

*Q 78*  
*2/16*  
*2/16*  
*Micro. union state conferrum*  
*Q 78*

**kerala  
archives  
department  
publication  
no. ii**

**AN  
INTRODUCTION  
TO THE  
KERALA STATE ARCHIVES**

**STATE ARCHIVES DEPARTMENT  
TRIVANDRUM - KERALA  
1975**

*Q 78*

10

~~246~~

878

~~246~~

KERALA ARCHIVES DEPARTMENT PUBLICATION  
No. II



AN INTRODUCTION TO  
THE KERALA STATE ARCHIVES

STATE ARCHIVES DEPARTMENT  
TRIVANDRUM - KERALA  
1975

878

**Price: Rs. 5.00**

878

## PREFACE

The State Archives Department has pleasure in releasing this small booklet as a first step towards its phased programme for bringing out 'Guides to the Records' in the future. The main object in bringing out this booklet is to give a general idea as to the nature and extent of the record holdings in the possession of the department. As these holdings are now preserved in the three Regional Offices at Trivandrum, Ernakulam and Kozhikode, details in respect of the holdings in each office are given separately. A brief account of the early administrative set-up in the erstwhile States of Travancore and Cochin together with a short note on the archival organisation in these regions has also been given. Since most of our ancient records are dated in Malayalam or Kollam era and in certain cases Puthuvaippu era, a note on the origin of these eras has also been added. A glossary of defunct terms, the Rules regulating access of research scholars to the repositories, and the rules regarding grant of attested copies of records appended may also prove useful to all concerned.

It is hoped that this booklet will serve as a preliminary guide to our holdings and to a certain extent cater to the needs of the research scholars and the public.

Director of Archives

## CONTENTS

	<i>Pages</i>
Preface	
A Note on the Kerala State Archives	1—4
A brief account of the administrative and archival set-up in Travancore	7—8
A brief description of the Record Holdings in the Central Archives, Trivandrum	9—21
A brief account of the administrative and archival set-up in Cochin	25—28
A brief description of the Record Holdings in the Regional Archives, Ernakulam	28—51
A brief description of the Record Holdings in the Regional Archives, Kozhikode	55—64
Kollam and Puthuvaippu Eras	65
Glossary	66—68
Rules Regulating Access of Research Scholars to the Repositories	69—72
Rules regarding grant of copies of Official documents	73—78

---

TRIVANDRUM  
2116

**A NOTE ON  
KERALA STATE  
ARCHIVES**

The State Archives Department in Kerala is only of recent origin. It has just completed a decade of existence. The department which has its Directorate at Trivandrum and three Regional Offices one each at Trivandrum, Ernakulam and Kozhikode with a total staff strength of 68 members, had a very small beginning. It started functioning as a separate section attached to the Education Department in the Secretariat in the year 1962, with the Education Secretary as its Ex-officio Director. It was only in the year 1964 that the State Archives emerged as a separate department, independent of the Secretariat. This does not however mean that there were no organised archival repositories in the State prior to this period. In fact, there were two well-organised repositories one at Trivandrum and the other at Ernakulam popularly known as the "Central Records" of the native States of Travancore and Cochin respectively. These institutions were directly administered by the State Government in the Public Department. The question of centralisation of the archival records of the State that were preserved in two different places and placing them under the administrative control of a separate department for their proper maintenance and preservation did not engage the attention of the Government even after the formation of the State of Kerala in 1956.

It was at this juncture that the 34th Session of the Indian Historical Records Commission was held in Trivandrum in 1958. The consensus of opinion among the scholars and historians from all over India, including Dr. K.L. Sreemali, the then Union Minister for Education who participated in the Session, was that all the States should take immediate steps to establish a State Archives on modern lines for the proper administration, collection and preservation of records of enduring value to the State and the Nation at large. Naturally this influenced the State Government to take a decision on the question of organising the State Archives.

A Special Officer was accordingly appointed in 1960 to work out preliminaries for the establishment of a State Archives. A high level Committee with the Chief Minister as its Chairman was also constituted the next year to advise the Government as to how best the preliminary works connected with it could be taken up and given a definite shape. At the first meeting of the Committee held on 13th April 1962 it was resolved that "A State Archives should be established on the pattern of the National Archives of India." The Government accepted the recommendation of the Committee as per their Notification dated 23-8-1962, which ultimately led to the formation of the State Archives in Kerala. It was also ordered that the State Archives should be attached to the Education Department and

that the Education Secretary should be its Ex-officio Director. The post of a full-time Assistant Director was created to assist the Director. The Archives Advisory Committee at its subsequent meetings had strongly stressed the necessity for the construction of a modern building in Trivandrum for the State Archives for the centralisation and better preservation of the ancient record wealth of the State. The estimate and plan of the building have been finalised and it is hoped that it would be possible to start the construction work soon.

In the year 1964, the 17th meeting of the National Committee of Archivists was held in Trivandrum under the auspices of the State Archives in which the Directors of Archives from different States participated. It was in this year that the Central Records at Trivandrum and Ernakulam with their staff were formally merged with the State Archives. These offices were subsequently renamed as Archives, Trivandrum and Archives, Ernakulam respectively. A new Regional office at Kozhikode termed as 'Archives, Kozhikode' was also formed in 1966. This was consequent on the transfer of the non-current records pertaining to the Malabar area, preserved in the Collectorate to the control of the State Archives Department. Thus, three Regional Offices came into existence. An Officer of the rank of Assistant Superintendent is now in charge of these offices.

Besides the primary functions connected with the administration and scientific preservation of the record holdings already under its control, the activities of the State Archives largely extend to the following fields also:

- (1) Scrutiny of records that are mature for destruction in public offices as a precaution against the risk of records of archival or historical importance being lost.
- (2) Issue of attested copies of public records to the applicants at prescribed rates (rules appended).
- (3) Making available to research scholars the required archival materials connected with the subject of their research (Research Rules appended).
- (4) Furnishing the required information to Government offices on various matters.
- (5) Rendering technical advice to various State departments in matters of proper maintenance and up-keep of their record holdings.
- (6) Survey and scrutiny of records of historical importance in private possession and their acquisition wherever possible for the sake of scholars—a project in collaboration with the Central Scheme of Compilation of National Register of Records.

- (7) Participation in cultural exhibitions with a view to making the public more and more archives-conscious.
- (8) Publication of a quarterly journal entitled 'Kerala Archives Newsletter' mainly intended to high light worthy unpublished materials of historical interest.
- (9) Compilation of an Archives Manual.
- (10) Bringing out a series of Publications entitled 'Selections from Records in the Kerala State Archives and also publication of monographs on various important events in the history of Kerala.

The department has made much headway in all its varied activities in the past.

There is a State level Archives Advisory Committee to advise and guide the activities of the department. It is headed by the Minister-in-Charge of Archives.

As per G.O. (Ms) 190/73/Edn, dated 29-12-1973, the Regional Offices under this Department have been redesignated as follows.

- (1) Archives, Trivandrum as Central Archives, Trivandrum.
- (2) Archives, Ernakulam as Regional Archives, Ernakulam
- (3) Archives, Kozhikode as Regional Archives, Kozhikode.

The following Officers guided the destinies of the department since its inception and rendered yeomen service for its promotion.

*Ex-Officio Directors*

Shri P. K. Abdulla,	Education Secretary	(1962—67)
Shri K. P. Achuthan Nair,	do.	(1967—68)
Shri K. C. Sankara Narayanan,	do.	(1968—70)
Smt. Padma Ramachandran,	Secretary, Collegiate Education	(1970—72)

*Assistant Director*

Shri S. Krishna Pillai	(1962—69)
------------------------	-----------

*Superintendent*

Shri N. Ramakrishna Pillai	(1965—70)
----------------------------	-----------

*Present Ex-Officio Directo*

Shri P. K. Umashanker, Spl. Secretary,  
Higher Education

*Assistant Director*

Shri M. Abdul Majeed

*Superintendent*

Shri C. V. Joseph

CENTRAL ARCHIVES  
TRIVANDRUM

## A BRIEF ACCOUNT OF THE ADMINISTRATIVE AND ARCHIVAL SET-UP IN TRAVANCORE

Very meagre information exists on the old systems of civil Government in Travancore or the administration of its laws and usages in early days. From the early records we learn that the State Establishment in the latter half of the 17th century consisted of one Valiya Sarvādhikāryakkār (Prime Minister) one Mēleḷuttu Piḷḷai (Head Accountant) one Rāyasam Piḷḷai (Head Clerk) and several Rāyasams and Kaṇakku Piḷḷais (Clerks and Accountants). The Minister and his establishment held office in the Palace and the Raja presided over them. Every question whether petty or important was submitted to the Raja's decision without whose order nothing was to be executed. Later on, the whole Kingdom was made into three divisions each under a Valiya Sarvādhikāryakkār. These again were sub-divided and placed under Sarvādhikāryakkārs. Each of these was again sub-divided into districts and a Kāryakkār was appointed over each. The districts were sub-divided into Maṇiyams, Kēlvīs, Adhikārams and Pravarties and placed under charge of Maṇiyākārans, Adhikāris and Pravirtākārs respectively. This system of Government continued more or less till the middle of the 19th century. It was in the year 1773, that the Prime Minister was granted the title of Diwan instead of Daḷava.

In 1811 Col. Munro, the British Resident assumed charge as Diwan. During this period every department in the State including Huzur Kaccēri (Secretariat) was reorganised. The designation of the Kāryakkār, Tirumukham Piḷḷai etc. were changed into Tahsildār, Samprati etc.

The establishment of the Judicial Courts for the first time; the establishment of Chowkeys for the Collection of customs duties; the issue of Paṭṭayams containing the extent, tenure etc., of each ryot's holding; the compilation of a land register called 'Paṭṭayappēr'; the abolition of many vexatious taxes; the censusing of the population of the State; the reorganisation of Police, Forest and Commercial departments; the prohibition of the purchase and sale of slaves; the arrangements made or the construction of bridges and jungars for through communication are other reforms with which Col. Munro's name is associated.

As the Chief Executive Officer who conducted the administration of the State, the Diwan was the sole channel of official communication with all Heads of Departments connected with the State and with the British Resident. In the Huzur Kaccēri which was the Diwan's office, he was assisted by a team of officers including a Chief Secretary, Education Secretary, Under-Secretaries, Sheristadars, Superintendents, etc., besides a Law Officer to Government, who was known as the Head Sirkar Vakīl.



Later on for purpose of revenue administration, the country was divided into four Divisions. Each Division under an officer called a Diwan Peishkar who combined in himself the duties of a District Collector and Magistrate in British India. Each Division was sub-divided into a number of Tālūks presided over by Tahsildārs. They also exercised revenue and magisterial functions. The Village Officers subordinate to the Tahsildār were known as Pravartikar or Adhikāri. The Village was the smallest unit of the administration in the country. The above is a short sketch of the system of administration that existed in Travancore during the earlier period.

(Adapted from the Travancore State Manual, Volume III  
(Nagam Aiya).

### ARCHIVAL SET-UP IN TRAVANCORE

Before the formation of modern Travancore by the Maharaja Mārtāṇḍa Varma, the administration of the State was greatly inter-related with that of Śrī Padmanābha Svāmi Temple which had a distinct system of maintaining its own records. It was only with the emergence of the State on the decline of the barons that the system of preserving the records of Government obtained a new turn and a new shape. Records relating to important political events like the waging of war, conclusion of treaties, employment of diplomatic tactics, and the like began to be preserved in the palace itself. Thus came into existence what is now known as "Cellam Vaka Records". The Cellam Vaka or Palace Records continued to serve as State Archives till some time after the formation of the Huzur Kaccēri and the emergence of the Huzur Records. The Huzur Kaccēri was first organised during the period of Dharma Rāja under the able Diwanship of Rāja Kēśava Dās. That the Huzur Kaccēri was equipped with a repository of old administrative records is indicated by several facts traceable in the records of later years. It was in 1040 M. E. (1865 A.D.) that the design for the present Huzur Office building was prepared by Barton, the then Chief Engineer and in accordance with his proposal, the upper storey was set apart for the records. This magnificent building (presently the main Central Block of the Kerala Government Secretariat) was inaugurated in 1869 by Maharaja Sri. Āyilyam Tirunāl.

It was in the year 1887 A. D. that the Huzur Central Vernacular Records—the Central repository of the erstwhile Travancore State—was established in the quadrangular two-storeyed building inside the north western corner of the Fort and the present Central Archives is the successor of this old institution. It may be seen that the majority of the records preserved here is in cadjan (palm leaves) and relates to the period upto the year 1900 A. D. Records pertaining to the subsequent years are in paper and are now kept in the Secretariat (Cellar).

### CADJAN RECORDS

(1742—1873 A.D.)

The collection of cadjan (Palm-leaf) manuscripts in the form of "Curuṇas" which run to 13,000 in number forms the bulk of the record holdings in the Central Archives, Trivandrum. Mostly they consist of pre-settlement land revenue records and are written in Tamil and Malayalam, the scripts popular in earlier days. These records belong to different categories, a brief description of which is given below.

#### Oḷukus (1802—1837 A.D.)

They contain detailed information in respect of landed-properties. The earliest records of this class belong to the time of Velu Tampi Daḷava, but the majority belongs to the period of Maharaja Swathi Tirumal.

- (i) 'Lakkam, No. (i. e. the Sl. No. allotted to each property in lieu of the present-day Survey No.)
- (ii) Name and extent of the property indicating details of the boundaries
- (iii) No. of yielding trees in the property and the amount of tax assessed.
- (iv) Name and address of the assignee, etc.

(It may be remembered here that tax on properties during pre-settlement was assessed on the basis of "Inam" (ഇനം = class) and "Taram" (തരം = type) of the trees situated in each property).

Oḷuku records are classified as follows:

- (a) Huzūr Oḷukus for dry lands.
- (b) Taluk Oḷukus for dry lands.
- (c) Taluk Oḷukus for wet lands.
- (d) Putuval Oḷukus for dry lands.

#### Huzūr Oḷukus (1012—1014 M.E.)

Oḷukus which were originally preserved in the "Huzur Kaccēri" are termed as "Huzūr Oḷukus". This collection consists of 478 curuṇas.

#### Taluk Oḷuku (1012—1014 M. E.)

A copy each of the Oḷukus used to be kept in the concerned Taluk Office also. These records were subsequently transferred to the Central Repository. They are known as "Taluk Oḷukus". There are 819 curuṇas (bundles) under this group.

✓ Nilam Oļukus (977—989 M. E.)

A collection of 302 curuņas relating to wet-lands (Paddy fields) indicating the extent, boundaries and other allied information in respect of each property.

✓ Putuval Oļukus (1019—1048 M. E.)

It was customary in earlier days to assign waste lands to the needy on request. There is a collection of 253 curuņas relating to assignment of waste lands pertaining to the period from 1019—1048 M. E.

✓ Viļānippēr Records (of the time of Sri. Svāthi Tirunāl) (1012—1014)

These records resemble "Oļuku" in every respect except for the prominence given to the name of the person to whom the property stands assigned. In rare cases it also indicates the source through which the property has been inherited by the assignee.

Viļānippēr records are divided into two, viz,  
Purayidam Viļakkam and  
Nilam Viļakkam.

While "Nilam Viļakkams" were compiled during (the period of Vēlu Tampi) 977-989 M. E. and consist of 230 curuņas, Purayidam Viļakkams were prepared during (the period Svāthi Tirunāl), 1012—1014 M.E. and consist of 652 curuņas. This collection is considered to be the most important item among the land records. Applications for the issue of attested copies of these records are very often received from the public.

✓ Huzūr Khajāna Ēraļavu (993—1048 M. E.)

