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F.No.25-2(6)/2006.CC
National Archives of India
Government of India
Janpath, New Delhi-110001

Speed Post

25 AUG 2006

To

The Director,
Haryana State Archives,
4th Floor, 'B' Block,
Sinchai Bhawan,
Sector 5,
PANCHKULA -134109

हस्ताक्षर
दि. क्रमांक 21/29
दिनांक 28/8/2006

Subject: Information regarding Conservation Laboratory..

Sir,

I am to refer to your letter No F.611-2006-Abhi/767 dated 26.6.2006 on the above subject and to forward herewith note on Minimum requirement for setting up a Conservation Laboratory as desired.

Yours faithfully,

M. Venk
for Director General of Archives,
Government of India

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Minimum requirement for setting up a Conservation Laboratory

An Archival Office in India usually deals with our documentary heritage on birch bark, palm leaf or paper. These are organic materials and they deteriorate with the passage of time. If these materials are selected for preservation, it is essential that they are imparted longevity through chemical treatment and by adopting latest conservation techniques. This objective can be well ensured by establishing a small conservation laboratory in the archives.

Location and accommodation:

Conservation laboratory should be, located at a place where there is adequate light, ventilation, good supply of water and good drainage system. It must have good arrangement for artificial light wherever daylight is insufficient. It should have well cross ventilation with provision for an exhaust fan to facilitate quick removal of chemical affluent. Windows should preferably face north so that they may permit maximum natural light but not direct sunlight into the room. The room(s) should preferably have 200 Sq.Meter areas. It may be divided into two portions:

- A. Restoration Laboratory.
- B. Research Laboratory for tackling special problems and undertaking studies in related aspects.

A. Restoration Laboratory: Restoration work involves cleaning and fumigation, de-acidification, re-strengthening and binding, Basic requirements for different units are as follows:

1. Cleaning and Fumigation

i). Furniture:

- a). Thermostatically controlled vault for sterilization and de-acidification of Documents and Books:
- b). Table --size-2.25mx0.75mx0.75m

ii). Equipment and Implements:

- a). Vacuum-cleaner
- b). Mask, gloves, aprons, soft brushes, eraser and pencils.

iii). Chemicals

- a). Thymol
- b). Carbon tetrachloride and ethylene dichloride
- c). Carbon dioxide, for these fumigants vacuum fumigation chamber is needed

2. De acidification

i). Implements

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- Enameled trays – three
- Wax paper
- Pair of tongs
- Acid free blotting paper

ii). Chemicals

▪ **For Aqueous de-acidification –**

- a). Calcium oxide
- b). Calcium Carbonate
- c). Carbon Dioxide gas

▪ **For non-aqueous de-acidification:**

- Anhydrous Barium Hydroxide
- Methanol
- Magnesium Methoxide
- Acetone

▪ **Dry Methods-** For vapour phase/gaseous de-acidification

- a). Liquor Ammonia
- b). Thermostatically controlled vault for sterilization and de-acidification of Documents and Books.

iii). Furniture

- a). Drying racks-made of wood consisting of several tiers of stainless steel
Wire/terylene cords stretched across. Size: 1.25mx1.0mx1.25m
- b). Table size-2.25mx0.75mx0.75m with a sink attached to a drain and tap for running water.

3. Re strengthening

i). Preservative materials and chemicals

- Tissue paper
- Acid free blotting paper
- Acid free handmade paper
- CMC paste
- Maida/Starch
- Cellulose Acetate foil
- Wax Paper
- Acetone

ii). Implements:

- A pair of scissors
- Enameled or brass cups Knives
- Enameled or brass dishes
- Soft brushed (Camel hair)
- Forceps
- Magnifying glass
- Foot rule
- Saucepan
- Electric Iron
- Weighing scale
- Paper trimmer
- Eraser
- Pencil
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iii). Furniture

- a). Repair table size 2.25mx0.75mx.75m with (a) glass top (b) and electric bulb fixed underneath and (c) side drawers for keeping tools etc.
- b). Almirah for keeping documents and preservation materials.

