



Sands of Time

Newsletter of Tata Central Archives

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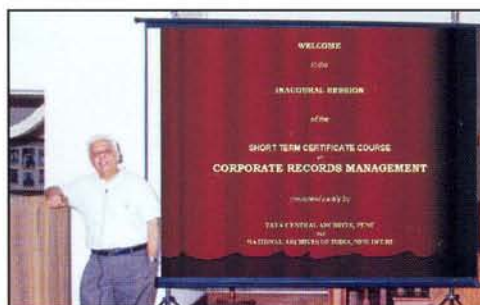
January 2004

Records Management

Virtually every organization is faced with staggering number of records created, received, processed, distributed, filed, discarded, and stored. As a result, businesses overstuff filing cabinets, experience costly delays, misplace documents, lose documents, and miss important business opportunities.

For the first time in corporate history a short term course in "Corporate Records Management" especially for business archives was held at the Tata Central Archives from November 3-7, 2003. This course was held jointly by the Tata Central Archives, Pune and the National Archives of India, New Delhi. Mr. Sanjay Garg, Assistant Director, Archives, and Ms. Gayatri Vashist, Senior Archivist, National Archives of India, conducted this five day course which was inaugurated by Mr. T. R. Doongaji, Managing Director, Tata Services Limited in the presence of a distinguished gathering. Around 15 participants from other Archives and Institutions from all over India also attended this short-term course.

The purpose of effective records management is not only to manage the creation of archives (important though this work is) but to exploit the information held in its repositories efficiently. While it is essential to manage records well for the



Mr. T. R. Doongaji speaking at the inaugural session.

benefit of the organisation, it is impossible to administer a fully functional records service unless it has an archival dimension, which safeguards and makes accessible those records to be permanently preserved. Records in the archives are of evidential value and are also a research resource. The archival institution is a specialist facility in which this kind of material is concentrated. It is the function of the archival institution to manage the raw material of history for the benefit of society as a whole.

Records management means development and application of systematic standards to the recorded information which is essential to administer and operate the records, so that the right information goes to the right

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We're on the Web!

<http://www.tatacentralarchives.com>

Reaching Out to Children

Through the voluntary organisation 'Community Aid and Sponsorship Programme' (CASP) over 200 students and teachers representing the Sane Guruji School, More Vidyalaya, Renuka Swaroop High School and Nutan Marathi Vidyalaya visited the Tata Central Archives on December 12, 2003.

For the first time children belonging to middle class families with Marathi as the medium of instruction in their schools visited the exhibition.

It was a new experience for the staff of Tata Central Archives who had to address the students in Hindi or Marathi.

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The children assembled in the foyer anxiously looking forward to see the exhibition on J. R. D. Tata

Memories

"Norman Redford and his father's services to Tatas have between them spanned practically the whole of the Firm's career industry and Norman is one of the very few connecting links we have with Jamsetji Tata." – J. R. D. Tata on Norman Redford's retirement in April 1965.



Norman Redford

"I realise more and more the tremendous urge Mr. Tata had for the needs of his country and the manner in which those needs could be satisfied... Never did I see Mr. Tata impatient and intolerant, nor did I ever see him critical of other's short-comings."

Norman Redford

The following article is a reproduction of an item that appeared in the Tata Monthly Bulletin of 1949 in which Norman Redford recalls incidents and conversation with Jamsetji Tata.

In those far off days of 1899 and 1900 odd, when I was mostly in Nagpur, I always looked forward to the occasions when Mr. Tata, visited the Empress Mills. Life in Nagpur had, for one of my age, its limitations, and a visit from someone of the outer world was an event to look forward to and afterwards, something to remember. It must be admitted business as such was discussed down at the Mill, but in the evening there used to be a general gathering at "The Tamarinds", the home of the then "Mr." Bezongji Mehta. Here it was that Mr. Tata shed his responsibilities and displayed himself in many lights. The numerous sides of his personality were always a delight to see, and I remember my father remarking on several occasions that he was astonished at Mr. Tata's extent of knowledge on a large variety of subjects. His ready grasp of essential details was a bye-word but to me his most outstanding gift was his capacity to anticipate what was going to be said or asked. It was not uncommon for someone to begin explaining a point when Mr. Tata would break in and complete the explanation. It could be disconcerting, as I had seen. Occasionally these informal gatherings included businessmen and at times the conversations would turn to Mr. Tata's business affairs. In these matters he was equally bewildering to his friendly adversary, stressing points

in their favour. Indeed he remarked at one such meeting that he was selling the machines better than the representative.