A collection of 445 curuņas relating to treasury accounts

✓ Pativinpađi Anu (993—1014 M. E.)

A collection of 151 curuņas dealing with the assessment of tax on land on the basis of the nature of assignment.

✓ Āyakettu (977—1014 M. E.)

A collection consisting of 271 curuņas. They deal with the total extent of the land in the possession of each assignee indicating the total amount of tax leviable therefor.

✓ Taņđappēru (1014 M. E.)

283 curuņas dealing with the details of tax assessed against each assignee.

✓ Huzūr Tirat̄tu (973—1048 M. E.)

A collection of 529 curuņas relating to the revenue income and expenditure of the State for the years from 973—1048 M. E.)

✓ Tālūk Tirat̄tus (994—1045 M. E.)

164 curuņas dealing with the income and expenditure pertaining to the various Tālūks. These records give a picture of the financial position of the state during the period.

✓ Jamābāndi Rāyasam (1019—1057 M. E.)

A collection of 1634 curuņas dealing with the revenue income and expenditure in respect of each Tālūk. Some of these records deal with pension cases also.

✓ Huzūr Rāyasam (1019—1051 M. E.)

34 curuņas containing orders issued from the office of the Diwan from time to time on various administrative matters mostly to the Heads of Departments.

✓ Boundary Disputes (968—1048 M. E.)

A collection of 104 curuņas relating to the boundary disputes that existed between Cochin and other neighbouring States. They contain mostly correspondence that passed between the Diwans of Travancore and Cochin on the issue. There are also a few communications from the Diwan to the British Resident on the subject. Curuņa No. 34 in this collection is conspicuous in itself as it contains orders regarding the search for Vēlu Tampi Daļava, the famous Freedom Fighter.

### JUDICIAL RECORDS

✓ High Court Records (991—1048 M.E.)

620 curuņas containing judgments, decrees, decisions, etc., of the High Court of the erstwhile State of Travancore, of the years 991-1048 M.E.

✓ Records of the Office of the Head Sarkār Vakīl (989—1052 M.E.)

63 curuņas mostly dealing with Adālam decisions (judgments in cases) and also matters relating to Ađuttūn (family pension) to the Rajas including adoptions to the Royal Family. (The Rājas were being paid Ađuttūn in earlier days as compensation for the lands taken over from them by the Government.) The following items also form additions to the collections under "Judicial Records".

(1) A collection of 51 curuņas of the Nagercoil District Court pertaining to the year prior to 1020 M.E.

✓(2) A collection of 51 curuṇas of the Neyyāṅṅinkara Munsif Court pertaining to the years 997-1094 M.E.

✓(3) A collection of 76 curuṇas of the Trivandrum District Court pertaining to the years 991-1084 M.E.

✓(4) A collection of 68 curuṇas of the Quilon Zilla Court pertaining to the years 940 - 1072 M.E. This collection also consists of certain records dealing with Puliyūr Dēvaswom Affairs.

✓(5) A collection of 146 curuṇas of the Alleppey District Court pertaining to 976 - 1087 M.E.

### PORT RECORDS

#### ✓ Alleppey Port (987—1048 M.E.)

A collection of 154 curuṇas mostly dealing with accounts relating to purchase and disposal of articles including food materials.

Details of certain select items are given below.

(a) Supply of the required articles for the display of fire-works on the occasion of the Birthday of Śrī Sāāthi Tirunāl Mahārāja in 1004 M.E.

(b) Amount due from Talakuḷam Vēlu Tampi (Daḷava) towards the cost of articles supplied to him in 984 M.E.

(c) Payment of salary to European Officers employed in the Port (992 M.E.)

(d) Expenditure of 8659 paṇams incurred for the purchase and transportation of two Giraffes (1026 M.E.)

(e) Cost of materials imported from England for the construction of the Observatory in Trivandrum (1026 M.E.)

(f) Details regarding coins that were in force in earlier days and their corresponding value in paṇams (986-987 M.E.)

#### ✓ Niṭṭus (Royal Commands) (931—1048 M.E.)

A collection of 77 curuṇas containing proclamations and orders issued mostly to the Heads of Departments from time to time on administrative and other matters of importance. Index of these records are available. A few important items are given below:

(1) Construction of an Observatory in 1032 M.E.

(2) Purchase of a Press from Calcutta for 'Stationery and Press Department' in the State.

(3) Opening of a Workshop in aid of poor women.

(4) Construction of bridges, dams, etc.

(5) Appointment of a Christian Judge for hearing the cases of Christians (994 M.E.)

- (6) Appointment of experts for the iron mines at Puliyūr Kuricci.  
(7) Arrangement for the visit of Mr. Ellis, expert in ancient scripts.

### Grandhas

A small collection of grandhas dealing with various matters like Purāṇas, Āyurvēda, Religious Hymns etc., viz.,

(1) Rāmāyaṇam (Kiḷippāṭṭu)

(2) Śrī Mahābhāratam

(3) Bhagavat Gīta

✓(4) Nārāyaṇyam, etc.

### ✓ The Matilakam Records (479—1091 M.E.)

The old records possessed by the celebrated temple of Śrī Padmanābha Svāmi in Trivandrum, the tutelary deity of the Royal House of Travancore, is popularly known by the name "Matilakam Records", because the temple establishment is known in common parlance as 'Matilakam'. Originally the collection consisted of about 3,500 curuṇas, each curuṇa consisting of 1,000 cadjan leaves on an average. This may perhaps be the largest hoard of cadjan records in the whole of India.

In the pre-Mārtāṇḍa Varma period, the Matilakam was a temple State and the princely State was not a totally different entity. Both the States were internally the same, but only in practical execution of administration they differed from each other. The Matilakam records are therefore State records so far as 'Vēṇāḍ' was concerned for the period ending with the establishment of a centralised administration by Mārtāṇḍa Varma in the latter half of the 18th century A.D.

The earliest record in this collection is dated 511 M.E. and belongs to the reign of Rāma Mārtāṇḍa Varma. These records are written in Malayāḷma, Tamil, Malayalam and Malayalam-Tamil.

For the history of Travancore from 500 M.E. to 950 M.E. we mainly depend on the Matilakam records, which form the main spring of information in regard to the social, economic and political background of ancient Travancore.

The following is an extract from the prefatory note by late Mahākavi S. Parameswara Aiyar (some-time Honorary Director, Huzur Central Records) in the publication entitled 'Important Mathilakam Records from 550-903 M.E.' brought out in 1941 as Sri Chitrodaya Central Record Series No. III.

"The importance of these documents cannot be overestimated. They range over a long period and are of immense historical and linguistic value.

A careful study of these records will reveal what a vast wealth of medieval Malayalam expressions, employed in current parlance in the days when they were written, have since fallen into disuse. On the whole, it may be unhesitatingly asserted that the present volume is a mine of information to the

student, not only of the history of Travancore, political, social or administrative but also of the history of the Malayalam Language."

A few significant items of records in the Matilakam collection are given below:

1. Proceedings and transactions of the Eṭṭarayōgam, which was the supreme governing body of the temple and temple lands that covered more than one-half of the entire kingdom.
2. Memoranda on State matters, mainly political.
3. Records relating to the ascension to the throne by Rulers.
4. Records relating to the demise of Rajas.
5. Records relating to the adoption of princes and princesses to the Royal family.
6. Accident—reports.
7. Unusual events—reports regarding.
8. Records on the disciplinary proceedings against temple servants.
9. Inventories of valuables.
10. Records relating to fines imposed on Rulers.
11. Records on traditional observations and procedures followed in the temple.
12. Reports on theft and other criminal activities that took place in the temple.

\* \* \*

This collection which now consists of nearly 3000 curuṇas was acquired by the State Archives in the year 1965. There are lists and indices for these records which were prepared by a special staff during 1112—1116 M.E.

#### PAPER RECORDS

##### Settlement records of Travancore State (1066—1085 M.E.)

The Survey and Settlement of Travancore commenced in 1060 M.E. during the reign of Śrī Mūlam Tirunāl was finalised in the year 1085 M.E. The collection of Settlement Registers consists of 380 volumes pertaining to the various Pakuties from Kuḷathur (Neyyāṅṅinkara) to Vaṭṭavaḍa, apart from Settlement Registers in respect of Vañṅipūḷa and Pūñjār Iḍavakas Registers in respect of certain villages (Pakutis) in the Shencottah Tālūk are also available. There are spare copies of Settlement Registers of different pakuties.

It may be mentioned here that entries in the oḷuku records (Pre-settlement) and settlement registers in respect of assignment of properties slightly differ in many cases. This may be because of the changes that took place in regard to the ownership of the properties during the interim period.

##### Āyakkeṭṭu Memo

152 registers dealing with the statistics of all properties extending from Tōvāḷa to Añcanāḍ. These records serve as a guide in regard to the principles adopted for the assesment of tax.

##### Settlement—Final Reports

A collection of 150 volumes containing communications on various matters relating to settlement. It also comprises item-wise details in respect of each property.

##### Revenue Settlement—Final Reports

A collection of 3065 volumes containing appendices to the final reports on Revenue Settlement.

##### Jamābandi Rāyasam (1049 to 1081 M.E.)

A collection of original communications received from the four divisions, viz., Padmanābhapuram, Trivandrum, Quilon and Kottayam on various matters relating to Revenue, preserved in bundles.

(A detailed list of these records is available).

##### Jamābandy Accounts (1066—1079 M.E.)

A collection consisting of original records relating to the account matters pertaining to the various divisions.

##### Huzūr Settlement (Kaṇḍeḷuttu) 1058—1082 M.E.

240 bundles of records which comprise of reports furnished by the divisions and taluks on various matters relating to settlement.

##### Huzūr Rāyasam (987—1080 M.E.)

A collection of records and registers consisting of communications received and replies issued on various matters relating to administration, including orders from the palace in certain cases.

##### Huzūr Settlement (1059—1082 M.E.)

A collection consisting of data furnished by the various divisions at the time of Kaṇḍeḷuttu.

##### Settlement Office Records (1069—1085 M.E.)

For the purpose of settlement, the State was divided into seven blocks known as 'Party Offices'. These Party Offices were under the immediate control of the four 'Central Offices' allotted to each. Matters of dispute were however finally settled at Huzūr Kaṇḍeḷuttu Office. The collection consists of records and registers pertaining to these offices.

Settlement Erayili Records (1070—1080 M.E.)

It was common for the Dēvasvams to assign properties on tax-free basis to certain families as awards for the various services rendered, to the Dēvasvam. This collection consists of settlement records pertaining to such of those properties assigned by the Dēvasvams.

Head Sarkār Vakīl's Department (Judicial) 1040—1080 M.E.

A collection consisting of 150 volumes relating to judicial matters.

Sanitary Department (1071—1081 M.E.)

A collection of Births/Deaths Registers consisting of 250 numbers.

Piravaka (Excise) 1051—1081 M.E.

A collection of 272 volumes relating to the excise matters.

Education (1054—1083 M.E.)

A series of 88 volumes dealing with various education matters.

Ānamēl Śekhrippu (Lāyam) 1038—1081 M.E.

A collection of 156 volumes dealing with the maintenance of elephants, expenditure and income therefor etc.

Police (1068—1080 M. E.)

A collection of 90 bundles dealing with the administration of Police.

Huzūr Treasury (1046—1083 M.E.)

A large collection of 4,000 volumes dealing with the receipt and expenditure in respect of the various departments in the State.

Ponnumvila Case Records (Land Acquisition) 1064—1082 M.E.

A collection of records relating to acquisition of lands for the construction of roads, buildings etc.

Putuvāi Oḷukus (1057—1059)

A collection of 383 bundles relating to assignment of waste lands at the time of the original survey.

Mālavāram Accounts (1049—1087 M.E.)

Records relating to the assignment of forest valleys to the applicants for cultivation of coffee, tea, etc.

Janmikkaram Settlement

These are records transferred from the Revenue Department. The collection consists of 2182 registers and they pertain to Trivandrum, Quilon, and Kottayam Districts.

## PRINTED MATERIALS

(Gazettes, Government Publications, Reference Books, etc.)

Travancore Government Gazette (1862-1949 A.D.) :

The first issue of the Travancore Government Gazette was brought out in the year 1862 A.D. The collection consists of all subsequent issues till 1st July 1949 when the State ceased to exist as an independent unit consequent on the integration of the States of Travancore and Cochin.

Cochin Government Gazette (1867-1948 A.D.) :

A collection of all issues of the Cochin Government Gazette from 1867 to 1948 A.D.

Travancore-Cochin Government Gazette (1949-1956) :

All issues of the Travancore-Cochin Government Gazette from July 1949 to November 1956.

Kerala Government Gazette (1956 onwards) :

All issues of the Kerala Government Gazette from 1956 onwards.

Fort St. George Gazette (1833-1948) :

An incomplete collection of Fort St. George Gazettes for the period from 1833 to 1948 A.D.

Mysore Government Gazette (1908-1922) :

An incomplete collection of Mysore Government Gazettes for the period from 1908 to 1922.

Regulations & Proclamations of Travancore (1010-1120 M.E.) :

A complete collection of the Regulations and Proclamations of Travancore in bound volumes with an Index and Reference Guide.

(See also page-under 'Archival Publications')

Administration Reports of Travancore (1067 to 1115 M.E.) :

A collection of the Administration Reports of Travancore State from 1067 M.E. down to 1115 M.E.

Almanacs (1024 to 1124 M.E.) :

A collection of Travancore Government 'Almanacs' for the various years ranging from 1024 M.E. to 1124 M.E.

Reports of the various Committees (1912-1945) :

A collection of the Reports of the various Committees appointed by the Government of Travancore from time to time.

A few items are mentioned below:

- (1) Report of the Christian Committee of Travancore (1912. A.D.)
- (2) Report of the Oil Survey of Travancore (1923) (C. Kumara Das)
- (3) Report of the Banking Enquiry Committee (1930)
- (4) Report of the Laws Delay's Commissioner (1931)
- (5) Report of the Paḷḷikeṭṭu of H.H. The Karthika Thirunal (1934)
- (6) Report of the Travancore Education Reforms Committee (1933)
- (7) Report of the Economic Depression Enquiry Committee (1931)
- (8) Report of the Travancore Public Service Recruitment Committee (1933)
- (9) Report of the Natural History-Museum of Travancore—By S.H. Prater (1945)

Civil Lists (1918 A.D. to 1949 A.D.) :

A collection of Quarterly Civil Lists for the period from 1918 to 1949 A.D.

A collection of Half Yearly Civil Lists from 1923 to 1944 (incomplete)

Census Reports—Travancore (1891-1941) :

A collection of Census of India Reports' relating to Travancore State pertaining to the Census years 1891, 1901, 1911, 1921, 1931 and 1941.

Census Reports—Travancore-Cochin (1951) :

Census Hand Book of the following Districts :

Trivandrum  
Quilon  
Kottayam  
Trichur

ASSEMBLY PROCEEDINGS

A collection of the Proceedings of the Sri Mulam Popular Assembly of Travancore for the years from 1922 to 1936.

Printed Copies of Important Papers :

- (1) Important papers connected with the Students' Strike in 1921 A.D.

- (2) Important papers connected with the dispute between Travancore and Cochin regarding Idiyārmāḍ Hills.
- (3) Important papers connected with the dispute between Travancore and Cochin regarding the Annamanaḍa Dēvaswam.
- (4) Important papers connected with the dispute between Travancore and Cochin regarding the Thaccuḍaya Kaimaḷ Sthānam.

