successors or authorized repository through extension of its original meaning as the repository for such materials. The term records and record office are used in the United Kingdom and in some parts of the British Commonwealth. Although the institution of archives and something of archival administration may be traced from antiquity as they are understood to day they data from the French Revolution. With the establishment of the archives nationals in 1789 and of the archives Departments in 1796. There was for the first time a United administration of Archives which embraced all existing repositories and record producing public agencies. The second result was the implicit acknowledgment that the state was responsible for the care of its documentary heritage. The third result was the principle of accessibility of archives to the general public.

Early Archives

Archives have been in existence among the people of the orient and among the Hittites Assyrians, Medes, Persians, Babylonians and Egyptians. There is no evidence of archives among the early Greeks the first regular archives is usually considered to have been founded by the Athenian general and statesman named Ephialtes around 460 B.C about a hundred years later Athenian public records were centralized in a single place. The temple of the mother of the gods namely the Metroon this choice of a religious edifice as a place providing both physical safety and sanctity recurs in the Middle Ages when the records of the secular authorities were often safeguarded in Monasteries. The oracle at Delhi also possessed an archive of earlier pronouncements

It was only the original or the draft of a document that went with the archives. Government agencies held their own records but eventually transferred them to the archives.



These originals they can borrow again for official use. Private Citizens could get copies the task of safe keeping the archives was performed by a staff of archivists and clerks. Much more is known of Roman archival practices than those of the Greeks. In earlier days records were kept buildings and temples. National laws and decrease acts of the senate. Provincial records and financial records were housed in the capital the temple of Jupiter at Rome when Rome became an empire the archive of the emperor was created wherein the personal as well as official paper of the imperial household were kept. There were municipal archives also. Provincial archives contained records of land census contracts and birth military archives also existed in Rome. During the Republican days the records suffered from poor maintenance and the early emperors gave much attention to restoring faith to public records. The code of emperor Justinian I of the Eastern Roman Empire in the 6th century A.D has a section on archive and archivists.

Privy Vatican Archives

During the middle ages the practice of preserving the archives in secular places continued in the Eastern Roman Empire. But in the Western Roman Empire powerful secular rulers in the 10th and 11th centuries A.D put their papers in ecclesiastical or religious archives. There were papal archives. Pope Paul V was the founder of the privy Vatican archives in the early 17th century in England a royal archive existed in the 9th century A.D but the records were mostly financial and the archives had no fixed location. The growing concern for archives in the 17th century is manifested by appearance of numerous hand books on archival administration.

Although the modern concept of archives keeping travelled from England to India during the time of East India companies. Yet it will not be wrong to say that India had already known the problems and had tried to solve them much earlier than European countries there is plenty of evidence to show that record offices existed in India during the Buddhist times the Chinese About India. He himself recorded what all things that he saw and heard. He proceeds to say official annals and state papers are called collectively as Nilopitu in these records are recorded both good and bad and instances of public calamity and good fortune are set forth in detail



nilopitu in Sanskrit means a collection of annals and royal edicts thus we come to know that record offices existed in India during the Buddhist times.

Early Mauryas

The Arthasastra of Kautilya of 300 B C may be called the imperial code of governance of the early Mauryas in it the names of the government and the duties of the respective officers have been classified so also the remuneration of the government employees from the king down to the person of the lowest cadre have been described besides rules of conduct of the government officials also have been laid down from the Arthasastra. We learn that all kinds of administrative measures were preceded by deliberations in an organized council and the proceedings were kept secretly. The king used to create records the composition and good hand writing would transcribe the king oral orders into writing the Arthasastra mentions Akshapatala which means an office of accountants seats for clerks were set apart with shelves of account books well arranged by departments.

Cholas system of records

In south India the administration of the Cholas had well organized record officers for their palm leaf records or the Olai as they were called under the Cholas the system of records creation was of a specialized character as the office organization was carefully designed to minimum the possibilities of error in recording the royal orders.

Moghul period records

During the middle ages the muslim rulers used to have record repositories but unfortunately details about them are lacking. We have but a hazy notion about the manner in which the archives were created kept and disposed of by various administrative agencies of the Muslim rulers with the exception of the Mughals. The Akbarnama gives description as to how established the Record office based on the advice rendered by Abdul Fazl who himself made use of the records preserved there for writing his book Akbarnama, the Mughal record office was situated near the Emperor's palace at Fatehpur Sikri. The building that was attached by keeping

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documents was known as the DaftarKhana. How much importance was attached by Emperor Akbar to the maintenance of records may be understood from the following statement in the Aie I Akbari his majesty has appointed fourteen zealous experienced and impartial clerks two of whom do daily duty in rotation so that the turn to each comes after a fortnight besides there are several copyists who write a good hand and a lucid style. The Mughal government was a government by documents besides the Record officer the Mughal emperors had a very elaborate secretariat or department of letters and the papers of this department that have survived are invaluable to the modern student of Mughal history.

Marathas period

Next came the Marathas whose secretariat was a very big establishment employing more than two hundred clerks. Records of all branches of the peshwas administration were preserved there with the utmost care and order. It is not a small tribute to the ability of the Maratha officers and the Maratha clerk that after the English occupation of Peona tolerably complete documents concerning government transaction of all kinds for a period of eighty eight years were found there.

British Administration Records

Even a casual survey of the various records repositories of the states and the central government in modern India would reveal that the bulk of records in the custody of the above archives are those that were created by the British administration in India. A fraction of the records in some of these depositories were created by some other European powers like French Dutch and the Danes and the Portuguese who had also established their trading centers in this country.

The study of modern records in India is therefore necessarily restricted to the records created by the English East India company and later by the representatives of the British Crown in India. Of all the East India companies established by England, Holland, France, Denmark, Scotland Spain, Austria and Sweden only the English company survived to establish a political



control over India. So it is necessary to go into the history of the English company in a little more detail although the English East India Company consolidated its power and established an organized government its early records are not available a letter dated July 1630 preserved in the archives. Bombay is probably the most ancient records relating to the British Empire in the East the most ancient monument of a record making a good claim in the record office at Madras. It is a letter dated 1670 the earliest record in Madras however it is dated 1639.

Governor Records

Though Surat was for many years the principal seat of the English company in India Fort St. George later on grew in importance and gradually became the nerve centre of the company activities in the East and it was at this presidency that the first principles of regular administration took their shape our study of records creation is inevitably linked up with these rules of administration when Streyneham master became Governor of Madras. He set to work to draw up rules for the secretary's guidance according to new rules the secretary was to call for the meeting of the Governor and council twice a week to enter all consultations in the book provided for the purpose to keep a diary of all the decisions to maintain two copy books of the letters received and sent and to have marginal notes and alphabets made both to the consultations and letter books similar instructions were issued to various factories of the company in Bengal.

Further under the guidance of Governor Streyneham master accommodation for factory stall was arranged office rooms organized furniture provided and a system of keeping register introduced according to the Governor every subordinate factory should provide to the factory staff. Handsome convenient rooms with good lighting facilities clerks should be provided with desks or tables to write upon and facilities for keeping the written documents safely under lock and key as loose leaves of writing were likely to go astray. Due to the negligence of the servants scripts the volumes were bound up handsomely and covered with leather special orders were issued to the various settlements to the effect that records writers should be instructed to write the proceedings and minutes of meetings with a plain and round hand in one of the dispatches sent to Madras from the Court of Directors in England. The Directors praise the manner in which



records were created and maintained in Madras president. The court of directors wrote the madras method of instructing their consultations is also plain and intelligent that we direct you to put the same in practice it will appear from the foregoing notes that all archival activities were carried on better in Madras than in any other centre. This was the state of affairs during the middle of the 18th century.

Standing Regulation

About fifty years later that is by the end of the 18th century the directors of the East India Company issued fresh orders to ensure proper creation of records indexing and preservation the head assistant in each department should make abstracts and indexes of the proceedings in it and prescribe the papers and consultation to be copied keeping a register book of the name of the gentlemen to whom he gave them every paper and proceeding should be examined as soon as copied fair and signed by one of the examiners with his name written in full at the close of it once the consultations had been examined and duly signed they should be lodged in paper presses and should be placed under the exclusive custody of the secretary to keep a book of standing regulations for each department entering in it each rule that he might occasionally deem it necessary to adopt for the conduct of the business this led to the framing of a set of rules.

During the 17th century when the English Factories were established in India, Factory series of records were created, thereafter gradually with the farming out of the company's lands revenue and judicial series were created eighth the acquisition of political powers the company administration started creating records of a political nature along with those relating to its military trade and commercial aspects. The east India companies government was replaced by that of the British Crown in 1858. This transition from a commercial concern to a sovereign power had a greater bearing on the nature of the latter's records which unlike any other government records had comprised of two counterparts of two different categories namely business archives and imperial archives while their counterparts now lodged in the commonwealth Relations office in London contain a third category which we may call colonial archives for about a quarter of a about 233 years the official records in India were business



archives for about quarter of a century they were combined business and official archives and for about 100 years they have been official archives perhaps in no other country of the world such a peculiar assemblage ever occurred in the formation of a body in records.

Two divisions

Archives making can be conveniently divided into two major divisions. The first division would deal with the creation of records by various departments of government, the second would deal about the types of materials that are used for the making of records must be kept and preserved for posterity and therefore they must be made out of the best materials possible due to the bad quality of some modern papers. It is desirable to set up officially recognized standards of creating records the deterioration of papers may be due to imperfections in manufacturing methods. From the use of unsuitable or impure substance and by the nature of materials used for the actual finish of the paper.

An archivist has to deal with a variety of material mostly written and printed records, maps, newspaper, clippings, film strips and microfilm rolls the important materials used are paper, ink, leather, seals and film. Each of them needs special consideration for preservation purpose. Among the materials paper is a very important component which is needed for recording papers are generally classified into four categories. They are

1. All rag papers the best of which are hand made and animal sized
2. All chemical wood papers
3. Papers made of esparto
4. Mechanical wood papers such as those used for newspaper

To avoid complexities that arise from the preservation of poor quality paper used it has been suggested that papers used for records of permanent value should have those characteristics which would eliminate the possibility of damage. According to Indian standards the papers must be of uniform formation in thickness and substance evenly finished free from specks holes and other blemishes it should be suitable for ruling and writing with ink with good erasing quality.



Here there is no great difficulty for good modern writing inks are still gallotannate and ferrotannate and so correspond with medieval inks which have stood the test of time coloured inks are made with dyes none of which is known to be immune from fading though purple and green are generally worse than red in this respect. It should be noted that true inks in a stain by time to be absolutely safe. If colour is required the best vermilion printer's inks should be useful it is better to use pure iron gall inks for permanent records printing inks or invariably black pigment suspension is a varnish base and their permanence and adherence to the surface is very great.

Paints :

It is also important that paints should be made from the finely levigated pigment scientifically recommended paints are used in modern times.

Type Writers :

Type writers must be made only in well maintained machines. Many kinds of black ribbons are recommended for type writers. It must be observed that quick drying paper so much preferred for use in those machines are not of record quality and they should not be allowed at any rate for taking copies which are to be preserved.

Pencils :

Black pencils are expected to be used. Pencil writing is of course particularly liable to perish through rubbing and important documents written thus will almost certainly require immediate attention to avoid fading in other words pencil written records containing valuable data will require a fixative a solution of white shellac is generally used.

Paper Fasteners

We should not allow the permanent use of any kind of metal fastening for papers. The popular type of steel or iron clips must be excluded in particular because they always invariably rust and the stain and even destruction of paper which result is apparently incurable the



regulation should be that they non corroding metal fasteners are allowed and even these are not be left permanently in position.

Packing Materials and seals

Mental cannot be used for packing purpose only non corroding metal should be used for packing it is advisable that a chemist should be consulted in the regard seals may be present in certain documents like legal deeds. These deeds do have archival value seals may be of three kinds namely those of true wax those of shellac and those of water these are liable to be damaged as a result of rough handling in course of times seals may became dry and brittle

Recent development :

Records are created in different methods now a days due to scientific advancement records are made through filming by personal interview personal letters conversations and telephone message copies of dictated letters and telegrams. The introduction of micro filming as a means of duplicating the document can be considered and archival material. Micro filming is made of a cellulose with sliver hailde in gelatin. Films processed with an intension of permanent predervation should be cleaned properly so that some of the salt used in processing may contributes to record deterioration.

Establishment of Registry

Registry is very essential for the maintenance of the quality of archives. In other words there must be a registering section to ensure the quality of the archives registering distributing the incoming letter and dispatching the out going letters are the duties of the Registry. The most difficult part of the Registry is to decide whether a document a document is to be preserved at all and good or for a time only or preserved for reconsideration at a later date. Similarly the Registry is to decide whether a document is to be destroyed or not. Document which are regarded as unimportant and useless are destroyed.



The creation of records or archives and its growth created the problem of preservation unless the records are properly preserved their longevity will be at stake selection of record rooms and shelving equipment play an important role in the creation of archives. Direct sunlight is regarded as an enemy of records so the windows and ventilators are fitted with wirenet glasses or curtains to prevent sunrays from falling upon the racks and papers Birds often invade the record rooms especially during the nesting season this also should be inspection of the Record room will help eliminate the possibilities of insect attack and in maintaining the record room in good repair.

The growth of micro organism can be very well checked to a considerable extent by maintained of good air circulation in the room with the help of electric fans. No repository is totally free from insect menace. Insects like cockroaches, silver fish, bookworms white ants etc. can be eradicated by using chemicals like Napthaline, sodium chloride, coal tar etc. Record rooms should be provided with emergency fire fighting arrangement air conditioning system is supposed to be the best for the preservation of records.

Racking :

The design of racks shelves and containers goes a long way in the process of the creations of records. The racks should be positioned away from the walls similarly the lowest plank of the shelf should be at least half a feet above the floor shelves should be big enough so that documents could be taken out or placed back without being damaged. Sharp ends and edges should be avoided in the racks as far as possible steel is deal for racks to avoid risk of rusting steel racks should be periodically painted flat dishes of metal may be placed under the legs of the racks and filled with water or insecticidal solution to prevent insects from creeping up the racks from the floor.

Shelves and other Materials

The shelves meant for arranging records should be made of wood as they do not condense moisture and rust shelves of uniform shape are good they may be slightly inclined



away from the form, so that number and title may be assigned for records facilitating easy identification the containers for the documents should not be very large the depth of the boxes. It should not be more than five inches if there are many documents in one container, it will be difficult to handle them. Boxes of different sizes are to be kept for enclosing documents of different sizes for fragile documents use of trays is recommended loose flat documents have always to be placed in folder may be made of good quality. manila paper documents in the form of rolls should be preserved with fine unbleached linen and kept in a leather bound box the outside documents may be kept in folders of suitable size.

In archive keeping creating or making of archives forms the basic necessity sound archives making helps for proper preservation and utilization special care must be taken for the selection of materials for the creation or archives it is technical job that is being increasingly made scientific and systematic

The term archives originally was applied to government records while usage varies throughout history and from country to country in the united states the term archives has been extended to include the records of private as well public institutions. Less common is its application to the records of families and Individual which are generally described as private or personal papers or less aptly as historical manuscripts the term Archives is also used to designate an agency or administrative unit responsible for identifying, appraising, accessioning, preserving, the describing and providing reference service on archives material and for approving the destruction of records of transitory value and a building on a part of building housing archival materials and providing office space and facilities for both archivists those engaged in the administration of archive and users.

Archives and Library:

Originally archival and library were preserved in the same places. Early civilization made no distinction as to source or type of documentation and the Sumerians, Hittites and Egyptian for administrative convenience often combined archives and libraries



The distinction between repositories of archival and library materials dates from the 15th century and the development of printing the creative administrative technique of separate archival agencies first for the records of a particular government or office and then as general repositories for the records of the central governments of the emerging nation states of western Europe dates from this same period

Apart from the basic character and use however archives have an additional value and use. Because of the informational data they contain archives constitute an unsurpassed source for research on virtually every aspect of human existence past and present regarding which records have been created and maintained. It is this value and this use of archive that bring the archivist into immediate contact with the interests and problem of librarians manuscript curators and other information specialists.

Organisation of Archives in India

The cumulative effect of the sack of Calcutta in 1756 and the intrigues of other European powers in India led to the introduction in 1763 of a change in the business of the council of the secretariat the work was divided into two departments public and secret. The public department continued to carry on all affairs relating to shipping, revenue, fortification, accounts, appointments etc. while work in connection with foreign powers and the local country government and military plans were to be conducted by the secret Department both the departments were kept separately.

In 1770 a committee of Revenue was constituted which was superseded by the Revenue Board in 1772 and in 1775. It was re designated as the revenue Department, thus the main department of the Government of Bengal in 1774 after it had become the supreme government after the passage of the Regulating Act 1773 were the public, the secret and the Revenue while making a study of the organization of records was more or less based on the Departmental Record offices the effort ultimately resulted in the establishment of a central record office for all the department and all the non current records of the government for a study of the evolution of records organization in India one has also to take into consideration the efforts made towards the

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establishment of department archives repositories by various other agencies including the presidencies .

Court Archives

In 1793 arrangements were made for the preservation of court records in the chief presidency of Calcutta and a separate keeper of records was appointed according to the regulations courts should be maintained properly and the duties of the record keeper were also properly defined by the middle of 1794. Thomas Scott took charge of the office of the keeper of the Records and Monuments Supreme courts Calcutta, he inspected all the records of the supreme court and submitted an interesting and useful report regarding the then existing conditions in the record rooms in the courts and advocated the adoption of certain archival principles in the report Scott remarked the very dangerous consequences which might follow to India should from the loss or injury of any records of the supreme court renders it necessary for me lay before you an account of the present state of Record office as well as to suggest a mode by which the papers contained in it may be safely kept and easily referred to in future. Scott further stated that as the old papers were piled up no executor, administrator or a person who had obtained a judgment was safe and that under the existing arrangement no expeditious or cheap search among the records was possible.

The report continued when the office was first formed all the books of the mayor's court and several papers of different descriptions were transferred to record keeper appointed by the judges under the charter. But there not having been any presses shelves or chests provided to lodge the papers in they were left upon the ground heaped upon each other without order and with little attention to their preservation a few presses have been supplied occasionally by different record keepers at their own expenses. It was not a sufficient number to contain half the papers or any of the books the consequences of which have been that many very valuable documents have been lost others mislaid all considerably injured by damp or by insects and vermin



The documents which were fast becoming illegible owing to the fading of writing also did not escape Scott's notice and this fact was brought before the government as a real lover of records. Scott's endeavours were not limited to the above recommendation only he went to the extent of incurring some expenditure from his own purse in arranging a few of the oldest papers. Scott therefore asked the government to sanction a sum of money amounting to Rs. 5000 for few writers and book binders as Scott felt that consideration of his payment of salaries to a general in council was likely to take time and in order to avoid further damage to the records he proposed that a part of his own residence might be utilized for the purpose of storing the records he pleaded for this arrangement on the grounds of economy till a suitable accommodation was found or built Scott's pleadings were effective and most of his demands were met by the government

Scott arranged and listed the records prepared indexes to them upto the ender to the year 1794. He continued to work for the Record office even after his promotion to higher post without hoping for any extra remuneration for this additional self sought task. He also drew up a set of rules for the security of records and the facility of consulting them expenditure but he incurred was a paltry sum compared to the task performed the valuable services rendered by Scott to the cause of archives will no doubt be viewed with commendations even by the archivists of to day

Public Department :

Organization of records is a condition precedent to their proper use. Lack of proper organization not only creates administrative difficulties but also leads to misuse of records thereby adversely affecting the efficiency of the government machinery. This fact seems to have been appreciated by the East India company at quite an early stage as all the documents containing decisions on various transaction of the business of the company's administration had to be copied the company had employed writers for this purpose in the early days these writers were mostly Europeans but later on local inhabitants were also employed for this purpose the local writers were mostly appointed on contract basis at times records given to them for copying were not even returned in view of this malpractice orders were issued by the company to the



effect that recorders or book or papers should not be allowed to be taken out of the office except by the Governor or Secretary.

Problems faced by records of Public Department

In 1783 Hay, the then secretary to the public Department raised the question of the security and secrecy of government documents secrecy was very difficult to be maintained regarding record of public Department because of the fact that the document were copied by outsiders to obviate this difficulty. It was decided to move all the secret records to Hay house itself the governor General also had accepted this new arrangement on the suggestion of Hay. It was also decided by the authorities in Bengal to send a copy of the might also know what record existed and what were missing from time to time as the volume of record increased by leaps and bounds.

By the fag end of the 18th century for the better preservation of the public records plan was made for the construction of an apartment adjoining the council house. The plan was approved by the government and the construction of the apartment was over by the middle of 1797. The Record office thus construction was then provided with some office equipments Seymour the Register in the revenue and judicial departments was appointed as the person in charge of the record office thus a fully organized record office with an appropriate building equipment and staff was provided for the first time seymeur held charge of the record office for 14 long years until 1811

Revenue Department

The question of the collection of the land revenue records at one place came to the forefront with the introduction of the permanent settlement in Bengal the Acting president at the board of Revenue made a strong plea for the establishment of a record office where all papers connected with land could be kept as a measure of check over the former zamindars and farmers of land revenue. This suggestion met with the approval of the court of Directors in England by the year 1820. The supreme Government decided to preserve land records a general record office



was accordingly set up at fort William in Calcutta for the preservation a public records relating the landed properties in Bengal and forwarded copies of their proceedings in the matter to the government of Bombay suggesting the adoption of a similar arrangement in the presidency of Bombay this led to the establishment of the Bombay Record office in 1821.

Secret Department

As stated earlier the records of the public and secret department were kept separately we come across evidence of a separate record office where the records of the Governor General office were kept but it is not known when such a record office was first established who was the first office to hold charge to this office but there was a separate establishment to look after Governor General records is evident from a minute of lord Wellesley dated 6th of May 1802 wherein the Governor stated that Mr B Wyatt who held the situation as keeper of the records in the Governor Generals office having resigned the Honorable company's service and departed for Europe I Propose that Mr. John Adam be appointed to succeed Mr. Wyatt in Situation

The difference between the public and Secret Department Record offices is wide and apparent both in respect of status and resources Seymour was in charge of the former on a part time basis with a monthly allowance of Rs. 100 wyatt on the other hand held office on a full time basis on a monthly salary of Rs. 1000/-

Central Government Archives:

In any case there is a gap of 16 years from 1829 and nothing was done for the better preservation of records till 1847, when James Hume one of the Judges in Calcutta made out an excellent case for the establishment of a record office. The year 1860 saw the dawn of a new era in India in respect of archival activities. The Government of Madras appointed Tallboys wheeler in 1860 to resume the work of Huddleston who had been entrusted with the appraisal of records in 1858 in 1861 wheeler published a hand been entrusted with the appraisal the Government of Bombay to appoint Thomas Gandy in 1863 to Examine and classify Bombay records Candy's report was published in 1864



The interest taken in the center was intensive in character the Government of India appointed a record Committee in 1861 with a view to examine all relevant question regarding old records which had been accumulating for agree in various departments of the secretataiat and other offices subordinate to them.

George forest's central record office

A new record office was created in Bombay through the efforts of George Foresst, a school teacher he used the records and brought to light extremely interesting selections in 1885 and till the time he insisted that these records should be organized properly accordingly a new record office was created in Bombay by the year 1888. While addressing the secretary a state on an allied questions the Government of India wrote. Mr. Forrest has organized an admirable central record office. Forrest was the first head of the Record office so created.

In 1889, the old question of preservation destruction and publication of records was again taken up. Forrest's activities in Bombay inspired the Government of India to appoint him on special duty to examine their records Forrest submitted an excellent report in August 1889 wherein he pleaded for the establishment of an imperial Record office for all the ancient Monuments. Give me a building and in two imperial record office for all the ancient will rank with any record office in Europe impressed by the arguments furnished by Forrest the Government of India decided to establish a Central Record office in 1891. In Calcutta with forrest as its head a full time officer in charge of the record of the Government of India

The imperial Record Department was located in a part of the imperial secretariat building Government place west Calcutta since its inception upto 1936 it was not specially designed building meantfro a record office but just an ordinary old fashions government building with long wings which were converted to stack room. With the transfer of capital from Calcutta to Delhi in 1911 the question of removing the records of the government of India to the New capital was considered expedient in his minute, dated 12th October 1912. Lord Harding's decide that a record office building should be constructed in Delhi the minute states. It was proposed to build a central record office sufficient to hold all the records of the Government of India with

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exception of ten years current record which will be left with the department and to provide for expansion.