Perhaps best of all my recollections was his kindly nature and generosity. Probably this is more impressed on my memory as I was young and equally probably as I was the recipient of a number of his generous gifts. I cannot recall an occasion when we met, either in Nagpur or Bombay, when I did not benefit by some remembrance of the event, either by a present or an action of a fatherly nature. The visits I paid to Esplanade House were numerous and vastly entertaining. Imagine what it was like for a young boy to ramble over such an establishment which was, to me, packed with all sorts of extremely wonderful objects. No doubt there was much of little value, but the quiet pride.

Mr. Tata had of "showing off" his various treasures could not fail to create, and indeed did create, a bond of affection between old and young. Details of how and where he made his finds were always imparted together with painstaking descriptions of the use of the various treasures. His only complaint was that "no one takes much interest in these things of mine". By to-day's standard I have no doubt his collection would not receive much attention, but he certainly infused his



A view of one of the rooms at Esplanade House.

Sir Ratan Tata

Sir Ratan Tata, the younger of the two sons of Jamsetji Nusserwanji Tata -



Sir Ratan Tata
(1871-1918)

Founder of the House of Tata, was born in Bombay on January 20, 1871. He was educated at the St. Xavier's College in Bombay.

He married Navajbai, daughter of Ardeshir Merwanji Sett in 1892. In 1896 he joined Tata Sons & Co. as a partner and was a Director in all the Companies of which Tata Sons & Co. were Agents and in most of the Tata promoted companies.

A keen admirer of the beautiful, Sir Ratan dressed spotlessly wished to have every surrounding clean, free from noise and pleasant to look at. When it was known that Sir Ratan was returning from a holiday to the office, Navsari Buildings (then the Head Office of the Steel company), everyone sat up and those in charge rushed about to see that no paint was scraped off, no window rattled and everything was spick and span. This was not an idle fetish of Sir Ratan. It was a conviction that clean surroundings, noiseless and clean atmosphere

helped clean living and clean thoughts and enabled more efficient character.

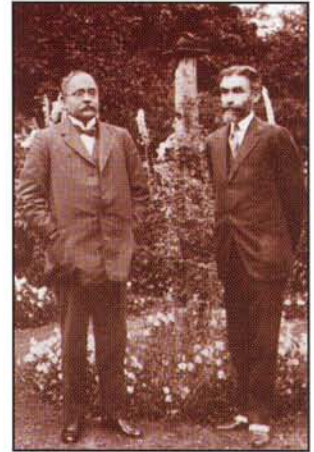
After Jamsetji's death Sir Ratan along with his elder brother Sir Dorabji, followed in the footsteps of their father with great ability and zest.

A sensitive and artistic personality, Sir Ratan was a man whose ideas were far ahead of his time. When Mohandas Karamchand Gandhi started the passive resistance movement in South Africa to establish the rights of the Indian residents there, Sir Ratan Tata placed at his disposal Rs. 1.25 lakhs to carry on the struggle.

On the death of General Booth of the Salvation Army, Sir Ratan gave a donation of Rs. 1 lakh to the Memorial as a gift, for, he believed, like his father, that it would be used for the best advantage of humanity.

Similarly, Sir Ratan Tata gave the Servants of India Society Rs. 10,000 annually for a period of 10 years on the advice of his friend Gopal Krishna Gokhale, who was the founder and first President of the Society, which was fighting for the welfare of the weaker sections.

In 1912, Sir Ratan made an offer of financial help to the London School of Economics & Political Science if they could institute a Chair in the University for investigation and research work into the causes of destitution and poverty and for suggestions for means of relief. His object in helping such research work was principally to apply the results to conditions prevailing in India. He gave fourteen hundred pounds annually towards this. Principal Sir William Miera prepared a Scheme in conjunction with Professor L. T. Hobhouse and Professor Urwick which was approved of by Sir Ratan and a Chair was founded in 1913. Two people who had applied for the post



Sir Ratan Tata with Gopal Krishna Gokhale



Sir Ratan Tata with wives of senior foreign technicians in one of Tisco's transport vehicles, 1910.



Sir Ratan Tata (seated second from right) at the Cumballa Hall Tennis Club, 1903.

Sir Ratan Tata

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were Clement Attlee and Hugh Dalton.

Attlee who had been selected after careful consideration later on became the Prime Minister and Dr. Hugh Dalton, Chancellor of the Exchequer in the Labour Government that granted Independence to India.