Important Reference Books :

1. The Travancore State Manual (Nagam Aiya) <sup>nil</sup>
2. The Travancore State Manual (T. K. Velu Pillai)
3. Mémoir of the Survey of the Travancore & Cochin State by hients. Ward & Conner (in 2 volumes)
4. Christianity in Travancore (by G. T. Mackenzie)
5. Progressive Travancore (by Ramanatha Iyer)
6. A Hindu Reformation (Nilkan Perumal)
7. The Travancore Arhcaological Series)
8. Elements of Hindu Iconography (T. A Gopinath Rao)
9. Kerala Society Papers Series (Part I & II)

ARCHIVAL PUBLICATIONSSri Chitrodaya Huzur Central Records Series :

- No. 1 Selected Proclamations by the Sovereigns (From 1811 to 1936 A.D.)
- No. 2 Selected Notifications by the Government (From 1811 to 1925A.D.)
- No. 3 Important Mathilakom Records (From 550 to 903 M. E.) ✓

Rare Items :

1. Different charts showing the derivation of Malayalam scripts from Malayāḷma, Tamil, etc.
2. Sir T. Mādhava Rao's collection of historical materials meant for the compilation of an authentic History of Travancore.
3. Family Records of Daḷava Rāmayyan.
4. Epoch—Making Proclamations bearing Sign-Manuals of various Rulers of Travancore from 1729 to 1924.
5. Treaties with Cochin, Dutch, East India Company, etc. (1763—1805)
6. Administrative set-up in Travancore (1763—1805)

Show-Case Records :

There is a small building attached to this Archives, wherein more important items of records (both in cadjan and paper) are displayed in 21/1870/L.

show-cases. These select records are termed as 'Show Case Records' and the collection altogether consists of 230 items. A few items among the collection are highlighted below:

Subject	Year
Treaty between the Rajas of Cochin and Purakkāḍ, and the Dutch Company by which all of them bound themselves to help each other against the enemies of anyone of them and to defend the claims of Godavarma of Cochin against the Portuguese. The Dutch were given permission to erect a fort at Purakkāḍ.	1663 A.D.
Treaty of alliance between Travancore and Cochin by which the former was to hold Cempakaśṣēri and Vaṭakkumkūr and the Rāja of Cempakaśṣēri was to be stationed at Trichur abstaining from making any correspondence with outsiders.	1754 A.D.
Treaty between Travancore and Cochin by which Cochin promised to cede Karappuram and some other places to Travancore in return for military help against the Zamorin of Calicut.	1762 A.D.
Treaty of alliance between the East India Company and Travancore.	1805 A.D.
Deed dedicating the State of Travancore to Śrī Padmanābha by Śrī Vira Mārtāṇḍa Varma Mahārāja	1750 A.D.
A ninavu of Mahārāja Kārtika Tirunāl to Kēśava Pillai (Samprati) dealing with miscellaneous affairs about the Nawab of Carnatic, Tipu's Plans, and the necessity to repair the Cranganore Fort, etc.	
A Tiṭṭūram from the Rāja of Cochin regarding sundry matters including the seige of Bangalore by Lord Cornwallis	1791 A.D.
Niṭṭu appointing Jīyantān Śankaran Nambūdiri as Valiya Sarvādhikāryakkār (Dewan)	1799 A.D.
Accounts showing remittance to East India Company etc.	1813-1817. A.D.
A narrative account of the destruction of Cochin Kōvilakom by Temmanśṣēri Nambūri	
A Niṭṭu regarding the starting of Public Schools	1819 A.D.
A Niṭṭu regarding the starting of the first Government English School at Trivandrum	1834 A.D.
A Niṭṭu regarding the compilation of a Malayalam - English Dictionary	1860 A.D.
A Niṭṭu regarding the Sircar Hospital at Trivandrum.	1863 A.D.

A Niṭṭu regarding Grant of tax-free land to Mr. Benjamin Bailey, Kottayam for his residence and free school.	1818 A.D.
A Niṭṭu regarding grant of Rs. 5000 for Famine Relief in Ireland.	1823 A.D.
Proclamation of H.H. Rāṇi Pārvathi Bāi regarding minting of copper coins of one Chakram and its parts.	1816 A.D.
A Niṭṭu sanctioning Rs. 1000 for the Trivandrum Public Library	1837 A.D.
Correspondence-Orders issued to Tahsildars etc. for collecting informative records relating to the previous history of Travancore, ruling sovereigns, battles, temples etc.	1869 A.D.
Information showing the history of ancient Travancore	
Niṭṭus regarding the search for Vēlu Tampi and defending the attack of Kumpaniyārs.	
A series of seven bound volumes containing original "Niṭṭus" (Royal Commands) issued by the various Rulers from time to time on administrative matters	1873-1908 A.D.

**REGIONAL ARCHIVES**  
**ERNAKULAM**



## A BRIEF ACCOUNT OF THE ADMINISTRATIVE AND ARCHIVAL SET UP IN COCHIN

It was in the year 1818 A.D. that the post of the Diwan was created in Cochin. Prior to this, an officer appointed by His Highness the Maharaja called the 'Valiya Sarvādhikāryakkār', was the administrative head of the State. For purposes of revenue administration, the State was divided into two divisions:

- (1) The Vaḍakkē Mukham or the Northern Division, and
- (2) The Tekkē Mukham or the Southern Division.

Each of these divisions was placed under a Sarvādhikāryakkār. These divisions were further subdivided into Kōvilakattum Vātukkals and each subdivision consisted of a number of Pravartties. A Pravartty was the smallest unit of administration and was placed under an officer called Pār-vatyakāran (now called Village Officer). The Kōvilakattum Vātukkals were each placed under a Kāryakkār (changed into Tahsildar subsequently). At the head of the administration was the Valiya Sarvādhikāryakkār. The details of the office of the Valiya Sarvādhikāryakkār, are not easily traceable. Col. Munro, the British Resident in Travancore and Cochin was administering the State of Cochin in 987 M.E. (1812 A.D.) even though the Diwanship as such was actually created only six years hence. In 993 M.E. (1818 A.D.) the Valia Sarvādhikāryakkār's designation was altered to Diwan and that of Sarvādhikāryakkārs to Peishkārs. The post of Diwan Peishkār was created in 1010 M.E. (1835 A.D.):

The available records show that later on, for purposes of revenue administration, the State continued to have two divisions as in the past, but each division was subdivided into three tālūks. There was a Peishkar in charge of each division who was also District Magistrate. There was a Tahsildār in charge of each tālūk who exercised second class magisterial powers. The Peishkārs and Tahsildārs not only administered land revenue within their respective jurisdictions, but also administered abkārī, opium, ganja and tobacco revenues of the State, managed the affairs of a large number of religious and charitable institutions (Dēvasvam and Ūṭṭupuras) and otherwise generally helped the Diwan in conducting the State administration. The Tahsildārs were vested with large powers and they were also officers in charge of tālūk treasuries.

The Diwan, as the head of the administration, was also in charge of the Revenue and Accounts Departments. He also exercised magisterial powers in respect of certain classes of offences. He was assisted by the Huzūr Kaccēri consisting of various types of officers and staff. The highest tribunal in the State was H.H. The Raja's Court of Appeal. This was subsequently changed to the Chief Court and finally to the High Court. But the administration of justice, civil and criminal, was controlled by the appeal court which consisted of three Judges. As has already been stated, criminal justice was administered by the Peishkārs and Tahsildārs who exercised the powers of

the District and Second Class Magistrates. The Police and Military Departments were under a Superintendent. There was a Conservator of Forests as the head of the Forest Department. He was, however, under the control of the Chief Engineer of the State who was ex-officio Comptroller of Forests. Under Public Works, there were two departments:

(1) Public Works Department Proper, under the control of the Chief Engineer, and

(2) The Marāmat Department, under the control of the Marāmat Pariśodhakan.

The Diwan was the head of the Education Department. He was assisted by an Advisor or Secretary in educational matters. There was a separate Medical and Sanitation Department. There were also the Registration and Añcal (Postal) Departments.

The above, in brief, was the system of administration that was prevalent from early days. The reorganisation of the Secretariat and the other Departments, on modern lines was attempted in the year 1071 M.E. (1895 A.D.).

#### ARCHIVAL ORGANISATION IN THE ERSTWHILE COCHIN STATE

The Central Records, Ernakulam:

It was in the year 1901 A. D. (during the Diwanship of Sir P. Rajagopalachari) that a scheme was originally enunciated by the then Government of Cochin for the organisation of a separate office called the 'Central Records' as its State Archives for the preservation of its ancient valuable records of archival importance. But the institution 'Central Records' (now Regional Archives, Ernakulam) actually came into being only in 1909 (as per G. O. No. C. 2999 of 1084 dated 15th July 1909 (See, *Record of Administration, Cochin State—Part IV*). Prior to this, the system of preserving the records of the State was of course in existence.

Till the year 1886, all the ancient and non-current records were housed in the Huzūr Kaccēri in Ernakulam, the capital of the State. In that year all important State records were transferred to Trippunittura—the seat of the Maharajas—and kept at a place called "Īduvayppu" where the other State valuables were preserved. These records happened to be kept under the charge of a low-paid official and so they were not maintained properly. It was in the year 1898 that a systematic classification and arrangement of the records (as those of exceptional importance, those of ordinary importance and those that are merely of temporary use) was first attempted and it was in 1905 that all the records of historical and administrative importance were got copied and printed.

Appreciating the need for the perpetual preservation and safe custody of the centuries-old records of the State, the erstwhile Cochin Government

during the Diwanship of Sir R. K. Shanmukham Chetty (1935-40) constructed a separate three storeyed concrete building for housing the Central Records.

Consequent on the integration of the erstwhile States of Cochin and Travancore in the year 1949 and subsequent formation of the Kerala State on November 1, 1956 the institution was functioning as a part of the Secretariat attached to the Public Department. It was merged with the Kerala State Archives Department in 1964. The office which was designated as Archives, Ernakulam in 1965 and redesignated as Regional Archives, Ernakulam in 1974 now functions as one of the three Regional Offices of the State Archives Department.

#### ARCHIVAL HOLDINGS—A GENERAL SURVEY

The Regional Archives, Ernakulam (formerly Central Records, Ernakulam) is mainly a repository of all the ancient and valuable records pertaining to the earlier period of the erstwhile Cochin State. However no record relating to the period before the advent of the Portuguese exists in the Archives, Ernakulam. Even the records relating to the early Portuguese and Dutch Settlements are also not available here.

The late Sri V. K. R. Menon (formerly Sarvādhikāryakkār to His Highness the Maharaja and sometime Member of the Indian Historical Records Commission) in an 'Introduction' to his archival publication entitled 'Letters from Cochin Rajas to Batavia' published in 1946 has made a special mention of this vital point. The relevant extract from the publication is reproduced below:

"The Rajas of Cochin during the Portuguese and Dutch periods corresponded regularly with the sovereign powers that guided the activities of the foreign garrison at the Cochin Port. There is ample evidence to show that during the Portuguese period (1500-1663 A. D.) the Rajas addressed such letters both to the King of Portugal and His Holiness the Pope. The Central Records, Cochin State, unfortunately does not possess even a single copy of what must have been a very voluminous correspondence."

The following is an extract of the joint report submitted to the Government of Cochin in 1939 by M/s L. V. R. Iyyer, B. K. B. Menon and V. K. R. Menon. "The Record Office contains no records belonging to the Portuguese period."

There is also an indication in one of the letters addressed to the British Resident by the Diwan that the earliest records in Cochin were destroyed at the time of invasion of Cochin by Tipu Sultan of Mysore.

It may be mentioned here that prior to 1857 all Government communications were carried on cadjan except perhaps the communications sent to the Dutch and English Officers. It was only after 1857 that palm-leaf was replaced by paper for official correspondence from the Huzūr to the subordinate offices and it was only after the year 1860 that paper began to be used in all subordinate offices in the State. Records in cadjan therefore form the bulk of the earlier records in Cochin.

The record collection can therefore be broadly classified into three parts, viz.,

- (i) Records in cadjan leaves
- (ii) Records in paper
- (iii) Other items, i. e., Copper plates, bamboo splints etc.

It has to be further pointed out here that the "book file" system was in vogue till the disposal number system was introduced in the State in 1897 A. D. Records up to 1897 are divided into two distinct branches—English and Malayalam. While the Malayalam records are merely a continuation in paper of the cadjan records, the English records consist of all communications from 1818 to 1897 between the Diwan on the one hand and the Resident and other British Officers, and subordinate officers like the Engineer, the Medical Officer etc., on the other.

By the beginning of the year 1898 the disposal number system was introduced. All Huzūr Office files from that year onwards are now under the custody of the Public Department (English Records), Secretariat. Even though these records virtually stand transferred to the control of the State Archives their physical transfer could not be effected till now due to lack of space to accommodate them. It is hoped that it will be possible to transfer them to the Archives soon after the construction of the proposed new building for the Archives in Trivandrum is completed.

### CADJAN RECORDS

Curuṇas (993 M.E. 1080 M.E./1818 A.D. 1905 A.D.).

(Scrolls of Palm-leaf Manuscripts.)

About a century ago when paper was very scarce, processed palm-leaf was the chief material largely used in Kerala for correspondence. So records in cadjan form the bulk of ancient record wealth of Kerala. For the sake of convenience and better preservation it was the practice in earlier days to keep loose sheets of palm-leaves scrolled in bundles of convenient sizes after passing a cord (string) through the holes provided in the leaves as in the case of present day tagging of sheets of paper. These scrolls are known as Curuṇas. The number of leaves in each bundle varies from 500-1000.

Item-wise details of curuṇas consisting of more than 2000 Nos. are given below:

Contents	No.	Year	Remarks
(Oḷuku (Nilam))	134	948—1079 M.E.	A few items pertaining to the earliest years are in Tamil.
Oḷuku (Nilam)	46	1000—1083 M. E.	
Oḷuku (Paramba)	327	943—1072 M. E.	
Kaṇakku (Accounts)	527	927—1096 M. E.	

Contents	No.	Year	Remarks
Kēṭṭeluttu	24	967—1085 M. E.	
Tiṭṭūram	147	953—1077 M. E.	
Tiraṭṭu (Accounts)	77	960—1071 M. E.	
Nilam Putuval	35	1027—1083 M. E.	
Paramba Putuval	17	1032—1082 M. E.	
Miscellaneous	295	901—1088 M. E.	
Vivarappēru	312	952—1081 M. E.	
Petitions	42	926—1055 M. E.	
Mudrōla Nālvaḷi	35	1013—1046 M. E.	

### Granthas (1625-1806 A.D.)

The collection of granthas may be grouped into two, viz. 1—1

- (i) Oḷuku Granthas, and
- (ii) Historical Granthas.

While 'Oḷuku Granthas' are reproduction of Oḷuku curuṇas (copied for better preservation and convenient handling). 'Historical Granthas' consisting of 72 numbers are considered to be a treasure-house of archival information. With a view to having a general idea as to their contents, the subject matter covered by certain granthas are given below:

- (1) Tiṭṭūrams on Tirumala Dēvaswam Affairs (Putuvaippu Era 286-428 (1625-1767 A.D.))
- (2) Treaties between Travancore and the Zamorin 1717-1806 A.D.
- (3) Matters on Cāngathavari
- (4) Treaties between Trippappūr Svarūpam and Perumpaḍappu
- (5) Financial Statements and Accounts (1783-1785-1789 A.D.)
- (6) Tiṭṭūrams issued to several Sthānis and Institutions (1760-1796) A. D.
- (7) Invasion of Haider and Tippu and subsequent treaties including the transfer of 'Citrukūdam'
- (8) Granthavari on 'Perumpaḍappu Svarūpam' (since printed) (See under Archival Publications) Page 1—1
- (9) Treaties between the Dutch and Cochin
- (10) Description of Tāvaḷis in Perumpaḍappu
- (11) A Grantha giving an account of arms supplied to certain units of the Army in ancient days
- (12) An account of the invasion of Cochin by the Zamorin of Calicut

### Cadjan Loose Sheets

There is an appreciably large collection of loose cadjan leaves each forming a single complete document in several cases. Copies of title deeds executed by private parties in the different provinces of the State constitute the bulk of the collection.