A building was constructed in New Delhi and completed in the present form in 1926 the massive stone structure which stands at the cross road of Rajpath and Janpath New Delhi has only one face built on the Janpath. It is one of the biggest in Asia with modern facilities and is equipped now with the latest machinery for preservation of records and fully organized micro filming unit.

Royal commission public records

In 1914, the second Report of the Royal Commission on Public Records in England made some recommendations regarding general arrangements for the preservation and maintenance of public Records in India. Among numerous valuable suggestions made in the report one by Sir George Foresst reveals an interesting feature of Indian archives. Sir George forest outlined a future course of policy regarding archives keeping in India. His suggestion included the plan that there should be a record office in every province and the records of the various districts should be therein placed. In 1916 the government of India made some specific recommendations to the secretary of state according to them a historical records commission was to be appointed to advise as to the treatment of archive the facilities for research the expenditure on publications and other related question and brief annual reports to be submitted by the local record officer the proposed commission should consider the question whether older district records should not be concentrated in the provincial record officers and the older provincial records in the central record office in New Delhi.

The secretary of state approved the proposal but expressed grave doubt as to the advisability of older District and provincial records specially in the case of Madras and Bombay records in view of the local sentiment and the consideration that this would deprive the local scholar of easier access to these records.



The Indian Historical commission was constituted in 1919 but the question of the transfer of District records to the provincial record office and the provincial government to the imperial record office was never considered by it. After the transfer of power in India in 1947, the records of the defunct Residencies and political agencies in India were concentrated in the National Archives of India. New Delhi the records in the National archives are divided into pre mutiny and post Mutiny records for the sake of convenience the national archives attracts scholars for all over the world and it offers all kinds of help for research scholars the matters of data collection

Efficient organization of the archives is a prerequisite for the fulfillment of the purpose for which it exists the greater the efficiency of the organization of the archives. The greater would be the use of the same inadequate organization or lack of organization may lead to misuse of records.

Organizing of Archives in European countries

France :

In France the institution of archives administration in the modern form from the date period of the French Revolution, the National Archives was established in 1789 and the Department of Archives in 1796. The French Archival records include those of the National Assembly senate and the council of state and those of the Ancient Regime the National archives is located in Paris. Each province or Department is having its own archive provincial or Department Archives are located in the respective department capitals municipalities and hospitals have their own archives. All these archives come under the jurisdiction of the National Archives.

England :

The archive of the central government and the courts of the United Kingdom are the responsibility of public record office in London. Records of the Scottish department and its courts are the responsibility of the Scottish Record office. In Edinburgh and the northern department and courts are the responsibility of the public record of Northern Ireland Belfast. The archives of

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Parliament are housed in the record office of the House of Local government records are under the custody of the concerned local authorities.

The quantity of archives of all kinds which have become publicly available since the of the second world war has been extensive and has been matched by the growth of profession and the provision of facilities for preservation and access. Central and government records or archives are generally accessible to public after 30 years interview some exceptions.

The organization of the Record office is provided by the public Record act of the 1859 as per this act. The Lord chancellor is the ex officio chairman of the advisory council public records, the head of the record office is designated as the keeper of public record the professional body of a archivists is the society of archives founded in the year 1946 a common meeting point for both archives and user is provide by the British Record Association founded in 1932. The interests of the Business Archives are catered for by Business Archives Council established in 1934 training for archivists is provided in Britain at the universities of Liverpool and London.

Archives in USA Canada

In the USA, a movement for the establishment of the National Archives was crowned with success when the American Historical Association and other scholarly groups joined the agencies of the federal government is using the congress to authorize a dignified depository for the nation's archives funds were appropriated for the splendid archives building in Washington DC. The National Archive act was enacted in 1934 as a result the united states achieved an archival establishment that in size and excellence of equipment surpassed all comparable establishment in Europe. In 1949 the National Archives was transferred to the General service Administration and renamed the National Archives and Record office

Inspired by the example of the National Archives some states have made much progress in the administration of their archives. Churches Educational institution and business firms are also giving increased attention to the preservation of permanently valuable records the



experience of the united states has had an influence in Canada where older records of the dominion government have been concentrated in the public Archives in Ottawa.

The society of America Archives the professional organization of Archivists in the United states and Canada publishes the American Archivist since 1938 the leading journal of the profession in America .the international council on archive was founded in 1948 and First International Congress of Archivists was held in paris in 1950

Preservation of Archives

Documents kept in archives are made of materials of organic origin this means that when they decay are completely damaged and there is no question of retrieving anything. This is in contrast to the damage suffered by metals and stone where generally a core is available still untouched by the destructive agents. Moreover organic materials are susceptible to damage by a greater range of destructive agents so greater care is required in preserving them.

Preservation of records is one of the primary functions of an Archives. The value of historical records increases as centuries pass by and older the records the greater their value both for administrative and historian. The problem of preservation of records has two main aspects firstly the preservation of records on good paper which is not affected by main destructive agencies against deterioration in future by proper housing control of atmospheric conditions and precaution against insect attack this really is preservation by preventive measures. Secondlythe rehabilitation of brittle damaged or insect infested records by fumigation lamination and chiffon mending.

To save records from damage certain precautions have to be taken by Gyrotors Directors a persons in charge of archives so that the processes of deterioration are atleast slowed down. The archivist can certainly protect the records from destruction if he knows the properties of record in his care. Their chemical behavior and the effect of the environment and other causes of deterioration upon them.



Methods of Preservation

In order to understand fully the methods of preservation, we must first of all understand what deterioration is and what are the factors which damage records. Deterioration is the alternation in a record caused by interaction taken to prevent stop or retard deterioration. It is obvious that preservation means an attempt to maintain the records in their original form archives materials are so delicate and present such a number and variety of problems every page may be a problem that to have first to arm ourselves with some principles of a general nature to guide us constantly for proper preservation of records certain principles should be followed.

1. Examination of the object thoroughly and isolation of all deterioration factors must be the starting point. We must know the material the alternation it has undergone the extraneous materials like those of stains that have been deposited on it
2. Then the course of treatment for its various maladies must be sorted out.
3. The methods and materials chosen must be such as would have the least damaging effect on the archival material itself
4. Only standardized material must be used
5. If any new material is to be used it is better to have it tested and its suitability established before using it
6. All commercial product whose composition is unknown must not be used,
7. It is better to use pure reagents if a commercial product is well recommended then its effect on a specimen archival materials has to be found out before it is brought into regular use
8. A record about the nature of deterioration and its remedial measures should be maintained for future reference

Preserving can be performed in three ways. They are precautionary measures nourishing of the materials and strengthening of old records.



Preliminary and Precautionary measures

Paper is an organic material which is subject to speedy decay as most of the records are in paper care should be taken in selecting the material for record creation

Care should also be taken in selecting the building for preservation of records because the climate conditions within the building are influenced by its orientation its surroundings of vegetation's fountains or ponds the thickness of its walls and the materials used for its construction

Preventive Measures

In this category steps can be taken for saving the Archival Materials from the deteriorating factors. For proper preservation knowledge about the factors and their effects on records is necessary.

Factors of deterioration

A number of agencies have destructive effect on records. Some of the cause of decay are natural and some are what might be described as man created

The factors responsible for the decay of archival materials are

1. Atmosphere factors
2. Micro organism and pests
3. Structural factors and
4. Other factors

Atmospheric factors

Easily the closest source of danger to any archives is the atmosphere itself for it is this which provides the environment Record materials are spoiled due to extreme variation in atmospheric conditions. All materials react to the influence of things surrounding them especially organic materials which are generally cellular in nature fail to adjust themselves to the

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varying conditions around them that is why wood warps textiles shrink leather hardens and most of all paper loses its strength and becomes brittle the following are the different atmospheric factors which are bringing about the deterioration of Archival materials

Temperature

Temperature is important especially in a tropical country like India where the temperature fluctuates from one extreme to another during the years and even during single day shows at times of extreme variations in summer the temperature goes up very high in all places in the country. Excessive heat has the effect of making the paper brittle which will crumble into bits after some times excessive variation in temperature has an equally deleterious effect on paper the cellulose fibres of the paper expanding and contracting over and over again under such conditions weaken them. Too much humidity encourages the growth of mould since archives buildings are scientifically designed and constructed danger from mould is rather remote however to avoid heat and humidity air conditioning is a primary requisite.

Humidity

Humidity refers to the actual content of moisture in the air in so many grams of water to one cubic meter of air. Absolute humidity by itself does not provide any indication regarding the atmospheric conditions for the stability of materials in a place. Relative humidity is the ratio of the amount of moisture actually present in the air at any time to the amount of moisture that can be present when that air is completely saturated as a percentage for the sake of convenience the rooms for control of relative humidity and temperature in archive will depend upon the nature, strength and composition of the object of the building

It is recommended that a relative humidity is dependent on temperature for the actual moisture content of air at one temperature may lead to the air being moist at a lower temperature and dry at a higher temperature. In a dry atmosphere organic materials tend to lose all important oils or water which they contain in small percentage and which they need for structural ability



when they lose them or when they are acted upon by heat combined with dryness they tend to become brittle and weak

In a humid atmosphere the danger to archives materials comes from the micro organisms which thrive best under such conditions. Moreover paper is a hygroscopic material and absorb moisture from a moist air. Such moisture can weaken the tissue and in the case of paper high relatives humidity is combined with bad ventilation and improper lighting the resulting harm to archival materials is indescribable.

Sunlight

In a tropical country like India the abundance of sunlight posses a problem in itself this arises because sunlight contains quite a high proportion of ultra violet radiation which is so powerful as to induce degenerative chemical in organic material on which it is incident paper is mainly made up of cellulose which constitutes long chains of molecule made of carbon hydrogen and oxygen ultra violet radiation breaks up the links in the long molecular chains and thus brings about structured decay of paper the strength of paper decreases and it gets discolored inks fade and the writing becomes faint. The leather of book bindings tends to get hard and brittle under the attack of sunlight so sunlight is considered to be the enemy of records.

Dust

Dust poses very serious problem it would lead to disfiguring the records it is responsible for breeding insects and mildew. It can cause stains if it accumulates in course of time it is deposited permanently in the records dust contains silica and carbon in some of the industrial towns the dust also carry sodium chloride, calcium carbonate, ferric oxide, calcium sulphate magnesium carbonate and ammonium sulphate thus dust poses a very big problem to Archives

Impurities

Nitrogen and oxygen are the main constituents of atmospheric air and argon, water vapor and carbon di oxide are the minor constituent and all other gases present in it are to be



considered as impurities the presence of such gaseous impurities is decided by the type of the locality in which they are found the Principal impurities are sulphur dioxide, carbon monoxide, sulphur trioxide, hydro chloric acid hydro fluoric acid and hydrogen sulphide the atmosphere air in industrial town and populous cities larger quantities of these impurities the one in rural areas. Thus the presence of such gaseous impurities is decided by the type of the locality in which they are found.

Micro Organisms and pests

Micro organism and pests are formidable enemies of archival material because once they get a chance to act they bring about fading discolouration and brittleness micro organisms. Pests actually destroy what they attack and this way remove all chances of salvaging anything they are especially a problem in the humid tropics as they find there favourable conditions for their growth more easily and once they find a favourable environment they multiply so quickly and insidiously as to cause irreparable damage within a short time. That is why, it is so essential to know what they are and how they act so as to be able to counter them effectively

Micro organisms are broadly divisible into two types bacteria and fungi bacteria are single celled organisms and fungi are multi celled organism growing in the form of filaments among these bacteria have not been found to cause trouble to the archivist though they are quite trouble some to the paper technologist fungi however are very dangerous to archival materials paper palmleaf and parchment and the leather of book bindings.

A fungus attack can be easily identified by fuzzy growths mostly coloured which seem to spread out from a point Fungi are in fact simple organized plants they are without chlorophyll and hence can not make their own food with the help of sunlight so they grow at the expense of the material on which they thrive taking their sustenance directly from them the result is that the material deteriorates under attack from fungi some fungi cause only undesirable coloration or odour and others affect the very structure of the materials on which they grow thus making



them deteriorate. Fungi reproduce asexually and sexually with the formation of spores which are often produced in enormous number and which are quite resistant to light and dryness these spores are generally present in the atmosphere and when moist conditions arise they rapidly form fungi on any organic material which is not protected against them. It has been founded that relative humidity below 65% at temperature between 150c can 240c temperature prevents growth of fungi above 65% relative humidity and 2400c temperature the growth of fungi is rapid and dangerous to paper materials stagnant air also can become a cause for fungai growth because in such an air locally moist conditions develop fungi also prefer an acidic medium for their growth fungi are quite resistant to heat and chemicals and are difficult to destroy.

Some important fungi which attacks archival material especially paper are pencillium fusarium Trichoderma alternaria cirtomyces aspergillus and monilla the colour of the growth is characteristic aspergillus may be black, blue, green, white, coffee coloured or green trichoderma is green pencillium is yellow green or brown the proper identification of fungi is done under microscope.

Pests

The pests which infest archival material are generally divided into habitual visitors and Occasional visitors the habitual visitors are those who live on paper and archival materials the occasional visitors generally live in furniture fabrics etc and attack archival material from these hides outs.

Silver fish

Silver fish is a surface feeder which generally damage the outside of the volumes namely binding fabric leather board etc. the record kept in contact with damp walls with not only be dampened but are linkely a metallic lusture they are active only in damp and dark places and hide away vanishes in light. These insets do not multiply rapidly but are difficult to eradicate.



Termites or White ants

Another important insect found is termites or white ants these are really most pernicious menace to archival materials they systematically organize themselves and sincerely working in damaging the records. They emanate from the sub soil through breaks or discontinuities in the wall and attack beams or books fibers or others organic material in close proximity in long time they move and destruct tally rapidly and silently their destructive activity is characterized by funnel shaped holes with an irregular erosion of material going from the edge to the inside.

Wood worm

These are also highly dangerous theses are making circular or oval shape holes from the edge or the back towards the inside of a book. They eat the records without the knowledge of any body they belong to the species anobidae and lyctidae of the order of coleptera they best between 240c and 280c and can survive temperature as high as 400c

Other insects

Black beetles causes surface damage they flourish in cracks in the walls and attack parchment leather and paper book lice thrive on flour glue predominate are attacked more particularly they are small in size and rarely occur in well it and ventilated surroundings or in books used daily cockroaches libraries sometimes lay their eggs on the edges and cause staining of the paper.

Structural factors

The permanence of archival materials depends very much on their physical and chemical the presence of even a small impurity is likely to bring down permanence of the material considerably latestnear the spot where the impurity is present for instance a type of deterioration percellular to mill made paper generally called foxing occurs due to the presence of traces of iron in the paper these metallic traces of iron combine with contain fungi and the acidic impurities of the atmosphere to causes local discoloration of paper at those parts the spots became acidic and



absorbent onceformed in one place these have a tendency to spread spoiling the appearance of the paper

A very important structural defect is the composition of the fibres of the paper itself cellulose is the basic constituent of paper and by itself cellulose is a very stable material increased acidity weakness the cellulose of the paper impermanence of paper may also be causes by the several substance added to it in the course of its being made. Two of these are size and the filler the size renders it non absorben and the filler gives it weight

The inks used are also very important a good ink should not decompose and fade with time moreover the ink should not eat away paper it is used on this happens quite often when the ink is acidic in some old records it might have been noticed on that the letter appear to have cut through the paper

Similarly the leather used for book binding is stable or not depending on the method of tanning used. Here also acidity is of impotence the structural factor in the permanence of leather is the presence of traces of certain oils in its natural composition once these oils are removed due to dryness and heat in the surroundings the leather becomes hard inflexible and even brittle.

Other Factors

These are also other factors causing damage to archival which can be categorized like those described above but which can cause have if not checked a very common one among them is that of handling the records it all other precautions are taken and yet the records are roughly handled and thrown about they are liable to get damaged papers may get town binding may come out loose. Stains may by caused by dirty hands often obvious and elementary precautions are not observed in day to day handling resulting in damage to archival material.

Sir Hilary Jenkinson pointed out four causes of damage to records five water rats and mice and misplacing what he puts first is really one of the most potential damagers to records and must be most carefully guarded against that is fire. It is needless to add that destruction by fire can be total and irreversible

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Water can also prove to be damaging to records apart from the fact that water dropping on a writers page can make the ink spread wash it out water itself causes a stain when the pages dry up after being dampened once. The eater stain makes a page look anything but neat and proper such water damage can be caused by water leaking from the ceiling in the rainy season.

We have thus seen how many things can affect the long life and well being of records in an archives the problems to contend against are several for their solution. It is essential that we I know the materials of which the documents are made and then proceed to apply that knowledge for making measures against their deterioration

Methods of Preservation and repair of Archival Material

Preservation of records is the primary duty of a civilized state. The necessity of records arises from the microscopic analysis of the modern and socialite because of their long standing value they should be preserved in a scientific manner preservation has to include three important problems

1. Selection of record materials
2. Nursing of preserved documents
3. The Rehabilitation of the damaged records

Selection of record materials

Specification of paper expected to last permanently have been laid down in many countries like USA, Uk etc. along with the ideal storage conditions judicious selection of papers are very necessary for writing and preserving records paper other record components like leather board paste etc. used in binding can be affected by temperature too high and too humidity dust acidic gases in the atmosphere and sunlight the paper shall be uniform in formation thickness and substance evenly finished and free from specks holes or other blemishes. It shall be suitable for ruling and writing with ink with good erasing quality paper kept in a hot and dry climate becomes brittle leather and board get spoiled temperature and relative humidity of the

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atmosphere above 320c result in the growth and propagation of pests like book worms, silverfish cockroaches and fungus

The methods and materials chosen must be such as would have the least damaging effect on the archival material itself only standardized materials must be used. If any new material is to be used it is better to have it tested and its suitability established before using it. All commercial products whose composition is unknown must not be used it is better to use pure reagents if a commercial product is well recommended then its effect on a specimen archival materials has to be found out before it is brought into regular use.

Nursing of Preserved documents

For the preservation of records the temperature and humidity of the air in the storage area should be maintained and controlled Humidity and temperature suitable for preserving record is 22 to 230c or use of elaborate air conditioning is ideal in keeping records

Dust removal

One of the routine items or preservative work in an archives is dust removal. Dust accumulates so quickly in our climate that it is necessary to remove it regularly but dusting it off with a cloth or sweeping it off with a cloth or broom is never completely effective. It is because the dust is not easily removed from corners and crevices and more over part of the dust rises in the air and after a time settles down in another part in the room or on other shelves or cases the ideal method of dusting records is the use of electrically operated vacuum cleaners so vacuum cleaners are scientifically recommended for dust removal the dust is sucked up into the nozzle of the vacuum cleaner and the different types of nozzles with attached brushes obtainable with a vacuum cleaner enable the dust in crevices and between the edges of binding to be reached effectively of course the vacuum created when the cleaner is in operation enhance its effectiveness moreover the operation of a vacuum cleaner is gentle. It involves no violent handling of the documents as many result in tearing of pages loosening of bindings etc. the dust sucked by a vacuum cleaner is also not dispersed in to the surrounding air but is trapped in a collecting bag



which may be taken out from time to time and carefully rid of all the dust collected this operation of cleaning the dust trapping bag must be done outside the building inside the stack room it is preferable and necessary to have the floor also cleaned with the help of a vacuum cleaner.

In case vacuum cleaner is not available it is necessary that the dust is removed with the help of a brush of soft bushy bristles of hair periodical inspection is also necessary for removing dust. A vacuum cleaner is however a must in any archives and is to be acquired at the earliest opportunity

Control of Insects and mildew

Generally records are damaged by insects Cockroaches and silverfish destroy the records from outside to prevent this repellent chemicals like naphtheline may be used. It should be placed in every two feet. Sodium flo or insecticide may also be used. There is a gander of affecting the record by using these chemicals. Small amount will be enough to destroy the insect. It may be sprayed on the floor so as the small will spread over the entire room

Luke warms termites or white ants are dangerous to records so care and attention are needed to destroy these insects mildew and foxing mildew and fexingare highly dangerous as the regulation of temperature at 750 – 780F would check the growth of these insects thymol fumigation also eradicates these fungus.

Thymol Fumigation

The first stage in the treatment of a document after dust removal would be invariably fumigation it is good precaution against the possibilities of the documents carrying spored and larvas which can result in mouldand insect growth in course of time and spread to the documents hence it is a good policy to subject to fumigation all documents received for treatment to get rid of even future outbreaks of mould growths or insects.



The fumigate to be used depends on the type of infestation it is a question of attack by fungi, then the fumigation to be used is thymol. Plendeleith suggestion the use of one ounce of thymol for every 16 cubic feet of the cupboard capacity

A suitable apparatus for thymol fumigation can be made by adapting an air tight cupboard or box this is of wood and has the following dimension the front doors are paneled with glass and have rubber lining on the inside to make the chamber air tight there are three selves which are made of welded mesh in a wooden frame to enable the vapours circulate freely inside. There are two circular holes equidistantly placed on the bottom of the chamber directly underneath the holes there are two holder for fitting 40 -60 watts electric bulb the two holders are connected to one electric plug at the base of the cupboard over which thymol contained in a porcelain dish is heated the volumes of files are opened in an inverted V form with a stitched or bound part forming the apex. On heating thymol vapourises and the closed space inside the air tight cupboard becomes saturated with thymol which destroys the mildew growth a concentration of one to two ounce of thymol per 10 cubic foot is often sufficient the time of fumigation varies from six to ten days the heating of thymol being necessary for two four hours every day records infested with mildew would be first cleaned and then fumigated.

One precaution to be observed carefully is to see that the documents or books are spread out well and their position changed frequently so that the individual sheets may be well exposed to the vapours the fumigation of each set of documents should be carried on for fourteen days. Thymol has been found to be quite harmless to archival materials in every way and so there is no fear of over dosage. The solution should be made and applied only in the evening because it would affect the visitors to reduce this odorous thymol smell and normalize the atmosphere created by thymol fumigation ammonia may be applied.

Thymol Chamber

In recent years fumigation with thymol was proved a satisfactory measure both as a preventive and as remedy for moulds and mildew. The best and most up to date remedial



measures is vacuum fumigation. This is done in a vacuum vault. The vacuum fumigation books archives manuscripts to be treated and placed in a gas tight chamber lethal to insects

Another fumigant that may be used only for paper and not for parchment and vellum is formaldehyde a 40% solution of it is used and the papers are exposed to the vapours in an air tight box for about 12 hours. The temperature and the relative humidity are to be kept above 65°F respectively for effective fumigation after the treatment the papers are to be aired well for several hours.

In case of insect attack the fumigant to be used is paradh chloro benzene a quantity of one lb for 10 c. ft of space of the chamber is required for effective fumigation the thymol fumigation chamber may be used for thus also

Another fumigant recommended is a mixture of carbon tetra chloride and Ethylene Dichloride in the concentration of 14 lbs per 1000 cit this tumigant is to be kept on the top of the shell of the fumigation almirah as its fumes a flow downwards. This fumigation must be down for a period of seven of eight days. Fumigation with Lindane is effective against many enemies of book and manuscripts silver fish, booklice, woodworm, moth cockroaches, bookworms and dermestetes it is harmless to the materials at books and manuscripts. Fumigation is one of the restorative treatments and is done very satisfactorily to destroy any mould or bacterial growth or to kill spores before they develop.

Protective Measures

Protection is needed only to the affected records it is nothing but the rehabilitations of old records it involves something like giving strength to the records there are so many problems to protect the records moreover the old records are so delicate that they need careful attention the methods of maintaining records are based on the condition of records let us analyse the various methods of re strengthening of old records. The following are the important processes to being the old records into good condition.



Bleaching Method

The removal of general discoloration is necessary very often to give the document of freshness of appearance which is very desirable .this can be achieved by the use of bleaching agents .one precaution to be borne in mind about this part of treatment is the extremely strong nature of these reagents used and their tendency to weaken paper they are not washed away thoroughly.