Between 1913 to 1917, Sir Ratan Tata financed Rs 75,000 to undertake archaeological research in Pataliputra in Patna in order to throw more light on the close connection of ancient art between the east and the west. In the course of the excavations a good number of finds like coins, plaques, terra cotta, etc. were located and they are all now housed in a Museum at Patna. The greatest discovery was the location of the 100 Column Mauryan Throne Room of the palace of Asoka, almost identical in character to the 100 pillared hall of Persepolis in Persia.

Sir Ratan always had in mind the relief of distress, the uplift of the poor and the improvement of social surroundings of the masses. Long before Lady Linlithgow thought of establishing the Anti-Tuberculosis fund, the Bombay Municipality under the guidance of its then Executive Health Officer, Dr. J. W. Turner, established the King George V Anti-Tuberculosis League. Sir Ratan Tata promised a donation of Rs. 10,000 annually for a period of 10 years towards the League.

Sir Ratan also donated for welfare work for the poor and many large donations for the relief of distress caused by famines, floods and earthquakes which occurred in various parts of India.

His deep interest and discerning eye for art led to the finest collection of that

time. He owned some of the most extraordinary, elegant homes, including York House in Twickenham, which he bought from the Duc d'Orleans. He purchased and installed the fountain of marble statues from an estate in Surrey, which form such a prominent feature of the gardens. His personal residence in Bombay known as Tata House (Tata Palace), in Bombay, India, and York House, Twickenham, UK were a veritable emporium of various objects of art collected from different places in India, Japan & Europe. This unique collection of Art is now housed in the Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai, earlier the Prince of Wales Museum of Western India.

Sir Ratan became very ill in July 1916 and under doctor's advice was taken to England in October 1916. His ship the P&O Liner "Arabia" was torpedoed on November 6, 1916 and the passengers were saved after terrible hardships.

In 1918, at the age of 47, Sir Ratan passed away at St. Ives in Cornwall, England leaving his widow, Lady Navajbai Tata, who was to outlive him by 44 years. In his Will he bequeathed property worth Rs. 8.1 million to a trust fund and noted: "If I leave no children, I give the rest of the residue of my property – for the advancement of education, learning and industry in all its branches including education in economy, sanitary science and art, or for the relief of human suffering or for other works of public utility – such work is not (to be) undertaken from a stereotyped point of view but from the point of view of fresh light that is thrown from day to day by the advance of science and philosophy on problems of human well-being."

After Sir Ratan's death under the directives of his Will was formed the Sir Ratan Tata Trust in 1919.



Some items from the Sir Ratan Tata Collection.

Mr. Ratan Tata was the Vice President of the Ham and Petersham Rifle and Pistol Club. In their Annual Report 1917 a mention has been made of the £25 he gave for special purposes.

From 1936 the "The Ratan Tata" became a Pistol Competition and in 1937 it is mentioned as the club Championship.



A view of the art collection of Sir Ratan Tata at York House, Twickenham.

Renaming Sakchi To Jamshedpur

When Tatas first came to Sakchi it was a harsh and demanding land yielding a meagre living to its tribal inhabitants. But, within a few years of their arrival, they had succeeded in transforming the bushland into the well-designed, liveable township that is Jamshedpur.

It was the Founder's vision that provided the inspiration.

The newborn city was built almost out of the wilderness. The coming years saw the emergence of a model city.

In 1919, the Viceroy Lord Chelmsford, visited the Tata Iron and Steel Works and renamed Sakchi as 'Jamshedpur' in honour of the founder to 'whose prescience, imagination and genius' the great enterprise owed its origin. Shortly afterwards, the Government renamed the Kalimati station as Tatanagar.

Reproduced below is the article which was published in the "Times of India" dated January 3, 1919. "His Excellency the Viceroy accompanied by the Hon. Sir George Barnes, Colonel Verney, Military Secretary, Colonel Austin Smith and Captain Ives, visited the Tata Iron and Steel Company's Works at Sakchi to-day. On his arrival by special train early in the morning at Kalimati Junction, His Excellency was met by Sir Thomas Holland and later at Sakchi received by Sir Dorab Tata, Chairman of the company, Sir Sassoon David, Director, Mr. Tutwiler, General Manager, the Commissioner of the division, the Deputy Commissioner of Singhbhum, the Deputy Inspector-General of Police, Dr. Mc William, Government Metallurgical Inspector and a number of officials of the company. A guard of honour furnished by a company of the Chota Nagpur Volunteers was lined up at the station and was inspected by His Excellency.