Besides this, the collection also consists of a good number of *Titturam* (Royal writs) on various matters of interest.

The following are the two conspicuous items worthy of special mention among the collection:—

- (i) A letter written by the Dutch Commander to the Cochin Raja regarding the possession of lands in the State by the *Mārakkā* (Hindu converts to Christianity) dated 1674 A. D.
- (ii) A document specifying the boundaries of the Fort at Cochin signed by the Dutch Governor Adrian Moens dated 1772 A. D. (Detailed list of these records are under preparation)

### PAPER RECORDS

#### Series File (1684 to 1869)

The collection termed as "Series Files" constitutes the most important item among the paper records in the Archives, Ernakulam, as it deals with matters of political and administrative interest pertaining to the Dutch and the early British period. These records are conspicuous in themselves as they consist of correspondence (original letters) that passed between successive rulers of Cochin and those foreign powers that guided the destinies of the State then. The collection is divided into the following three groups:—

1. First series covering the period from 1684-1799 A. D.
2. Second series covering the period from 1791-1840 A. D.
3. Third series covering the period from 1812-1869 A. D.

While the first series among the above consists of original treaties, engagements and other letters between Cochin on the one hand and other powers and feudatories on the other which have played significant roles in the early history of Kerala, the second series is outstanding for some of the epoch making proclamations on various matters then termed as '*Hukkumnamahs*' issued by the rulers. A few select items are listed below with a view to giving an idea as to the importance of these records. There are over 500 letters in all.

#### Treaties (Original)

- |  |            |
|--|------------|
| (a) Treaty among the Raja of Cochin, the Dutch and the Chief of Karappuram | 1674 A. D. |
| (b) Treaty between the Cochin Raja and the Dutch                           | 1684 A. D. |
| (c) Treaty between the Dutch and the Cochin Raja regarding customs         | 1698 A. D. |
| (d) Treaty among the Dutch, 72 Karappuram Chiefs and the Cochin Raja       | 1717 A. D. |
| (e) Treaty between the Dutch and the Zamorin                               | 1717 A. D. |

- |  |            |
|--|------------|
| (f) Treaty between the Raja and the Dutch regarding 'Markakkārs' or Christian converts | 1785 A. D. |
| (g) First treaty between the East India Company and the Cochin Raja                    | 1791 A. D. |
| (h) Last treaty with the English   | 1809 A. D. |

#### 2. Proclamations

- (1) Proclamation dated 30th Dhanu 1000 M.E. extending certain concessions to Agriculturists in the Cochin State in order to encourage them to bring under plough all the cultivable lands.
- (2) Proclamation dated 993 M.E. introducing compulsory education in the Cochin State.
- (3) Proclamation dated 10th Mēdam 993 M. E. ordering those who were converts to Christianity should obey the officers of the Cochin Sirkar.
- (4) Proclamation regarding abolition of slavery.

*Note*:— Series I relates to the period before Col. Munro, Series II Col. Munro's period and Series III the period after Col. Munro. (Detailed lists and indices are available.)

#### Garsonic Manuscripts (1607 A. D.)

Malayalam written in Syriac characters is popularly known as "Garsonic Manuscript". This document which is beautifully written consists of laws, regulations, instructions, orders, etc. on ecclesiastical matters issued by Archbishop Francis Roz. S. J. (A brief description of the contents of the manuscript in English prepared by Research Scholar Rev. Fr. Thomas Arayathinal is available).

#### Records in Persian (1725-1835 A. D.)

Diplomatic transactions of the British with the Indian Powers and the Nobles were conducted in Persian for sometime during the earlier period of the British Supremacy. So were also the correspondence with foreign oriental rulers.

"The collection of Persian records consists of letters written by the Rajas to the British Residents and the Governors mainly, a few to the Governors-General also. They relate to various subjects. Approximately they cover a period between 900 M. E. to 1010 M.E. Some give only date of a foreign era."

A record bearing the seal of 'Tippu Sultan' (1214 Hijri) in acknowledgement of the subsidy amount paid by Cochin is an important item among the collection.

There are English translations of these records, number of which comes to 175.

Records in Portuguese (1793 A.D.)

A collection of 12 letters in Portuguese pertaining to the year 1793 A. D. The contents of these letters are not clearly known as they remained underciphered all these years

Steps are under way to get these records translated into English through the department of Archives, Goa.

Records in Urdu (1857 A.D.)

A printed document in Urdu detailing the investiture of the insignia "Star of India" on the Maharaja of Oudh by the British Government for the services rendered to the latter during the first "Struggle for freedom" in 1857.

Records in Sanskrit etc.

or

Letters From Uduppi Mutt (1805-1845)

"This is a collection of letters from Uduppi Mutt, many in Sanskrit, some in Canarese and still others in Malayalam intermixed with Canarese. Their main theme is request for money. These papers are of importance because they give us the names of the various Mutt Heads and their disciples during the period from 980 to about 1020 M.E. The literary-value of these papers is also great, for they are written in elegant Sanskrit prose and verse which deserve to be published. His Highness' reply to these communications, if they could be had would certainly make a handsome collection of Sanskrit letters, for the then Maharaja was a remarkable scholar and a well-known poet" [Extracts from a report (1939 A.D.) by Shri K. R. Pisharody].

These records are yet to be deciphered.

### RECORDS IN MARĀTHI, GUJARĀTI AND CANARESE LANGUAGES (UNDECIPHERED)

"There are some bundles of records written in Marathi, Gujarathi and Canarese languages. No list of them has yet been prepared and one cannot be prepared before they are translated. Further the papers are in very decayed condition and steps have to be taken to get them translated and listed and to select important ones for preservation before they become quite illegible. They number between 20 to 30 thousand papers."

The above is an extract from a Note submitted by the Superintendent, Central Records, Ernakulam in the year 1925. The position explained in regard to the records mentioned above still remains unchanged even after the lapse of more than four decades. The inclusive years of these records are however not clearly known, although the presumption is that they cover the period from 1809 to 1824.

Classification and deciphering of these records by competent persons are underway.

### HUKKUMNĀMAHS/PROCLAMATIONS/REGULATIONS/ACTS

(1812-1949 A.D.)

(Sign Manual Copies)

'Hukkumnāmah' is the term used to denote 'Proclamations' issued by the Rulers in earlier days. A proclamation or a Regulation or an Act is deemed to have come into force only after it is given assent to by the Ruler.

Details of a few Proclamations and Regulations of particular interest are given below:

The Civil Procedure Code	1856 A.D.
The Criminal Procedure Code	1856 A.D.
The Penal Code	1884 A.D.
The Cochin Anchal Rules	1892 A.D.
Proclamation regarding Census of Cochin	1891 A.D.
Proclamation regarding Foreign Liquor	1897 A.D.
Regulation regarding Printing Presses in Cochin	1913 A.D.
The Cochin Tenancy Regulation	1913 A.D.
The Cochin Nayar Regulation	1920 A.D.
The Cochin Christian Succession Regulation	1922 A.D.
The Cochin Thiyya Regulation	1933 A.D.
The Cochin Muslim Women's Marriage Dissolution Regulation	1933 A.D.
Proclamation granting relief to Agricultural debtors	1935 A.D.
The Cochin Newspaper Regulation	1936 A.D.

[It was as per proclamation dated 2-11-1112 (1937 A.D.) that the term Regulation began to be styled as Act.]

Boundary Disputes (1816-1891 A.D.)

(1) A collection of volumes and files containing an account of the boundary dispute between Cochin & the English East India Company (1885-1891 A.D.)

(2) A collection of volumes and files containing an account of the Boundary disputes between Cochin and Travancore regarding.

(a) Lands belonging to the Eḷamkunnappula,

Annamanaḍa and Perumanam Dēvasvam, and (b) lands in the Cochin, Kaṇṇayannūr, Cranganore and Mukundapuram Taluks.

(3) A collection of volumes and files containing particulars of other miscellaneous boundary disputes.

(4) A series of miscellaneous correspondence regarding boundary disputes.

There are a few curuṇas also relating to boundary disputes.

Miscellaneous Correspondence (1824-1828 A.D.)

The collection consists of the following:

- (1) A series of letters from Taccudaya Kaymal to Diwan relating to temple requisites during 999 to 1003 M.E.
- (2) Correspondence between Seeshagiri Rao and Nanjappayyan on various matters relating to palace requirements (1000 M.E.)
- (3) Communication from Venketasubbayyan to the Diwan mostly dealing with monthly accounts of Nityaccilavu, the Rajas' welfare etc. (1003 M.E.)

Special Files (1907-1916)

A collection consisting of 54 files on various matters of administrative and archival interest. The important items are detailed below:

1. The Palace expenditure scheme.
2. Re-organisation of various departments, like Police, Abkari etc.
3. Introduction of the Education Code.
4. Tour of Maharajas to palaces outside the State like Madras, Calcutta, etc.
5. Lease of Bolghatty Residency to the British Government.
6. Circulation of Sovereigns and currency notes in the Cochin State.
7. Sentences in Murder cases by Cochin Courts.
8. Cochin Harbour scheme.
9. Tenancy (4 Bundles)
10. Delhi Durbar
11. Introduction of Standard Weights and Measures in the State.
12. Planters' trouble in Trichur.
13. Correspondence regarding Advisory Council.
14. Governor's visit.
15. Resident's intervention in the internal administration of the State.
16. Review of Administration Reports by the Madras Government.
17. Dispute between Cochin and Trvancore regarding the Taccudaya Kaymal Sthānam.
18. Regarding the lease of State Railway to the South Indian Railway Company.

Survey and settlement Records of Cochin

The series include all items of original Survey and settlement records in respect of the *various villages in the erstwhile Cochin State*; such as:

Survey Records

- (1) Boundary sketches
- (2) Boundary Field Books
- (3) Division Field Books
- (4) Boundary Traverse Sheets
- (5) Division Traverse Sheets
- (6) 'E' Sketches
- (7) 16 " Maps
- (8) Land Registers

Settlement Records

- (1) Settlement Registers
- (2) Cittas
- (3) Paṭṭādār Lists etc.

These records were originally transferred for preservation in the Central Records as per Proceedings of the Cochin Diwan, Revenue Department (Land Revenue) dated 19th September 1909, Ref. on C.No. 311/85. Printed lists for these items are available.

Survey Records (Malabar Area)

Consequent on the formation of the State of Kerala in 1956 all original Survey records pertaining to the Malabar area which were hitherto under the custody of the former Madras Government were transferred to Kerala. These records are now preserved in the Archives, Ernakulam for want of adequate accomodation facilities in the Regional Office at Kozhikode. It is expected that these records could be transferred to Kozhikode soon after acquiring a suitable building to house them conveniently.

The series consists of the following items in respect of the various villages in the Malabar area:

1. Field Measurement Books
2. Original Survey Traverse Sheets
3. Litho Maps (Mounted)
4. Ferro—Pressiate Prints.
5. Re-survey Traverse Sheets.
6. Triangular Field Books.

DEEDS & AGREEMENTDeeds (1908-1947)

These consist of title deeds of properties, buildings etc. purchased in the name of the Government in and outside the state like the Benares Satram, the Cochin House, Madras, the buildings at Nilgiris (meant for Summer recess for the Maharaja, the Diwan, etc.) as also Lease Deeds of Estates for cultivation of Rubber, Coffee, etc.

21/1870/L.

The item worthy of special mention is the document "Instrument of Accession" by which the State volunteered to form part of the Indian Union.

Agreement (1897-1942)

Agreement executed by different parties in favour of Government such as the contractors for the supply of opium and Ganja, Bombay Salt, Kaiccittus executed for the Abkārī contract, Agreements executed by persons in service on their being deputed for higher studies in Medicine, etc., constitute the collection. Agreements entered into with the South Indian Railway, FACT, Travancore Government (for supply of Pallivasal Electric Power) are some of the important items in this group.

Malayalam Diaries (1814 to 1832 A.D.)

(Office copies of the Diwan's letters and orders in the different branches of the Huzūr Kaccēri for 18 years from 1814).

At the time of the appointment of the first Diwan it was ordered that all communications received and all orders issued by the Diwan should be copied in books. It may be remembered here that it was a centralised administration in Cochin during the earlier period so that even petty officers used to write to the Diwan for orders. These reports and orders are collected under what are termed "Diwan's Malayalam Diaries". The collection consists of 494 volumes.

Diwan's English Diaries (1814 - 1857 A.D.)

100 volumes containing copies of letters written by successive Diwans of the State on various administrative matters mostly to the British Residents.

Resident's letters

Resident's Memo Books &

H. H. The Rajas Book (1814 - 1896 A.D.)

These books contain letters and Memos from the British Residents to the Diwans of Cochin and H.H. The Maharaja on various political and administrative matters. No. of volumes: 91.

(Sl. No. 3491 - 3569).

Tittūrams (Royal writs) (1818 - 1902)

Orders or communications issued by the Rulers of Cochin are known as 'Tittūrams'. The collection of volumes under 'Tittūrams' consists of orders issued by the various Maharajas from time to time on different administrative and other matters of interest.

(Sl. No. 495-522)

Jamakarch Accounts (1836-1904 A.D.)

Twenty-two volumes containing the Jamakarch accounts of the State i.e., a periodical account of the income and expenditure in the Sirkar Treasury. (Sl. No. 2023 - 2044).

Police Orders (1838 - 1897 A.D.)

A series of 329 volumes containing Police Orders, file books, register of petitions, despatch, Sannad and Diary books, Register of Suits, decisions in tobacco cases etc.

(Sl. No. 2965 - 3233).

There is also another Series of 12 volumes entitled "Orders passed in the Huzūr Kaccēri in the Police Branch."

(Sl. No. 3705 - 3709).

Coffee Estates (1840- 1892 A. D.)

A volume containing statement of accounts, correspondence and Deeds relating to the Coffee Estates in the State.

(Sl. No. 3733).

Commercial Department (1840 - 1892 A.D.)

A series of 4 volumes containing correspondence, statements, accounts etc., of the commercial transaction of the State such as Coffee and Tea Estates etc.

(Sl. No. 3724 - 3727).

Jamābandi Reports & Petitions (1850 - 1897 A.D.)

A series of files containing reports and petitions received in the Jamābandi (Revenue) Branch of the Huzūr Kaccēri.

(Sl. No. 3407 - 3444).

Marāmat Account (1853 - 1900 A. D.)

(1) A series of volumes containing:

- (a) Marāmat accounts
- (b) List of Sirkar buildings
- (c) List of articles in Sirkar buildings etc.

(Sl. No. 3371 - 3406).

(2) A series of 31 volumes containing:

Marāmat and Ēraḍavu accounts in the different Taluks in the State.

(Sl. No. 1911 - 1919).

Rāyasam Books (1855 - 1897 A. D.)

300 volumes containing Government Orders in the Rāyasam Branch of the Huzūr Kaccēri.

(Sl. No. 2161 - 2461).

Jamābandi Orders (1856 - 1897 A. D.)

A collection consisting of 641 volumes containing orders issued from the Jamābandi (Revenue) Branch of the Huzūr Kaccēri.

(Sl. No. 523 - 1163).

Public Officer's Book (1858 - 1896 A. D.)