The commonest and still the most potent bleaching agent is bleaching A 1% solution may be prepared with water. Another solution of 1% hydro chloric acid may also be prepared the documents which is discolored is placed alternately in these two baths. It should be ended with the alkaline bath when the discoloration has greatly gone. Any writing in iron gall ink is protected. By a local application of a solution of nitrocellulose 5% in acetone and any acetone mixture after the discoloration becomes faint. The document sheet is put in a 2% solution of hypo to remove the excess of chloride from the bleaching powder. One way important precaution is all cases of such immersion treatment is that the sheet should always be handled with the support of a glass sheet or polythlenesheet and never by itself.

A bleaching agent which is less potent and also less injurious to the fibers of the document material is chloramines it is invariably used as a 2% solution in water. It has to be prepared afresh every time for treatment it has a faint smell of chlorine when in solution once applied it soon. Decomposes into a harmless materials

Another bleaching agent is sodium chloride in conjunction with formaldehyde nitro cellulose solution may be applied to protect the writing by using iron of gall ink. By using these above bleaching agents we can get original colours and freshness of the paper.

Removal of Stain

Removal of stain is necessary before any attempt is made to clear the discoloration sometimes paper manuscripts develop stains which in most cases are caused by bad storage water stains are the most common. Stains can also be caused by oil resin. Dirt and much else



stains may also result from the use of a faulty adhesive or of cello tape. Quite often brown or black spots are found on the surface or on the back of the paper. This particular defect is mostly because of the discolouration of iron salts sometimes present in paper. Many manuscripts also become covered with black spots the excrete of files and insects. Many others have rust spots mainly the result of factstorage in iron boxes without any protective covering removal of such spots requires drastic measures like the use of bleaching agents of which have a destructive effect on the fibric of paper. Treatment should only be given by conservation laboratory.

Re – Sizing

In all these processes of treatment deacidiffication and bleaching it is very likely that the size in the paper is lost and it becomes very limp and weak. Re sizing is the way to give back the paper its crispness and strength back. The best size for this purpose is gelatin and is prepared by dissolving one ounce unit of the best gelatin in 32 ounces of water. In one liter of water warming it if necessary and by staining a clear liquid through a clean cloth or better still a filter paper. The sheets to be preserved and immersed in this solution one by one and then the excess size is squeezed out in a press and the sheets are spread out on large sheets of paper or a cloth line and drying. After this the sheets may be again pressed to flatten them out well.

Methods of Repair

Methods of repair depend upon the condition and form of the document they include full pasting, tissues repair, chiffon repair and lamination.

Full pasting

Brittle documents which are written on one side may be strengthened by pasting hand made paper at the back. For this, the document should be placed in between two oiled or waxed papers and immersed in the luke worm for half an hour to an hour. While immersing in the water care should be maintained that the ink does not get washed. When the ink shows spreading tendencies the pasted slips should be dampened by placing over them blotting papers of the same size. After the paste becomes soft the slip of paper of big size should be peeled off and the hand



made paper of big should be pasted over it. The pasted document is the removed from the oiled or waxed paper and allowed to dry under pressure the big sixe paper is then to be trimmed.

Tissue Repair

Documents on which writing have not faded and further which show only slight deterioration can be reinforced with fine quality tissue paper. Tissue papers free from oiling and waxing constituents should be used. Two places of waxed paper bigger than the pages to be treated are taken. The page is placed on the waxed paper. The paste is applied on the page smoothly with the help of a soft brush. And then the tissue paper should be allowed to be pasted on the page smoothing it down from one corner so that no air bubbles are allowed to remain inside the page should now be allowed to dry after drying the second sheet of wax paper inside. The page should now be allowed to dry after drying the second of wax paper can be kept onthe repaired page and the set is turned over. The other side of the page is then treated in a similar fashion to obtain good results. The repaired pages must be kept under pressure for at least twenty four hours.

Rehabiliation of Manuscript volumes and loose sheets

The manuscript is first pulled into separate sections and sheets by cutting the threads which hold the sections. In case the back is glued and the threads do not come off easily it is soaked in water taking care however to see that dampness does not penetrate into the volumes and curve up or damage the sheets the glue is then rubbed off before it dries and the threads are removed the loose sheets are next numbed serially and treated thus. After DE acidification each sheet is placed on an oil board and is then immersed in water. For a coupies of minutes and gently shaken to remove any possible particles of dust. A dry rolled towel is over wet sheets to remove all creases traces of dust and excess of water. When the manuscript is brittle and the ink spreads under moisture the sheet is placed on an oil board over mending table and where ever possible slightly and carefully damped either by means of a sponge or a wet towel at this stage the holes if any are filled up by pasting moistened bits mending paper over the holes. Exh of these bits is slightly larger than the hole and if it cove the writings the portion covering the



writing is peeled off by means of ivory folders or by the tip of fingers if the sheet requires only patching strips of moistened paper are used patches as far as possible paper of the same thickness as the original is used for patching otherwise there is the danger of the original sheet breaking round the patches. The paper is used for mending is all rag hand made paper of durable quality

Backing

If there is writing only on one side the sheet is backed by mending paper of required thickness the backing is done by applying gently and evenly a good paste over the blank side of the sheet with a soft brush and then by gently pressing the mending paper over it. The mending paper is cut into a larger size than the original leaving guards of sufficient breadth on all sides all the mended sheets are put in the press and then flattened and stiched into files or duffers or bound onto volume the stiches in all cases being made to run through the guards.

Chiffon Repair

If there is writing on both sides a more elaborate process called chiffling is adopted chiffling or fine transparent silk gauze is used for repairing extremely fragile ink corroded or inset damaged documents before undertaking repair with chiffling all the slips and patches pasted on the documents should be removed after the removal of the patches the document which is ready on a waxed or oiled paper is covered with a chiffling or silk piece slightly larger than the document and spreading outwards. When the entire document has been so covered and the center and spreading outwards when the entire document has been so converted and treated with the paste the assembly is turned over on another waxed or oiled paper. The first oiled or waxer paper which will be now on the top is carefully removed so that the document remains intact on the second oiled or waxed has been fixed on both sides of the document care being taken to avoid creasing of the fabric. The sand sicked document is allowed to dry the semi dried repaired document enclosed in between two waxed or oiled papers should be kept pressed in a hand pressed they should be removed from oiled or waxed paper edges in protruding chiffling trimmed and the documents stiched and docketed as described earlier.



In case the ink of the documents is soluble in water they should preferably be repaired by hand lamination process. If such documents are to be repaired with chiffon the process adopted should be as follows. In place of chiffon larger than the document is spread on the waxed or called paper and dextrin paste applied to it will a brush the document is the spread gently over the chiffon and pressed under a waxed paper. Another piece of chiffon of the same size as the first one is again spread on a waxed or oiled paper and dextrin paste applied to it as in the first case. The document to which chiffon has been applied on one side is taken off from the waxed paper and the untreated side of it placed on the treated chiffon and pressed under a waxed paper. The waxed paper on the top is removed without disturbing the sandwich which is then allowed to dry. The document may then be treated for subsequent processes as described earlier.

Lamination

Lamination may be defined as the process in which a document is embedded between sheets of synthetic plastic film or tissue. When the deterioration of paper has been arrested in its early stages re sizing with gelatin is normally all that is required when deterioration has seriously weakened paper or made it brittle or pulpy some form of reinforcement is needed. This can be a good quality tissue paper a laid or woven paper of appropriate weight and texture a layer of pure silk or sandwiching the damaged sheet between layers of cellulose acetate on bonding them together with heat and pressure issuing is a relatively simple procedure which when done properly is almost invisible for only slightly weakened paper it is entirely adequate and will last as long as the paper to which it is applied. Silk reinforcement is initially stronger than paper but it can be expected to last for only twenty five to thirty years. When properly applied it is useful for strengthening seriously weakened document printed or written on both sides. The brittle pages are reinforced with the help of tissue paper or chiffon the methods adopted for the mending and repairing of documents depends on the condition of the pages. If the pages are folded they should first be flattened. The moth eaten and worm out pages are repaired with the help of tissue paper. Chiffon or hand made paper depending upon the nature and amount of deterioration and damage



In mending and repairing adhesive is required and the adhesive must have preservative properties and also some insecticides and fungicides for this purpose dextrin paste is considered quite satisfactory a commonly used formula for dextrin paste is dextrin 5 lbs water 10 lbs soil of cloves saffron and the lead carbonate the Japanese tissue paper should be Tosa B or Mino AA while the chiffon or fine silk gauze used for repair should have uniform weave having approximately ninety to ninety five threads to an inch.

The basic process in lamination is to make a sandwich of tissue cellulose acetate foil in sheets the leaf to be treated foil and then tissue the sandwich is then submitted to heat and pressure the result being a sheet the thickness of which is not unduly greater than the original heat and pressure are applied at the same time in the massive laminating machine by means of steam heated flat bed hydraulic press with a less complicated machine developed by William Barrow of the virginal library USA the sandwich is first placed between electricity heated platens and the submitted to pressure between cylinder rolls.

Lamination by hand

As far using the lamination process itself with a machine such as Barrow's smaller which is used in National Archives still expensive one A similar process using cellulose acetate foil has been worked out by the national Archives of India. Materials treated by this method compare favourably with machine treated document under standard for longevity and strength

The document to be treated is placed on a smooth glass surface over it is a sheet cellulose acetate foil cut to provide a margin in placed and then Japanese tissues with a lint cloth acetone is applied to the tissue paper beginning in the together when this process completed and the surface is dry the document is turned over and the other side treated in the same manner the resulting sandwich is then trimmed with scissors leaving a small margin the sides. The results are improved if the sandwich is placed in a book press for several hours.



Docketing

After the individual sheets have been attended to for minor repairs these documents should be orderly put in a docket cover this process is called the docketing. The cover should be slightly bigger than the size of the document for sewing purpose there should be enough margin on the documents if there is not enough margin on the document for sewing purpose a flap of 2.5 cm breadth may be pasted along the margin. The process of flapping is technically known as guarding the length of the guard should preferably be equal to that of the document use of all rag hand made paper of good quality writing paper is preferable for making guard or flaps. One advantage in guarding is that the individual sheets can be made into pairs of selections and sewn to the cover through the folds of the guard after the subject matter of the file and its numbers are recorded on the cover it is ready for storage.

Guarding

The outline of the guard strip is marketed in the center of worktable with pencil and then the outline of the sheets to be guarded in marked on both sides approximately 5cm overlap on either side of the guard paper. The right leaves of the first gather pages and 15 and a waste sheet are placed one over another in a step ladder formation providing a margin of nearly 5mm between the respective sheets for trapping binder's paste us then evenly applied with a brush over the marginal step formation thus giving a streak of paste 5 mm or so width on all the sheets. The blank sheet is then removed pages and 9 are removed in formation without disturbing the rest and kept aside the guard strips are then fixed over the and 7 respectively after the guards have been pasted these sheets are tuned ever and placed on the other side of the outline of the guard ensuring proper alignment of sheets page 15 is then placed on the outline keeping. Its edges well aligned the protruding edge of the guard from the page 2 is pasted on the margin of page 15 which already has the paste. Page 13 is then placed over page 15 and their heads properly aligned protruding guard from page 4 is then pasted over it. Like wise pages 11 and 9 pasted to guards on pages 6 and 8 respectively after the paste has dried the protruding and



unattached portions of the guard the sheets are then folded individually and the tolled sheets kept side one another to form running text from pages 1 to 16

Leather book bindings

For binding the documents there are some stipulated methods to be followed stitched binding is advisable there should not be more than 100 documents in a single binding because it may be bulky and will not give sufficient protection 100 sheets are conducive for binding it is easy for handling also. Only trained individual may be posted for binding.

When leather decays it becomes hard and brittle in the case of leather book bindings the decay starts at the hinges of the book and can be noticed from the top inside and takes the form of cracking. With time and neglect the cracks spread and the leather itself legins to disintegrate. So the process of treatment of leather is as follow it is fully dusted with a brush to remove all dust and other superficial deposits if these are still caked deposits of dusts. The leather may be cleaned by sponging with a solution of castile soap in water it is then allowed to dry in the air for a day. Then the 7% potassium lactate solution is applied after the lapse of twenty four hours the British Museum Leather Dressing is rubbed into the surface the binding may be polished two days later.

Another method is also adopted Madame Flieder of the Museum of pairs has devised a protective wax called 212 for application to leather it is quickly applied and effective and imparts polish to the leather. After dusting and brushing the leather and cleaning it with soap if necessary and allowing it to dry a thin coating of waz 212 is applied with a piece of cloth fifteen minutes the leather is polished with another clean fine white cloth

Repairing Seals

Seals may get damaged shellac seals may be repaired with a saturated solution of shellac in alcohol.



Restoring Faded inks

There is the possibility of fading the writing during the course of time. Iron gall inks in adverse condition how to bring darkness to the writing there are three methods to darkness to the writing Firstly a dilute solution of potassium Ferro cyanideslight acidified with hydrochloric may be used. In this case the ferric oxide of the faded writing reacts with the ferrocyanide form blue Prussian Blue. The acidified terrocyanidesolution may be applied with a brush alternately pieces of white blotting paper moistened with the solution may be kept in with the faded writing the whole being kept pressed under the solution may be kept in contoexcess acid has to be washed out. If we brush it fently on the faded writing immediately factor will be darkened .visible writing will be restored.

Secondly the paper containing the faded writing may be treated for a few seconds with a dilute solution of Ammonium hydro supplied until the writingdarkens the excessregent has to be sponged off as quickly as possible the effect of this is not permanent as the ferrous sulphate formed gets oxidized easily making the writing fade agai. The exposure of the writing to the vaporsof Ammonium sulphide has been also suggested. Thirdly the faded writing may also be treated with a 2 to 3 solution of Tannic acid or a saturated solution of gallicacid so as to darken the iron oxide and bring back the writing we have to be very careful dealing with these methods. Before doing this process we have take photograph because there is the possibility of damage to the faded letters we apply medicines.

Repair of Maps and Charts

Maps and charts more than doubts foolscape in size are reinforced by mounting them or malmalor long cloth the mounting cloth is moistened in water and stretched on the table and fixed to it with thumb tacks the map or chart to be mounted is cleaned and flattened it is placed face down on a waxed or oiled paper and pasts is applied to its back. It is then transferred from the oiled paper to the stretched cloth and pressed the piece of cloth used for mounting should always be a few centi meters larger than the size of the map or charts to be reinforced the mounted map is allowed to dry in that condition when dry the surplus portion of the backing

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cloth is trimmed keeping a margin of 4 mm to 6 mm all round which is then turned back pasted this protects the edges of the map

Charts and map that are to be stored flat or in rolls are mounted in one piece while those that must be folded are cut before mounting along the fold lines. This is known as sanctioning individual pieces are mounted in proper positions on a single piece of Muslim or long cloth leaving spaces of 1.5 to 2.00 mm between the individual pieces depending on the thickness of the paper and the number of folds.

Reprography

In modern times the old and damaged records are redtrengthened and preserved by adopting the methods called reprographic methods. by these methods the damaged records can be reproduced by using photographic methods. Some of the equipment's and accessories are used for reproduction of documents to facilitate reference and research for preservation the original documents and for security. The reproduction of documents on microfilm is done with the help of the microfilm camera positive duplicator is used for making positive copies of microfilm negatives.

The significance of Archive to its benefactors will generally be demonstrated by the facilities which it offers to them it will be judged by the extent to which it meets the general requirements of the user. For serving this purpose the archives must know the norms of preservation due to safer services of the archivist and sincere handing of the users the archival records undoubtedly will serve the humanity

Administration of Archives

Archival administration is widely recognized as an independent branch of Government business. The volume of records increases year by year by compelling the government to plan the expansion of suitable buildings and their internal arrangement to the best advantage without records it is almost impossible to run any government worth the name. The various policies adopted. Their success or failure unless recorded for the use and enlightenment of future

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administrators and posterity will cause considerable impediment in enlighten upon new schemes or modified schemes of old ones to yield good result. The outstanding achievement of eminent administrators of the past will not be made known to subsequent generations unless they are recorded and preserved the defect of human memory or of human honesty also makes it imperative that every significant event or fact should be records in writing but until the passing of an act for keeping safety the public records in 1839 during the reign of Queen victors no serious thought seems to have been bestowed by the home government in Great Britain to centralize and preserve records which were until then under the custody of several persons and were kept in unsuitable buildings the public record office London under the directions of the Master of the Rolls was the result of this Act.

Archive administration has acquired great significance all over the world. Records as all of us know are the tools of administration they comprise the various activities of the government down the centuries they embody past experience evolution of the administrative machinery and the preceded detail to operate the Government machine records are therefore the evidence by which a government is accountable to the people British administrative records are documents of the greatest historical value and the deepest human interest.

The Earth India company servants having been separated by thousands of miles it becomes almost a matter of necessity that their activities at both ends should be properly and fully explained by correspondence and other records. The company won its wars and increased place by place the extant of its territory. When the factory had become the empire. And so the commercial agents had to become territorial rulers with the primary obligation to administer to the country instituted in 1670 the public department as was revealed by the records was the first secretariat of the East India company where the whole of the official business used to be transacted.

The Madras consultation books begin in 1672 on the early development of secretariat abundant material is available in the madras archives where public documents are scientifically cared for and calendared and indexed and readily made available to the Research the archives



records could be of immense value in writing the authentic history of the last two hundred years. The despatches and government orders of the days with their comments are minutes and notes contain mine of information. Some of the original materials housed in the Archives of Madras throw light on almost all the current subject of importance which are absorbing interest to nation builders.

Abundant material is available on administration secretarial producers noting or filling system and no subjects like irrigation abolition of zamindard system tenancy reforms repair separation of executive from judiciary constitutional reforms the evolution of legislative procedure history of the National movement and similar topics of modern interest the remark and comments on the files and the papers connected with the the passing of every government order are of considerable importance to the modern student of public administration and history. It can be said with authority that there is no current topic on which some light is not thrown by these document and state papers.

The old materials available in the records office cover a span of two centuries. And because of the elaborate and through going system of nothing and minting established even at the commencement of British administration of all accumulation is so vast that detailed investigation in India the items of secretariat history year by year would be a work for decades and a team of writers. The records of fort st. George do not date back earlier than 1670 despite the absence of official records prior to 1670 we can glean from the correspondence and the general letters. The form of government and the methods adopted for the conduct of the business of their agency.

A way back in 1857 when the broad guidelines and procedural routine had been laid down for the conduct of the secretariat. One is interested to read a very important documents among the relevant records about the secretariat. This is the brilliant report submitted by one Mr. Hart the commissioner for the revision of civil salaries and establishments throughout India in his report we learn that the commissioner found that other secretariats of Bengal and Bombay cost



less and received and sent more letters than Madras in reply to which the chief secretary of Madras wrote in terms which read as it they were employed today.

It is also note worthy as that the Madras secretariat had already set up its well known tradition of thoroughness of business as witness by a passage in that report in that report which referred to greater amount of work done in madras when compared to Bombay. Yet one found that the commissioner Mr. Hart could not justify the higher rate to pay of the Madras secretaries and recommended that they must receive less. Which surveys the whole scene with insight and fine impartially a cursory glance of the role of the secretary and the functions of the secretariat constitute unrespectable statement role first principles long attenuating our modern text books of public administration.

The documents and dispatches, files of old government orders and the voluminous correspondence between the State Governments and Government of India and between the matter and the Home authorities reveal a good deal of insight and information not only on government and administration but also on the beginning of legislative activity in India. They present facts and details which are not available to the common reader for most of which are preserved in the files of the records in the State Archives. They can be discovered through patient perusal of these files. The constitutional principle evolved in the development of self-government is known to the proverbial student of constitutional history in India. But how exactly from year to year and from day to day contemporary public men the government of the day and the newspapers reacted to the continuing experiment of expanding 'association of the natives of country' with the business of the Government is a subject worth investigating in order to establish if the facts come into being while more general political conflicts and agitation for self government had been engrossing the attention of public and its leaders.

Students of public administration known that organized information on the working of the government agencies in our country is scarce. While abundant material is available on many topics of interest. The files of the current 50 years at the time of consultation are not allowed to be seen by the public is a salutary regulation which however is a handicap to the researcher on



this account in wardens of the numerous decisions made cannot to the stand without the study of the great arguments set forth in the manuscript files. It is not suggested that these precautions are unnecessary or unjustified but to one who wishes to do intensive research on current topic of interest these regulations are formidable impediments.

In the field of Archives administration that roles of the state government is not much whatever activities we see in India in this field are concentrated in the efforts of the central government .for some reason or other the efforts in the sphere are waiting by the states specialization in the filed of archives administration is of paramount necessity. Making arrangement for the preservation of its records is an inescapable duty of the government of states observed the report of the committee on departmental records in England.

A scheme of series of scholarships may be thought of by Government of the interested Research, Scholars to study, understand, and then present in concise form valuable materials found in the records. The valuable information contained in the files of not for too distant will be useful to both the historians and the administrators of today. These materials can be resurrected by systematic research and study and through patient perusal of thousands of pages of these documents housed in the Archives by devoted scholars will constitute the basic raw material for writing an authentic history of the contemporary times.

Administration of National Archives

The small Imperial Record Department which started its function with just 8 clerks in 1891 has now assumed the position of 600 staff. The Imperial Record Department was under the administrative control of the Health Department till 9th December 1910. Then it was transferred to the core of a newly created Education Department. The Educational Department was redesignated as Education and Health Department on 5th August 1921, Education and Health Department and Lands Department on 16 April 1923. The Imperial Records Department continued to function as a subordinate office of these departments. The keeper of Records was designated as Director of Archives in 1940.



On 1 September 1945 the Education, Health and Lands Department was split up in to three separate Departments namely

- (i) Education Department
- (ii) Health Department
- (iii) Agriculture Department

and the Imperial Record Department remains under the care of Education Department.

On 29 August 1947, the Education Department was renamed as the Ministry of Education and a day after 30th August the name of the Imperial Records Department was changed to National Archives of India. The National Archives of India became an attached office to the Ministry of Education and Social Welfare on 1 September 1975. The National Archives of India is at present the largest and most well equipped records repository and functions under the Ministry of Culture. Its business is to cater to the needs of the government and research students and to preserve for posterity, one of its great cherished heritage, the written records of the country's past.

The various branches of the National Archives of India are doing different works and their nomenclatures had been changed according to the organizational changes.

The functions of the National Archives of India were grouped into four main divisions namely,

1. Administrative Division
2. Records Division
3. Publication Division
4. Preservation Division.

This was the organizational set up of the National Archives of India up to March 1952. The Department was undergone reorganization in 1979 with greater rationalization of functional



roles grouped under 24 heads and the sanctioned of the staff being 583. As the Archival activities have grown in many directions proper organization classification and division of work among the staff member of national Archives of India and co ordination between the departments are very essential for the smooth and effective functioning of the institution.

Administration records administration record management oriental records are the main four division each under deputy direction and office on special duties is the fifth division which has emerged and the law new department is incharge or the school of Archival studies conservation research laboratory and preparation of guide.

Apart from these the works like publication preservation conferences, and commission research room, private acquisition appraisal, oriental records and management of them are done by respective officials entrusted with the works. The state of the National Archives in India are given in service training and go abroad either to up date their knowledge or to impart training the National Archives of India which has already woven a net work of good relationship with other countries and the chemists, Archivists and Librarians are sent for higher studies and training.



UNIT - III

NATIONAL ARCHIVES OF INDIA

The National Archives of India is a reputed institute of national importance. It is not only the biggest archival institute in the whole of Asia but also one of the leading archival establishments in the World. The concept of Archives though known to Indians from earlier centuries, the archival organization assumed modern shape only after the advent of the British into India.

The origin of the National Archives may be traced back to early period of the British administration. After establishing the political hegemony in India, the British made efforts in establishing archives on Modern Lines. In the early days of the British rule only departmental repositories were in use to house public, revenue, court and secret records. In due course these kinds of departmental archives paved the way for the formation of a Central Record Office to preserve all the non-current records of the various governmental departments.

In 1847, James Hume a Judge in Calcutta suggested the idea of establishing a public record office. But his idea did not materialize for want of support from government. After a lapse of nearly 15 years that is in 1861, the government of India appointed a Records committee to deal with the accumulation of old records in the various departments. The committee insisted on the need for the immediate establishment of a Central monument Room. But several years rolled on before the idea of establishing a Central monument Room took concrete shape.