The Viceregal party left by motors for the directors' bungalow where they were to stay for the day. The route was gaily decorated with flags and bunting and spanned by a number of triumphal arches with various and suitable inscriptions.

After breakfast at the bungalow, His Excellency motored to the works, over which he was taken in an observation car, accompanied by Sir Dorab Tata, Sir Thomas Holland and the general manager. His Excellency first visited the sulphuric acid plant, the bye-product plant, the bye-product coke ovens and the coppee coke ovens, after which the blast furnaces were inspected, where a cast of pig iron was seen being made. The power-house and the gas producer building were next visited; after which the party was taken to the open hearth furnaces where His Excellency witnessed the tapping of molten steel. His Excellency inspected the blooming, the bar, the 28 inch and the finishing mills. A number of rails were then seen tested by the drop and the tension tests.

At lunch a number of officials of the Local Government were invited.

The works and offices were inspected after lunch. A visit was subsequently paid to the hospital, the boys' schools, the mechanics' school, the girls' school and the institute, and the party motored round the town.

On returning to the Directors' bungalow His Excellency from the steps of the bungalow and before a large gathering of people announced Jamshedpur as the new name of Sakchi town in memory of the distinguished founder of the Tata Company, the late Mr. Jamshedji N. Tata.

In announcing the change of name His Excellency said : "Gentlemen, I have come down here to-day in the first place



Viceroy Lord Chelmsford came to Sakchi to rename it as Jamshedpur.

"This great enterprise has been due to the prescience, imagination and genius of the late Mr. Jamshedji Tata. We may well say that he has his lasting memorial in the works that we see here all round".

**Lord Chemsford
January 1919**



Arrival at Sakchi, 1908

Records Management

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A group photograph of the participants with Mr. T. R. Doongaji, Mr. Sanjay Garg and Ms. Gayatri Vashist

"Be sure to lay wide streets planted with shady trees, every other of a quick growing variety. Be sure that there is plenty of place for lawns and gardens. Reserve large areas for football, hockey and parks. Earmark areas for Hindu temples, Mohammedan mosques and Christian churches."

Jamsetji in a letter to his son Dorab in 1902



The Kalimati Railway Station, 1910, later renamed as Tatanagar.

people at the right time and for the right purposes. Policies, procedures and standards cover the creation, receipt, distribution, use, retention, storage, retrieval, protection, preservation and final disposition of all types of recorded information.

Some of the major items of the course included :

- the maintenance of currently-active, administratively-useful records;
- the disposition of records that no longer serve administrative, legal, fiscal, or historical purposes; and,
- the preservation of those records that have historical value or that must be preserved by law or for other reasons.

The Workshop concluded with Mr. T. R. Doongaji distributing certificates to the participants. In his concluding remarks Mr. Doongaji mentioned that this

workshop should act as a platform for people from different Archives and institutions to interact with each other on



Mr. Doongaji speaking at the concluding session. Also seen in the picture from (r to l) are Mr. Sanjay Garg, Ms. Gayatri Vashist and Mr. H. Raghunath.

a regular basis so that our expertise could be shared between members of the archival fraternity.

Renaming Sakchi To Jamshedpur

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to see this fine example of Indian industry. As you know, it is the policy of my Government to encourage all industries in India so far as is possible to do so. And I wanted to be able to see this fine example of Indian Industry which has been set up at Sakchi. In the second place I wanted to come here to express my appreciation of the great work which has been done by the Tata Company during the past four years of this War. I can hardly imagine what we should have done during these four years if the Tata Company had not been able to give us steel rails, which have been provided for us not only for Mesopotamia, but for Egypt, Palestine and East Africa. And I have come to express my thanks to the Directorate of this Company for all that they have done and to Mr. Tutwiler, the General Manager of this Company, for the enthusiastic work which he brought to bear in this behalf during the past four

years. It is hard to imagine that 10 years ago this place was scrub and jungle; and here we have now this place set up with all its foundries and its workshops and its population of forty to fifty thousand people. This great enterprise has been due to the prescience, imagination and genius of the late Mr. Jamshedji Tata. We may well say that he has his lasting memorial in the works that we see here all round. But you will be pleased to learn when I tell you to-day that on account of the filial reverence of Sir Dorab Tata this place will see a change in its name, and will no longer be known as Sakchi, but will be identified with the name of its founder, bearing down through the ages the name of the late Mr. Jamsetji Tata. Hereafter, therefore, this place will be known by the name of JAMSHEDPUR. It is my privilege here to-day to have been able, on this the occasion of the first visit of a Viceroy to this place, to pay my tribute to the memory of that great man."