A series of 39 volumes containing letters received by the Diwan of Cochin from different Officers both in and outside the State.

(Sl. No. 3669 - 3704).

Chowky Orders (1858 - 1889)

A series of volumes containing orders passed in the Chowky Branch (Revenue - Custom) of the Huzur Kaccēri.

(Sl. No. 1164 - 1172).

Bill Books (1858 - 1897 A. D.)

Eighty-seven volumes pertaining to the finance and Accounts matters

(Sl. No. 1920 - 2006).

Educational (1859 - 1897 A. D.)

A series of 35 volumes containing service lists, copies of certificates, letter books, minutes, Diary, Secretary's correspondence, Progress Reports and Orders concerning the educational institutions in the State.

(Sl. No. 3743 - 3777).

Chief Engineer's Book (1861 - 1900 A. D.)

A series of 91 volumes containing:

- (a) Correspondence by the Chief Engineer;
- (b) Public Works Estimates;
- (c) Registers;
- (d) Bills;
- (e) Cheques, etc.

(Sl. No. 3778 - 3838).

Officer Commanding (Military) (1867 - 1889 A. D.)

4 volumes containing letters received by the Diwan from the Officer Commanding, the detachment of Military stationed at Trichur.

(Sl. No. 3720 - 3723).

Appeal Court (Judicial) (1867 - 1892 A. D.)

A series of 10 volumes dealing with the Appeal Court in Cochin State.

(Sl. No. 3710 - 3719).

Conservator's Book (1870—1883 A. D.)

A collection of 5 volumes containing letters from the Conservator of Forests to the Diwan of Cochin.

(Sl. No. 3728-3732).

Forest Accounts (1875—1893 A. D.)

A collection of papers dealing with forest Accounts.

(Sl. No. 3405).

Pativu Accounts (1870—1897 A. D.)

A collection of the volumes containing *Pativu* accounts of the State.

(Sl. No. 2007-2022).

Stamped Cadjan Accounts (1871—1902 A. D.)

261 volumes containing accounts relating to the sale of stamped cadjan leaves.

(Sl. No. 1514-1774).

Daily Receipts & Disbursements in Treasuries (1874—1923 A. D.)

A collection of 62 volumes containing accounts of the daily receipts and disbursements of the Treasuries in the State.

Taluk Tirattus (1875—1908 A. D.)

A series of 60 volumes containing the 'Tirattu' Accounts of the all Taluks in the State.

(Sl. No. 1455-1513).

Teak Plantation (1876—1890)

A series of 5 volumes containing letters received from the Superintendent of Teak Plantations in the State.

(Sl. No. 3738-3742).

Cash Ciṭṭa (1885—1898 A. D.)

A collection of 49 volumes containing cash ciṭṭa etc., of Huzūr Treasury.

(Sl. No. 2045-2093)

Market Rates (1885—1902 A. D.)

A series of 136 volumes containing current market rates in the different taluks in the State.

(Sl. No. 1773-1910).



Anāmatt Accounts (1887—1898 A. D.)

A collection of 28 volumes containing 'Anāmatt'i. e. unappropriated items of accounts.

(Sl. No. 2122 to 2146 & 2159 to 2161)

Installation (1888—1898 A. D.)

A volume containing accounts relating to the installation of H. H. The Raja.

(Sl. No. 3403).

Special functions in the Royal Family (1888—1897 A. D.)

(1) A series of 2 volumes containing accounts of certain functions in the Royal Family (Sl. No. 2147 - 2148).

(2) A collection containing files, cash books, accounts, etc., relating to certain special functions in the Royal Family.

(Sl. No. 3234—3250).

Endowments (1888 A. D.)

A collection of papers containing the accounts of the endowments made by His Highness who died in 1065 M.E./1890 A.D.

(Sl. No. 3404).

Medical Officers' Books (1893—1896 A. D.)

Four volumes containing letters received by the Diwan of Cochin from the Medical Officer to the Government.

(Sl. No. 3734—3737).

H. H. The Raja's Tour (1897 A. D.)

One volume containing accounts of H. H. The Raja's tour to Madras, Bombay, etc.

(Sl. No. 2152).

Royal Tours

Papers dealing with Her Highness the Amma Raja's tour to Bhavani in 1873.

(Sl. No. 3401).

Royal Visits (1862—1890 A. D.)

Papers dealing with the visit of H.H. The Maharaja of Travancore to Cochin.

(Sl. No. 3402).

Proverthy Tirattu (1781—1881 A. D.)

A series of 282 volumes containing "Tirattu" Accounts of all Proverthies in the State.

(Sl. No. 1173—1454).

Kūḍutal - Kuravu Accounts (1900—1907 A. D.)

A series of files containing "Kūḍutal-Kuravu" Accounts (i.e. an estimate of the increase or decrease of revenue due to a settlement or renewal of grants relating to the different Proverthies).

(Sl. No. 3254—3370).

Miscellaneous

One volume containing copies of subsidy receipts.  
(Sl. No. 3251).

One volume containing files regarding the 'T. Sankunny Menon Memorial Fund'.

(Sl. No. 3252).

One volume containing list of ornaments, Silver vessels, etc., in the Huzur Treasury.

(Sl. No. 2150).

A volume containing list of persons who have furnished security to the Sirkar.

(Sl. No. 3253).

Maps (Boundary Disputes)

(1) A series of maps dealing with boundary disputes between Cochin and the Company.

(2) A series of maps dealing with the boundary disputes between Travancore and Cochin.

Maps (Miscellaneous)

A collection of miscellaneous maps of general interest viz., maps showing schools in the State etc.

Plans (Irrigation)

A collection of plans relating to various Irrigation schemes such as:

(1) Mūlattura Anicut across Ānamalai River,

(2) Subramonia Paṭṭar's Irrigation Works,

(3) Kunnumkattupathi Irrigation Works,

(4) Siva Rama Krishna Iyyar's Tembaramaṭaku Irrigation Works, Cīrūr.

Plans (Railway)

Land Plan of Shoranur—Cochin Railway.

Diwan's D. O. S. (Modern Period—from 1892 onwards)

The Diwans of Cochin used to correspond with the British Residents, the Maharaja and rarely with the Heads of Departments in the form of Demi-Official letters on various matters that were considered to be of a strictly confidential nature. Office copies of such correspondences may not be available in the Secretariat files in many cases, as the replies thereto used to be kept filed in the personal custody of the Diwan himself.

The collection consists of a series of demi-official correspondence beginning from the period of Diwan Subramonia Pillai (1892).

Photostat Copies of records

1. Photostat copy of the original treaty between the Rajas of Cochin & Travancore (cadjan record) known as "Treaty of Mavelikara" (1757 A.D.)
2. Photostat copy of the treaty concluded at Shertallai between Cochin & Travancore known as "Treaty of Shertallai" (1765 A. D.)
3. An album containing photostat copies of six letters written by Dr. Chempakaraman Pillai from Germany to his parents and relatives during 1923—1933 A. D.
4. Photostat copies of records of Jewish interest.

Records of Jewish interest

A small collection of interesting records throwing light into the past history of the Jewish Community in the State, such as:

- (1) A record relating to the advent of Jews to Kerala (Malayalam).
- (2) Copy of a record relating to the first advent of White Jews to Cochin
- (3) A record relating to the advent of about 1000 White Jews to Kerala
- (4) English and Malayalam versions of the Copper Plate Tittūram granted to the Head of the Jews by Cēramān Perumāḷ.
- (5) Will of 'Ezakai Rabbi' dated 1800 A.D. (in Dutch with a Malayalam version).
- (6) A record relating to the Synagogues of Jews in Cochin and the Marriages of Hindus (dated 13 December 1636) in Portuguese with English translation procured from the Department of Archives, Goa.

Records relating to Saraswatha Brahmins (Konkānis)

The record holdings in the Archives, Ernakulam consist of an appreciably good number of records in various languages and scripts such as Sanskrit, Vaṭṭeluttu, Kannaḍa and Marāṭhi which throw light into the past history of

the Konkani Community in Kerala. A few select items are mentioned below.

- (1) A Grandham on Tirumala Dēvasvam Affairs (1625-1767, A.D.)
- (2) A Grandham containing Tittūrams issued to the "Konkani Mahājan" of Cochin (1750 A.D.).
- (3) A copper-plate record in Nāgari & Kannaḍa Scripts.
- (4) Petition of Tirumala Dēvasvam Adhikāris to the Hon. Dutch Company dated 7-12-966 M.E.
- (5) Records relating to Tirumala Dēvasvam Affairs.
- (6) Restoration of Idol, copy of rules of 995 M.E. etc.

## MISCELLANEOUS ITEMS

Copper-Plate Records (1625 to 1675 A. D.)

The collection of copper plate records consists of 16 items, the most important of which is a treaty between the Raja of Cochin and the Dutch East India Company dated 22nd March 1663 consisting of 5 plates in Vaṭṭeluttu characters.

A true transliteration of this *treaty* has been published in the Travancore Archaeological Series Part IV by Gopinatha Rao.

English and Malayalam versions of the Documents are also available.

Relevant portions from a report submitted to the erstwhile Cochin Government in the year 1939 by L. V. Ramaswamy Iyer, V. K. Bhaskara Menon and V.K.R. Menon in another connection which have a bearing on the copper plate records preserved here are also reproduced below:

"A set of 6 copper plates 5.7" x 1.7" size contain intriguing matter. Unfortunately, the set is not only incomplete and discontinuous, but the language is often deliberately confusing. It seems to deal with three topics viz.,

- (1) Brief History of the Royal family from 956 to 980 M.E.;
- (2) Details of tantric ceremonies performed at various times; and
- (3) Detailed account of buried treasuries including 2 crowns.

It may be a coincidence that the two crowns given to the Cochin Raja by the Portuguese and the Dutch are now missing. It appears that the treasures were buried on two occasions, once in the Court-yard and the next time near the Palace tank. We may hazard to guess that the Palace referred to is the Kanayamur Palace."

\* \* \* \* \*

The remaining items consist of:

- (1) A Tittūram granted to the Konkani Mahājana at Cochin in the year 1567 A. D.  
21/1870/L.

(2) A Tīṭṭūram granted to Koratti Kaymal for capturing elephants from the forests etc.

While two plates (one about Varaguna of the Lunar Race and the other which is believed to contain a message from the Uḍuppi Mutt) are in Sanskrit all the remaining ones are either in Veṭṭeluttu or Kōleluttu. These records (except in Sanskrit) have been deciphered and their Malayalam transliterations are available.

#### Bamboo Splint Records (1630—1690 A. D.)

Inscriptions on bamboo splints. These are indeed a very rare and unique type of records peculiar to Kerala. The collection mostly consist of specimens of certain private documents such as lease deeds, mortgage deeds as detailed below:

- (i) A document executed in favour of the Naḍuvil Muṭham, Trichur for a loan of Rs. 400.
- (ii) A document executed in favour of Naḍuvil Muṭham, Trichur regarding the loan of paddy.

There are altogether 20 such records and their Malayalam renderings are also available.

#### Wax Seals (5 numbers)

One of the important features of the collection of wax seals numbering five is the extra-ordinary size and design of a seal in Persian characters in oval shape which is the replica of the original seal of "Lord William Cavendish Bentinck, Governor General of India in 1828 A.D."

Seal of Major General Thomas Munro, Governor of Madras dated 1235 (Persian Era); Seal bearing the Coat of Arms of the erstwhile Cochin State, etc., are the remaining important ones.

Certain original communications from the Dutch, the original treaties with the Dutch, English etc. also bear attractive Wax Seals.

### PRINTED DOCUMENTS AND IMPORTANT PUBLICATIONS

#### Administration Reports (1866 A. D. Onwards)

It cannot be clearly stated with any amount of accuracy as to the exact year from which State Administration reports of Cochin began to be printed. The earliest administration report available in printed form is that of the year 1866 A.D. Typescript copies of the earlier years viz. 1856 onwards are seen among the collection of Diwan's English Diaries. (See under Paper Records Bound volumes). These administration reports used to be reviewed by the then Government of Madras. The collection of administration reports cannot be said to be complete as there are several gaps here and there.

Departmental administration reports in respect of the following departments are preserved:

- Accounts Department
- Agriculture Department
- Anchal Department
- Ayurveda Department
- Civil Justice Department
- Co-operative Department
- Co-operative Societies Department
- Criminal Justice Department.
- Devaswom Department
- Education Department
- Food Supplies Department
- Forest Department
- Forest Steam Tramway Department
- Jails Department
- Labour Department
- Land Revenue Department
- Mechanical Department
- Medical, Vaccination & Sanitary Department
- Military Department and the State Band Department
- Police Department
- Public Health and Panchayat Department
- Public Works Department
- Reforms & Election Department
- Registration Department
- Salt, Abkari & Customs Department
- Sir Rama Varma Sanskrit Patasala
- Stamps etc. Department
- State Museum & Zoological Garden
- Town Councils (Various)
- Water Pandals
- Water Works Department

#### Cochin Government Gazettes (1867—1949 A.D.)

The Cochin Government Gazette was printed for the first time in the year 1867. It was then being published every fortnight and each issue consisted of only 4 to 8 pages in the beginning. The first issue is not however available. All the subsequent issues from No. 2 onwards till the year 1949 when the State ceased to function as a separate entity are kept in bound volumes.

## PUBLICATIONS

Almanacs (Cochin) 1870—1941 A.D.

A series of almanacs published by the Government of Cochin for various years ranging from 1871 to 1941.

Almanacs (Travancore) 1848—1897 A.D.

A series of almanacs published by the Government of Travancore for various years from 1848 A.D.

Cochin Legislative Council Proceedings (1925 A.D.)

A series of Proceedings of the Cochin Legislative Council from 1925 A.D.

Proceedings of the Indian Historical Records Commission

A series of the Proceedings of the various Sessions of the Indian Historical Records Commission beginning from the 15th Session held at Poona in 1938 (incomplete).

The Indian Archives (1947 onwards)

A series of the journal 'Indian Archives' from Volume I onwards (incomplete).

Blue Books

1. A Blue Book containing Deeds, Documents, etc. relating to Sarkar Dēvasvam lands etc., (589—1070 M.E.)

2. A Blue Book containing important decisions of the Revenue Experts on matters connected with the Nilam Kaṇṭṭuttu (Revenue Settlement) of 998—1043 M.E.

3. A Blue Book containing deeds, documents etc.

4. A Blue Book containing important papers relating to the Land Revenue Settlement of Cochin State (1078—1084 M.E.) (in 6 Volumes).

5. A Blue Book containing important State papers relating to the Administration of Dēvasvams in the Cochin State (1912).

The Travancore Archeological Series

A complete set of the Travancore Archeological Series from Volume I to Volume XIV.

Memoirs

Memoirs of the survey of Travancore & Cochin by Ward & Conner (1816—1920 A.D.)

Rare Collections

The 'Holy Bible' in Arabic containing the Old & New Testaments (Printed in 1811 A.D.)

The Mahabharatha—A Critical Edition

(Sanskrit) (1940 Edition).

Chamber of Princes (1921—1933 A.D.)

A series of the Proceedings of the Meetings of the Chamber of Princes (Narēndra Maṇḍal) from 1921—1933 A.D.)

Cochin Harbour Papers (1932—1940 A.D.)

A series of printed documents on Cochin Harbour such as:

- (1) Material Papers relating to the Development of the Cochin Harbour (1918—1939).
- (2) Cochin Harbour Development—History of Mud-banks (2 volumes).
- (3) Correspondence relating to the development of the Cochin Harbour (3 Parts—1932).
- (4) Reports on the scheme of the Diwan of Cochin for the Administration of the Port of Cochin (1933).