In 1871, Hume, then Secretary to the Home Department recommended a proposal that all secretariats should reprint their old records. His untried interest on the records made him a great archivist. The Government on his recommendations bestowed its attention on the publications like the selection from the Records, press lists and calendars, but the plan of establishing a central Monument Room was neglected.

It was George Forrest, a school teacher in Bombay Educational Service who was mainly responsible for the establishment of a new record office in Bombay in 1888. Forrest reported to

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the government, “I consider, the time has come when the government of India should have an Imperial Record for all their ancient monuments...Give me a building, and in two years I will give you a record office which will rank with any record office in Europe”. Forrest’s arguments highly impressed the government. The government of India saw all the qualities of an archivist in Forrest and was anxious to establish a record office in Calcutta. Thus the first Imperial Record Department was established in 1891. The government appointed Forrest as a full-time officer in charge of the records with effect from March 1891. Since its inception up to 1936, the Imperial Record Department was housed in the Imperial Secretariat buildings, Calcutta. Till 1910, the record department was under the administrative control of the Home Department. After that it came under the control of Education Department.

In 1911, the Head Quarters of the Imperial Record Department was transferred from Calcutta to New Delhi. Lord Hardinge took necessary steps to construct an exclusive building for the record office in Delhi. The building construction was completed in 1926. This red and grey stone building is the present National Archives of India which stands at the Cross roads of Rajpath and Janpath, New Delhi. Now it is one of the biggest archives repositories in the world with modern facilities and is equipped with the latest machinery for preservation of Records. The records from Calcutta were transferred to the new headquarters in New Delhi in two installments in 1926 and 1937. With the dawn of Independence in 1947, the name Imperial Record Department was changed as the National Archives of India and the Keeper of Record got the designation as the Director of Archives.

Concentration of Records

After Indian Independence in 1947, all the former British Residences were closed and a portion of their records was concentrated in the National Archives of India. However, as a matter of fact, out of the total of 232 agencies, only 22 had transferred their records. The non-current records numbered more than 1,25,000 bound volumes and 6,00,000 unbound volumes and the whole covering over 140 million folios. Besides, there are more than 15,000 manuscripts maps belonging to different agencies.



Historical Value of Records

The records of the Indian National Archives possess great value as a source of information in the field of historical research. Scholars attribute a glowing opinion about the records preserved in the National Archives. Grant Duff describes the paper of the East India company as probably the best historical in the world. Hunter says that “All letters to and from the East India Company form the cream of Indian records.

East India Papers

The main archival series in the National Archives begins from 1743. In these collections, the abstracts of correspondence between Company and their servants in India from 1707 to 1748 form a remarkable chapter in the annals of Indian History. This correspondence in its original form is available in an unbroken series. Further, the original consultations which contain the minutes, memoranda and proposals drawn up by the East India Company authorities and their correspondence with their agents are equally important.

Foreign Papers

The National Archives contains records regarding

1. Internal affairs
2. Accounts of foreign papers.

They deal with not only matters pertaining to Internal affairs, but also some interesting accounts of foreign papers. Among the important foreign records are William Moorcroft’s Report on the Russian Trade on the North Western Frontier of India, 1812 ‘Henry Willocks Account on the state of Persia-1825’, and Alexander Burrie’s report on ‘India and Asian Russia’ etc. The China papers contains 12 bundles which throw light on the opium trade, Anglo-Chinese War etc.



Oriental Letters

The National Archives contains a rare collection of Oriental Letters belonging to the period 1764 to 1873. While most of the letters are in Persian, many letters are also written in Tamil, Telugu, Hindi, Sanskrit, Arabic, Bengali, Oriya, Marathi, Punjabi, and even in Burmese, Chinese, Siamise and Tibetan.

A General Survey of the Records

For the sake of convenience, the Records of the National Archives are divided into two categories. They are the Company records and the Crown records. These two groups of records are kept separately and latter came to be known as the Pre-Mutiny Records and the Post- Mutiny Records.

Pre-Mutiny Records

These records of the Company fall into various categories namely foreign, finance, military, legislative and public. These records cover a span of nearly 300 years i.e., from 1596 to 1859. The hand-book, to the records of the government of India for records dating from 1748 to 1859 gives a description of the old records preserved in the National Archives. The following are the available pre-mutiny records.

Foreign Department	1596-1859
Home Department	1680-1859
Finance Department	1750-1857
Military Department	1757-1859
Legislative Department	1777-1859
Public Department	1850-1859



Foreign Department

Documents under this department deal with Anglo-French Wars and their effects on India (1756-1771), Opium and Salt trade 1766. Battle of Buxar and its effects 1764, Mysore and Maratha affairs during the period of Warren Hastings, Transfer of Dutch settlements in India, the English War with Tipu Sultan / Capture and trial of Tantiya Tope, Trial of Bahadur Shah, life of Raja Ranjit Singh etc.

Home Department

The following important events are found in the Home Department records. Slave trade in Madagascar, establishment of gold currency, notes and minutes on the promotion of European literature and science, introduction of electric telegraph, free press in India, discovery of Tea plants in Assam, Cultivation of tea in Madras and Nilgris Hills, cotton cultivation in India, recruitment of native doctors for government service mineralogical survey of the Himalayan Mountains, immigration of Indians to Mauritius etc.

Finance Department

Salt manufacture and its revenue, prohibition of opium trade in Goa, reorganization of the Indian finance department and the Bengal office formation of a general accounts department in India, exemption of export duty for sugar and rum in India etc.

Military Department

Military expedition to Egypt, History of the Bengal army, development of Singapore as a naval base, steamer service between Madras and Burma, topographical reports on Military stations in India etc.

Legislative Department

Sale of India natives as slaves at St. Helena, Lists of Europeans in Calcutta, Registration of natives, map of 24 parganas' control on native monuments, use of Khadar cloth as convicts



uniform, list of barristers in the Supreme Court, slavery in East India, abolition of slavery, thugs and thuggi, Malabar police etc.

Public Works Department

Hindustan and Tibet Road, contract between the East India Company and the East Indian Railway Company, for the extension of the experimental railway line to Delhi.

Post-Muting Records

Most of them are in printed form. These records fall under the following departments like Agriculture, Commerce, Communication, Defence, Education, External affairs, Finance, Health, Indian Medical Services, Home affairs, Labour, Law, Railways, Revenue and so on.

1. Agriculture	1860
2. Agricultural Research	1929
3. Commerce	1860
4. Communication	1860
5. Defense	1860
6. Education	1860
7. External Affairs	1860
8. Finance	1860
9. External Affairs	1860
10. Indian Medical Service	1894
11. Home Affairs	1860
12. Labour	1860



13. Law	1860
14. Mint(Calcutta)	1792
15. Railways	1863
16. Revenue, Central Board	1860
17. Salt Commissioner's Office	1921
18. Survey of India	1864-1882
19. Survey General of India	1823-1864

Preservation of Records In the National Archives

The National Archives takes general care in keeping the records in good condition. Windows of the Record room are fitted with wire-nets and curtains to prevent invasion of birds and sunrays falling directly on the record. Records are periodically cleaned with vacuum cleaners and the shelves cleaned thrice a year. A band of highly-skilled technicians are working in the manual repair section and they do repairing works such as folding, flattening of the old papers by electric ironing etc. A vacuum fumigation (disinfect by fumes) equipment is used for the fumigation of the records. Hydraulic laminating press installed for repairing documents.

The equipments and materials used for preservation, restoration and reprography

A. Insect Control

1. Vacuum Fumigation Chamber
2. Para-di-chloro benzene(insecticide) fumigation cabinet
3. Thymol fumigation chamber

B. Removal of Dust and cleaning

1. Vacuum Cleaners
2. Air- cleaning unit

C. Flattening of Documents

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1. Humidification room
2. Rotary iron

D. Re-strengthening of weak and fragile documents

1. Machine Lamination Press
2. De-acidification tray and spray technique

E. Examination of documents and evaluation of repair materials

1. Folding machine
2. Ultra-violet Lamp

F. Reprography

1. Xerographic Copier
2. Microfilm Camera

Micro-filming Unit is operated with different kinds of cameras for filming loose sheets. For the purpose of developing, printing and enlarging, a well-equipped laboratory is attached to this unit. Besides these units a Research Laboratory is working for the investigation of archival problems like testing papers, longevity, quality of old writings and of calligraphy; temperature and humidity, insects fungus, ink etc.

Research and Preference

The National Archives attracts scholars from all over the World and offers all kinds of help to them in the matter of collecting relevant data from the records. The Archives makes an elaborate reference media in the form of hand-book. ‘Press-lists, indexes and calendars. During the period of 1976-77, the number of Indian and foreign scholars who availed themselves of the research facilities were more than 662. Also the National Archives receives quite a large number of queries from various government departments. Private institutions and individuals for information based on records. Thus the National Archives acts as a reference media for several agencies.



Library

The National Archives has a very big library containing more than 1,25,000 books. Of them a good number belongs to the history of Modern India. These library volumes also consist of some blue prints, parliamentary papers, and a unique collection of works on the British period.

Training in Archives Keeping

The National Archives has been imparting training in archives-keeping 1947. It set up a full-fledged institute of archival training in December 1976. The Institute has also introduced a Correspondence Course in Archives Keeping. For the benefit of the record officers and persons engaged in the conservation work, the National Archives is also conducting a short-term training course in the Record Management and Preservation. Persons from both Central and State Government are deputed to undergo this training. During the year 1970-77, there were 18 trainees in the short term training course in Archives on record management.

Besides these, it also institutes some special training in archives administration, in repair of records and the techniques of reprography with the aid of foreign governments.

International Activities

The National Archives is also indulged in some international activities. In order to promote the archival through co-operative efforts, South-West Asian Regional Branch of International Council on Archives was inaugurated on 11th Dec 1979. This regional branch has been joined by five countries. India, Bangladesh, Nepal, Sri Lanka and Iran. The National Archive, also gives advice to the archival institutions of other nations with regard to building construction and in setting up this modern equipments. The National Archives guides the archival repositories in the various states in India in the matter of construction of building and proper maintenance and preservation of records.

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International Archives Week

With a view to creating a greater awareness of records and their value in the minds of the public, the National Committee of Archives of India passed a resolution in pursuance of which, the National Archives of India, directed the various states to organize an Archives week and to hold exhibition, distribute brochures, arrange radio and television programs etc., every year. The International Archives Week was celebrated in 1979.

Advisory Boards

Various advisory boards have been constituted to help archival institution of India viz.

1. The Indian Historical Records Commission
2. The Advisory Committee on National Register
3. The Research and Publication Committee
4. A Committee on Archival Legislation.

Important Libraries

Connemara Public Library

The Connemara Library's beginning go back in 1860 when captain Jean Mitchell set up à small Library as part of the Madras Museum in Madras, capital of the Madras Presidency in the British Indian Empire Hundreds of books has been found to be surplus in the Libraries of Hailey bury College (where civil servants were trained) and these were sent to the Madras Government, which in turn handed them over to the Madras Museum. Conceived on the lines of the British Museum Library, it was functioning & part of the Madras Museum until 1890. When the need for a free public library prompted the then Governor of Madras, Lord Connemara laid the foundation for the Library on 22 March 1890.

It opened in 1896 and was named after Lord Connemara (the former governor) an Anglo-Irish noble man. The Library was indeed essentially free: A small deposit had to be paid but this was refundable. It became the state central Library in 1948 with the enactment of Madras Public Libraries Act 1948. It was the first concerted effort in India to institutionalize, structure, co-ordinate and organize public Library services. The Library was as part of a cultural complex that grew in the grounds of what was once called The Pantheon The entire complex now boasts buildings that reflect architectural unity. It demonstrating the various stages of Indo Saracenic

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development, from Gothic-neo-Byzantine to Raiput Mughal and Southern Hindu Deccani. This building stands testimony to old British

The new building which was added to the Library in 1973, has a vast collection of Books, Text-Book section, a periodical hall, a reference room, a video room, books for Indian Languages, a Braille Library and an IAS study centre. Efforts are taken to fully computerize the Library data base, which could ensure easy access to Books. The Library has a collection of over 6,00,000 Books. In 1981, the Central Government ordered that the Library became one of the four national depository Libraries. The Library however is not a registered member of the International Federation of Library Association and Institutions. (L.E.L.A)

This Library has got more than one Lakh of Rare books and periodicals. Some of them are, 'The Bible (1608). The German copy of Antony and Cleopatra' and many more. Old volumes are painstakingly covered with chiffon cloth. Any person above 17 years and a resident of Chennai or its immediate vicinity can become a member of the Connemara Library. Every member can borrow maximum of six books for a period of 14 days by depositing Rs. 300/- An annual subscription of Rs. 50/- per member is collected every financial year. At present this Library had 1,27,575 members on roll. 3,39,592 readers have utilized the facilities during 2010-11 2,16,813 volumes have been lent out to members for home reading during 2010-2011.

Scanning services introduced in the year 2006 by which rare and old documents are scanned and preserved for posterity. A well established Readers Forum is functioning in the library. The Forum is in charge of providing Xerox facilities to the readers. Apart from this, the forum organizes literary meetings and book releasing functions in the Library for the benefit of the readers. The Librarians working from 1896 on wards are following.

- | | | |
|-------------------------|---|-------------|
| 1. Edgar Thurston | - | 1896 - 1908 |
| 2. J.R. Henderson | - | 1908 - 1919 |
| 3. EH. Gravely | - | 1920 - 1938 |
| 4. R. Janarthanam Naidu | - | 1939 - 1950 |
| 5. K. Givinda Menon | - | 1951-1958 |
| 6. K. Raja Gopalan | - | 1959 1962 |
| 7. V.E. Thillainayagam | - | 1963 - 1972 |
| 8. A.M. Sundara Rajan | - | 1972 - 1981 |
| 9. CK. Sundara Rajan | | |
| 10. A.M. Sundara Rajan | | |
| 11. P.A. Naresh | | |



HIGHLIGHTS

- ❖ 1890 - Foundation Stone Laid
- ❖ 1896 - Inauguration of the Library
- ❖ 1929 - First Full Fledged Librarian Appointed
- ❖ 1930 - Lending Service, open Access and Home Delivery Services Introduced.
- ❖ 1948 - Declared as State-Central Library Under the Tamil Nadu Public Libraries Act, 1948.
- ❖ 1954 - Declared as National Depository Centre Under the Delivery of Books and Newspaper (Public Libraries) Act, 1954
- ❖ 1955 - United Nations Depository Centre
- ❖ 1963 - Publication of Tamil Nadu State Bibliography of Children's Literature
- ❖ 1964 - Publication of Tamil Nadu State Bibliography of Tamil Books.
- ❖ 1965 - UNESCO Information Centre
- ❖ 1966 - Institute of Librarianship Inaugurated
- ❖ 1973 - Three-Storied New Building Added
- ❖ 1985 - Xerox Facilities Introduced
- ❖ 1989 - Educational Video Service Introduced
- ❖ 1991 - Computer Unit Installed
- ❖ 1992 - Declared as Asian Development Bank Information Centre
- ❖ 1994 - Donation of Rs 1 Lakh from Indian Bank and Rs. 2 Lakhs from Tamil Nadu Text Book Corporation
- ❖ 1994 - Civil Services Study Circle opened
- ❖ 1995 - Braille & Talking Book Section opened
- ❖ 1996 - Centenary Celebration of the Library
- ❖ 1997 - Donation of Rs. 5 Lacs from Thiru. M.A.M. Ramasamy, Leading Industrialist.
- ❖ 1998 - 14 Computers added as a Part of Computerization of Library Activities
Commemorative Stamp Released
- ❖ 1999 - Three-Storied Centenary Building Added
- ❖ 2000 - Microfilm Unit added
- ❖ 2001 - Readers Forum started
- ❖ 2003 - Membership Bar Code Introduced

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Online Public Access Catalogue

(OPAC) Installed

- ❖ 2004 - Permanent Book Fair Inaugurated
- ❖ 2005 - Awarded as the Best State--Central Library in India
- Internet Browsing Centre Opened
- Books Bar code Introduced
- Separate CD Rom Section Opened
- ❖ 2006 - Vacuum Fumigation Chamber Installed
- Two Book Scanners added
- Preservation rare books fin CD form
- 100 Old Library Building Renovated Librarian Post upgraded
- ❖ 2007 - Stack Room Air Conditional
- ❖ 2007 - Digital Library Opened
- 2 Color News paper Scanners and 1 Color Printer added
- 2nd floor Language section Air conditioned
- ❖ 2009 - 3rd floor – Text Book Section Air Conditioned
- ❖ 2010 - CCTV installed
- ❖ 2011 - Web OPAC installed
- Switched Over to Open Source Software KOHA
- Ist floor – Periodical Section Air Conditioned

The Serfoji's Saraswathi Library (S.S.M.L.)

The Serfoji's Saraswathi Mahal Library (SSML).Thanjavur, is a rich mine information. It has one the largest collection manuscripts India, which was even noted the Encyclopaedia Britannica. The core the Library's collection dates back Nayak times but much of it was added during the Maratha regime.

The 12 century saw the elevation of Marathi to the status of a court language. The scripts had to therefore quickly record orders in this language, influenced by persion, devised the Modi script for Marathi languages. The Modi script was a "Short hand Marathi" and was used for all official records of the Maratha dynasty Marathi retained its 17 century purity and Modi Script

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was used for all official Correspondence even if it was with the neighboring Danish and French Colonies. Folded paper documents in Modi, stored in bundles and documents in Marathi are in excess of 3,000.

The Significant Modi bundles were sent to Madras and the remaining "instructed to be destroyed". Fortunately the Public and the royal family thought better and the Library maintained the collection originally with the palace". Documents in the Modi Script are of varying importance. Some are mere communications from one building in the palace to another. Several of the records deal with land grants. (eg) details of the 1787 grant of Tulaja II of 286 acres to several families of the Melattur Bhagavamela troupe. While Modi was the script for palace records, literature and other subjects were written primarily in Marathi itself and occasionally in Telugu.

SSML is one of the few existing institutional links between medieval and modern India. It is one of the largest collections of rare manuscripts in the country in 'Granth', 'Devnagari', 'Nandi Nagari', Telugu, Marathi and TamilS cripts in various subjects like religion, philosophy, medical system and architecture. earliest manuscript SSML in Century Phalavathi' Granth Script. The paper manuscript is for 1476. very rare manuscript in 'Granth', a miraculous production in the writing, left to right, tells the strong of Ramayana' and from left, brings the story of epic. Historically SSML was part of select club globally even as record it as "one the few medieval Libraries that exist the world". "The Royal palace Library' under the region of the Nayak kings of Thanjavur (1535-1676 AD), aimed the intellectual enrichment of Hindustan's composite culture. The present Librarian of the SSML. Mr. P. Perumal, told that the subsequent Maratha Kings of Thanjavur really worked for its growth. The crowning glory came during the reign of Serfoji Maharaja II (1798-1832), who built into world class Library.

SSML later caught the colonial powers in London. The then British rulers contacted with one of the queens of the Serfoji line, Kamatchi Bai Sahab regarding the Library Matter. She was the first of the 17 wives of Shivaji II, The son of Serfoji II. Shivaji II ended up having more daughters. However when the British insisted, the royal womenfolk defended SSML's prestige. Queen Kamatchi "refused to part with the Library" for a very huge amount of 50,000 pounds offered by the British. Successive wives and daughters of Shivaji II took care of the Library till 1918, when the Madras Government appointed an administrative committee headed by the District Collector.



The Nehru Memorial Museum & Library (NMML) The Nehru Memorial and Library (NMML)

The Nehru Memorial Museum & Library (NMML) The Nehru Memorial and Library (NMML) is a Library in New Delhi, India which aims to preserve and soconstrent the history of the Indian independence movement. It established in memory of Jawaharlal Nehru (1889-1964) is an autonomous institution under the ministry of culture of the Government of India. It located in the Majestic Teen Murti House, the official residence of the First Prime Minister of India. It was founded in 1964 after the death of Jawaharlal Nehru. It has four major constituents namely, a Memorial Museum, a Library on Modern India, a Centre for Contemporary Studies a Planetarium. It aims to foster academic research on modern and contemporary history. The Library recollects.. preserves and reconstructs the Indian freedom struggle and the ideas and values of Jawaharlal Nehru.

Library

Today the Nehru Memorial Library is the world's leading resource centre on India's first Prime Minister. The Library contain the bulk of Mahatma Gandhi's writings a part from private papers of C. Raja Gopalachari, B.C. Roy, Jayaprakash Narayan, Charan Singh, Sarojini Naidu and Raj Kumari Amrit Kaur. In March 2010, it launched a digitization project of its Library, under which by June 2011, 867,000 of manuscripts and 29,807 photographs were scanned and 5,00,000 pages up loaded on the digital Library website Among the arted publications of the NMML, are Selected Works of Jawabarlal Nehru'. "Man of Destiny by Ruskin Bond and Nehru Anthology (1980)

Nehru Memorial Museum and Library Society was formed on 1 April 1966. Initially, the museum was set up in the eastern wing and the Library in the western wing of the building with Bal Ram Nanda was its founder-director, who also curated the Museum. Because of the growth of research material in the Library, more space was required and an exclusive Library building was constructed. It was inaugurated by the then president VV Giri, in 1974. However, the steady increase in the volume of material required for research further necessitated the construction building which was completed in the Centre for Contemporary Studies was setup in this building as a new unit in 1990.

The Library has grouped its holdings of published works about Jawaharlal Nehru and on issues and subjects related to him order the heading 'Nehruana'. This collection of published books concerning Nehru has his writings: numerom collections of his correspondence and speeches. academic works relating to diverse aspects of his life, thought. politics and leadership



Similar collections have been prepared for Mahatma Gandhi under the head 'Gandhiana' and for Indira Gandhi under the title Indirana.

Journals and periodicals are housed in a separate periodicals section with in the Library, which currently maintains a collection of 503 journals in English, Hindi and other regional languages. In the list of Intuitional records, one can find papers of the All India Congress Committee, All India Hindu Malasatha: All India Trade Union Congress, Indian Merchant's Chamber etc. The records in the Library comprise original letters, writings, speeches, notes, memories and diaries besides hand written documents, typed documents, press clippings and printed material.

The holdings also include 338 transcripts of the Oral History interviews related to the social and political development of modern India with special reference to our freedom struggle. Some of the important transcripts of the interviews are those of Abdul Ghaffar Khan. T.T. Krishnamachari, J.B. Kripalani, Kamaladevi Chattopadhyaga, K.V. Katju, H.V. Kamath, L.K. Gujral and Jyoti Basu.

Miero film Section

The News papers, periodicals and private papers dated back to the year 1838 are available on approximately 18,500 microfilm roles. Other rare documents are available on more than 51,322 microfiche plats in this section.

The Photographs Section

This section housed with in the Library, possess an impressive collection of photographs of the freedom movement in India and national leaders of the pre and post independence periods. collection currently stands around 1,76,264 photographs and negatives of another one lakh. images.

The Multi Media Library

The Multi Library is the latest addition to the NMML'S facilities. Using new technology to conduct audio- video recordings of prominent persons, freedom fighters and others who note a mark in their respective fields, the Multi Media Library is also responsible for creating resources by way of documenting all programmes held at the Library.



Museum

The Museum at Teen Murti Bhavan has been developed primarily as a museum attributed to the Multi facted personality of Jawaharlal Nehru. During Jawaharlal Nehru's long stewardship of the government of independent India, Teen Murti House was associated many developments.

Some of the rooms such Nehru's bedroom, the drawing-room and study have been preserved as were during his time. In ground floor room, his Black Office Ministry of External Affairs has been recreated with same furniture other articles used. mementoes, objects and manuscripts are also displayed.

The Museum Portrays vividly life work of who not only leader India's struggle for independence, but ardent champion of peace. provides intimate glimpse Nehru's Versatile Personality the statesman, the lover, the historian, educator, the idealist, man strong family affections, warm friend ardent nationalist and World citizen. serves underline values and cherished by Jawaharlal Nehru.

The Museum posses artifacts preserved and displayed rare pages important manuscripts. displays series of inter-linked exhibitions depicting different phases colonial history well freedom through contemporary photographs, letters, new papers, periodicals and other documentary materials.