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4. Binding

i). Equipment

- a). Nipping press/Dab press-platen area 0.50mx0.25m
- b). Guillotine – These are of two types-electric and hand operated. Hand operated Guillotine is cheaper but electrically operated is preferred, as it does not require manual pressure.
- c). Document trimmer – photographic print trimmer.
- d) Lying press – For backing books after binding and holding books for cleaning.

ii). Implements

- Enamelled dishes
- Brushes
- Sewing needles
- Bodkin
- Wiping cloth
- Backing hammer
- Pencils
- A pair of scissors
- Foot rule
- Binding cardboard
- Weighing scale
- Knives of 8cm, blades

iii). Binding materials:

- Acid free handmade paper
- Ledger paper
- Maida/starch
- Wax paper
- Glue
- Long cloth
- Thread of unbleached linen or good quality cotton.
- Tapes and cords
- Art canvas or calico binding cloth/rexine
- Leather

iv). Furniture

- a). Binding table size 2.25mx0.75mx0.75mx0.75m single ply, hard pressed, uniform in thickness and strong enough to hold heavy books and bound volumes.
- b). Almirah

B. Research Laboratory

Documentary components like paper, parchment, birch bark, palm leaf, ink etc. vary to a great extent as also the agents, which cause and promote degeneration. Their problems need analytical study and investigation in an Investigating Laboratory. Basic requirement of the laboratory is as follows-

1. Accommodation -

- For keeping chemicals
- Dark room and
- Equipment
- Weighing scale
- UV lamp
- For keeping instruments
- Store
- Oven
- PH meter (Digital type)
- Humidity chamber – one

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- Dehumidifiers – one
- Water distillation unit
- Water bath
- Muffle furnace

- Equipment for paper testing*(optional)
- Microscope
- Hot plate
- Small refrigerator

2. Chemicals and Laboratory glassware

3. Furniture:

1. For equipment – Table size 2.25mx0.75mx0.75m
2. Chemical Laboratory - Table size 2.25mx0.75mx0.75m with glass top and electric fitting for light at the bottom.
3. Dark room – Table size 2.25mx0.75mx0.75m
4. Store – Almirah.

Staff for Conservation Laboratory:

Nomenclature	Qualification
Scientific Officer/ Conservator	M.Sc in Chemistry with experience in conservation of paper documents.
Chemist/ Assistant Conservator	B.Sc
Preservation Assistant	Secondary with experience in handling laboratory materials.
Laboratory Attendant/Binder/Mender	Secondary with Diploma/Certificate in Binding.



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हरियाणा राज्य अभिलेखाया
ई. क्रमांक 23/2
दिनांक 29/9/2006

GOVERNMENT OF KARNATAKA
DIRECTORATE OF KARNATAKA STATE ARCHIVES

Phone:080-22254465 Fax no: 080-22352579

SMT.USHA SURESH
DIRECTOR

STATE ARCHIVES, GROUND FLOOR, ROOM NO: 9, VIDHANA SOUDHA, BANGALORE-1.

Dated:Friday, September 22, 2006

No.ARS 1 Samravi 2005

Encl: One

To

The Director,
Haryana State Archives,
4th Floor, "B" Block,
Sinchai Bhavan,
HARYANA.

Sir,

Sub: Information regarding Conservation Laboratory.
Ref: Your Letter No.6/1-2006 Abhi/1132 dated 21-8-2006

Adverting to the subject cited above, please find herewith enclosed information regarding conservation laboratory of Karnataka State Archives. For any further detailed information or clarification, you may please contact Sri.Karbade, Project Officer, Regional Conservation Laboratory (Unit of NRLC, Lucknow), Siddarthanagar, Mysore-570011 (Karnataka).

Yours faithfully,

Usha Suresh
Director

Karnataka State Archives

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List of materials required for setting up of a small conservation laboratory for Archival Materials.