Committee Reports

A series of reports by the various Committees constituted by the Government of Cochin from time to time, such as:

- (1) Report of the Special Finance Committee (1920)
- (2) Report of the Finance Committee (1932).
- (3) Report of the Malabar Tenancy Committee (1927-28).
- (4) Report of the Education Survey Committee (1934).
- (5) Report of the Agrarian Problem Enquiry Committee (1949).
- (6) Report on fishing stakes of Cochin (1908).
- (7) Report on the Economic Survey of various Villages (1936).

Dagh Registers (Batavia Diary) 1661—1681 A.D.

A series of 17 volumes of Batavia Diaries termed as 'Dagh Registers' in Dutch Language. (Printed in 1889).

Record of Administration—Cochin State (1907—1940 A.D.)

The Government of Cochin used to compile and publish for official reference, 'Records of Administration' in respect of the period of administration covered by each Diwan giving in detail every aspect of administrative reforms relating to the period.

The item consists of a series in VII Volumes, the first volume beginning from 1907. Each volume consists of several parts in various cases. This is considered to be a reference guide on all matters relating to the administration of the State till the year 1940.

League of Nations (1926—1933)

A series of reports of the different Sessions.

Guide to records

A guide to the India Office Records (1600 - 1858).

Archival Publications

- (1) Extracts from authors relating to the Dutch & Portuguese period in Cochin.
- (2) A collection of correspondence relating to the British Detachment in Cochin (1850 - 1900).
- (3) Cochin State Grandhavari (Published in 1916)  
This has been republished recently as "Kerala Archives Department Publication No. 1".
- (4) Cochin Raja's letters to Batavia  
(Edited by late Shri V. K. R. Menon).

Historical Reference Books—Rare Items

The Dutch in Malabar (Galletti).  
(See also page under 'Private Records')

## PRIVATE RECORDS

Records of the Abdicated Maharaja of Cochin (1895—1914)

H.H. Sir Rama Vurmah, G.C.S.I., G.C.I.E., popularly known as the Abdicated Raja was the ruler of the erstwhile princely State of Cochin from 1895 to 1914. The administration of the State during his reign was thoroughly reformed and reorganised. In the year 1914 he abdicated the throne. This caused great sensation not only in the small State of Cochin but throughout India. The voluntary relinquishment of the 'Musnad' by a native Raja was a unique event in the history of Cochin and there were speculations as to the causes which culminated in abdication. The Raja's abdication was very much misconceived and misinterpreted. The vast collection of personal records originally possessed by the Raja which throw much light on the event and which was a hidden treasure for the Researchers all the while came to the possession of his son late Shri I. N. Menon (formerly D. P. I., Travancore-Cochin State) by inheritance. It was in the year 1971 that Mrs. I. N. Menon (Trippunithura) donated almost all the entire collection of these very valuable records to the State Archives for preservation which now form the significant and voluminous item among the private collection. A few important items among the collection are highlighted below:

1. Autobiographical Notes of Raja Sir Rama Vurmah, written in his own hand.
2. Diaries of the Maharaja (1897 to 1914 A.D.)

3. Correspondence between the Raja and the British Residents, Governors; Viceroys, etc. (1895-1914).
4. Correspondence between the Raja and the Successive Diwans (1906-1914)
5. 'Strictly confidential' Personal representations.
6. Rules for the conduct of "Smārta Vicāra".
7. Tenancy legislation (Two parts).
8. Kaimukku Vaidikan 'Sarvasvadānam'
9. Papers relating to abdication.
10. 'Rajarshi of Cochin'-Typescript copy of a Memoir written by the son of the abdicated Maharaja, late Shri I. N. Menon, M.A. (Oxon), (Formerly D.P.I., T.C. State) being a detailed biography of the Ruler highlighting the circumstances that led to the abdication.

## PĀLIYAM FAMILY RECORDS

'Pāliyatt Accans' (Senior members of the Pāliyam Family) were the hereditary Prime Ministers and Commanders-in-chief of the Rajas of Cochin for about a century prior to the appointment of the Diwan in the State. The 'Accans' have thus played prominent roles in shaping the destiny of the State from time to time. The activities of Pāliyatt Accan in close association with Vēlu Tampi, the Daḷava of Travancore in the revolt against Col. Macaulay are well-known.

Pāliyatt Rāman Gōvindan Valiya Accan who held office from 1786 to 1808 A.D. was one of the ablest of the Prime Ministers of Cochin. In the year 1809 he was, however, deported to Madras. Here is a collection of records consisting of correspondence that passed between the Accan and the Cochin and British Governments as well as the various Company Commanders and other local chieftains in Cochin. These records throw light on various matters of interest. They were classified (in 1924) by the late Shri P. Anujan Achan (Archaeologist to the Government of Cochin). Following are some of the select items in the collection.

1. Last words of advice to the Pāliyam Family by the Valiya Accan 1050 M.E./1875 A.D.
2. A copy of the petition of Paliyatt Valiya Accan to the British Government, 1819 A.D.
3. A petition from Pāliyatt Accan (staying in Madras) to the Governor-General-in Council, Fort St. George for reinstatement as Prime Minister of Cochin.
4. A letter (undated) from Vēlu Tampi Daḷava's Kāryasthan intimating that the Daḷava being busy will write to Accan direct within a fortnight and meet him.

5. A letter dated 28-6-984 M.E. from Accan to Col. Macaulay intimating that he had renounced his alliance with Travancore Diwan, and would abide by the Company's direction. Also seeks assurance regarding the safety of the Raja, kingdom and himself.
6. Dutch version of a document from Dutch Admiral Rijklof Van Goens assuring the Pälliyatt Accan guarantee against the infringement of privileges granted by the Rajas of Cochin. (5th April 1666 A.D.)

PRIVATE RECORDS (DONATED BY  
MRS. V. K. R. MENON)

Late Shri V. K. R. Menon, (Sarvādhikryakkār to H. H. The Maharaja of Cochin, sometime member of the Indian Historical Records Commission) was a research scholar and historian. It was at the initiative of Shri Menon that the Government of Cochin brought out two publications under the series "Records in Oriental Languages—Cochin State" in the year 1946 at the request of the Indian Historical Records Commission. Shri Menon's collection of reference books and other materials of archival interest have been donated to the State Archives by Mrs. Menon. Following items deserve mention:

- Portugese in India (Danvers) 1894.
- The Rise of Portuguese Power in India (R. S. Whiteway) 1899.
- Early History of Travancore (P. Shangoonny Menon)
- (Certain pages in this book as missing at the beginning and at the end)
- Judaism (Ephrain Levins)
- An Account of Chempakassery Raja (Manuscript)
- History of Travancore Christians (Manuscript).
- A descriptive catalogue of Malayalam Manuscripts in H. H. The Maharaja's Palace Library, Trivandrum (Vol. I).
- Trippunithura Devaswam Grandhavari (Malayalam)
- (Copied by Maharaja Sri Rama Varma)
- Instructions for carrying out the temple affairs of Cochin Tirumala Devar (1876) Malayalam.

DETAILS OF LISTS/INDICES AVAILABLE

1. List of Bound Volumes (Numerical list).
2. Lists of Series files.
3. Lists of Cadjan Curuṇas.
4. Lists of Cadjan Grandhas.
5. Lists of Cadjan Bundles.
6. Lists of letters received by the Diwan from various persons.
7. Lists of Deeds & Agreements.
8. Lists of Survey & Settlement Records.
9. Lists of Boundary disputes files/maps.
10. Lists of Special files.
11. Lists of Books & Publications.
12. Lists of Records acquired from Mrs. V. K. R. Menon.
13. Lists of Records acquired from Mrs. I. N. Menon.
14. Lists of Records acquired from Palaiyam.
15. Lists of Records acquired from Sarvādhikāryakkār's Office.
16. Lists of Records acquired from other Public Offices.

**REGIONAL ARCHIVES**  
**KOZHIKODE**

## PAPER RECORDS

Board's Proceedings (1840—1880)

Prior to the introduction of disposal system in the Malabar Collector's Office in the year 1880 A. D. papers relating to transaction of business i. e. communications received and replies issued thereto were preserved in bundles in chronological order department-wise. Proceedings of the Madras Board of Revenue pertaining to the years 1840-1880 are also preserved likewise in bundles. This collection is called the "Board's Proceedings". These records mostly relate to the Land Revenue Settlement and General administration of the erstwhile Malabar District.

R. Dis. Files of the District Collector, Malabar (1880—1956)

R. Disposals of the Malabar Collector's Office for the period from 1880 to 1956 form the bulk of record holdings in the Regional Archives, Kozhikode. This collection consists of files disposed of in the different sections of the Collectorate such as Public, Revenue, Accounts and Magisterial, and they contain valuable information on various matters such as land acquisition, allotment of land, issue of title deeds, decisions on escheat cases, Mālikhāns (Political pension), construction of roads, canals and tanks, social development activities, etc. (Files pertaining to the jurisdiction of the Cannanore and Palghat Districts were transferred to the respective Collectors prior to the formation of the Kozhikode Archives and they are now under the control of the concerned Collectors).

F. Dis. Files of the Malabar Collector

This is mainly a collection consisting of almost all the important orders of the Government of Madras from time to time covering the period from 1918 to 1954 A. D. Proceedings of the Board of Revenue, Madras as well as Proceedings of the Conservator of Forests also form part of this collection.

R and D Disposals of the Deputy Director of Panchayats (1905—1961)

A series of R and D disposals of the Deputy Director of Panchayats transferred to the Archives recently. They depict the various aspects of administration of the Panchayat Department in the Malabar area.

D. Dis. Files of the Civil Supplies Department (1947—1956)

This is a series of files giving an account of the procurement and distribution of paddy and other food grains in the Malabar District, as well as the administration of the Civil Supplies Department, introduction of rationing and opening of P. C. C. Societies. The collection consists of the following items:—

- D. Dis. files of the Grain Purchase Department 1944-1945.
- D. Dis. files of District Supply Officer, South Malabar 1946-1954.
- D. Dis. files of District Supply Officer, North Malabar 1944-1955.



F. Dis. Files relating to Kozhikode-Cannanore Railway Extension (1892-1902)

This is a collection of records dealing with the acquisition of lands for the Railway and the award of compensation connected with the Kozhikode-Cannanore Railway Extension.

SURVEY AND SETTLEMENT RECORDS

Paimash Accounts :

It was Hyder Ali of Mysore who introduced the Land Revenue System for the first time in Malabar and that was in 1776 A. D. The data relating to these accounts were originally prepared in Marathi. The Paimash accounts were subjected to periodical review during the British period. It was in 1000 M. E./1825 A. D. that the Paimash accounts were originally settled. The first settlement was finalised in 1905. This was followed by a resettlement in 1935, during which time the original paimash accounts were destroyed. A few bundles of these original paimash accounts (in Marathi) as well as certain unattested copies of the paimash accounts of the years 980 and 1000 M. E. pertaining to the various taluks in the erstwhile Malabar District however survived destruction and they now form part of the record holdings of the Regional Archives, Kozhikode. The Registers of Paimash accounts relating to a particular Amsam (Village) contain detailed information on various points such as name of the property, total number of trees, (in the case of garden-lands) number of yielding trees, rate of tax imposed for different kinds of yielding trees, total amount of tax assessed, name of the Jenmi (registered owner), name of the occupant, etc., in respect of every property comprised in that amsam. As such they provide valuable materials for the Research Scholars who are engaged in the study of the social conditions that prevailed in Malabar in the earlier days.

Settlement Records and Registers

The first Revenue Settlement of all the taluks in Malabar District was finalised during 1905. The original settlement records seem to have been destroyed by the creating agency consequent on the finalisation of the resettlement of Malabar in 1935. Settlement Registers relating to all taluks of Malabar including Cochin are however available. It was during this settlement that the tax on land was assessed on the basis of the nature of soil and extent on the property instead of on the agricultural yield as was done in the case of Paimash Accounts.

Resettlement Records and Registers

The Revenue Resettlement in respect of all taluks of the Malabar District including Cochin was finalised in the year 1935 A. D. These are preserved in separate bundles on Dēśam-war basis. Re-settlement registers in respect of Kurumbranād and Valluvanād Taluks have not however been

printed. But their manuscripts are available. So also is the case of the registers relating to the Town area of the Kozhikode Taluk. Consequent on the trifurcation of Malabar, the registers relating to Palghat and Cannanore Districts were transferred to the Collectors concerned. Registers relating to the Kozhikode District and a few spare copies of the registers transferred to the other Districts, constitute this collection.

Inām Registers

These registers compiled by J. W. Robinson, Inam Commissioner during 1885-86 contain data relating to the allotment of land on "Inam" basis for the maintenance of places of public worship such as Temples, Mosques, Satrams, etc. Particulars such as the nature and extent of the property allotted, by whom the "Inām" was originally granted, the purpose for which it was granted, etc., are recorded in detail. Entries in column Nos. 11 and 12 in these registers are authentic evidences of the fact that Tipu Sultan was highly magnanimous in granting tax-free lands for the maintenance and upkeep of various Hindu Temples in the different taluks of the Malabar District. The very valuable information contained in these documents can be largely made use of by those who undertake research on Tipu's regime. There are altogether 8 such registers of the undermentioned taluks:

1. Calicut
2. Ēranād
3. Kurumbranād
4. Chowghat
5. Wynaad
6. Valluvanād
7. Veṭṭattunād
8. Cochin (This has since been transferred to the Regional Archives, Ernakulam).

Proceedings of the Board of Revenue, Madras (1862—1940)

They constitute a different series of the Proceedings of the Board of Revenue, Madras for the period 1862-1940 issued from the following branches:

- Land Revenue
- Revenue Settlement and Miscellaneous
- Separate Revenue

These records give an account of the various decisions of the Board of Revenue on the Revenue administration and settlement of the whole of the Madras Presidency.

GAZETTES

Fort St. George Gazette

The first issue of the Fort St. George Gazette was brought out in the year 1832 A. D. The collection consists of all issues of the gazette for the period from 1832 to 1956. They are kept in bound volumes.

Gazette of India

A collection of Bound Volumes of the Gazette of India for the period 1864-1923.

Malabar District Gazette

A series of Bound Volumes of Malabar District Gazette for the period 1858 to 1956.

Survey Maps

The collection contains Survey Maps, Re-survey Maps, Blue print copies of Block Maps etc., of all the villages in the former Malabar District, except re-survey maps relating to the villages within the jurisdiction of Palghat and the present Malappuram Districts which have been transferred to the Collectors concerned. Taluk Maps relating to Calicut, Kōṭṭayam, Ēranāḍ and Valluvanāḍ Taluks and Survey of India Maps relating to Malabar area form additions to the collection.

Judicial Records (1886—1940)

A collection of judgements and Decrees of the Sessions Courts of both North and South Malabar for the period 1886-1940 and that of the High Court for the period 1912-1933 in Government cases (mostly relating to Land Revenue Department).

Records relating to the Dutch Period

A collection consisting of 89 original letters written in old Malayalam, sorted out from the "collection of Dutch Records in Cochin". These are letters mostly written during the period 1782-1791 while Kārtika Tirunāl Rāma Varma Maharaja was the Ruler of Travancore. All the letters except two, are written by Valiya Mēleḷuttu Kaṇakku Piracūḍum Perumāḷ Mātēvan. The other two letters are from Dewan Kesava Pillai under orders of the Maharaja. Mostly these communications deal with matters relating to the activities of Tipu Sultan and the movements of his army in Malabar and Cochin.

