



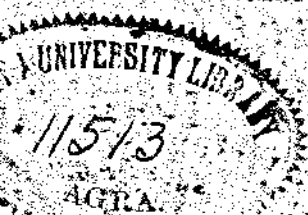
Rules regulating the access of the public to

- (1) the records of the Punjab Government preserved in the Punjab Civil Secretariat Record Office and
- (2) mixed records relating to British India and Indian States in the Punjab Civil Secretariat Record Office.

Lahore :

Printed by the Superintendent, Government Printing, Punjab.

1940.



Rules regulating the access of the public to the records of the Punjab Government preserved in the Punjab Civil Secretariat Record Office.

PART I (A).

The following rules are applicable to the supply of copies of and information from the records to the general public:—

1. The public have no right to inspect or have copies of records in the possession of Government which reserves to itself the right to refuse any application or to accept it with any modifications which may be thought desirable. In either case no reason will be given.

2. Persons wishing to obtain information from or copies of the records shall apply in writing to the Keeper of the Records, stating their occupation and the object for which the information or copies are required. The Keeper of the Records shall decline to entertain any application in which the object for which the information or copies are required is not fully and clearly stated, and if a statement made in any application be found to have been incomplete in any material particular or untrue, the applicant may be debarred by Government from having further access to the records.

3. Application from a Ruling Prince or his representative or from a subject of an Indian State shall be made through the local Political authority.

4. Before information or copies are supplied the approval of the Chief Secretary to Government, Punjab shall be obtained.

5. The applicant wishing to be supplied with information from the records is required to forward with his application a sum of Rs. 2 as search fee which will in no case be refunded. If the tracing of the required papers is likely to take an assistant more than two hours the applicant shall be informed accordingly and shall be required to deposit in advance any further sum at the rate of Rs. 6 a day or, if the search does not last a whole day of six hours, a rupee per hour per assistant. The search will be undertaken only if the Keeper of the Records is able to undertake it and the information will be furnished to the applicant only if after inspection of the records it is considered that there is no objection. If the document or documents cannot be traced or the information from the records is refused, the searching fee shall not exceed Rs. 12, including the sum of Rs. 2 forwarded by the applicant with his application. Three-fourths of the fee deposited by the applicant in excess of that forwarded with his application shall be refunded if he withdraws the application before the actual tracing of papers has commenced.

6. If the applicant desires to be supplied with copies of any records so traced and if the Keeper of the Records sanctions such supply, he shall deposit in advance copying fees at the rate of nine annas for two hundred words or under and four annas for every additional hundred words or fraction thereof. On the necessary deposit being made the copies will be prepared on foolscap paper by a copyist, certified as true copies and supplied to the applicant. Special charges for maps, tabular work, etc., will be fixed by the Keeper of the Records. On one application not more than three copies in the case of English and one copy in the case of Persian or Vernacular documents will be supplied. The charge for each of the second and third English copies will be at half the rate of the first copy. Three-fourths of the copying fee deposited by the applicant will be refunded if he withdraws the application before the actual copying has commenced and the remaining paid to the copyist as remuneration for the work of calculation, etc.

7. An attestation fee, equal to one-fourth of the copying fee, shall be charged in addition to and deposited in advance with the copying fee. The second and the third English copies will be attested at the same rate as the first. This fee will be paid to the Assistant to the Keeper of the Records who will compare the copies with the original and attest them as true copies.

8. The copying and attestation work shall be done out of office hours, and the fees charged will be paid to the copyist and the attesting official respectively.

9. Information from or copies of the records shall be sent to the applicant by post or, if he is present, delivered by hand, together with such part of the sum deposited as may be due to the applicant after the following points have been noted on the information or copies and in the register specified for the purpose:—

- (i) date of receipt of application for information or copies;
- (ii) date of return of application for deposit of searching, copying and attestation fees;
- (iii) date of making the required deposit;
- (iv) amount of searching, copying and attestation fees paid;
- (v) names of the copyist and the attesting official;
- (vi) date when the information or copies were ready for delivery;
- (vii) date of delivery or posting of information or copies to the applicant.