<u>Materials</u>	<u>Quantity</u>	<u>Amount</u>
<u>Equipment</u>		
1. Whirling hygrometer and	4 Nos	Rs. 30,000.00
2. Thermo hygrometer		
3. Lux meter	2 Nos	Rs. 20,000.00
4. De acidification Bath:	1 No	Rs. 25,000.00
5. Hotplate	1 No.	Rs. 2,000.00
6. Oven with air circulation	1 No	Rs. 50,000.00
7. Water bath	1 No	Rs. 5,000.00
8. Steam generator	1 No	Rs. 10,000.00
9. Humidity chamber	1 No	Rs. 50,000.00
10. Fumigation chamber	1 No.	Rs. 60,000.00
11. Infra red heater & Hot air blower	4 Nos	Rs. 2,000.00
12. Vacuum Cleaner with different attachment	2 Nos	Rs. 5,000.00
<u>Furniture</u>		
1. Laboratory table and adjustable chair	4 Nos	Rs. 20,000.00
2. Instrument table	3 Nos	Rs. 15,000.00
3. Steel cabinet with multi boxes	1 No.	Rs. 10,000.00
4. Table with illuminated tap	1 No	Rs. 5,000.00
<u>Conservation materials</u>		
1. Acid free tissue paper & hand made paper		Rs. 10,000.00
2. Cellulose acetate sheet		Rs. 5,000.00
3. Acid free blotting paper		Rs. 1,000.00
4. Acid free mount board		Rs. 5,000.00
5. Silicon release paper		Rs. 1,000.00
6. Mylar film		Rs. 2,000.00
7. Different type of brushes		Rs. 1,000.00
8. Adhesive and resins		<u>Rs. 5,000.00</u>

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- 9. Cotton cloth, cotton woven tape Rs. 5,000.00
- 10. Trolley for transporting the materials Rs. 10,000.00
- 11. Paper cutting and trimming machine Rs. 5,000.00
- 12. Chemical & Solvents Rs. 10,000.00

Glass ware and Containers

- 1. Beakers different capacity 100 ml to 1000ml Rs. 2,000.00
- 2. Measuring jars 100 ml to 1000ml Rs. 2,000.00
- 3. Reagent bottles different capacity Rs. 5,000.00
- 4. Container of distilled water Rs. 10,000.00
- 5. Plastic tray Rs. 5,000.00
- 6. Pipettes and glass rods Rs. 1,000.00
- 7. Reagent dispenser Rs. 1,000.00
- 8. Vacuum dessicator Rs. 15,000.00

Water

- 1. Tap water and drainage Rs. 25,000.00
- 2. De ioniser Rs. 15,000.00
- 3. Water distillation unit. Rs. 5,000.00
- 4. Geyser

Electrical points

- 15 amps and 5 amps combo power point . Rs. 2,000.00
- 5 to 10 Nos. Rs. 1,000.00
- 30 amps power point. 3 Nos. Rs. 4,58,000.00

F. No: 59-5/2007 Com Unit
National Archives of India
Ministry of Culture,
Janpath, New Delhi

Applications are invited on **purely contract basis** for a period of **one year** from persons having Postgraduate Degree in Modern Indian History from a recognized University of India for validation/proof reading of data entry of Reference Media of Records available on computers and in the printouts. The person engaged for the purpose will have to achieve the targets as fixed by the Department. Preference will be given to candidates having **one-year Diploma in Archival Studies from School of Archival Studies, National Archives of India, New Delhi** and computer knowledge.

Age limit as on 01.08.2007: Maximum 35 years

The services of selected persons will be purely on contract basis for a period of one year and they will be paid a consolidated amount of Rs. 8,000/- per month. The services can be terminated at any time if the performance is not found satisfactory. No Traveling Allowance will be paid for attending the above interview in National Archives of India, New Delhi

Application in the prescribed format duly filled in all respects along with attested copies of educational/technical qualification should be sent to the **Director General, National Archives of India, Janpath, New Delhi-110001** on or before 17.09.2007

Application format can be downloaded from our website www.nationalarchives.nic.in