Jawaharlal Nehru Memorial Fund

The Jawaharlarl Nehru Memorial Fund (JNMF) was founded in New Delhi on 17 August 1964 under the chairmanship of Dr. S. Radhakrishnan, then president of India and India Gandhi as its secretary. The foundation awarded "Jawaharlal Nehru fellowships" since 1968 "Jawaharlal Nehru Fellowships for post-graduate studies in India and abroad initiated by the Ministry of Human Resource Development since 1993. It organizes the 'Annual Nehru Memorial Lecture' on the eve of Jawaharlal Nehru's birthday (November 14). It also runs or funds a number of institutions, including Anand Bhavan, Jawahar Planetarium, and Jawahar Bal Bhavan all in Anand Bhavan complex, in Allahabad.

Nehru Memorial Museum & Library has over the years supported scholars and historians across India and through its fellowship programme. The Nehru Memorial Fellowship has funded some of India's best academics such as historian Ramachandra Guha and Chief Information Commissioner O.P. Kegiwal. It is also one of the best Library in Delhi for Social Sciences as it has a huge collection on labour related issues in the form of Ph.D dissertations, reports, books, journals and news papers.



UNIT - IV

TAMILNADU ARCHIVES

In recent years the necessity of the participation of the state in certain fields of development especially in the economic field has been recognized even the government of the United states of America. The home of free of the free enterprise has taken over responsibilities previously left to private enterprise. Similarly certain basic industries in the interests of national economy have been nationalized by the United kingdom. Developing countries in south East Asia including our country have felt that has state should play a more positive role in securing a fuller development of their industrial potential recently banks have also been nationalized in our country. With the increasing tempo of government activity day by day. Archives maintained on scientific lines have become an important wing of the administration

The Tamil Nadu Archives is a learnt house the record of the various departments of the secretariat the Board of Revenue the Chief conservator of forests. The survey department the pre mutiny records of the collectorates and District courts and the records of the defunct department there are in all about six million files and six lakhs volumes with the earliest record dating back to 1670 history seems to brood over the racks and almira's of the Archives as the repository of such valuable records it is little wonder that while serving the needs of the administration the archives also attract research scholars both Indian and foreign round the year.

The publications based on the records in the Archives are authoritative volumes which administrators frequently look into since a revision of the old District Gazetteers was found necessary in view of the changing face of the district the work of revising and rewriting the district Gazetteers was taken up in 1954 by Dr. B.S Baliga the then curator of Madras Record office. The Gazetteers for a few districts brought out by Dr. Baliga and Dr. A. Ramaswami State Editor District Gazetteers contain a fund of useful information

Since district administration in Tamil Nadu as in other parts of the country comprehends a wide spectrum of history works of this kind are invaluable to the administrators. Recognizing



the important of data at district level, the census Department has also brought out in connection with the 1961 census. A District census Hand book for each district of the state which is a compendium of descriptive and statistical information

The archive apart from supplying the records to the state Government are useful to other departments as well the census department for instance makes use of the archival records whenever necessary as is well known our decennial census is a complete count of all persons in the country and personal information about the people such as their age, economic activity marital status etc. is collected the government local authorities, industry commerce trade union, universities, medical research workers, social workers, all need to know basic facts about the people if they are to understand the present situation and to for the future the 1971 census figures will give an idea of the impact of Family planning on the Population by supplying old but valuable records and volume the state Archives enable a successful conduct of the census

In order to cope up with the increasing demand on it service the Tamil Nadu Archives may have to adopt modern techniques of preservation of files and volumes in the countries of the west especially the USA up to date methods and devices are employed in the maintenances of records more and more publications touching on the social cultural and economic aspects based on a careful study of the records will go a long way in providing guide lines to the administration in theses spheres.

Its Origin, Growth and Activities

India, constitutionally a federal republic, is divided for administrative purposes into twenty nine states roughly on the basis of the language spoken by the people. The evolution of the boundaries of these states from the pre-British and British times down to the linguistic re-organization of the Indian map by the Government of India in 1956 is a fascinating subject.

Madras State, or to give its modern linguistic title, Tamil Nadu (literally, land of Tamils), has evolved from the sprawling Madras Presidency of the benighted British days which stretched from Malabar (which Malayalam- speaking district is now part of Kerala State) Orissa (which is



now a separate Oriya-speaking State on its own). The Madras Presidency lost first Orissa, and later, when the States (Provinces) of the Indian Union were reorganized on the basis of language, the old Madras Presidency of the British Raj was bifurcated into the Telugu speaking northern part, named Andhra Pradesh (land of the Andhra) and the Southern part Tamil Nadu (land of the Tamils), including a little area, Kanyakumari and Nagercoil, carved out of the old Princely State of Travancore which is now part of Kerala State.

Tamil Nadu Archives, located in the heart of the City of Madras at Egmore and houses in the massive Gothic-red building which reminds one of the vestiges of British administration in the State, plays an indispensable role in the day to day administration of the Government of Tamil Nadu as the custodian of public records. The Archives building is fairly big with parallel wings running at right angles to the main trunk. Nine blocks are utilized for stacks and the rest for administrative purpose. The building was planned with open spaces around for future expansion. It was carefully designed, constructed and well furnished in order to protect it from fire, burglary, incendiarism, dust and insects.

The nucleus of the Tamil Nadu Archives, which has carved itself out a niche among the Archival institution of India is mainly a Government archive. It was established in the year 1805. It was reorganized as a repository in 1909 with a separate building of its own. Until 1968 it was called as Madras Record Office when it was christened as Madras State Archives. When Madras State was changed into Tamil Nadu, it was renamed as ‘Tamil Nadu Archives’.

The Tamil Nadu Archives is situated at Madras (opposite to Egmore Railway Station) being a red building like the National Archives of India, New Delhi. It is a place where public and private records connected with the people are kept and preserved systematically.

Tamil Nadu Archives enjoys the distinction of being the first and well organized archives in India. Being the biggest archives in Southeast Asia, it houses the records related to the Period or three centuries. The earliest series of British records in its custody dates back to 1670. The archives preserved here reflect the origin growth and expansion of British rule by territorial conquest and the final establishment of supremacy over all rival powers both foreign and Indian.

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The archives preserved here also contain a mine of information on the aspiration and achievements of British Government on all matters of administration covering all aspects of socio-economic problems besides, throwing light on the views and ideas of able and experienced administrators, statesmen and legislators of the past on all matters of public interest.

The mass of records in the Tamil Nadu archives of course in English but the collection includes series of administrative records in Dutch, Danish, Persian and Marathi. While there are a few documents in French, Portuguese, Tamil and Urudu. In addition to this, Tamil Nadu Archives contains records relating to contemporary affairs of Tamil Nadu.

In the Middle of the 17th century the East India Company established its factories in Madras. Correspondence was very few and therefore, documents were also few. As trade of the East India Company developed and its political activity increased, more records come into being. In those days records were kept in Desks.

Mr. Sterynsham

Under the guidance of the governor of Madras Mr. Sterynsham master (1678-1681) a system of keeping register was first introduced Mr. Master worked to draw up rules for the secretary's guide including to enter all the consultations. In a book designed for the purpose, to keep a diary of all the concurrences and observations and to take two copy books of the letters to and from England. These records were kept in chess in the Counsel's Chamber. This was situated in the Fort House. Thus the Madras Presidency played a leading role in the matter of records keeping in the early days of company's rule.

The volume of records increased year by year, thereby compelling the British Government to plan the expansion of suitable buildings and their internal arrangements to store the public records. But until the passing of an Act for keeping safely records, in 1838 during the regime of Queen Victoria no serious effects had been taken by the Home Government in Great Britain to centralize and preserve record which were kept in suitable buildings. But the East India



Company's Government in Madras realized the importance and need for the centralization of provincial records more than 30 years earlier to the enactment of Queen Victoria.

The credit of bringing all the records of the administration goes to Lord William Bentinck who in 1805 proposed that all but the most recent records should be lodged together, under the charge of a special establishment, in the apartments numbered 18 to 21 on the north side of the Fort Square. In his memorable minute dated 18.11.1805, Lord William Bentinck, President and Governor of Fort. St. George observed as follows. "The consequence of preserving the record of this government which are now become exceedingly voluminous and the connections which every member of the Government in general upon this appointment of a perfect stranger to the details of the former transaction would derive from having a regular index of volume induce me to recommend that a record keeper should be appointed, the obvious reason that the person to be selected should be a nature conversant with the business of the office and likely to remain in the situation, I beg recommend for that situation, Mootiah, who had been engaged that respect of every government". The Board of Directors promptly responded to the recommendations. "Resolved that the appointment recommended by Lord Bentinck to take place and that the salary of Mootiah, the principal native servant in the political and military departments be augmented to the sum of 80 pagoda per month in consideration of the increased duty which will be entrusted to him".

In order to carry into effect the arrangement suggested to the board in the minute dated 18.11.1805, it was ordered that a large and commodious office should be immediately prepared for reception of the whole of the records of this government, instead of their being kept as it then existed, in separate and distant rooms. It was recommended that certain apartments on the north side of the Fort Square be appropriated for keeping the records. This was the nucleus of an organization to be developed into the Madras Record Office now known by the name Tamil Nadu Archives.

In 1823 all the records were moved into the rooms of the first floor of the Government House in the Fort and again into the pillar Godown in 1825. In 1837, George Garrow was



appointed for the purpose of arranging the records of Madras presidency, William Huddleston was appointed in 1858 for a short period. Subsequently in 1860 Talboywheeler was appointed. He made a through examination of the records. Dodwell wrote a guide and Dr. B.S.Baliga wrote his compendiums. Talboyswheeler, Dodwell and Dr. B.S.Baliga are the notable curators who were responsible for the growth of Archives in one way or the other. The record office was shifted to the ground floor of the secretariat building in 1888.

At the same time the Government felt the necessity to have a separate spacious building to accommodate all the records. Sir, Murray Hammick, the then Secretary to Government selected, a bungalow and its site known as “Grassmore” near the Southern Railway Station. Egmore to be suitable for constructing a new building to house the records. In 1906 the consulting architect was requested to prepare plans and estimates to construct a building to house the records. A building costing Rs.2, 20,323 and record racks costing Rs.1, 16,981 for occupation by October 1909. With a permanent staff of one superintendent, two assistant, five references, three clerks, two typewriting clerks, nine attenders one durwan, two peons, one gardener and one scavenger.

The Madras Record Office was opened in October 1909. C.M.Schmimdt was put officer in charge of the newly formed Record Office. By this time the Government of India was addressed to depute an officer, preferably a member of the Indian Educational Service to be in charge of the record. Accordingly the Government of India deputed an officer who was to be designated as “Curator” of the Madras Record Office.

Henry Dodwell

Henry Dodwell who was acting as Vice- Principal, Teacher’s College, Saidapet was appointed Curator, Madras Record Office from 15-4-1911 for a period of two years. Consequent on this appointment the work of preparing calendars of records beginning from the year 1740 was ordered to be resumed.



V. Sekharamenon

In 1925, V.Sekharamenon was posted as curator. It was during this period for the first in the history of the Archive, research Scholars began to make use of the records for research. A.V. Venkatarama Iyer who was officiating as Additional Professor in Presidency College, Madras was appointed in 1927 as curator of Madras Records Office. A note worthy vent that took place in his time was the construction of additional block to which was transferred all the records prior to 1857.

Dr.B.S.Baliga

Dr.B.S. Baliga became the curator in 1934 and the Madras record office was admitted as an Institutional Member of the “British Records Association”. The construction of two additional blocks was sanctioned in the following year. During the period of World War II original records were shifted to a safer place near Chittoor. A major effort was taken in 1954 to reprint the old district manuals and district gazetteers. The work continued until the premature death of Dr. S.B.Baliga in 1958. Following the creation of states like Andhra Pradesh, Karnataka and Kerala in 1956, records relating to these states were separated and sent to the respective states.

Mr.S.Singarajan

In 1967 the post of the curator was upgraded as Director of Tamil Nadu Archives, the Madras record office was changed as ‘Tamil Nadu Archives’. In 1968 P.K.Nambiar, the curator was transferred and Mr.S.Singarajan assumed charge of the post of Director of Tamil Nadu Archives. The appointment of Commissioner in 1973 for Tamil Nadu Archives culminates in its administrative efficiency and distinction.

The Tamil Nadu Archives with its District Centers in Madurai, Cuddalore, Coimbatore, Tiruchirappalli and Salem, is a separate Department and the Head of the Department has been designated as the Commissioner of Archives and Historical Research.



Publication and Reference Media

The basis of record keeping as practical in India in the 17th century was the laborious copying into large volumes of every paper that was to be prepared. This system was nominally maintained right down to 1856. Throughout the whole period, copy books as they may be called formed an essential part of the record system. In order to facilitate the quick disposal of the requisition of records both for administrative and research purposes .Tamil Nadu Archives has undertaken the preparation and publication of indexes, press lists, guides, calendars etc.

a) Indexes

Stevensham master ordered ‘alphabets’ (indexes) to be made to all the voluminous records. But these indexes were conspicuously bad. Many attempts were made to improve the indexing system. The index prepared by William Elliot in 1833 was later printed. From 1801 to 1856 manuscript indexes exist for the consultation of all departments of the secretariat from which the first volume was issued in 1893. The Board of Revenue undertook the preparation of printing of indexes to the whole of its ancient records in 1894. Now printed indexes are available from 1857 to up to date.

b) Collections

Another convenient method of reference came into use in the 19th century was the ‘collections’ of papers referred to in the dispatches to England. There were separate ‘collections’ for each subject deals with. These collections are still of great value of tracing old papers. The other reference media available in the archives are the Board’s printed Reports from 1786 (the governors in council) which were forwarded to the court of Directors.

c) Press Lists

Press Lists are another type of reference books brought out by the Archives. In Press List all papers are arranged in strict chronological order irrespective of the departments to



which they belong. Press lists have been prepared for all Government records from 1670 to 1800. They do not include the records of the Board of revenue. As the contents of Government volumes up to 1800 have been abstracted in the press list no indexes have been printed for these volumes.

Guides

The guides are neither chronological nor alphabetical. They describe briefly the contents of the importance paper of the several volumes of each series in a particular collection. Guides have been prepared and published for all district records down to 1935.

Calendars

Calendars are special type of analyzing the documents in the Archives. Many calendars on various series of documents have been brought out by the Archives. Calendars resemble press list is being much more comprehensive. Calendars have been compiled for Ecclesiastical Department 1818-1854. Marine Department 1838-1854, Mayors Court 1689-1798, Surgeons general 1789-1858 and Mint 1744-1876.

Structural and Functions of Tamil Nadu Archives

The Tamil Nadu Archives has fairly a big building. Twelve blocks are utilized for stacks and one block for administrative purpose. The stack is fitted with steal shelves. The building was planned with open spaces around for future expansion. It was carefully designed, constructed and well furnished in order to protect it from fire, burglary, incendiarism, dust and insects. The Tamil Nadu Archives is a separate department administered by the Education department of the government of Tamil Nadu. It is functioning under the control of a Commissioner of Archives and Historical Research who shall be a senior I.A.S. Officer. There is one Deputy Commissioner and four Asst. Commissioners who look after all the functions of Archives. Each record stack is placed under the charge of an Assistant (Reference). A research assistant supervises the work of 2 or 3 such references. The reference is assisted by Record clerks in collection and restoring papers and also in the preservation of records.

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Holdings (Archival Wealth)

Tamil Nadu Archives contains records of various languages. The earliest record here is dated 1636. But the English records exist only from 1670. All the records of the Secretariat from 1670 down to the present day with the exception of the records of the last few years are centralized in this office. All pre mutiny records of the District Collectorate and the District Courts and the Survey Records up to 1857 are also housed here. Records of other heads of the Government and confidential records of various department are kept in a separate record room, Fragile documents like the good old sonnets foremen mortgage deeds, records of defunct departments, appraisal register of valuables in temples etc. are possessed under lock and key.

Few Significant Documentation in Tamil Nadu Archives

1. Encouragement to the inhabitants to plant gardens in order to reduce the dust. There were no lamps in the streets. In spite of all evils, the difficulties in the way of raising a voluntary assessment were too great to be overcome.
[Public Sundry Volume No.16 (1770-1771)]
2. Conditions of the Police and other Municipal Department in 19th century. In the year 1800, the police were under the control of a hereditary Poligar, the Pedda Naik, the descendent of a village watchman who guarded the place in those days when Madras was a tiny village.
[Sundry – Judicial Volume M.R.O.7410, 7412,7414 to 7422 (11 volumes)].
3. 1838 and 1839, it was about the papers on the introduction of tea into Madras. By the importation of Chinese, the Assam tea industry was placed on a secure basis Government resolved to plant garden at Nilgris.
 1. Public Consultations, dated 27th March, 1838-14.16
 2. Public Consultations, dated 19th April, 1838-19.20
 3. Public Consultations, dated 26th February, 1839-41.42
 4. Public Consultations, dated 18th June, 1839-45.



4. Accounts of the cost of the light house built in 1796. This light was supposed to be visible seventeen miles from a ship's deck and for nearly 26 miles from the mat-head. [Public Sundry Vol.No.63 (1796-1798)]
5. Slave Trade- A number of children had been discovered on the possession of certain Individuals, who it was believed in tended to remove them as slaves from the country. The Government had directed the Collector to ascertain whether they could be received into any institution until they are old enough to earn their own subsistence.
 1. Diary to Marine Consultations, dated 15th December 1840 Vol.4
 2. Marine Consultations, dated 14th October 1840, No.13 and 14
6. Salem Steel was exported to Great Britain.
(Public Consultations, dated 2nd March 1804, 20th April 1804 pp.2359, 9th December 1808, 27th January 1809 and 14th April 1809).
7. This document contains an office order letter which speaks about the assessment of the Madras Government on the effect of the Jawaharlal Nehru's visit to the presidency, to the Secretary. Home Department Government of India, it is important because Nehru came a Congress President and as a part of his election tour before the elections to the Provincials Assemblies in 1936, after which the Congress took office under the Premiership of C.Rajagopalachari.
[(Under Secretary safe file No.981, dated 10th January 1937) Page 191-199(Secrete)]
8. This G.O. related to a summary of an article published in the 'Desabhatan' of the 7th and 8th instants entitled "The story of peacock". This story is an allegory, the peacock therein apparently standing for the British, the rock-snake for Germany, the mother or India, her sons for Indians, the eldest son for Tilak and the split among the sons for that among the Indians. The allegory concludes with the statement that the sons join together and take away the feathers of the peacock by force help their mother to revive by using a fan made thereof and live together happily. The translation was called for a detailed enquiry if the matter was one that of a controversy.
[G.O.No.100, Public (Confidential), dated 3rd March 1919].



9. The Dravida Mahajan Sangam requested to change the caste name's from Panchamas or Paraiyar to "Adi Dravida" in Tamil and "Adi Andhra" in Telugu Districts as some of the graduates of recognized Universities were afraid of calling themselves as Panchamas or Pariyar. Accordingly the Government accepted the request of the Dravida Mahajana Sangam and ordered to adopt the words Adi Dravida. Adi Andhra in all official documents respectively. G.O.No.817, Law (General) ,dated 25th March 1922

10. This G.O. considers the representations of Thiru C.Rajagopalachari's original manuscript letter complaining that the cell in which he was lodged was unfit for sleeping and devoid of exercises of prisoners.(Rajaji was a prisoner in Trichinopoly Jail for participation in the Salt Satyagraha). G.O.No. 2617, Law (General), dated 24th June 1930. Holding of Tamil Nadu Archives

Secretariat Records

Stack No.1	From	To
Petition Department	1857 -	1882
Military Department	1857 -	1895
Petition (Endt.) Department	1876 -	1885
Political Department	1857 -	1936
Ecclesiastical Department	1857 -	1936
Medical Department	1916 -	1920
Home (Miscellaneous) Department	1916 -	1921
Revenue (Special War) Department	1919 -	1920
Public (R.D.P.) Department	1957 -	1959

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Administration Department	1659	-	1960
Public Department	1857	-	1956
Education Department	1861	-	1956
Public Health Department	1921	-	1956
Tamil Nadu Government Gazette	1832	-	1991
Government of India Gazette			

Interim Repository

Stack No.2

1. Public Department	1957	-	1987
2. Education Department	1957	-	1986
3. Health and Family Welfare Department	1957	-	1987
4. Personnel and Administrative Reforms Department	1976	-	1987
5. Information, Tourism and Tamil Culture Department	1982	-	1987
6. Information and Tourism Department	1983	-	1987
7. Education, Science and Technology Department	1985	-	1986
8. Indian Medicine and Homeopathy Department	1984	-	1986
9. Tamil Development Culture Department	1984	-	1987
10. Home Department	1957	-	1986
11. Social Welfare Department	1968	-	1987
12. Transport Department	1971	-	1987
13. Finance Department	1957	-	1986



14. Institution Finance Department	1983	-	1986
15. Prohibition and Excise Department	1971	-	1977
	1981	-	1987
16. Planning and Development Department	1981	-	1987
17. Home Passport Department	1957	-	1971
18. Law Department	1957	-	1987
19. Handloom, Handicraft, Textiles and Khadi Department	1985	-	1986
20. Labour and Employment Department	1969	-	1987
21. Employment Service Department	1983	-	1987
22. Industries Labour and Co-operation Department	1957	-	1965
23. Industries Labour and Housing Department	1966	-	1969
24. Industries Department	1969	-	1987
25. Co-operation Department	1969	-	1987
26. Labour Department	1969	-	1987
(Housing subject also dealt with in Labour Department from 1969-1972)			
27. Housing and Urban Development Department	1972	-	1987



28. Commercial Taxes and Religious

Endowment Department 1974 - 1987

29. Forest and Fisheries Department 1973 - 1987

30. Environment and Control Department 1984 - 1986

31. Food and Agricultural Department 1957 - 1965

32. Agricultural Department 1966 - 1987

33. Food Department 1966 - 1987

34. Food and Consumer protection

Department 1983 - 1986

35. Revenue Department 1957 - 1986

36. Public Works Department 1957 - 1987

37. Local Administration Department 1957 - 1960

38. Rural Development and Local

Administration Department 1960 - 1984

39. Rural Development Department 1984 - 1987

40. Municipal Administration and Water

Supply Department 1984 - 1987

Stack No.3

Finance Department 1857 - 1956

Finance Pension Department 1857 - 1942



Finance Code Department	1926	-	1927
Finance Book Branch	1901	-	1906
Judicial Department	1857	-	1922
	1926	-	1928
Judicial (Police) Department	1923	-	1925
Judicial Magisterial Department	1923	-	1924
Public (Police) Department	1929	-	1936
Law General Department	1921	-	1936
Home Department	1936	-	1956
Home Passport Department	1946	-	1956
Legislative Department	1862	-	1936
Legal Department	1936	-	1953
Law Department	1953	-	1956
Legislative Council (President’s order)	1921	-	1936
Stack No.4	From		To
Revenue Department	1857	-	1959
Food and Agriculture Department	1946	-	1956
Food and Agriculture (Food Production) Department	1950	-	1956

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Development Department	1921	-	1953
Industries, Labour and Co-operation Department	1953	-	1956
Industries, Labour and Co-operation (Special) Department	1856	-	1960
Law Registration Department	1921	-	1936
Separate Revenue Department	1915	-	1925
Revenue Special Department	1918	-	1920
Routine Revenue(RR) Department	1949	-	1950
Firka Development Department	1947	-	1950
Rural Welfare Department	1950	-	1952

Library

Stack No.5

Almanac	1800	-	1935
Army and Civil Lists	1804	-	1962
Census	1871	-	1981
Periodicals	1831	-	1991
Press Lists	1670	-	1800
Calendar of Madras Despatches	1744	-	1765
Parliamentary Debates (Commons)	1917	-	1958

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Parliamentary Debates (Lords)	1937	-	1958
Parliamentary Debates (Lok Sabha)	1951	-	1958
Constituent Assembly Debates	1946	-	1950
Madras Legislative Assembly Debates	1921	-	1990
Madras Legislative Council Debates	1921	-	1984
Registrar of Books	1867	-	1989

List of some of the Old and Rare Books available in the Library:

Some Years Travels in to Africa and Asia, London, 1938- by Theo Herbert.