Money-order commission will be deducted in case the balance, if any, is sent to the applicant by post. The register will be signed, at the time of delivering or posting the information or copies, by the Keeper of the Records who will also inspect it from time to time.

PART I (B).

The following rules are applicable when the records are required for *bonâ fide* historical research:—

1. See rule 1 in Part I (A) of these rules.
2. Persons wishing to examine the records shall apply in writing stating their occupation, qualifications, address, the nature of the records they wish to inspect and the object of their research on a prescribed form which can be had from the Keeper of the Records. The Keeper of the Records shall decline to entertain any application in which the object of the research is not fully and clearly stated; and if a statement made in any application be found to have been incomplete in any material particular or untrue, the person who made that application may be debarred by Government from having further access to the records.
3. The Keeper of the Records may, at his discretion, require a research scholar to produce a letter of introduction from the University authorities or from any eminent historian or other reliable persons. Teachers and lecturers in schools or colleges shall apply through the Headmaster or the Principal of the institution to which they belong while those employed in Universities shall apply through the Vice-Chancellor of the University concerned.
4. See rule 3 in Part I (A) of these rules.
5. If the application is granted the applicant shall be given a student's ticket to enable him to have access to the Record Office. This should be returned when the student has finished his work in the Record Office.
6. Inspection of the records, if permitted, must take place only in the Record Office. Copies or extracts from the unpublished records shall not be taken out of the office building nor shall any use be made of the information gained therefrom without the permission of the Keeper of the Records, who shall, in all doubtful cases, refer the matter to the Chief Secretary to Government, Punjab.
7. All copies, extracts and notes must be made in a legible manner for the inspection of the Keeper of the Records. Where they are not legible, the Keeper of the Records may get them typed at the cost of the person concerned. A fee at the rate of five rupees for every five hundred manuscript or type-written foolscap pages or fraction thereof shall be charged for such inspection. This fee shall be paid in advance.
8. Persons not desiring or unable to trace the records themselves may apply for a search to be made at their cost to the Keeper of the Records who may, if possible, arrange for the search to be undertaken on conditions specified in rule 5 of Part I (A) of these rules.
9. If the applicant desires to be supplied with copies of any records traced by him or for him by the Record Office and if the Keeper of the Records sanctions such supply, he shall deposit in

advance copying fees at the rate of two annas per hundred words or fraction thereof and the same will be supplied to him on conditions specified in rule 6 of Part I (A) of these rules.

10. The copying and attestation work shall be done on conditions specified in rules 7, 8 and 9 of Part I (A) of these rules.

11. Any person who uses the records for purposes of historical research and publishes articles or works based on these records is required to deposit one copy as soon as published with the Keeper of the Records.

12. The question whether an applicant is a *bonâ fide* historical scholar or otherwise shall be decided by the Keeper of the Records.

13. The following rules shall, in addition, be observed for the management of and discipline in the Punjab Civil Secretariat Record Office for purposes of *bonâ fide* historical research:—

- (i) The Record Office is open daily except on Sundays and other holidays a list of which shall be put up on the notice board by the Assistant to the Keeper of the Records.
- (ii) The hours of admission shall be from 10-15 A.M. to 3-45 P.M. on all days except Saturdays and from 10-15 A.M. to 2 P.M. on Saturdays.
- (iii) The Record Office shall remain closed for purposes of *bonâ fide* historical research for about a fortnight in September for annual repairs. The approximate dates of such closing shall be put up on the notice board a few days before the repairs commence by the Assistant to the Keeper of the Records.
- (iv) Persons carrying on research shall not sit on the ground floor except when specially permitted to do so.
- (v) A requisition must be written and signed by the student in the register specified for the purpose for every paper, proceeding, volume or book required by him before it can be produced. The word "received" is entered by the Restorer on duty when the record is received back. Not more than five original proceedings or two volumes of manuscript books can ordinarily be taken out at a time.
- (vi) Students must treat the records with proper care and must not place their elbows upon them or place one record on top of another. No mark of any sort must be made on a record. Tracing is not permitted and the student must not place on a record the paper on which he is writing. In any particular case the Keeper of the Records may impose such further conditions as he may deem necessary to ensure the preservation and proper treatment of records.