Cadjan Records

A collection of 15 Grandhas in old Malayalam and Kannada. Of these, one grandha (in two volumes) written in Malayalam is conspicuous in itself as it contains the original report of the boundary Commission appointed by the Madras Government to enquire into the boundary disputes between the Cochin State and British Malabar. The report bears the autographs of M/s Warren and Nanchappayya who were the members of the Commission representing Madras and Cochin Governments respectively. The Commission started work on 18-2-991 M. E. (1816 A. D.)

The contents of five grandhas written in Kannada still remain to be made out. Steps are underway for getting them deciphered. Rāmāyaṇam Bāla-kāṇḍam, Mahābhāratam, Hymns of Lord Śiva and Kṛṣṇa etc., are the

themes covered by the remaining 8 grandhas which are written both in Malayalam and Kannada scripts.

Private Records

An appreciable collection of records consisting of both cadjan and paper acquisitioned from the Beebi of Arakkal Palace, Cannanore, who held sway over the region in the past. The cadjan records among them consist of Pāṭṭa Kayccīṭs, Kaḍapāṭu-cīṭs, Nikuti-cīṭs, etc., executed between the Arakkal Beebi and her tenants. The paper records in Malayalam are mostly copies of correspondence that passed between the Malabar Collector and Arakkal Beebi on various matters connected with the administration of Laccadive Islands, and the arrears, remittance, remission etc., of Peishcush (Tribute). These records pertain to the years 1846 to 1856 and possess great historical importance and as such these form a very valuable addition to the repository.

Publications

A vast collection of publications consisting of very valuable and rare items of reference Books. These publications numbering 3675 are classified under different heads as given below :

1. Acts
2. Administration Reports
3. Agricultural Publications
4. Census Reports
5. Codes
6. Publications on Fisheries
7. Publications on Forestry
8. Gazetteers
9. Historical Publications
10. Law Books
11. Manuals
12. Regulations
13. Rules & Standing Orders
14. Reports
15. Miscellaneous Publications

A brief description of each category is given below :

(i) Acts

- (a) Government of India Acts for the years 1834-1953.
- (b) Madras Government Acts 1834-1957 (preserved in bound volumes). 221 bound volumes constitute the bulk and they contain almost all the acts passed by the Government of India and Madras during the period.
- (c) Important acts passed by the Travancore-Cochin Government (1949-1955).

(ii) Administration Reports

A collection of Administration Reports of the various departments of the Madras Presidency for the period 1786-1956. A Department-wise list of various administration reports are given below:

1. Report on the Administration of the Abkari Revenue in the Madras Presidency 1874-1941
2. Annual Report of the Agricultural Department in the Madras Presidency 1877-1941
3. Revenue Settlement and Agriculture, Madras Season and crop report of the Madras Presidency 1904-1953
4. Annual Report of the Archaeological Survey of Madras 1902-1920
5. Reports on the Administration of Civil and Criminal Justice in the Madras Presidency 1879-1917
6. Annual Reports of the Civil Dispensaries 1853-1890
7. Annual Reports of the Veterinary Department 1911-1941
8. Reports of the Administration of Cochin 1865-1891
9. Reports on the Administration of the Estates under the Court of Wards in the Madras Presidency 1889-1945
10. Reports on the Public Instruction in the Madras Presidency 1854-1951
11. Administration Reports of Forest Department in the Madras Presidency 1864-1939
12. Administration Reports of Jails Department in the Madras Presidency 1873-1932
13. Administration Reports of Lunatic Asylums in the Madras Presidency 1873-1915
14. Report of the Administration of Madras Presidency 1860-1953
15. Report of the Administration of Police Department in the Madras Presidency 1866-1949
16. Report of the Administration of P.W. Department in the Madras Presidency 1882-1951
17. Report of the Administration of Registration Department in the Madras Presidency 1867-1909
18. General Report of the Board of Revenue to the Hon'ble. Governor in Council sent home to the Court of Directors 1786-1832
19. Reports of the Settlement of the Land Revenue of the Provinces under the Madras Presidency 1852-1927

(iii) Agricultural Publications

A series of 130 books, which includes:

1. Agricultural Journal of India for the period 1906-1930

2. Indian farming issued by the Imperial Council of Agricultural Research for the period 1941-1945
3. Agricultural Statistics of India for the period 1884-1924, etc., on the subject.

(iv) Census Reports

A collection of reports on Census of India for the period from 1881 to 1951 including provincial tables and Taluk and Village statistics.

(v) Codes

A collection of Departmental Codes of the Madras Government published during the period 1940 to 1951.

(vi) Fisheries

A collection of certain rare publications on Fisheries such as:

1. Fisheries of India (in two volumes) by Francis Day (1876)
2. Fresh water fishes and fisheries—India and Burmah by Francis Day (1878).
3. Fisheries in Japan by Nicholson (1907).
4. The preservation and curing of fish by Nicholson (1908).
5. Indian fresh water fishes by Francis Day, etc.

(vii) Publications on Forestry

A rare collection consisting of:

1. Forest Administration in the Madras Presidency - suggestion by D. Brandis - F.R.S.C.I.E. (1883).
2. The useful plants of India with notices of their chief value in Commerce, Medicine and the Arts by Col. Beber Drury etc.

(viii) Gazetteers

1. The Imperial Gazetteer of India for the period 1891-1908.
2. Thornton's Gazetteer (A gazetteer of countries adjacent to India) in two volumes published in the year 1844.
3. Gazetteers relating to the various districts in the Madras Presidency (published during 1904-1935).

(ix) Books on History

Important items in this collection are:

1. History of the British Empire in India (in five volumes) by Edward Thornton published during 1841-1845.
2. Charters relating to East India Company 1600-1761 by John Shaw, published in 1887.
3. History of the Madras Army (in five volumes) by Lt. Col. W. J. Wilson published during 1882-1889 etc.

(x) Law Books

This is a collection of books which consists of the following:

1. A Digest of Indian Law cases - By Rose, Woodman and Webb Johnson for the period 1894 to 1922 (31 volumes).
2. The Law relating to India and East India Company by M/s W.H.Allen & Co., London published during 1842.
3. Patna Law Journal (4 volumes) published during 1916-1919.
4. Indian Appeals heard and determined by Privy Council (in 14 volumes) by Moors Esq., published during 1836-1872.

(xi) Manuals

A collection containing all departmental manuals such as:

- Land Revenue Manual
- Treasury Manual
- Port Manual
- Police Manual
- Salt Manual
- Rationing Manual
- Petroleum Manual
- Chain Survey Manual
- Registration Manual
- Stationery Manual etc.

(xii) State Manuals/District Manuals

Significant items worthy of special mention

1. "MALABAR" (By Logan) Vol.III
2. Madras Manual of Administration 1885-1893 (in 3 vols.)
3. The Travancore State Manual by Nagam Aiya(1908)
4. The Travancore State Manual by T. K. Velu Pillai (1947)
5. The District Manuals of the Madras Presidency (1869-1893).

(xiii) Regulations (1830—1839)

1. Regulations of the Fort St. George 1847
2. Bombay Government Regulations 1830
3. Cochin Regulations 1010-1077 M.E.
4. Regulations and Proclamations of Travancore (1010-1112 M. E.)
5. Madras Estate Administration Regulations 1902-1909 etc.

(xiv) Rules & Standing Orders (1859—1960)

- (a) Standing Orders of the District Collectors in the Madras Presidency
- (b) Madras Revenue Boards Standing Orders
- (c) Revenue Rules and Standing Orders of the Governments of Travancore -Cochin; Kerala, etc., constitute this collection.

(xv) Reports (1836—1960)

"Reports" on various matters of administrative and historical interest such as:

- Report on Land Revenue Administration
- Report on Land Revenue System
- Report on Land Tenures and Tenancy of the Madras Presidency.
- Report of Mappila Rebellion 1921-1922 by Tottenham
- Mappila Conspiracy-Judicial Reports 1894-1896 and 1879-1886
- Mappila Outrages at Kolatur (1873)
- Mappila Outbreak in Malabar 1915
- Minutes of Governor General Sir John Shore Bart on the report of the Joint Commissioner of Malabar: (1792-93)
- Journey of Francis Bukhanan (1870)

(xvi) Miscellaneous Publications (1825—1973)

1. Annals of Rural Bengal—By W.W. Hunter 1868
2. Bengal and Assam—Reconstitution of the Provinces 1906
3. Birds of India—A natural history of all the birds known to inhabit continental India by T.C. Jerdon—1863
4. Resources of British India—By George Watt—1894
5. Journal of Indian Arts (21 books)—Illustrated by S. Grigg, Haniver Street, London 1886-1914
6. Cardamom cultivation in Coorg—By Edgarladlow-1871
7. Carpet making—Monograph on carpet making in the U. P.—by Kunwar Jagadish Prasad I. C. S.—1907
8. Carpet Weaving Industry of Southern India—By Henry T. Harris—1908
9. The Church in Madras being the History of the Ecclesiastical and Missionary action of the East India Company in the Presidency of Madras in the 17th and 18th Century by Rev. Frank Penny L. L. M. 1904
10. Vienna Universal Exhibition 1873—a classified and descriptive catalogue of the Indian Department by J. Forbeswatson M.A.M.D.

11. Paris Universal Exhibition of 1878—Hand book to the British India Section—By George C. M. Birdwood CSIMD (Edin).
12. Handbook to the cotton cultivation in the Madras Presidency by J. Talboys Wheeler—1862.
13. Mammals of India—A natural history of all the animals known to inhabit continental India by T. C. Jerdon 1867
14. Museums-Indian Museums Notes, Madras Museums Bulletins—Anthropological series etc.—There are 41 books on the subject published during 1885—1907

#### Reference Media, Guidēs, Indices etc.

Except printed Index to the R. Disposals there were no comprehensive reference aids or guides to the record holdings at the time of their transfer to the State Archives from the Collectorate. With a view to compiling detailed guides and a consolidated Index to the entire record holdings, descriptive lists of records are under preparation. It is expected that the work will be completed very soon.

In respect of the following items listing has been completed.

1. F. Dis. files of the Malabar Collector (1918—1954)
2. R and D Disposals of the Deputy Director of Panchayats (1947—1956)
3. D. Dis. files of the Grain Purchase Department (1944-1945)
4. D. Dis. files of the District Supply Officer, South Malabar (1946-1954)
5. D. Dis. files of the District Supply Officer, North Malabar (1944—1955)
6. Paimash Accounts relating to Kozhikode and Ēranāḍ Taluks only (978-1000 M.E.)
7. Settlement Registers relating to the various Dēśams in Malabar District (1905)
8. Re-settlement records and registers relating to various Dēśams in the Malabar District. (1930-1935)
9. Old Survey and Re-survey maps relating to various villages in the Malabar District.
10. Chronological list of Fort St. George Gazettes (1832—1956)
11. Chronological list of Gazette of India (1864—1923)
12. Chronological list of Malabar District Gazettes (1858—1956)

There is an up-to-date catalogue of all the available publications and reference books.

#### MALAYĀLAM (KOLLAM) ERA AND PUTUVAIPPU ERA

[*Note.*—A major portion of the records pertaining to the earlier period are dated in Malayalam Era (M. E.). There are also a few records which are dated in Putuvaippu Era (P. E.) A brief description of these Eras which are peculiar to Kerala is given below]

##### Malayalam Era (M.E.)

The following is a popular verse in Malayalam:

“കൊല്ലത്തിൽ തരളാംഗത്തെ  
കുട്ടുകിൽ കലിവൽസരം  
കൊല്ലത്തിൽ ശരജം കുട്ടി  
ക്രിസ്താബ്ദം കണ്ടുകൊള്ളണം.”

This means, if 3926 is added to the number that denote a year of Malayalam Era we get the corresponding year of the Kallyyuga.

Similarly, by adding 825 (actually 824-25) to the M.E. we get the corresponding year of Christian Era.

##### Putuvaippu Era

“Putuvaippu” means the new deposit. The island of Vypin, from which the Era takes its name, lies between the backwaters on the east and the Arabian Sea on the west and the Cranganore and Cochin bars on the north and south. The island has been formed by the deposit of silt brought down by the river that discharges its waters into the backwaters and the sea. The date of its appearance or more probably of the peopling of the place as mentioned in the old Cochin deeds, which are often dated in the Putuvaippu Era corresponds, with the year 1341 A..D. (516 M.E.)

(*Source:* Introduction to a “Translation of Record Granthavari in the State Archives)

## GLOSSARY

## Royal Families

Perumpaḍappu Svarūpam:	The Cochin Royal Family.
Trppāppūl Svarūpam:	The Travancore Royal Family.
Neḍiyiruppu Svarūpam:	The Zamorin.

## GENERAL

Adālam Āyakkeṭṭu	Total income—an account showing the total revenue due from a proverthy.
Anāmatt Accounts:	Unappropriated items of account.
Alphanthy Customs.	The name by which the sea customs station at Cochin was known in ancient days.
Curuṇas	Scrolls of palm-leaf manuscripts
Chowkey	Guard home on the frontier
Caññāttam	A convoy; guide; a grant of land to such guides
Caññāttam revenue	A fee levied in ancient times by the State for providing individual protection to the person and property of the subjects
Cērikkal	Government land exempt from assessment
Iḍuvaippu	A repository of all valuables including records belonging to the Sirkar
Ēraḍavu	A classified account of the different items of income and expenditure
Grantham	A collection of palm-leaf manuscripts preserved within wooden flaps
Granthavari	Chronicle
Huzūr Kaccēri	Secretariat
Hukumnamah	A Royal Proclamation
Jamābandy	Settlement of the assessment; written demand for tax
Jamābandy Branch	Revenue Branch
Jamakkār	Tax-payer
Janmikkaram Kovilakam	Palace;
Kōleḷuttu	Derived from 'Kole', an elongated stick-like material and eḷuttu (writing)
Kaṇṭeluttu	Survey and Settlement
Khajāna	Treasury

Kūḍutal-Kuravu	An estimate of the enhancement or decrease of revenue due to a new settlement or renewal of grants
Kiṭṭivaravu	Receipt in cash
Kaicciṭs	Written undertakings
Marāmatt	Public Works
Marurajyam	Foreign country
Malavaka	Forest
Nityaccilavu	An office to manage the routine expenses of the Raja
Niṭṭu	Royal decree
Nāḷvaḷi	Daily account
Oḷuku	An account of the Boundaries of land fixed after survey
Proverthy	A revenue subdivision
Pātrakkalavara	A store house of Sirkar utensils
Pāriśōdhakan	Inspector
Pativu	Routine; Settlement; Custom
Pativu	An account of fixed items of expenditure
Policeḷuttu	Renewal of lease
Pāṇḍikaśāla	Ware-house
Paimash	Settlement
Paljetter	Pāliyatt Accan (Dutch usage)
Patinetṭarayāḷam	18 half villages
Rāyasam	Secretaryship in native Government
Rahadari	Collection of duties on roads; Passport specifying that duties are paid
Sanad	A grant
Śirastadār	Head Officer
Samprati	Public Accountant
Sarvādhikāryakkār	Chief Officer in the Palace
Tiraṭṭu	Abstract of account
Tiruvantaḷi	A ceremony on the 12th day after the death of a Ruler
Tṛṭṭālicārttu	A fictitious marriage ceremony on the occasion of female members of the royal family coming of age

Tiruvullam	King's pleasure
Variyōlas	Memoranda
Vivarappēru	Pattadar list; individual-war statement of the revenue dues prepared for collection purpose. A revenue account showing the total amount of revenue due in a particular proverty
Vīḷānippēru	An account prepared, after periodical checking of the individual-war list
Vatṭeluttu	Round letters
Valiyaśēkharippu	The Raja's private treasury
Vicārippukāran	Manager
Yādāst	Memorandum

## GOVERNMENT OF KERALA

## Abstract

RULES—STATE ARCHIVES DEPARTMENT—ACCESS TO REPOSITORIES—  
DRAFT RULES—APPROVED

## EDUCATION (K) DEPARTMENT

G.O. (Rt.) No. 597/71/Edn.