Open on Dergang Van Cormandel 1693- by Havart

A new account of East Indies and Persia London 1698 – by Jahan Frvr

A new Account of the East Indies Edinburg volume 1 1927 by Aldexander
Hamilton

Select views in Mysore the country of Tippoo Sultan London, 1794 Home

Travels in Africa Egypt and Syria London 1799 W.G Browne

Journal of a voyage in 1811 and 1812 to Madras and China by James
Wathem.

Journal of the Legislative council of fort St. George 1913(in parchment) the Bambard of
Madras by the German Cruiser EDMEN Higginbotham Madras, 1914(photos).

Jail Dairy, 1922 C.Rajagopalachart.

Bala Barata, Volume I, 1907-1908 (4 issues) (Edited by Poet Subramanya Bharathi).

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Stack No-6

	From		To
Marine Department	1857	-	1931
Railway Department	1870	-	1924
Irrigation Department	1877	-	1926
Financial Local Department	1885	-	1920
Financial Municipal Department	1885	-	1920
Local Administration Department	1920	-	1956
Public Works Departments	1857	-	1956

Stack N0-7

Public Department	1670	-	1856
Military Department	1752	-	1856
Revenue Department	1774	-	1856
Secrete Department	1796	-	1850
Judicial Department	1798	-	1856
Political Department	1800	-	1856
Financial Department	1811	-	1856
Commercial Department	1815	-	1848
Petition Department	1815	-	1882
Law Department	1815	-	1856
Foreign Department	1816	-	1846



Ecclesiastical Department	1818	-	1856
Marine Department	1838	-	1856
Public Works Department	1843	-	1856
Financial (Railway Department)	1853	-	1856

Non-Secretariat Records

Persian	1670	-	1847
Dutch	1657	-	1825
Danish	1779	-	1845
Marathi (Modi)			
Madras Army	1761	-	1895
Mayor's Court	1689	-	1858
Madras Mint	1744	-	1856
Coroners Records	1853	-	1889
Boards of Revenue	1786	-	1858
Collector ate Records	1708	-	1860
Tanjore Raj Records			
Records created by Committees	1947	-	1983
District Court Records	1802	-	1883
High Court Records	1801	-	1862
Merged State Records	1787	-	1857



Church Records 1739 - 1907

Stack No.8-

Board of Revenue (Consultations) 1786 - 1856

Land Revenue (Printed settlement) 1857 - 1887

Land Revenue 1887 - 1980

Revenue Settlement 1887 - 1922

Separate Revenue 1887 - 1924

Excise 1925 - 1978

Press Series 1926 - 1956

Press Series 1954 - 1957

Court of Wards 1885 - 1958

Commercial Taxes 1939 - 1975

Food Production 1949 - 1977

Inam Commissioner's Disposals 1858 - 1954

Inam Deputy Collector's Disposals 1858 - 1871

Irrigation Development Board 1931 - 1956

Settlement of Estates 1950 - 1980

Forest 1886 - 1918

Chief Conservator of Forests 1919 - 1968

Fodder and Grazing Committee proceedings 1938 - 1959



Records Relating to Former Travancore

Cochin State	1921	-	1941
Custodian of Evacue Property	1951	-	1952
Land Administration	1971	-	1976
Land Reforms	1960	-	1964

Survey Records

Stack No-9

Original Survey Maps, Survey and

Board Copies	1859	-	1900
Resurvey Mounted Litho Maps	1896	-	1917
Unmounted Litho Maps	1896	-	1917
Soll Block Maps	1906	-	1907
Ferro-prussiate prints	1906	-	1907
Ferro-prussiate Tracings	1906	-	1907
Amin Field Measurement Books	1867	-	1889
Original Field Measurement Books and Estate Survey	1896	-	1967
Traverse field Books (Old and New)	1896	-	1967
Traverse Sheets (Old and New)	1866	-	1967
Maps plans and Touring Maps	1866	-	1967

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Updating Registry Scheme Field Measurement Books	1979	-	1985
New Resurvey Field Measurement Books	1960	-	1968

Rules and Regulations followed by the Tamil Nadu Archives

1. A Person wishing to examine the records should apply in writing to the commission of archives in the prescribed form.
2. The following are accepted as bonafide research scholars:
 - i. The members of the indian historical records commission
 - ii. Vice-chancellors, professor and researches of recognized universities or India
 - iii. Post-Doctorate researches.
 - iv. Officials of the government.
 - v. Any other persons accepted by the commissioner on special ground.
3. Application must be accompanied by certificates from the Government of India permission from National Archives of India. Mostly these applications are sent to the Government.
4. Usually permission is granted for a specific period. At the expiry of the period permission should be renewed. For renewal no fresh recommendation is needed.
5. The government has right to refuse permission.
6. Inspection of records will be allowed only in the Tamil Nadu Archives.
7. The research hall of the Tamil Nadu Archives is open all days of the year except holidays. The number of such notified holidays shall not exceed 15 in a year.
8. The hours of admission are 8-00 A.M to 8 P.M. on all days except Saturdays and Sundays. On Saturdays and Sundays they will remain open from 10 A.M to 5.30 P.M.
9. A set of indexes, press lists and other aids are kept in the index room. A scholar has to fill in a requisition slip available in the research hall.

He has to put them in a wooden box allotted for the purpose. These forms are cleared twice a day to 10A.M. and 2 P.M. The required records will be brought to the research hail get the sign from



the concerned clerk. The records may be kept in the research hall for continuous reference by the scholar.

10. No persons will be permitted to have more than 10 documents at one time. However this rule may be relaxed depending upon the rush in the research halls.
11. The records are to be very gently handled by the scholars. Notes are allowed to be taken only with a pencil or ball point pen. The research scholars, should note make any mark on the document given for the reference. Smoking, sewing petal nuts or consuming eatables are strictly prohibited inside the research halls. The scholars shall be made by person absolute silence in the hall.
12. No photographic reproduction or micro-filming or tracing of records shall be made by any person without the written permission of the commissioner.
13. A security deposit of Rs.200 to be deposited. This amount will be refunded after completion of the work. The commissioner may except the person to making this deposit.
14. Permission to consult the records may be withdrawn by the commissioner at his discretion for the sufficient reasons such as willful breach of any one of the foregoing rules, damage of any sort to any record or article belonging to the Tamil Nadu archives, conduct, language have it or any other matter offensive or likely to be offensive to the staff or other research scholars. It will be open to the scholars agreed by such order represent this case to the government of Tamil Nadu.

The Tamil Nadu archives is the biggest archives in the South East Asia and one of the archives of international reputation. The foreigners who come into contact with the Tamil Nadu archives have greater attraction and reputation for its perfect organization. It is one of the pioneer archives in the world like Archives National of Paris, France, the Public Record office in England and the National Archives Washington, DC, USA.

The Tamil Nadu Archives has to be looked upon with respect and sense of humility. There in are found records from which may glanced out not only the happenings of public and



private events of the past but also the working of the minds of the persons who were behind these records. For the historian, for the research student, for the practical or indeed for every citizen some acquaintance with the archives and the archival library could be useful.

History as understand now has become very largely dependent on archives for its success. Archives not only helps historical research but also stand as a cultural monument in the Society. The growing awareness among public and particularly among the scholars would pave the way for the latter growth and development of archives in India in the coming years

Private Archives

The activities of the government and the people could be studied and assessed, if traces have been left in the form of Archeological evidence and records. Fortunately man has got an in born desire to perpetuate his memory of the past. He wants to have some link with the happenings and events of his past life and hence he preserved things. Records of important personalities are maintained and preserved by the government. However, some records are privately owned and maintained. Between these two categories of records, it is true that considerable attention was paid to that of government archives. However, times are fast changing due to recent developments towards the microscopic study of history, private archives in the form of business archives institutional archives and the like receive much attention from the scholars.

Definition of private Archives

A Private Archives may be defined as a repository of documents, resulting from the activities and transaction of individuals and institution and access to which is by grace and not by right. It can also be defined as those records which accumulate through the activities of the individuals, institutions, Industrial undertakings etc. these private archival materials consist of sands, fireman's, lease deeds, diaries, personal letters, manuscripts, photographs, paintings etc. sometimes they include portions of Institutional or official record and business correspondences.



The stimulus to know about private archives in detail comes from the sociological aspect of history. In this attempt to do justice to the common people in historical works, the historians in recent times has bestowed greater attention upon the socio economic aspects of history. Private records throw a flood of light on socio-economic conditions of our past. They provide sample materials to write the real history of the people. Further the local and regional history can be re-constructed completely with the aid of private archival materials.

Difference between Public and Private Archives

Indian archives can be conveniently divided into two broad categories. One is government archives and the other is private archives. Government records are as a rule deposited in the government constructed repositories and they are managed by the government. Private archives are in the houses of the most reputed and highly influential families in the custody of temples and monasteries as well as in masjids and churches.

The most important distinction is that access to the public archives is by right, whereas entry to private archives depends solely on the whims and fancies of the custodians. For instance members of the Bengal club are strictly prohibited to have an access to the records.

There is centralized and unified structure of administration in public archives, while private archives are marked by decentralization. The public archives are of immense help for the study of microscopic aspect of history while private Archives are of importance to know the microscopic aspect of history.

The categories of Private Archives

The archival wealth in private custody fall into six major categories.

1. Archives of business and industrial houses like T.V.S. and Parry and Company, Romeo, Parry Company, Lakshmi group, Sakthi group, PSG groups etc.



2. Archives of religious and communal institution like London Missionary Society, Church Missionary Society, Nadar Mahajana Sangam, Brahmins Association, Devar Praval etc.
3. Archives of political parties and trade unions, e.g. This Sathyamoorthy Bhavan is managed by the Congress Party; Arivalayam is managed by the D.M.K. Party, All India Trade Union Congress, Indian National Trade Union Congress etc.
4. Archives of educational institutions like Madras University, Annamalai University, Madurai Kamaraj University etc.
5. Archives of former Princely classes and aristocrats like the Maharajas of Travancore and Newsabs of Bengal.
6. Archives of eminent personalities and families. Besides the above mentioned six categories considerable amount of archival material relating to India are found in private archives in other countries. The records preserved in some of the above mentioned categories of the private archives might has been destroyed or devastated due to various factors.

Business Archives

The documents in the custody of the business archives are of immediate use for the firm themselves for writing their own history. The history of the business houses when complete will throw light on the economic history of the city. Further the records could serve as materials for the history of specific industries such as steel, textiles and ship industry. Business archives may also elucidate the successful stages in the industrialization of the country.

Archives of Religious and Communal Institutions

Religion and Religious practices dominated traditional Indian life which can be understood only in the light of these Archives. It is a fact that the real economic, social, political and cultural lifecan be understood only from these records. The Mathas in earlier times were states within states, Like state records they contain genealogy of the rulers, the pontiffs and their system of administration. Further we can get materials regarding the economic condition of the

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different classes of their people and their professions. These Mathas discharged some of the governmental functions too in medieval times; such functions included the punishment of criminals. They looked after the less privileged class of society like the slaves, orphans, widows and untouchables. The Gurus were learned men and promoted learning by maintaining schools and libraries. The Matha records in fact throw light on the socio-economic and cultural condition of that age. The records of the Mathas are in several languages like Persian, English, Tamil etc. Besides this archival wealth certain non-archival but archeological wealth like idols, jewelers, coins, vessels of older times, arms of earlier days, different types of dress, weights and measures etc. are also available in some places, which are of considerable value for the historians in reconstructing the past history. In short most of the records of Mathas are essential for writing regional history but the problem is in regard to access to Matha archives. No Matha would like to throw open its archives to a follower of the rival Mathas. By and large the persons connected with the management of Mathas do not appreciate the value of archives to the historians. If the scholar is a disciple of a Matha, and the need of the Matha is liberal, then access to the archives becomes easy. If the scholar is not a disciple then the best way is to approach the Matha authorities. The scholars have to give assurance that their research work will be published only with the knowledge of the Mathas and no damage will be done to the image of the Mathas.

The Protestant Christianity in Kanyakumari district and other areas have well organized records and record administration. Each district has got a separate record center in the district Bishop's office. Another example for the archives of the religious institution is the N.V.K.S.D. (Nallur Vettumoni Kantan Sasta Devaswam) managed by five nair families of the NallurDesam. It has a teacher's training college at Attoor and a Central Higher Secondary School attached to it along with a good number of landed properties. The Devaswam has a very good archives with records of various nature.

Communal Archives

The various communal organizations also have rich private archival repositories. Though each communal organization aims at promoting the welfare of its own community. Its social



activities will benefit the other communities too. The minute books, the annual reports or some other documents of all the organization apart from the correspondence are an important source illuminating the contribution of each to the social welfare. In India there are several communal.

Library of Photographs

The Nehru Memorial Museum has got more than 57,000 beautiful photographs of Nehru and his eminent contemporaries. These photos have been arranged according to a theme. For example , all the photos related to civil dis-obedience. Movement are arranged in one place. An important aspect of this museum is that it has taken the oral history project. Interview with more than 820 great scholars and persons who had taken part in the freedom struggle have been recorded.

American Study Research Center

The research Centre was started on April, 1964 in Hyderabad. A library of American civilization was first started with 4000 books. Now, the total number of books exceeds 2 lacks. This centers provides research grant to the scholars. It conducts two seminars every year. The administration of American Study Research Center is functioning under a Director and few technical assistants. It is located in Osmania University, Hyderabad.

Parry and Company

One of the reputed private archives is Messers. Parry and Company Limited, Madras. The 220 years old Parry and Company Limited was established in 1788 at Parry's corner in Madras. The owner of this private company is Thomas Parry, who come to Madras in 1787. Unlike other Englishman Parry came to India at the age of 19 and lived for 35 long years. Interesting details of various activities of his life have been described in his book "Thomas Parry Free Merchant 1768 – 1824" by G.H. Hodgson (1938)

Parry spent his first year in Madras endeavoring to work upon business of his own. But this had been a uphill task. After a year he joined Thomas Chase, a civil servant, but the



partnership closed after six months working with a profit of £ 1159 which was equally divided. Chase and Parry's 1789-1792. Ledger still available with the firm of Messrs Parry and Co. Ltd. It reveals mostly banking accounts.

Due to unavoidable necessity, Parry changed partnership at least eleven times between 1788. Parry's business covered a very wide range of activities. They were mortgage bond, creditorship, sale and disposal by rent of houses, sale and disposal by rent of houses, sale of Indian and foreign wine, sales of Bengal Lottery tickets, travel agency, shipping, sale and circulation of books. Parry made good fortune as a supplier of provisions required during Lord Cornwallis' war against Tipu. Parry and Dare were bankers, general agents, ship owners, ship builders and shipping agent. But from their ledger of 1820 it appears that they traded in French Claret, "champaigna" brand port wine, hocks and cornet, cotton to London, linseed oil to Bombay, Sundry goods to Colombo and Far East; saddlery, glass ware, iron, long cloth, horse-gram, wheat, Indigo, petre, Iron hooks, Madras cheque hand kerchief, canvas, Nellore cloth, Pepper Soda, timber and general merchandise.

New Enterprises

Parry was always on the lookout for new enterprises. In 1794 he with some others petitioned the Government for permission to start a newspaper. The request was rejected. A tannery was started in 1805. Tanned leather goods were supplied to the Company's Army and Navy had sent to England, United States, Australia and the business turned a profitable one. There were 350 workmen in the tannery. His endeavors were later concentrated towards indigo plantation and it made good progress. Cane cultivation on western methods started and the firm managed a cane sugar factory in Madras. Parry wrote to his agent in London for a stocking loom as he had found that supply of stockings to the military personnel in India and also the possibility of exporting them to United States and Australia would turn to be a profitable concern.



Adversities

Parry established a great loss in shipping over several years. The ship, 'Marquis Wellesley' was lost by fire and this almost ruined him. Continued slump in market and dull business overseas but Parry to a very hard corner. He was undaunted. He purchase a ship for Rs.1,00,000 and restarted his shipping business. In this ship he had the privilege of having as passengers the retiring governor of Madras, Rt. Hon. Hugh Elliot and family for € 3000 for a trip to England. Other passengers were "96 invalids, 22 time expired men, one man released from jail, one man returned from desertion, 13 women and 5 children" at €18 per head without food and water. The private trade was prohibited by the Regulating Act of 1773. On the part of the East India's servant Parry thought sincetheir would be no more competition with company's trading servant, his trade would flourish. But to his great surprise he was directed to return immediately to England for having association with the Nawab of Carnatic. No explanation was furnished for the order of banishment. This upset Parry to a great extent. He left Madras and lived in Ceylon, the Crown Island, beyond the jurisdiction of company's administration and looked to his business interest from there. He however, made an able representation. The order was withdrawn in 1805.

Parry and Carnatic Insurance Company

In order to keep his head out of water, Parry had to take appointments from time to time. Some of these of course were indirectly, beneficial to his business interest. In 1796, Parry was appointed to the Carnatic Insurance Company. During the same year, he was appointed Examiner to the Mayor's court. On 23 November 1796, Parry resigned his post to join the service of Nawab of Carnatic as captain on a salary of 250 pagodas per month equivalent to € 1090 per annum. His pay was later raised to € 2100. A contemporary of Parry in Nawabs service was another merchant, John Binny, founder of the present firm of Binny and company limited, Madras



Carnatic Debt Scandal

The Carnatic debts were incurred by Mohammed Ali, Nawab of Carnatic, usually known as the Nawab Wallajah, and his son Omdat-be-Omroh who succeeded him. They raised money for their extravagances. The total value of the claims amounted to 30 million pounds. Their servants had conspired with the members of the public to issue forged bonds and forged entries were made in the books of Nawab's treasury. All sorts of people, European and Indian, official and non-official became interested in Nawab's debts. Many officials of the company, besides many members of the mercantile community, were interested in one way or other in these bonds and amongst the former were the Instructor, the Advocate general at Madras and Omre, the government solicitor. These two men had consulted one Royappa Reddi Row, the Nawab's Sheristadar, in connection with all their speculations in these bonds. Under a treaty the new Nawab made over almost his entire territory to the company in return for clearance of the accumulated debts of the two previous Nawabs. Royappa Reddi Row himself was a claimant and one Paupiah a friend of Parry had given evidence that the Nawab's sheristadar was responsible for many of the forged bonds and book entries. Parry supported Paupiah, Anstrether and Omre supported Row. After a long enquiry Royappa Reddi Row was found not guilty and orders were passed for Parry's immediate removal to England. Parry moved to Ceylon, the crown Island which was beyond the Jurisdiction of the company's administration. But Parry did not stop there and at last after several years the forgery was established he returned to Madras in 1810. In the second part of the book, we find several letters of Parry. One dated 24th December 1807 is about Indigo processing and seems to be quite interesting. Parry in order to prevent cakes from cracking and render the grain fines gave some directions regarding both pressing, drying and sweating the indigo.

Asiatic Society of Bengal

The Asiatic Society of Bengal was founded in 1784. The idea of forming the society was conceived by Sir William Jones, who came out to Calcutta in October, 1783 as a puisne judge to the late supreme court at Fort William in Bengal, while engaged in learning the Sanskrit



Language. Sir William left the want of the organized association where serious researches could be carried on. His friends accorded their warm support for the proposal and accordingly a meeting was held on 15th January 1784, among the elite of the European community in Calcutta. Sir William opened the proceedings of the meeting and he delivered a learned “Discourse on the institution of a society for enquiring into the History, civil and natural, the Antiquities, Arts, sciences and literature of Asia”. A resolution was adopted establishing the society under the name of the ‘Aslatic Society’.

Aslatic Society in London

In 1829, soon after the establishment of the Aslatic society of Great Britain and Ireland in London and the affiliation of the Literary society of Bombay with that Institution, proposal was received from the London society for similar affiliation of the Calcutta society with that institution. But the proposal was not accepted.

Object and Rules of the Society

The object of the society was to enquiry into history and antiquity of Arts, Science, Literature in Asia, the rules which were framed at the initial stage of the society were very brief. Sir William Jones was against framing an elaborate codes of rules. It was suggested that weekly evening meetings might be held where original papers might be read and discussed. Towards the end of each year a sufficient numbers of papers had been collected to fill a volume ‘Aslatic Miscellany’ it was further suggested that unpublished essays from ‘Native’ authors would be admitted. But the questions whether learned natives would be enrolled as members would be considered at a later date. It was proposed “not to admit a new member who had not expressed a voluntary desire to become so”. In 1829, H.H. Wilson proposed some Indian names and they were elected members.



Value of meeting and collection of subscription

The Society usually met at the Grand Jury Room of the Supreme court, therefore there was no expense of any kind. Members were not called upon to make any pecuniary contributions. In 1795, When the idea of providing a suitable house was mooted, funds were raised by subscription and the ordinary members were to pay quarterly one gold Mohur each, old members being required to pay quarterly two gold Mohur each to make up their previous membership, in lieu of entrance fee. The rule regarding quarterly subscriptions was altered in 1859, when the amount was reduced to Rs.12 a quarter for resident members and Rs.6 for non-resident members.

Building

During the presidency of Sir William Jones, no necessary was felt for the society. The Grand Jury Room of the late Supreme Court served the purpose. But on the demise of the founder, the society approached the government for a free site for a house. In 1805 plot was received by the society and a building was raised for Rs.30,000. The society took possession of the building early in 1808.

Membership

Besides ordinary members there were three more classes of membership. There were no rules for Honorary Members to be elected. The qualification stipulated was ‘eminence for his knowledge of science or literature. The class of ordinary members was established in 1835. The fourth class, corresponding members, was established in 1831 to recognize the service of correspondents in foreign countries but this class was abolished in 1869. When the society was created Warren Hasting’s was requested to accept the office of the president of the society but he declined. Sir, William Jones was elected president of the society on 5th Feb 1784. But until 1794 the office of the vice-president was not filled up. The same year Mr. John Fleming and John Herbert Harrington were elected. Immediately after the establishment of the society George Hillarow Barlow undertook the duties of the secretary. In 1796, for the first time subscription



were collected. Trail, of the firm of Palmer & Co was appointed as Treasurer. The firm Palmer & Company transacted all banking business for the society. In 1803, an active clear was engaged to keep accounts. After a time, duty of collecting subscriptions was made over the clerk. He was the late Ramacomal Sen who served the society for nearly forty years. Later he held the office of the treasurer. Various Committees were formed in 1808. The library the Museum were the two important adjuncts of the society.

Library and Museum

The Library of the society consisted besides valuable collections of books about 30 rare manuscripts in oriental languages. One of the earliest accession to the Library interesting. It was a gift from the Serinapatam Prize Committee (1808). It includes a selected from the Library taken in loot from the palace of Tipu Sulthan. There were among them many and rare books, including a great number of beautifully illuminated manuscripts of and of that part of it called Pansurah. Presentations were later made by the late college of William and the general committee of Public instruction. On the abolition of the college of Fort William the whole of its Sanskrit, Arabic, Persian and Urdu works mostly in manuscripts were presented to the society.

In 1814, the society established a Museum. It rapidly thrived, but not without financial difficulties. In 1829, the Government of India sanctioned a monthly grant of Rs.200 for a salaried officer in charge of the Museum. In 1856, the society got in touch with the government on the subject for the foundation of an Imperial Museum at Calcutta with the view to transfer the whole of the society's collection except the library to it. By this time, since the mutiny broke out the question was kept in abeyance. In October 1858, the question was revived and in May 1862, the government announced that it would consider the practical realization and put forward some terms for the transfer of the volumes. In 1865, an agreement was arrived at after negotiations. A Law to this effect was passed in 1866. Collections were formally made over to take an officer of the Board of Trustees. Thus Indian Museum was established at Calcutta.



Publications

The Society to its credit published numerous publications. The works are held in high estimation all over the world. The Society has to its credit, Memoirs, journals Bibliotheca Indica series and a large number of oriental publications and they cover the fields of Asian culture and researches in arts, Science, History and Religion.

Personal Notes

It is worthwhile to make a mention about the services rendered by eminent scholars to create and sustain the reputation of the society.

1. Sir William Jones

He was born in September 1746 and died in April 1794. He was solely responsible for the inception of this society. As first president of the society, he had contributed 29 papers to the Asiatic Researches, Manu, Sakuntala and Gitagovinda were translated by him.

2. Sir John Shore

He succeeded Sir William Jones on 26th May 1794, and retired to England on 2nd May 1797. He contributed 6 papers to the Asiatic Researches. Associated with the foundations of the society, he was the virtual author of the Permanent settlement of land Revenue in Bengal.