Devotion To Duty

Way back in 1899, a slip of a boy from Ratnagiri came to Bombay in search of a job, and strangely enough he found one in J. N. Tata's house on Esplanade Road. He joined on February 1, 1899 on a grand salary of Rs. 4 per month. 'In those days', said Sakaram, 'it was a princely salary and went a long way gone are the good old days'.

Sakaram remembers Jamsetji as a kind old gentleman who in gentle tone

explained things to him in Marathi with care and precision. Sakaram first worked in Esplande House and later in Victoria Building. After Jamsetji's death he worked under Sir Ratan Tata who was then managing the affairs of L'Union Fire Insurance company.

Fifty years of service, that's a long time and there are not many who can lay claims to such devotion to duty...



Sakaram

Memories

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keenness for things of art and learning to his children. This is abundantly clear by a visit to the Museum in Bombay, where can be seen the exquisite collection left by a later generation.

Mr. Tata's close and faithful friend Mr. Bezongji Mehta, was always on call no matter what schemes were under discussion, and there were many such schemes in those days. All of them racing through that magnificent brain. So much to be done in so short a time, and alas, it was so short a time.

In those happy days I spent much time at "The Tamarinds", and not infrequently had the pleasure of a drive round in the evenings with Mr. Tata and Mr. Bezongji "just to take the boy for an airing". The general topic of conversation was schemes, schemes, and more schemes. I was content to sit and enjoy the ride, but as I now recall those jaunts, I realise more and more the tremendous urge Mr. Tata had for the needs of his country and the manner in which those needs could be satisfied. I can see the questioning

look in Mr. Bezongji's eye at some point expressed, and almost before it was spoken an answer was furnished in all its completeness.

Never did I see Mr. Tata impatient and intolerant, nor did I ever see him critical of other's short-comings. In this respect he was the counterpart of Mr. Bezongji who was always ready to see the better side of a person. Many have been the occasions when I heard him say "Well, well, surely there must be some good in him somewhere."

When it is recalled that the main Tata enterprises were conceived by one man in the short space of a few years, I am led to ask if so much good has ever been accomplished by any other single individual in our own history. Surely not. I am pleased to recall it was during those stirring and sometimes tempestuous years, I had the pleasure of meeting and knowing the benign head of Tatas and to see in the background a few of the lions, who each in their own sphere, toiled and died in building the present structure of Tata Sons.

"Mr. Bezongji Dadabhai Mehta was constantly at Jamsetji Tata's side in his textile ventures. Jamsetji's confidence in his lieutenant was so great that Bezongji could always approach his chief without the least hesitation or reserve. Both acquired an intimate knowledge of the common worker and could treat him with sympathy and understanding."



Bezongji Mehta

For The Love Of Cricket

The Parsi Gymkhana was founded in 1885. It owed its establishment to several prominent Parsi gentlemen, among whom was Jamsetji Tata. His passion for cricket passed on to his son Sir Dorabji Tata. Often Jamsetji was amused to find his son recounting with ease the centuries scored by W. G. Grace in any given test series. Once the Parsi Gymkhana was established it was Sir Dorabji who captained the cricket eleven.



A rare photograph of Jamsetji Tata (seated on second row, fifth from right), Lady Navajbai Tata (seated on Jamsetji's left), and Sir Ratan Tata (standing in the first row, third from right), with P. D. Kanga's Kathiawar Cricket Team in 1898.

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Reaching Out To Children

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Impressed by what they had seen the children take notes.

The Tata Central Archives would like to thank CASP and looks forward to many more children visiting the Archives.

CASP not only works ceaselessly for the emancipation of under-privileged children but has also taken up the cause of the family, the community, the aged, the HIV/AIDS affected, the empowerment of women and those affected by natural calamities and man made disasters.

Ms. Anagha Deo as Social Worker of CASP had this comment to write in the Visitor's Book: 'May we hope that by taking inspiration of Shri Tata's remarkable work the future of India will be brightened when many more children will do research and new innovations for the development of the country!'



One of the children writing her comments in the visitor's book.



Mr. H. Raghunath and
Mr. Hassan Sayyed explaining
to the children.