Dated, Trivandrum, 16th April 1971.

Read:—Letter No. 281/SA/70/Pub. dated 29-1-1971 from the Director of Archives.

## ORDER

Government are pleased to approve the following rules regulating access of Research Scholars to the Repositories (Archives) under the State Archives Department.

1. The records preserved in the Regional Repositories (Archives) in Trivandrum, Ernakulam and Calicut are open for consultation between 10.30 a.m. and 4.30 p.m. on all working days.

2. Records are generally open for consultation only to *bona fide* research scholars. The following are accepted as *bona fide* research scholars:—

(i) Ordinary and corresponding members of the Indian Historical Records Commission.

(ii) Vice-Chancellors, Pro Vice-Chancellors, Professors and Readers of a recognised University in India.

(iii) Post-graduate research workers of a recognised University in India, who produce a certificate from the Vice-Chancellor or the concerned Professor of the University, or the Principal of a Post-graduate College, or any evidence that the Director of Archives may consider necessary.

(iv) Any official of the Government of India or any State Government when the work is undertaken with the approval of the appropriate Government or Head of Department and where satisfactory evidence for such approval is produced.

(v) Accredited correspondents of newspapers who would like to consult materials for writing articles on any matter of topical interest, provided the Director of Archives may refuse permission if he feels that the publication of the materials or parts thereof will tend to create disaffection among peoples or that it will not be in the interest of Government to published them.

(vi) Authors and free-lancers who wish to do research on a specified topic may be deemed research scholars at the discretion of the Director of

Archives, provided they produce a letter of introduction from one of the following:—

- (a) Ordinary and corresponding members of the Indian Historical Records Commission.
- (b) Vice-Chancellors, Pro Vice-Chancellors, Professors and Readers of a recognised University in India.
- (c) Any Principal or Professor of a recognised College in Kerala.
- (d) Chief Editor, Malayalam Lexicon, Trivandrum.
- (e) Director, Oriental Manuscripts Library and Research Institute, Trivandrum.
- (f) Chief Editor, Malayalam Encyclopaedia, Trivandrum.
- (g) Editor, Journal of Indian History, Trivandrum.
- (h) State Editor, Kerala Gazetteers, Trivandrum.
- (i) The Director, Language Institute, Trivandrum.
- (j) President, Kerala Sahitya Academy.
- (k) President, Kerala History Association, Cochin.

3. Foreigners, however will require the permission of the Kerala Government for consulting the records.

4. The Director of Archives reserves to himself the right to refuse or to modify any application as he considers necessary.

5. Permission to inspect the records shall remain valid for six months from the date on which it is granted. If the permission is not availed of or if the inspection of records is not completed within the period, a further application shall be necessary for permission to inspect or to continue to inspect the records as the case may be.

6. Inspection is allowed only in the presence of a member of the Archives staff. The officer-in-charge of the Archives may with the sanction of the Director of Archives impose such further conditions as he deems necessary to ensure the safe preservation and proper treatment of records.

7. No research scholar shall call for or consult records which are not relevant to the subject of his research. Copies, extracts or notes taken from the records shall not be taken out of the office before they are inspected by the Officer-in-charge who will have full discretion to withhold such portions of the extracts or notes taken from the records as he may consider objectionable. In cases of doubt, he will refer the matter to the Director of Archives. All copies, extracts and notes must be made in a legible manner.

8. The information gained from the records should not be used for a purpose other than the one for which sanction has been accorded.

9. The State Archives may agree to undertake research amongst its records on behalf of individuals and institutions on payment of fees, transliteration, translation and transcription work may also be undertaken by the staff of the State Archives on behalf of a scholar and the scales of charges for these types of work will be as follows:—

(i) Search fee:

Rs. 5 per day.

(ii) Transcription fee:

- (a) Transcription covering a foolscap sheet in double spacing @ 25 paise for each sheet without comparison.
- (b) Comparison of typescripts or manuscript with originals @ 12 paise for each foolscap sheet.
- (c) Duplicate and triplicate copies @ 20 paise for each sheet.

10. Permission to take photos of records preserved by the Department shall be granted to research scholars, provided the purpose for which the photos are required is clearly stated in their applications and the Director of Archives satisfies himself that the purpose is *bona fide* and subject to the conditions to be prescribed in this regard in each case and also subject to rule 20. The Director of Archives however reserves to himself the right of refusing permission to take photos of records considering the nature and type of records requested to be photographed or to require for a reasonable amount being deposited which could be returned to the depositor when he fulfils the condition to produce copies of photos before the Officer-in-charge of the Repository.

11. Application for microfilm copies of records will be considered on installation of a microfilm unit. Meanwhile, scholars who use their own devices may get such of those records as are allowed by the Director of Archives duplicated for their use.

12. In all cases where records are requisitioned by a research scholar, a separate slip shall be clearly written and signed by him for each paper or volume required. The slip will be returned to him by the Officer-in-charge when he hands over the records.

13. Not more than five single documents or two volumes would be issued to a scholar at a time. Documents in a fragile condition shall be handed over singly or subject to such condition as the officer-in-charge may deem necessary for their safety.

14. Big folio volumes are to be placed on book-rests and handled as little as possible.

15. Records and reference books must be treated with great care. No person shall write on documents or put one document on top of another or lean on any of the documents or lay note book or the paper on which he is taking notes. Any defect in or damage to a document or book should be pointed out to the Officer on duty in the Research Room at the time of borrowing.

16. No sort of marks with pen, pencil or otherwise may be made on any record.

17. With a view to prevent ink being spilt on records, the use of ink bottle shall not be allowed. If the volumes of documents can be placed on book rests, a fountain pen may be used for the purpose of taking notes or extracts. In all other cases, notes or extracts shall be taken in pencil.



18. Tracing of signatures and drawings may be made only with the permission of the officer-in-charge and subject to such conditions as he may impose. Permission shall not be given if it appears to the officer-in-charge that the process of tracing is likely to damage the documents.

19. Any person who uses the records for purposes of historical research and published works based on those records is required to acknowledge the source in the publication and one copy of every such publication based on the materials consulted at the Repositories of the State Archives Department must be deposited in the Library at the Directorate of Archives, soon after publication.

20. One copy of every photo taken on the records must also be deposited in the Archives whose records were taken photos of immediately after the photos are ready.

21. Smoking is strictly prohibited in the Record Room.

22. Wilful and persistent disregard of these rules may result in the withdrawal of the permission granted to the research scholar.

23. The research facilities mentioned in these rules are to be made available at the discretion of the Director of Archives. In case of any doubt or dispute concerning these rules and their interpretation, the decision of the Government of Kerala shall be final and binding.

By order of the Governor,  
C. T. JOSEPH,  
*Under Secretary.*

GOVERNMENT OF KERALA

**Education (K) Department**

ORDER

G.O.Rt. No. 1592/69/Edn.

*Dated, Trivandrum, 18th April 1969.*

Government approve the rules for the grant of copies of official documents, records etc., from the Archives Department as shown in the annexure to this Government Order.

By order of the Governor,  
L. ANANDAVALLY AMMA,  
*Assistant Secretary.*

**RULES REGARDING GRANT OF COPIES OF  
OFFICIAL DOCUMENTS**

The following procedure shall be observed in dealing with applications for the supply of copies of official documents to private persons:—

**Application for search**

Each application presented to the State Archives Department for the grant of copies of official documents shall be stamped with a Court Fee label of Re. one.

A person requiring a search to be made in the Archives, Trivandrum, Archives, Ernakulam or in the Archives, Kozhikode for the purpose of obtaining a copy of, or extracts from a document shall submit an application for the purpose in writing to the Director of Archives, Trivandrum. The application should be accompanied with a search fees on the following scale in the shape of Court Fees Stamps, which will not be refunded in any case, whether the document is found or not or whether copies are eventually granted or not;

(A) When the document belongs to any year prior to the current calendar year, but is not more than twenty years old—

(a) When the applicant gives the date of the document required or the year to which it belongs:—

	Rs.	Ps.
(i) For the document applied for, if more than one document is applied for, for each document included in the same application except those specified in sub clause (ii)	1	50
(ii) For every document other than the first included in the same application and connected with the same subject	0	75

(b) When the applicant does not furnish the year or period a document belongs to:—

Rs. Ps.

- |   |   |    |
|---|---|----|
| (i) For the document applied for, or if more than one document is applied for each document included in the same application except those specified in sub-clause (ii) for the first year of search | 1 | 50 |
| For every year other than the first year  | 0 | 75 |
| (ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year  | 0 | 75 |

(B) When the document is more than 20 years old, but does not relate to any year prior to 1858:—

(a) When the applicant gives the date of document required or the year to which it belongs:—

- |  |   |    |
|--|---|----|
| (i) For the document applied for or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii) | 3 | 00 |
| (ii) For every document other than the first included in the same application and connected with the same subject  | 1 | 50 |

(b) When the applicant does not furnish the year or period to which a document belongs to:—

- |   |   |    |
|---|---|----|
| (i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause-(ii) | 3 | 00 |
| For every year other than the first year  | 1 | 50 |
| (ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year                            | 1 | 50 |

(C) When the document belongs to a year prior to 1858:—

(a) When the applicant gives the date of the document required or the year to which it belongs:—

- |   |   |    |
|---|---|----|
| (i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii) | 7 | 50 |
| (ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year                            | 3 | 75 |

(b) When the applicant does not know to which year or period a document belongs:—

Rs. P.

- |   |   |    |
|---|---|----|
| (i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (ii) | 7 | 50 |
| (ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year                            | 3 | 75 |

A receipt signed by the Assistant Superintendent of the Archives concerned shall be furnished to every person depositing a search fee.

- Note:—*
- (1) A separate application need not be presented in respect of each document of which copy is required.
  - (2) Enclosures of annexures to letters, accounts or other documents from part of the documents to which they appertain and reckoned for purposes of search as separate documents.
  - (3) For all papers filed together and forming a single record only one search fee need be paid.
  - (4) Search fee shall not be levied on applications for the return of documents.
  - (5) A search shall not be commenced until the applicant pays the prescribed search fee.
  - (6) The applicant should specify in his application the date of the document of which copies are required or the year or period to which the document relates and search will be confined to the year or period specified.
  - (7) If the applicant is not able to specify the date of the document or the year or period to which the document relates, he should be asked to state the period over which he requires the search to be conducted and to pay search fees at the prescribed rates. If the document is found without a search having to be conducted over the full period specified by the applicant, a proportionate refund of the search fees collected shall be made.

## 2. Search for the documents, etc. and grant of copies

A search shall be made for the documents applied for in the Archives, Trivandrum, Archives, Ernakulam or the Archives, Kozhikode as the case may be. If it is not found a certificate to that effect will be furnished to the applicant. If the document is found, the applicant will not automatically be entitled to a copy of extract but Director of Archives will decide in each case whether or not copies of the document can be granted and this will depend on the contents of the document itself, the general principle being that no copy will be granted of any document, official or demi-official, which

is either of a confidential character or, in the opinion of Government of a nature which renders the grant of a copy injurious to the public interest. If the Director of Archives decides not to grant copies, the applicant will be informed accordingly. If, however the Director of Archives decides to grant the copies and they are available in print they will be supplied on the payment of the cost of printing them, the amount being ascertained from the Superintendent, Government Presses. When copies are not available in print, the applicant will be asked to send the requisite number of copy-stamp papers and/or Court fee stamp and/or cash, on the scale indicated below:—

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

When the number of words written or typed does not exceeds 175—50 paise.

When the number of words written or typed exceeds 175—70 paise.

When the reverse side of copy-stamp paper is used, adhesive court-fee labels of the value of 50 paise or 75 paise as the case may be, should be affixed at the top right hand corner of that side, space should be left at the top left hand corner for the endorsement of the copyist. (For facility of calculation 24 lines should be taken to be equivalent to one page and, in the case of figures, 5 and 35 figures respectively should be taken to be equivalent to one word and one line).

(b) In the case of statements or extracts from registers which are too large to be copied on two connected sheets of copy-stamp paper, a fee of 50 paise in court fee stamps for every 175 words or fraction thereof. The applicant will in this case also be asked to furnish good paper suitable for making copies.

(c) When owing to temporary shortage of copy-stamp papers, an applicant is not able to furnish the requisite number of such-papers, copies may be granted in plain paper affixed with proper court-fee labels. The following procedure should be observed:

(1) The white paper to be used should be of a durable quality and of foolscap size.

(2) The required quantity of white paper, as well as the requisite court fee labels should be furnished by the parties themselves.

(3) Both the sides of the white paper should be used for transcribing copies. The number of words that can be transcribed on either page will be subject to the following maxima:—

- |                  |           |
|------------------|-----------|
| (a) First page   | 175 words |
| (b) Reverse page | 240 words |

(4) The value of the Court-fee labels to be affixed to the white paper will be as follows:—

(a) When the first page of the paper alone is written:—

- (i) for a maximum of 175 words on the reverse page 50 paise more;
- (ii) for more words than 175 on the reverse page 75 paise more (for the whole of the reverse page).

(c) (i) In the case of maps or plans, reasonable fee in cash. When the copy-stamp papers, etc. are received, copies will be prepared expeditiously in the Record Office concerned or, if necessary, as in the case of maps or plans by special arrangements made for the purpose by the department concerned. The copies will be certified as true copies by the Assistant Superintendent in charge of the Archives concerned.

If, as a result of the document having been typed or copied too closely, some of the sheets of copy-stamp paper received from the applicant remain unused they will be sent to the District Treasury Officer concerned.

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

(5) (3) Members of the Union Parliament and of the Kerala State Legislature who, during the period of office require copies of the documents for their use as Legislators will be exempt from the payment of all fees etc. for this purpose and if Government decide to let them have such copies, will be entitled to have them furnished on plain paper.

4. A list of certified copies ready for delivery shall be posted on the notice board of Record Offices and shall remain thereon for one week. The list should be prepared between 3 p.m. and 4.30 p. m. each day and should state the number of the copy application and the name of the person to whom the copies are to be delivered. The list should be affixed to the notice board immediately after the office re-open the following day. After expiry of the period the list should be taken down and the copies remaining unclaimed, if any should be sent to the applicant by post 'Service unpaid' in the manner prescribed in sub paragraph (5).

5. Applicants for copies of documents should not be asked to pay in advance the cost of despatch in the shape of ordinary postage stamps. Despatch under such stamps constitutes an irregularity under the post rules. Certified copies of documents as well as any unused stamps papers other than those falling under the last sentence of clause (d) (i) of sub paragraph (2) should be sent in envelopes superscribed "Certified copies Service unpaid" or "Copy stamp papers—Service unpaid"—or "Certified copies and copy stamp papers Service unpaid", as the case may be.

*297*

In the event of any envelope being returned undelivered the postage should be paid by the department concerned from its office contingencies. The cover and its contents should then be retained for two weeks so that, if the addressee appears and applies for the copies in person, they may be handed over to him after recovering the cost of the postage paid from contingencies. If he does not so appear, the certified copies should be destroyed and a note of such destruction made in the remarks column of the copy application register against the item concerned. The unused copy-stamped papers, if any, should then be sent to the District Treasury Officer concerned.

In all ordinary cases copies of documents to be issued to the public should be signed by Assistant Superintendent of the Regional Office concerned.

\_\_\_\_\_

*K-878*

*K-878*  
*K-878*

~~246~~

From P. K. Achuthan, Government  
University, Trivandrum