3. Henry Thomas Colebrooke 1765-1837

He came to India as a writer in the service of the East India Company. He served as a judge in the Sadar Dewani Adalat. He was the President of the Society from 1806 to 1815. He contributed 19 Papers to the society. Himself a Sanskrit scholar he mastered Maths and Astronomy. On retirement from India, he acted as an agent of the society in London. He was the founder of the Royal Asiatic Society of Great Britain and Ireland.

4. Sir Charles Wilkins 1750-186

He came to India as a writer in the service of the East India company. He was a Sanskrit scholar. He published a Sanskrit Grammar in 1779. He translated Bhagvad Gita and published in 1785 under the auspices of Warren Hasting. He also translated Hitopatesha and Manonmaniam Sundarnar University, Directorate of Distance & Continuing Education, Tirunelveli



extracts from Mahabharata. He was appointed custodian of the treasures of the collections of oriental manuscripts. He was the first Librarian of the India House Library. Later he was in charge of the Oriental Department of the college at Hailebury established in 1805

5. Dr. H.H. Wilson 1784-1860

Born in 1784, entered in the medical services of the East India Company, he served as the Secretary of the society for a long time. He translated Meghaduta Theatre of the Hindus, Sanskrit and English Dictionary. In 1816, he was appointed Assay Mater of the Calcutta Mint and in 1832, he was appointed Professor of Sanskrit at Oxford. Between 1884 and 1950 the services rendered by this society were so considerable and remarkable that it was recognized all over the world. Manuscripts books and records of the society are kept open for bonafied researchers.

Bengal Club 1821

Bengal club, the oldest of its kind in India was established in 1827. It was first located in a four storied building in Esplanade East, known as Gordon's buildings. The present building is at Chowringhee which was once the official residence of Macaulay. This club has got invaluable source materials pertaining to social, economic and political history of this country. The club has published a very Interesting book 'A short history of the Bengal Club'. Thomas Payne, the first Steward of the Club was permitted to run an ice manufacturing business of his own; but he could not make much profit on account of the ice importing from America.

Sir Mordaunt Lewis wells who had been judge of the Supreme Court since 1850 and became judge of the High Court on its establishment was the president of the club in 1864. He is chiefly memorable for having tried with the assistance of a Special Jury the case regarding Nil Darpin. J.J.J. Keswick was the president of the club from 1882-1885. He gave lot of ideas about the stormy days of Lord Ripon and the Ilbert Bill controversy. In Bengal the struggle to defeat the Government of India's proposal was headed by Keswick who may be regarded as the founder of the 'European Association which under the name of European and Anglo-Indian Defense Association' was established in 1883 to oppose the Bill. No unofficial European has ever



enjoyed the unquestioning confidence of his community to the same degree as 'King Keswick'. He was India from 1863 to 1886 and for the last five years of this period, he was the head of the firm of Messrs. Jardine Skinner & Co.

Colonel Rivert Carnac arrived in India in 1858 and in his many memoirs he has described to some extent the club life in Calcutta. He pointed out the un wisdom of keeping young civilian in Calcutta for the Ostensible purpose of language study. There were many items of game namely cricket, racing, paper chases and one could play sufficiently high at the Bengal Club and sit up very late and eat heavy suppers there if so desired. In 1873 the club gave a Ball. There after Balls and ladies Dinners appears to have become fairly common. This entertainment became the subject of controversy. The club had its centenary celebrations in 1927

The Bengal club had lot of collections namely

- 1) Biographical notes of original members
- 2) List of Presidents of the club
- 3) Resolution passed
- 4) Original Rules of the club
- 5) Some portraits and paintings of historical importance

The old records of the club are properly preserved. The records being of private nature, no access to them are given to non-members.

Vishwa Bharathi

It was prominent during the time of Rabindranath Tagore. He started a school at Santiniketan. In 1951 a Central University was started. It has got Ravindra Bhavan collections. 522 volumes of manuscripts of Rabindranath Tagore is available here, 95 volumes of his correspondence in Bengali language is also available. 435 volumes of works of Rabindranath Tagore in English and in other languages are available. These materials are useful for constructing the history of Indian culture.



Sringeri Mutt

This Mutt became prominent during the period of Vijayanagar empire. The materials in this mutt deals with Vijayanagar and post Vijayanagar period. Records related to the correspondence between the mutt and Tipu Sulthan is available. The materials in this mutt is useful for knowing social, economic and social life of India. Kovillore mutt in Tamilnadu is also having a lot of records.

Indo-Portuguese Archives

The Archives is located in Panaji, Goa. In the Archives there are the five categories of records.

- 1) Correspondence of Arch Bishops and governor
- 2) Papers concerning with the clergy
- 3) Papers documents
- 4) Papers concerning the Christian's life
- 5) Papers concerning with religious orders.

Arch Diocese of Madras and Mylapore

Santhome, Adayar From this center, records of as early as 1704 A.D. are available. There are 100 bound volumes of more than 8000 items. All the records to this center are classified into 5 important categories:

- 1) Official documents from Rome
- 2) Official correspondence of Bishops and Governors
- 3) Official letters of the clergy to their superiors
- 4) Correspondence related to financial matters
- 5) Parish papers and so on.

Archives of Shenbaganoor, Kodaikanal

This Archives is located in Shenbaganoor, Kodaikanal. Most of the documents are Latin. However, English translation of these documents are also available. It gives us a complete picture

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of the presence of Jews in India. There is a small collection of Parish register. A collection of books in various languages on South Indian Christianity is also available in Archives.

Problems of Private Archives

Because of the negative attitude of the owners, private archives possess varied complicated problems. We can divide it into two categories viz., general problem and specific problems.

a) Problem of Location

The first major and complex problem is related to that of ascertaining the location of private Archives especially for the records in the hands of the foreigners. Scholars are not aware of the existence of the different private Archives scattered in different parts of the country. The lack of Information on the existence and contents of private Archives is the major problem being faced by the historians.

b) Problem of accession

Another greater concern to the scholar is the problem of accession. The owners are mostly ignorant of the value of the records which are under their custody and as such fail to appreciate the anxiety of the scholars to exploit them for the purpose of research. Some of the owners-do not allow access to their places under the plea that papers are in a poor state of preservation. Visiting to the private Archives outside India is very difficult-to the scholars as it requires lot of formalities and expenses. If the content is in another language the problem is aggravated to a larger extent.

c) Problem of Preservation

It is the biggest problem being faced by the Private archives. Generally the owners of private archives neglected the records which are under their custody. They do not know how to preserve these records. This caused irreparable damage to the rare records. In several cases the records have been eaten by insects. The owners of private Archives do not know the scientific methods of preservation. Moreover they are not in a position to spare their time and spend money towards the preservation of records.

Specific Problems

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Apart from these general problems, there are many specific problems faced by the private archives.

a) Problems of determining the importance of records

The important problem is of determining the importance of the records and of weeding out of less important or unimportant records. This is essential since no institution could hold all of its records in perpetuity. General universities and colleges preserve records only for a period of specific years. Individual's are not able to determine the importance of the records due to their Ignorance.

b) Problems of destroying less Important papers

Then comes the problem of destroying certain documents and papers after preserving them for some years. This is in fact a psychological problem born out of changing moods of a person who sometimes feels the futility of preserving certain papers.

(c) Records which are against the Interest of the owners are destroyed

Some of the papers being of a very private nature could not be shown to others due to the damaging remarks they contain. If such papers come to light that would tarnish the image of the holders, such documents are likely to be destroyed or suppressed by the owners. After the demise of the owners we can not get information regarding several aspects of his activities.

(d) True significance of the records is not realized

The owner of the records and members of his family do not realize the true significance of the records under their custody. They are ignorant of the language in which much papers are written. So they tend to destroy the papers. For example the early revenue records and documents of the Kanyakumari District in archaic Malayalam which are very difficult to be read and understood by present generations so they are being forgotten now.

(e) Lack of Space

The problem of lack of space to accommodate the records seems to be common to all private holders. The break-up of princely states and the abolition of Zamindari coupled with economic pressures had forced the landed aristocrats to move into smaller house with inadequate space for



storing their archival materials. As the number of servants also been reduced, they do not find time to take practical interest in old records.

Suggestions

1. Publication of the list of Private Archives

To overcome all the above mentioned problems of private archives radical steps are to be taken. If the private archives are to be utilized fully then and there certain suggestions are to be made.

A district-wise list of important persons owning records of archival interests may be prepared. With the help of National Archives of India and through some other agencies a preliminary descriptive list of private Archives which are scattered in India should be compiled. It is very important for solving the problem of accession. This list may contain Information, wherever available as the address the custodians, conditions for the use of materials, language of the of materials etc. this information in its was is likely to stimulate Interest in the use of private archival material. This list in the form of index may be published for easy access. The other way is to make publicity through radio, press and public offices.

2. Owners may be requested to give access

With regard to the problem of accession the owners may be requested to give access to the archives to the scholars. The private owners must be made conscious of the importance of the Archives and the relationship should be established between the government and the other private Archives, so that may be ready to allow the researches or they may welcome the assistance and advice of the government.

3. Technical assistance and general advice may be given to the Private Archives

The private Archives may be requested to consult the experts in the field before they destroy any document in their possessions. Likewise a committee of experts may be formed at district level to approach individuals and institutions for examining the records and advising them on proper weeding out operation. Experts and interested persons in archives keeping can be invited for periodical meetings to instruct the methods of



cataloguing and indexing the records. Training in the maintenance of records may be imparted in short form courses to desirous individuals and institutions. Discussions can be had on the organizing and preservation of records through conferences at regular intervals in important towns and centers. Further Archives exhibitions indistrict head quarters; can be held periodically to encourage the people and make the people to realize, the importance of archives keeping. Officers of the Archives department with technical knowledge must be deputed at regular intervals to give instructions to protect the records against dampness, fire, insects or other risks. If the owner is not financially in a position to meet the expenses incurred in the preservation and safety of his collection, adequate financial assistance may be provided. If possible racks and other materials may be supplied to the needed individuals. Institutions may be requested to maintain their records properly and technical guidance may be provided to them. They should be asked to open archival rooms or cell for the preservation of important documents.

4. Individuals and the families may be persuaded to give the records

On the demise of a prominent person the tactful approach to his relation can sometimes ensure handing over the important papers which would otherwise be immediately destroyed. The princely families should be persuaded to part with research by emphasizing the national importance and re-assuring them that they would be never used as to prejudice their interest. The government may persuaded to denote the collection's or sell them at a reasonable nominal price to the government. If the individuals are very particular of keeping the papers as family assets, arrangements for photo-copying or microfilming may be made. If everything becomes impossible, nationalization of the private Archives is the only solution.

5. Formation of local historical societies

Local historical societies should be entrusted with the task of taking care of local records in private custody as was done in Australia, U.S.A. and certain countries of Europe. Slue societies should invoice professors of history and these societies from a valuable link between the local intelligential and the state Archives.



6. Creating Archival consciousness

The problem of private archives could be solved only by creating archival consciousness in the public. Unless a major and earnest effort is made in the this direction by the historians and to the archivists there is the chance for the destruction of the archival heritage in the private custody

Government efforts

From time to time the government of India is taking a series of measures to solve the problems relating to private archives systematic survey of private Archives was started by the government of India in 1942 at the instance of the Indian records commission. In the same year it set up regional survey committee. At present such committees exist in 13 states of India. The efforts are misinterpreted by private holders as an attempt to deprive them of their pressure.

National Register of Private Records

The government of India launched the project of National Register of private Records in 1959. It initiated a central grant annually to each state to conduct survey and meet people for the purpose of National Register of private records. A separate unit was also formed in the National Archives. This unit brought out volumes of National register of private records comprising materials received between 1959 and 1960, 1967-68.

The government of India in 1947 enacted the antiquity act which include only manuscripts but leave out all records which are not in manuscript form. This was set right by Antiquity and treasures Act of 1972. It provides for compulsory acquisition by the government of such materials which was of high value. This act does not suggest any measure for proper maintenance and preservation of antiquities ever after Registration. Thus from time to time the government of India is taking a series of measures to solve the problems relating to private Archives.



HISTROY OF DECIPHERMENT OF INDIAN SCRIPT

The earliest and best-known Brahmi inscriptions are the rock-cut edicts of Ashoka in north-central India, dating to 250–232 BCE. The decipherment of Brahmi became the focus of European scholarly attention in the early 19th-century during East India Company rule in India, in particular in the Asiatic Society of Bengal in Calcutta. Brahmi was deciphered by James Prinsep, the secretary of the Society, in a series of scholarly articles in the Society's journal in the 1830s. His breakthroughs built on the epigraphic work of Christian Lassen, Edwin Norris, H. H. Wilson and Alexander Cunningham, and others.

Origin of Script

The origin of the script is still much debated, with most scholars stating that Brahmi was derived from or at least influenced by one or more contemporary Semitic scripts. Others favor the idea of an indigenous origin or connection to the much older and as yet undeciphered Indus script of the Indus Valley Civilization. Brahmi was at one time referred to in English as the "pin-man" script, that is "stick figure" script. It was known by a variety of other names, including "lath", "Lat", "Southern Aśokan", "Indian Pali" or "Mauryan". In 1880s, when Albert Étienne, Jean Baptiste, Terrien de Lacouperie, based on an observation by Gabriel Devéria, associated it with the Brahmi script, the first in a list of scripts mentioned in the *Lalitavistara Sūtra*. Next name was adopted in the influential work of Georg Bühler, albeit in the variant form "Brahma". The Gupta script of the fifth century is sometimes called "Late Brahmi". The Brahmi script diversified into numerous local variants classified together as the Brahmic scripts. Dozens of modern scripts used across South and South East Asia have descended from Brahmi, making it one of the world's most influential writing traditions. One survey found 198 scripts that ultimately derive from it.

Brahmi numerals

Among the inscriptions of Ashoka. 3rd-century BCE written in the Brahmi script a few numerals were found, which have come to be called the Brahmi numerals. The numerals are additive and multiplicative and, therefore, not place value. It is not known if their underlying system of numeration has a connection to the Brahmi script. But in the second half of the first millennium CE, some inscriptions in India and Southeast Asia written in scripts derived from the Brahmi did include numerals that are decimal place value, and constitute the earliest existing material examples of the Hindu–Arabic numeral system, now in use throughout the world. The underlying system of numeration, however, was older, as the earliest attested orally transmitted



example dates to the middle of the 3rd century CE in a Sanskrit prose adaptation of a lost Greek work on astrology.

Tamil Brahmi

Tamil-Brahmi, also known as **Tamili** or **Damili**, is a variant of the Brahmi script used to write inscriptions in the early form of Old Tamil. The Tamil-Brahmi script has been paleographically and stratigraphically dated between the third century BCE and the first century CE, and it constitutes the earliest known writing system evidenced in many parts of Tamil Nadu, Kerala, Andhra Pradesh and Sri Lanka. Tamil Brahmi inscriptions have been found on cave entrances, stone beds, potsherds, jar burials, coins, seals, and rings.

Tamil Brahmi resembles but differs in several minor ways from the Brahmi inscriptions found elsewhere on the Indian subcontinent such as the Edicts of Ashoka found in Andhra Pradesh. It adds diacritics to several letters for sounds not found in Prakrit, producing *n r r l*. Secondly, in many of the inscriptions the inherent vowel has been discarded: A consonant written without diacritics represents the consonant alone, whereas the Ashokan diacritic for long *ā* is used for both *ā* and short *a* in Tamil-Brahmi. This is unique to Tamil-Brahmi and Bhattiprolu among the early Indian scripts. Tamil-Brahmi does not, however, share the odd forms of letters such as *gh* in Bhattiprolu. This appears to be an adaptation to Dravidian phonotactics, where words commonly end in consonants, as opposed to Prakrit, where this never occurs. According to Mahadevan, in the earliest stages of the script the inherent vowel was either abandoned, as above, or the bare consonant was ambiguous as to whether it implied a short *a* or not. Later stages of Tamil Brahmi returned to the inherent vowel that was the norm in ancient India. According to Kamil Zvelebil, Tamil-Brahmi script was the parent script that ultimately evolved into the later Vatteluttu and Tamil scripts.

Early Tamil scripts

An early mention of a script for writing the Tamil language is found in the Jaina work *Samavayanga Sutta* and *Pannavana Sutta* where a script called *Damili* is mentioned as the seventeenth of eighteen *Lipi* (scripts) in use in India. Similarly, the tenth chapter of the *Lalitavistara*, named *Lipisala samdarshana parivarta*, lists Dravida-lipi and Dakshinya-lipi as two of sixty four scripts that Siddhartha (later the Gautam Buddha) learnt as a child from his gurus in Vedic schools, a list that is found in both Indian Buddhist texts and its ancient Chinese translations. These relationship of early Tamil scripts to these *lipi* mentioned in Jaina and Buddhist literature relationship is unclear. The pre-1974 work of Mahadevan had established 76 rock inscriptions in Tamil Brahmi from about 21 sites in Tamil Nadu, which states Kamil Zvelebil "establish obvious correlations" with what has been found in early Tamil bardic



poems. Nagaswamy treats Tamil-Brahmi script to be synonymous with the Damili script in his publications.

Artifacts such as inscribed potsherds, coins or others are found in Tamil Nadu archaeological sites have graffiti and inscriptions. The potsherds recovered from Kodumanal, for example, have markings that on the basis of stratigraphical analysis appear to be from the 4th century BCE. According to K. Rajan, the "large number of graffiti marks and subsequent Tamil Brahmi script" unearthed in Tamil Nadu and Kerala suggest that this region had a "linguistic cohesiveness well before 5th-4th century BCE"

Tamil Brahmi

The origins and chronology of Tamil Brahmi are unclear. Several hypotheses have been proposed, with the views of epigraphist Iravatham, Mahadevan being generally more accepted. According to Mahadevan, the Brahmi script from North India arrived via the southern inscriptions of Ashoka, and evolved into the Tamil Brahmi. This theory presupposes that the Brahmi script itself was either originated within the imperial courts of Mauryan kingdom or evolved from a more ancient foreign script and it was dispersed to South India and Sri Lanka after the 3rd century BCE. The alternate theory proposed by Nagaswamy is that there was an indigenous common source (proto-Vatteluttu) script from which both northern and southern Brahmi script emerged, which he respectively terms as *Brahmi* and *Damili* scripts. Richard Salomon favors the Mahadevan theory.

According to Kamil Zvelebil's chronology proposal of 1973, the earliest Tamil Brahmi inscriptions such as the Netunceliyan rock inscriptions at the Mangulam site were derived from Ashokan Brahmi that was introduced to the Tamil region around 250 BCE. It was adapted for the Tamil language by 220 BCE and led to the standardization of the Tamil language and literary norms of Maturai between 200 and 50 BCE. These developments transformed the oral bardic Tamil literary culture to the written Sangam literature in the centuries that followed. The use of Tamil Brahmi continued through the 6th century CE, states Zvelebil.

Vatteluttu

Vattezhuthu, (Tamil: வட்டெழுத்து, *Vaṭṭeluttu* and Malayalam: വട്ടെഴുത്ത്, *Vaṭṭeluttū*), IPA was a syllabic alphabet of south India (Tamil Nadu and Kerala) and Sri Lanka used for writing the Tamil and Malayalam languages. *Vatteluttu* belonged to the group of Tamil-Malayalam scripts among the Southern Brahmi derivatives. The script was used for centuries in inscriptions and manuscripts of south India.



Etymology

Three possible suggestions for the etymology of the term 'Vatteluttu' are commonly proposed. Eluttu (ezhuthu) is literally 'written form' in this context; and affixed here it means 'writing system' or 'script'.

The three suggestions are:

Vatte + eluttu; 'rounded script'

Vata + eluttu; 'northern script'

Vette + eluttu; 'chiseled script'

History of vatteluttu

Vatteluttu probably started developing from Tamil-Brahmi from around 4th-5th century AD. The earliest forms of the script have been traced to memorial stone inscriptions from the 4th century AD. It is distinctly attested in a number of inscriptions in Tamil Nadu from the 6th century AD. By the 7th to 8th centuries, it had completely evolved from the Tamil Brahmi. Its use is also attested in north-eastern Sri Lankan rock inscriptions, such as those found near Trincomalee, dated c. 5th and 8th centuries AD.

Vatteluttu was replaced by the Pallava-Grantha script from the 7th century AD in the Pallava court. From the 11th century AD onwards the Tamil script displaced the Pallava-Grantha as the principle script for writing Tamil. In what is now Kerala, Vatteluttu continued for a much longer period than in Tamil Nadu by incorporating characters from Pallava-Grantha to represent Sanskrit loan words in early Malayalam. Early Malayalam inscriptions (c. 9th and 12th century AD) are composed mostly in Vatteluttu. The script went on evolving in Kerala during this period and in c. 12th century onwards.

Replacement of vatteluthu

Vatteluttu gradually developed into a script known as "Koleluttu" in Kerala. This script was more commonly used in north Kerala. It continued in use among certain Kerala communities, especially Muslims and Christians, even after the 16th century and up to the 19th century AD. Another script derived from Vatteluttu was the "Malayayma" or "Malayanma". This script was more commonly used in southern Kerala. The script is not, however, the one that is ancestral to the modern Malayalam script. The modern Malayalam script, a modified form of the Pallava-Grantha script, later replaced Vatteluttu for writing Malayalam language.



Letters of vatteluthu

The script continuously went on evolving during its period of existence (in such a way that the date of a record may be fixed approximately by reference to the script alone). Last quarter of the 8th century – the difference between two similar letters, such as for instance between 'p' and 'v'; and 'n' and 'l' etc., was very markedly shown.

- A few centuries later – difficult to distinguish between 'k' and 'c', 'n' and 'l', 'p' and 'v' and so on.
- 17th-18 centuries – letters 'p', 'v', 'y', and 'n' and sometimes 'l' also, are alike.

atteluttu	ISO	Equivalent letter in	
		Tamil	Malayalam
𑌂	a	அ	അ
𑌃	ā	ஆ	ആ
𑌄	i	இ	ഇ
𑌅	u	உ	ഉ
𑌆	e	எ	എ

Vatteluttu	ISO	Equivalent letter in	
		Tamil	Malayalam
𑌇	r	ற	റ
𑌈	y	ய	യ
𑌉	r	ர	ര
𑌊	l	ல	ല
𑌋	l	ள	ള
𑌌	v	வ	വ

Vatteluttu	ISO	Equivalent letter in	
		Tamil	Malayalam
𑌀	k	க	ക
𑌁	ñ	ங	ങ
𑌂	c	ச	ച
𑌃	ñ	ஞ	ഞ
𑌄	t	ட	ട
𑌅	ṇ	ண	ണ
𑌆	t	த	ത
𑌇	n	ந	ന
𑌈	p	ப	പ
𑌉	m	ம	മ

Uthiramerur Inscriptions

Uthiramerur is a panchayat town in Kancheepuram district in the Indian state of Tamil Nadu. It is situated 90 km south west of Chennai, the capital of Tamilnadu. It is noted for its temple inscriptions that describe a self-governance system existing around 7th to 9th century CE. Uthiramerur originally existed as a Brahmin settlement. The Pallava king Nandivarman II (720–796 CE) formally established it as a brahamdeya village around 750 CE. It is believed that he donated the village to Vedic Brahmins from Srivaishanva community. A tenth century inscription states the name of the village as "Uttaramerur Chaturvedi Mangalam".

Pallava and Chola rulers

Around 25 inscriptions, spanning reigns of around four Pallava kings, have been found at Uthiramerur. In the later part of the 9th century, the Cholas captured the region. There are inscriptions from the period of Parantaka Chola I (907–950), Rajaraja Chola I (985–1014), Rajendra Chola I (1012–1044) and Kulothunga Chola I (1070–1120), indicating various gifts to the temples. The region and the village came under the Pandya authority during the 13th century. Later, the Telugu Chola ruler Vijaya Gandagopala gained control of the territory, and renamed the village Gandagopala Chaturvedhi Managalam.