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**OFFICE OF THE DIRECTOR ARCHIVES DEPARTMENT HARYANA
PANCHKULA**

No. 1/14-2006-Abhi/

Dated Panchkula, the

In Pursuance of rule 10.5 (9) of Punjab Budget Manual applicable to the grant of a sum Rs. 76,30,000/- (Rupees Seventy six Lakhs & thirty thousand only) as sanctioned by the Haryana Govt. Finance Department vide their letter No. 3/6/07/ 2FD-II / 762 dated 29.3.2007 under Major Head 2205- Art & Culture – 102- Promotion of Art & Culture (Non- Plan) –Scheme (99)- Setting up of Haryana State Archives, Regional Repositories and Development of Archives in Haryana is distributed for utilization for the year 2007-2008 to the following drawing & disbursing officers of this department as per the amount of grant shown against each :-

S. No.	Name of items	Total amount voted & sanctioned	Allotment to Deputy Director Archives o/o Director Archives Department Haryana, Panchkula	Allotted to Assistant Director Archives Department Ambala	Allotted to Assistant Director Archives Department Hisar	Allotted to Assistant Director Archives Department Rohtak	Allotted to Assistant Director Archives Department Gurgaon
1	Salaries	5160000	3100000	600000	600000	460000	400000
2	Wages	50000	10000	10000	10000	10000	10000
3	D.A	1500000	850000	200000	200000	150000	100000
4	T.E.	40000	22000	4000	5000	7000	2000
5	O.E	225000	185000	10000	10000	10000	10000
6	R.R.T	425000	-	125000	-	60000	240000
7	M.V	15000	15000	-	-	-	-
8	M & S	35000	29000	1500	1500	1500	1500
9	O.C	25000	19000	1500	1500	1500	1500
10	P.O.L	60000	60000	-	-	-	-
11	M.R	60000	40000	5000	5000	5000	5000
12	L.T.C	10000	10000	-	-	-	-
13	Ex-gra	25000	25000	-	-	-	-
	Total	7630000	4365000	957000	833000	705000	770000

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Director, Archives Department,
Haryana

Endst. No.1 /14-2006-Abhi/

Dated Panchkula, the

A copy of the above is forwarded to the following for information and necessary action:-

1. The Accountant General (A & E) Haryana, Chandigarh .
2. The Accountant General (Audit) Haryana, Chandigarh .
3. Assistant Director, Regional Repository, Ambala Division, Ambala.
4. Assistant Director, Regional Repository, Hisar Division, Hisar
5. Assistant Director, Regional Repository, Rohtak Division, Rohtak
6. Assistant Director, Regional Repository, Gurgaon Division, Gurgaon.
7. Treasury Officer, Ambala City.
8. Treasury Officer, Hisar.
9. Treasury Officer, Rohtak.
10. Treasury Officer, Gurgaon.
11. The Bill Clerk.

FORMAT OF APPLICATION



- 01. Names in Capital Letters _____
- 02. Father's Name _____
- 03. Date of birth _____
- 04. Nationality _____
- 05. Addresses for Communication _____
(IN CAPITAL LETTERS)
Contact Nos. Phone Number with STD Code _____
Mobile No. _____ E-Mail ID _____

06. Educational Qualifications: -
(a) Academic

Exam. Passed	School/Board/University	Subjects	Year	% of Marks

(b) Technical

Exam./Diploma/Cert./Degree etc.	Institute	Subject	From	To	Total Duration	% of Marks

07. Experience: -

Organization Served	Period		Post	Last Salary Drawn	Reason for Leaving
	From	To			

08. Any information related to job: -

Date: - _____

Signature _____

From

The Director,
Archives Department, Haryana,
Sinchel Bhawan, Sec-5, Panchkula.

To

The Director General of Archives,
National Archives of India,
Government of India, Janpath, New Delhi-110001.

No. 2/11-2007-Abhi 1219
Dated Panchkula, the 24.9.2007

Sub:- Information regarding technical staff.
Reference on the subject cited above.

You are requested to send the information regarding
pay scales, qualification and mode of recruitment of all technical
staff and copy of service rules of all categories in your
organisation ^{to} this office immediately.
^

OK
Raj
Deputy Director Archives,
for Director, Archives Department, Haryana.
HR