- (vii) The use of inkstands is prohibited. If the volumes or documents can be placed on tables provided for the purpose a fountain pen may be used for taking notes or extracts; in all other cases notes or extracts shall be taken in pencil. No person shall bring a stenographer, a typist or a type-writer, portable or otherwise, with him to the Record Office.
- (viii) Strict silence is to be observed in the Record Office. No umbrellas, sticks, bags or bicycles and other means of conveyance shall be taken into the office building and no food or other refreshments taken therein. Spitting and smoking are strictly prohibited and in no circumstances is it permitted to strike a match in the Record Office.
- (ix) Articles of furniture shall not be removed from one place to another without the permission of the Keeper or, in his absence, of that of the Assistant to the Keeper of the Records.
- (x) No book belonging to the Record Office Library shall be issued to a student or otherwise be taken away by him except when he has received special permission to do so.
- (xi) No person is allowed to take copies or photographs of or extracts from the documents exhibited in the Record Office Museum or to take photographs of the interior of the office and the pictures exhibited therein without the permission, previously obtained in writing, of the Keeper of the Records.
- (xii) Visitors are not allowed to bring dogs with them into the Record Office Museum.
- (xiii) The Keeper of the Records or, in his absence, the Assistant to the Keeper, is empowered to exclude persons from the Record Office for—
- (a) wilful breach of the foregoing rules and regulations;
 - (b) persistent disregard of the Officer's authority;
 - (c) damage of any sort to any record or article belonging to the Government of the Punjab; and
 - (d) language, conduct, habits, dress, etc., offensive or likely to cause offence to others working in the Record Office:

Provided always that the permanent exclusion of any person shall be notified in writing to the Chief Secretary to Government, Punjab, whose orders shall be final.

PART II.

Rules regulating the access of the public to mixed records relating to British India and Indian States in the Punjab Civil Secretariat Record Office.

Persons applying for access to the records fall under the following three categories:—

- (a) members of the general public applying for the supply of information from or copies of the records,
- (b) officials of Government requiring files for the disposal of day-to-day business, and
- (c) persons intending to examine the records for *bona fide* historical research.

2. In these rules the expression "mixed records" shall mean the records concerning both British India and Indian States which cannot be split up.

3. Mixed records shall be kept separate from those relating to the Provincial administration.

4. All applications for access to records should be addressed to the Keeper of the Records who will forward them with his remarks to the Chief Secretary to Government, Punjab.

5. Under the powers delegated by the Crown Representative, the Chief Secretary to Government, Punjab, is authorised to permit persons mentioned in categories (b) and (c) in rule 1 above to have access to the records. Applications from persons mentioned in category (a) shall be referred by him to the Crown Representative for sanction.

6. In cases where access to the records has been permitted to persons mentioned in category (c) in rule 1 above, the Keeper of the Records shall collect the notes taken by students from the unpublished records and submit them together with particulars of the students concerned to the Chief Secretary to Government, Punjab, who is authorised to sanction the release of such notes or copies thereof. The Chief Secretary shall, however, refer all doubtful cases to the Crown Representative.

7. The rules mentioned in Part I (A) shall apply to persons requiring information from or copies of the mixed records under category (a) of rule 1 above, and the rules mentioned in Part I (B) to those applying for access to the records under category (c).

8. The following officers have been authorised by the Crown Representative to have access to the mixed records and if necessary to take them out of the Record Office:—

- (i) The Hon'ble the Resident for the Punjab States;
- (ii) The Secretary to the Resident for the Punjab States;

(iii) The Under-Secretary to the Resident for the Punjab States;

(iv) The Political Agent, Punjab Hill States; and

(v) The Assistant Political Agent, Punjab Hill States.

9. The Chief Secretary is authorised to permit other officials to requisition original records. This permission will only be given for special reasons and with due regard to the proper preservation of the records. It will not be given when a copy will serve the desired purpose.

The rules in Parts I and II shall come into force from the date of issue of these orders.

DATED:

1st February, 1940.

J. D. PENNY,

Chief Secretary to Government,
Punjab.