During the later period, the village was part of the territories of Sambuvarayas and Kumara Kampana. The Vijayanagara emperor Krishnadevaraya (1502–29) made contributions to the Sundaravarada Perumal Temple, Subhramanya temple and Kailasanatha temple. The village was the scene of war between Lingma and Yachama during the



17th century. The Carnatic Wars were fought in the nearby Vandavasi between the British and the French during the 18th century. From the period of 14th century, a steady decline is seen in agriculture on account of the political instability

Village administration

The temple inscriptions of Uthiramerur are notable for their historical descriptions of the rural self-governance. They indicate that Uthiramerur had two village assemblies: Sabha and Ur. The Sabha an exclusively Brahmin (priestly class) assembly, while the Ur was made up of people belonging to all the classes. The earliest surviving inscriptions from Uthiramerur date to the reign of the Pallava king Dantivarman (795-846 CE). These inscriptions indicate that the Sabha was already a well-established and mature institution by this time. It managed land sales and an endowment fund for dredging a tank. It also assigned some duties to the Ur for managing the land deserted by tenants who could not afford to pay the taxes. A later inscription, from the reign of Dantivarman's successor Nandivarman III (846-869), describes the qualifications and tenure of archaka (priest) in a local temple. According to these early inscriptions, the Sabha assembled in the hall of the local temple. The meetings were summoned through beating of the drums. The inscriptions also contain several references to varyyars, the executive officers subordinate to the Sabha.

Two later inscriptions of the Chola king Parantaka I (907–955) indicate the evolution of the administrative system. Instead of varyyars (who were individuals), the executive powers were given to committees called varyiyams. Each varyiyam constituted 6 to 12 members, depending on the importance of its functions. The first inscription, dated to 919 CE, describes the rules for electing the committee members. The second inscription, dated to 921 CE, describes some amendments to these rules to make them more practical.

According to the 921 CE inscription, the village had 30 kudumbus or wards, from which the members of following committees were selected annually:

Name	Number of members	Meaning
Samvatsara-Variyam	12	Annual Committee (or Garden and Tank Committee, since its membership was restricted to the elders who had served on these two committees)
Totta-Variyam	12	Garden Committee
Eri-Variyam	6	Tank Committee
Panchavara-Variyam	Unknown	Standing Committee
Pon-Variyam	Unknown	Gold Committee

The inscription lays down the following qualifications for a nominee:

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Ownership of tax-paying land sized at least one-fourth of a veli (about an acre and a half). The land-owning requirement was reduced to one-eighth veli for people who had learned at least one Veda and one Bhashya.

Residence in a house built on self-owned land. Age between 35 and 70 years. Knowledge of mantras and the Brahmanas (Vedic literature). Not one of the following: An existing committee member for the past 3 years. An existing committee member who had failed to submit accounts. One who had committed incest or first of the 5 great sins the 5 great sins are being killing a Brahmin, drinking alcohol, theft, adultery and associating with criminals. One who has been an outcaste for association with low caste one who is foolhardy, one who has stolen the property of others, one who has taken forbidden dishes.

The candidates were selected via Kudavoloi (palm leaf [tickets]) system: Names of qualified candidates were written on palm leaf tickets. The tickets were put into a pot and shuffled. A young boy was asked to take out as many tickets as the number of positions available. The name on the ticket was read out by all the priests. The candidate, whose name was read out, was selected. The tenure of a committee member was 360 days. Anyone found guilty of an offence was immediately removed from the office. The Uthiramerur inscriptions indicate that parading on donkey was a punishment for offences such as incest, adultery, theft and forgery.

Malayalam calendar

Malayalam Calendar or Kollam Era is a solar and sidereal calendar used in Kerala. The origin of the calendar has been dated to 825 CE.

There are many theories regarding the origin of the era, but according to recent scholarship, it commemorated the foundation of Kollam after the liberation of the south Chera kingdom (known as Venadu) from the Chozha dynasty rule by or with the assistance of the Chera emperor at Kodungallur. The origin of Kollam Era has been dated to 825 CE, at the end of the three year long great convention in Kollam held at the behest of the Vaenaadu King Kulasekharan. Scholars from west and east were present in the convention, and the Thamizh Kanakku (Calendar) was formed.

Kollam Aandu

Makaram month (middle of January) was the starting of the Kollam Aandu (year). Chera kingdom had two harvests, one was in the Makara and the other was in Kanni. Later in 20th century, after Vaenaadu (Travancore Kingdom) joined with the Indian Union, the calendar was aligned with that of Sanskrit Calendar to have the year starting in Medam (April middle)

Kollam was the capital of Vaenaadu and an important port town of Chera Kingdom in that period. Kollam Aandu was adapted in the entire Chera Kingdom spreaded in the current

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day states of Tamil Nadu, Karnataka and Kerala where majority part is now in Kerala State. In Malayalam speaking Kerala now it is called as the Malayalam Era or called 'Kollavarsham' (Kollam Thontri Aandu) The earliest available record mentioning Kollam Era is a royal order by Sri Vallavan Goda, the King of Vaenaadu , dated to c. 973 CE (Kollam Era 149). In the inscription the phrase "Kollam Thontri Aandu" is employed. Another era referred to as "Kollam Azhinhtha Aadu", counting from 1097 CE, was reckoned by the Chozhas for some time. It is tentatively calculated that the Chola overlords, captured the port of Kollam in 1097 CE.

Kola Varsham

The origin of Kollam Era has been dated to 825 CE, when the great convention in Kollam was held at the behest of King Kulasekhara. Kollam was an important town in that period, and the Malayalam Era is called 'Kollavarsham', possibly as a result of the Tharisapalli plates.

There are multiple conflicting accounts regarding the origins of the Malayalam calendar, some of which are mentioned here It is believed that the era was started by the Syrian Christian saints Mar Sabor and Mar Proth who settled in Korukeni, Kollam, near to the present Kollam. The Tharisapalli copper plates were issued to them. The Kollam era is attributed to the legend of the hero Paraśurāma, an avatar (incarnation) of the god Vishnu. It is sometimes divided into cycles of 1,000 years reckoned from 1176 BCE. Thus, 825 CE would have been the first year of the era's third millennium. The news of the physical disappearance of Sri Adi Shankaracharya in 820 CE at Kedarnath reached Kerala only a few years later. It is believed that Kerala began the Malayalam era, also called the Kollam era, in 825 CE in his memory.

According to Hermann Gundert, Kollavarsham started as part of erecting a new Shiva Temple in Kollam and because of the strictly local and religious background, the other regions did not follow this system at first. Once Kollam port emerged as an important trade center, however, the other countries also started to follow the new system of calendar. This theory backs the remarks of Ibn Battuta as well.

It is also believed that the era started as part of erection of Thirupalkadal Sreekrishnaswamy Temple, family temple of Venad located at Keezhperoor or Kil-perur. Keezhperoor is place located near Kilimanoor which is used as prefix along with name of Venad and Travancore monarchs and is believed to be the maternal home of Kulasekhara Alvar.

Months

Makaram month (middle of January) was the starting of the Kollam Aandu (year). It was similar to the other calendars followed in Paandiya and Chozha Kingdoms. Chaera kingdom had two harvests, one was in the Makaram and the other was in Kanni. So the year was starting in Makaram, the harvesting month. Later in 20th Century, after Vaenaadu (Travancore Kingdom) joined with the Indian Union, the Calendar was aligned with that of Sanskrit Calendar to have the year starting in Medam (April middle).



The Malayalam months and the Sanskritic Sauramāsa (solar month) are almost the same, raising many doubts that which came first. If you see Chingam is a month in Kollam Era. Sanskrit also has the solar month, the Simham, and so on.

This is unlike the case in Tulu calendar which follow the names of lunar months. The following are the months of the astronomical Malayalam calendar.

Significant dates

Vishu (വിഷു), celebrated on the 1st of Metam, and Onam (ഓണം), celebrated on the star Thiruvonam in the month of Chingam, are two of the major festivals. The first day of Chingam is celebrated as the Kerala New Year replacing Vishu (വിഷു), which was till then considered the beginning of a year. Vishu is celebrated as the traditional new year particularly in erstwhile malabar and south canara areas, as it is astronomically significant 'Medam' being the first among the twelve Rashis (corresponding to months of a year).

The Makaravilakku festival is celebrated in the Ayyappa Temple at Sabarimala on the 1st day of month Makaram. This marks the grand finale of the two-month period to the Sabarimala pilgrimage. The 1st of Makaram marks the Winter Solstice (Uttarayanam) and the 1st of Karkatakam marks the summer solstice (Dakshinayanam) according to the Malayalam calendar. (According to the astronomical calendar the summer solstice is on June 21, and the winter solstice on December 21.)

Chaitram 1 (usually coinciding with March 20) or Metam 1 (mostly coinciding with April 14, for 2019 it was on April 15th), both in the proximity of the date of the vernal equinox (March 21), mark the beginning of the new year in many traditional Indian calendars such as the Indian National calendar and the Tamil calendar. When the Government of Kerala adopted Kolla Varsham as the regional calendar, the 1st of Chingam, the month of the festival of Onam, was accepted as the Malayalam New Year instead.

Derived names

Many events in Kerala are related to the dates in the Malayalam calendar. The agricultural activities of Kerala are centred on the seasons. The southwest monsoon which starts around 1 June is known as Etavappathi, meaning mid of month Etavam. The northeast monsoon which starts during mid October is called thulavarsham (rain in the month of thulam). The two harvests of paddy are called Kannikkoythu and Makarakkoythu (harvests in the months kanni and makaram) respectively.

Velkudi Inscription

The Velvikudi inscription is an 8th-century bilingual copper-plate grant from the Pandya kingdom of southern India. Inscribed in Tamil and Sanskrit languages, it records the renewal of a grant of the Velvikudi village to a brahmana by the Pandya king Nedunjadaiyan Varaguna-varman I alias Jatila Parantaka (r. c. 768—815 CE) in c. 769-770 CE.



The grant was made in the third regnal year of the king Nedunjadaiyan (also transliterated as Neduncheliyan), whose reign is dated to 765–815 CE). The grant recorded in the inscription was probably made in 769-770 CE, but there is some controversy about its actual date

Physical features

The record is in form of ten copper plates, each measuring 27.5 x 8 cm. The plates are held together by a thin copper ring, without a seal. British Museum's Indian Charters on Copper Plates in the Department of Oriental Manuscripts and Printed Books (1975) states that these copper plates were found at Madakulam.

Language of the Inscription

The inscription consists of the Sanskrit language portions inscribed in the Grantha script (lines 1-30 and 142-150), and the Tamil language inscribed in the Vatteluttu script . The Tamil portion also uses the Grantha script for words of Sanskrit origin, the spelling of these words is sometimes influenced by the rules of Tamil orthography. The sequential numbers on the copper plates are inscribed in the Grantha script. The Sanskrit portion was composed by Varodayabhata, who is described as "a performer of all sacrifices" (Sarvakratuyajin). The Tamil portion was composed by Senapati Enadi, alias Chattan Chattan. The inscription includes the Praśasti portions written in both Sanskrit and Tamil. In the earlier inscriptions from the Tamil-speaking region, issued by the Pallavas, the Praśasti portion is written only in Sanskrit, while the use of Tamil is restricted to the transactional portions. The later inscriptions, issued by the Cholas, also follow the Pallava model. The Velvikudi inscription is the earliest extant inscription that features Praśasti portions written in both Sanskrit and Tamil, a model also followed in other Pandya inscriptions, such as the Larger Chinnamanur (Sinnamanur) inscription and the Dhalavaipuram (Dalavayapuram) inscription. This appears to be the result of the Pandya attempts to raise the status of the Tamil language.

H. Krishna Sastri, who first edited and translated the inscription, suggested that the Sanskrit part may have been added later to give the inscription a "dignified appearance". However, this is unlikely, because similar Sanskrit portions also appear in other near-contemporary Pandya inscriptions. Moreover, the Tamil text of the Velvikudi inscription does not start on a new copper plate, but in the middle of the reverse of the third copper plate. The Sanskrit text that appears at the end of the inscription begins on the reverse of the ninth copper plate, but it is followed by Tamil text starting in the middle of the last copper plate.

Sanskrit portion:

Mythical genealogy

The inscription begins with a Sanskrit portion that invokes the God Shiva, and describes the mythical lineage of the Pandya kings, naming the sage Agastya as their family priest. It also gives the following account of the dynasty's origin: At the end of the previous kalpa (age), a king



named Pandya ruled the coastal region. At the beginning of the present kalpa, this king was reborn as Budha, the son of the Moon. Budha's son Pururavas introduced the dynasty's emblem - a pair of fish, and shared his throne and taxes with Indra. Pururavas' descendant Maravarman was a patron of the learned, who conquered several enemies and gave away heaps of gold.

Maravarman's son Ranadhira was an able ruler like his ancestors, and Ranadhira's son Maravarman (II) alias Rajasimha was a powerful, prosperous, truthful and learned ruler. The enemy king Pallavamalla ran away from the battlefield when faced with Rajasimha, wondering if the Pandya king was Shiva, Vishnu, or Indra. Rajasimha generously distributed his wealth among the brahmanas, beggars and temples. He married the daughter of the Malava king, and their son was the next ruler, Jatila. (Sastri identified Malava with modern Mala-nadu.) Jatila alias Parantaka was almost equal to Skanda, the son of Shiva.

Tamil portion:

Historical context

The Tamil portion begins with the description of a past event, and goes on to describe the achievements of the issuer king's ancestors Narkorran, a brahmana and a headman of Korkai, completed a Vedic sacrifice at Velvikudi (Vēļvikkuṭi), with support of the Pandya king Palyaga Mudukudimi Peurvaluti (Palyāka Mutukuṭumi Peruvaluti). The inscription defines the boundaries of the Velvikudi village with reference to landmarks such as vegetation, ponds, mounds, and other villages such as Payal and Kulandai; however, the modern identity of Velvikudi is uncertain. Both Korkai and Velvikudi were located in a subdivision called Paganur-kurram, which had fertile agricultural fields. Based on a petition from the brahmanas of the Paganur-kurram, the king granted the village to Narkorran.

Subsequently, a Kali king named Kalabhran (identified with the Kalabhras) conquered the whole Pandya country, including Velvikudi. After some time, the Pandya king Kadungon recaptured his ancestral territory from the enemies. Kadungon's son was Avani Sulamani Maravarman, whose son was Seliyan Vanavan Sendan. The next king in the line, Arikesari Asamasaman Maravarman, won a battle at Pali by driving into a herd of war elephants; defeated the ocean-like army of Vilveli at Nelveli; destroyed the Paravar who did not seek refuge with him; annihilated the race of the people of Kurunadu; won a battle at Sennilam by driving into a herd of war elephants; defeated the king of Kerala several times at the strongly-fortified town of Puliur; performed hiranyagarbha and tulabhara gift-giving ceremonies; and protected the brahmanas and the infirm.

Seliyan Sendan's son Sadaiyan the lord of Konga, bore the titles Tenna-Vanavan, Sembian, Solan and Madura-Karunatakan. Sadaiyan won a battle at Marudur; defeated Ayavel in the battles at Sengodi and Pudankodu; and destroyed the maharathis at Mangalapuram. He stamped the symbols of bow, tiger and fish on Mount Meru. These are the symbols of the Chera,



Chola and Pandya countries; thus, the inscription suggests that he held supreme authority over the Chera, Chola and Pandya territories.

Sadaiyan's son Ter-Maran defeated the enemies at Neduvayal, Kurumadai, Manni-Kurichchi, Tirumangai, Puvalur, and Kodumbalur. He defeated the Pallava king at Kulumbur, capturing the enemy's elephants and horses. He defeated his enemies at Periyalur, crossed the Kaviri Kaveri River, and subdued the Mala-Kongam country. He reached Pandi-Kodumudi, and worshipped Pashupati (Shiva). He established a marital alliance with the Gangaraja. He performed the gift-giving ceremonies gosahasra (gift of cows), hiranyagarbha, and tulabhara. He relieved the distress of those who studied the Vedas, and repaired the fortifications at Kudal, Vanji and Kozhi.

Ter Maran's son Parantaka Nedunjadaiyan known as Jatila Parantaka) was a respected, merciful and militarily powerful king, who loved the learned people (pandita-vatsala), and equalled Manu. He was like death to his enemies (parantaka), like Partha in wielding the bow, like Kinnara in music. He defeated the Kadava ruler at Pennagadam, forcing the enemy king to flee to the forest. He also won a battle against the Ay Vel chieftain.

Tamil portion: Grant

The Velvikudi inscription provides the earliest extant reference to the establishment of a Brahmadeya (land grant to a brahmana) in the Tamil-speaking region. It records Nedunjadaiyan's renewal of a grant made by his purported ancestor, the ancient Pandya king Palyaga Mudukudimi Peurvaluti. The inscription states that during the third year of Nedunjadaiyan's reign, a man arrived at the Pandya capital Kudal (Kūṭal or Madurai), and complained that Velvikudi had not been returned to Narkorran's descendants after the end of the Kalabhra interregnum. The king asked the complainant to prove the antiquity of the grant, which the complainant did. The king then granted the Velvikudi village to Kamakkani Narchingan (Kāmakaṇi Narchiṅgaṇ) alias Suvaran Singan, the headman of Korkai. The headman kept the one-third of the village for himself, and distributed the remaining part among fifty other brahmanas.

Sanskrit portion: imprecatory verses

The Sanskrit portion at the end names Mangalaraja Madhuratara of Karavandapura as the executor of the grant. It describes him as a vaidyaka, a master of the shastras, a poet and an orator. This portion ends with four Vaishnavite imprecatory verses.

Tamil portion: Colophon

The Tamil portion at the end states that the inscription was engraved by the order of the king himself, and names the engraver as Yuddhakesari (or Chuttakesari) Perumbanaikkaran. The engraver was allotted a house site, a wet field and a dry field.



Historicity of the Inscription

Ignoring the mythical kings, the Sanskrit portion of the Velvikudi inscription mentions three immediate predecessors of the current king Jatila Parantaka (four generations in total). The subsequent Tamil portion mentions six such ancestors (seven generations in total), ignoring the legendary Palyāka Mutukuṭumi Peruvaḷuti. These numbers appear to have been determined by convention: the other near-contemporary inscriptions from the region variously name either four or seven generations of kings.

Kudumiyanmalai – Inscriptions

There are about 120 inscriptions found in the cave temple. Most of the inscriptions are of the nature of some grant or endowment towards the temple in various periods. These inscriptions have helped a lot to trace the history of the town and the temple. Celebrated Musical Inscription On the living rock to the south of the cave temple is the famous inscription on music in Pallava Grantha script. Fortunately it is in a good state of preservation. The script more or less that of the inscription of Mahendravarman period at Tiruchirappalli and in the South Arcot district (Vellore District presently). It has consequently, been generally assigned to the early seventh century.

This inscription was discovered by Mr. Krishna Sastri in 1904. The area covered by the inscription is 13'×14'. The wall and basement of the mandapam in front of the Melakkoil hide parts of the section of the inscription.

In the history of Indian music this inscription is very important. It is the only treatise on music now extant between the earlier Natya Sastra of Bharata (4th century AD) and Sarangadeva's Sangita Ratnakara (13th century AD). It may be mentioned here that Natya Sastra, while defining different jatis, does not give actual examples of notation. Sangita Ratnakara includes notation, but it is so much later than the work of Bharata. Bandarkar in Epigraphica Indica writes: "In these circumstances it is easy to imagine the great value of the discovery of any notated music belonging to the period earlier to that of the Sangita Ratnakara." The author of this inscription is still unknown. Experts like Prof. Jouveau Dubreuil, T.N. Ramachandran, K.R. Venkatarama Iyer & C. Meenakshi suggests that it was Mahendra Pallava who wrote it.

The Inscription

The inscription commences with an auspicious term 'Siddham' followed by 'Namah Sivaya' meaning salutation to Siva. The body or the text of the inscription, i.e. the treatise on musical notation (svaras) is divided into seven sections. Each section has a heading, namely,



Madhyamagrama Chatushprahara Svaragamah,
Shadja grama chatushprahara svaragamah,
Shadave Chatushprahara Svar (a) gamah,
Sadharite Chatushprahara Svaragamah,
Panchami Chatushprahara Svaragamah,
Kaisikimadhyama Chatushprahara Svaragamah, and
Kaisike Chatushprahara Svaragamah.

Each section ends with the same words meaning ‘end of notation’ (samapthah svaragamah). On the extreme right end of the bottom of the inscription is a colophon reading as “Rudracharya-sishyena-parama-mahesva-re-na-ra(jna)-sishya-hitatha(m)-kvatah (kritah)-svaragamah”

It means ‘composed by the king, who is a great devotee of Mahesvara and who is disciple of Rudracharya, for the benefit of learners or students of music’. Just below this colophon is written ‘(E)ttirukum elirkum (I)vai-Uriya’ in Tamil characters. This phrase means ‘belonging to eight and seven’. Various authors have interpreted this as referring to the main body of the inscriptions being common to both the seven-stringed and eight-stringed instrument. Some have also associated this with the word ‘Parivadini’ inscribed inside the cave temple.

Understanding the Inscription

Dr. C. Meenakshi renders the word jati as taala - and sankirna jati as a new kind of tala invented by Mahendrarvarman. Prof. Sambamurthi translates jati as raga and points out that jati were used wherever raga was meant. The Kudumiyamalai text, according Sambamurthi, "is the first record to mention the solfa names of the seven notes, sa, ri, ga, ma, pa, dha and ni, where the srutis are designated by resorting to the vowel changes in the name of the note and reduced to a 'mnemonic system of absolute notation."

Other Inscriptions

There are nearly a hundred and twenty inscriptions in Kudumiyamalai, some of which are of great importance, help to trace the history of both of Kudumiyamalai, and of the region. It is interesting to note that all the early Chozha inscriptions in this temple are either in the Melakkoil or on the walls of the second prakaram, and not in the main shrine of Shikhanatha. This suggests that, as mentioned before the shrine was remodelled, and tradition attributes the remodelling to

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the time of Maravarman Sundara Pandya I. Prince and devotees, who remodelled the temple, have re-inscribed on the prakaram and kitchen walls some of the more important grants of the earlier sovereigns that they had to remove or obliterate in the course of reconstruction. There are two early Pandya inscriptions belonging to 7th century AD describing about some donations to the temple.

There is another interesting Pallava Grantha inscription on the east wall of the cave temple reading 'Parivadinidaa'. The word can be split into Parivadinidaa. Parivadini is commonly considered as a seven stringed instrument like harp type Vina. The 'dhaa' at the end may indicate that the notes are applicable to that kind of instrument. It may be mentioned here that this word 'parivadini' occurs in a few other inscriptions in the district, like the cave temples in Thirumayam and Malaiyakkoil. Two sculptural representations of a stringed instrument can be seen in the Vishnu cave temple at Thirumayam, and in the Mahishasuramardhini temple at Killukkottai. Perhaps this instrument was known as 'parivadhini' during that period.

There are many other inscriptions of interest. Four of them are published in South Indian Inscription Vol. 19, number 413-416. The text, cited from this volume, of the inscription is given below: No. 413 – An Inscription on the east wall of the rock-cut shrine on the right side of the entrance of Melaikoyil temple records an endowment of a village Marudangudi for conducting the tiruchchennadai (service) of god Tirumulattanattu – Perumanadigal at Tirunalakkunram by Madirantakan Irukkuvelar alias Achchan Vikramakesari. It has been suggested in the M.E.R for 1908, para 90, that this donor might be same as the chief Bhuti Vikramakesari the builder of the Muvarkoyil at Kodumbalur. This is evidently an inscription of Parantaka I.

No. 414 – An Inscription on the east wall of the rock-cut shrine on the right side of entrance Melaikoyil temple gives details of the endowment (recorded in No. 413 above) of the village Munainariyar Marudangudi, and states that the income was to be utilized for offerings and worship to Paramesvara and for the maintenance of the yogis performing worship the deity.

No. 415 - An Inscription on the east wall of the rock-cut shrine on the right side of entrance Melaikoyil temple records a gift of 7½ kalanju of gold and a lamp-stand for burning a perpetual lamp in the temple of Tirumulattanattu –Perumanadigal by one Seruvidai Arinjigai. This is probably a record of Parantaka I.

No. 416 – An Inscription on the east wall of the rock-cut shrine on the right side of entrance Melaikoyil temple also records a gift of 7½ kalanju of gold for burning a perpetual lamp in the temple of Tirumulattanattu –Perumanadigal at Tirunalakkunram by Kadangi a resident of Pambaiyur in Kunriyur- nadu. This may be assigned to Parantaka I.

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