

MANUAL UNDER RIGHT TO INFORMATION ACT 2005
GOVERNMENT OF TAMIL NADU
STATE DEPARTMENT OF ARCHAEOLOGY,
TAMIL VALARCHI VALAAGAM, HALLS ROAD,
EGMORE, CHENNAI-8

CHAPTER - 1

INTRODUCTION:

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Archaeology, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 The purpose of this manual is to inform the general public about this Department’s organizational set-up, functions and duties of its officers and employees, records and documents available with the Department.

1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Archaeology and the organizations under its administrative control.

1.4 The Department of Archaeology has designated Thiru V.Kumararaja, Assistant Director (HQrs) as its Public Information Officer for all matters concerning the Department. A person requiring any information under the Act may contact, Assistant Director (HQrs) Archaeology Department, Tamil Valarchi Valaagam, Halls Road, Chennai-8. Office telephone No. is 28190020. The Department has designated Dr.T.S.Sridhar, IAS, Principal Secretary & Commissioner of Archaeology as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is Principal Secretary & Commissioner of Archaeology Tamil Valarchi Valaagam, Halls Road, Chennai-8. Telephone No: 28190023.

The Assistant Public Information Officer of various districts in this department are as follows:

- P.Rajendran, Registering Officer and Assistant Director i/c o/o the Regional assistant Director of Archaeology, Thirmalai Nayakker Mahal, Madurai-625 001 Madurai District.
Telephone No: 0452-2338992.
- S.Selvaraj, Archaeological Officer, Department of Archaeology, Raja Street, Sarjahmadi, Palace complex, Thanjavur -9 Thanjavur District. Telephone No: 04362-273623
- Dr.T.Subramaniam, Archaeological Officer Department of Archaeology, No 11, Mohamed Ali Club Road, Dharmapuri-636 701.
- C.Santhalingam, Archaeological Officer Department of Archaeology, 236, Tiruchendur Road, Palayamkottai, Tirunelveli-627 002.
- C.Santhalingam, Archaeological Officer (i/c) Department of Archaeology, Collectorate Campus,Nagerkoil—629 001.
- P.Gowthamaputhiran, Archaeological Officer Department of Archaeology, 31-32, Valluvar Street, Sivananda Colony, Tatabath, Coimbatore-641 012.
- D,Thulasiraman, Curator, Pre-Historic Archaeological Museum ,I.H.H. Complex, Poondi- 602 023, Thiruvellore District.
- M. Kalaivanan, Curator, Archaeological Museum, 13, Sithi Vinayagar Koil Street, Arcot -632 503, Vellore District.
- G.Muthusamy, Curator, Archaeological Museum, Danesburgh Castle, Tranquebar, Nagapattinam District 609 313.
- S.Paranan, Curator, Archaeological Museum, 2/117, Main Road,Gangaikonda Cholapuram , Vudayarpalayam Post, Ariyalur District.
- M.Chandravanan Curator i/c, Archaeological Museum, Ramalingavilasam Palace, Ramanathapuram- 623 501. Ramanathapuram District.
- R.Sivananandam, Curator i/c, Archaeological Museum, Coodalur Main Road, Thirukoilur,Villupuram District.
- P.Gowthamaputhiran, Archaeological Officer and Epigraphist i/c Department of Archaeology, No 292, L.Well Beg Road,Ooty- 643 001.

- G.Muthusamy, Curator and Epigraphist i/c, Archaeological Museum, Poompuhar, Nagapattinam District 609 313.
- M.Chandhravanan, Curator Archaeological Museum, Sannathi Street, Courtallam-627 802. Tirunelveli District.

1.5 The procedure and fee structure for getting information are as under: - (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs. 10/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account

“0075.00 Miscellaneous General Services – 800.Other receipts – BK”. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006) The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee. (b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above. (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied; (ii) actual charge or cost price of a copy in larger size paper; (iii) actual cost or price for samples or models; and (iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter. (C) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above. (i) for information provided in disc or floppy, @ Rs.50/- (fifty) per disc or floppy; and (ii) for information provided in printed form, at the price fixed for such publication. Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

This handbook is designed to provide information about Tamil Nadu Department of Archaeology. This handbook is useful to the Scholars, Historians, Government departments and to the general public those who interested in Archaeology. In case, somebody wants get more information on topics covered in this manual as well as other information, they may contact either Principal Secretary & Commissioner / Assistant Director (HQrs) of Tamil Nadu Department of Archaeology. Those who want information not available in the manual may write to the Department indicating specifically the information they want and purpose of using the information as per procedure. The Head of this Department is **Principal Secretary & Commissioner of Archaeology**, and who is the Appellate Authority under section 19 (1) of this Act

I.6 TELEPHONE NUMBERS CONNECTED WITH DEPARTMENT OF ARCHAEOLOGY

Principal Secretary & Commissioner of Archaeology

Dr. T.S.Sridhar, IAS, Tele Fax: 044- 28190023

Head Office, Chennai- Phone: 044- 28190020

Regional Assistant Director (i/c), Madurai- Phone: 0452-2338992

Registering Officer (i/c), Trichirapalli- Phone: 0431- 2467789

Archaeological Officer, Thanjavur- Phone: 04362- 272623

I.7. ADDRESS OF THE HEAD OFFICE

Principal Secretary & Commissioner, Department of Archaeology, Tamil Valarchi Valaagam, Halls Road, Egmore, Chennai-600 008.

OFFICE HOURS

The usual office hours are from 10.00 am to 5.45 pm. throughout the week except Government holidays.

CHAPTER – 2

2. OBJECTIVE, FUNCTIONS AND ACHIEVEMENTS OF THE DEPARTMENT:-

Under section 4(1) (b) (i) of Right to Information Act, 2005.

2.1 OBJECTIVE / PURPOSE OF THE DEPARTMENT

To showcase the Rich Culture & Glorious Heritage of Tamilnadu with its classical Tamil Language, Magnificent monuments, Exquisite Temple, Art, Sculpture & diversified Traditions.

Tamil Nadu State Department of Archaeology was started in the year 1961. It was started with the objective of preserving ancient monuments throughout the state. 85 Monuments are preserved and maintained by this department. In the year 1966, the scheme of copying of inscriptions, reading and publishing them in book form for the benefit of public was sanctioned. Subsequently this department has been expanded with the following sections:

- Conservation section
- Epigraphy Section
- Excavation Section
- Site Museums
- Office of the Archaeological officers
- Office of the Registering officers
- Office of the Regional Assistant Director
- Photography Section
- Printing Section
- Archaeological Chemical Laboratories
- Archaeological Library
- Institute of Epigraphy
- Establishment
- Government Oriental Manuscript Library
- Research Center for Doing to Ph.D. in History and Archaeology

2.2 FUNCTIONS & ACHIEVEMENTS OF THE DEPARTMENT IN SECTION WISE

2.2.1 Conservation section

FUNCTION: The functions of the conservation section is to identify the historical monuments in Tamilnadu and to take all necessary steps to declare them as protected monuments and preserve them for posterity. With the help of the District Archaeological Officers and Curators, the historical monuments are identified. The staff of the conservation section will collect the survey data's in order to send a proposal to Government by requesting to declare them as protected monument.

According to the “Tamilnadu Ancient and Historical Monuments and Archaeological Sites and Remains Act 1966” and rules 1971. The Government would issue the preliminary notification directing this department to paste it in a prominent place. If there is no protest from any body for declaring that historical place as a protected monument within a period of three months, the department would inform the Government and request it to issue final notification. Then the government would finally issue the final notification in this regard.

Once, an historical place or a structure is declared as a monument, it would be protected from vandalism and encroachments and be preserved in consonance with its original state and form.

In turn, the Archaeological Conservation Junior Engineers/ Assistant Engineers concerned will inspect the site and prepare necessary detailed estimates and submit the same to the Principal Secretary & Commissioner through the Assistant Executive Engineer. On receipt of approval of the Principal Secretary & Commissioner of Archaeology, for the estimates, the conservation works will be carried out. While executing the conservation works in a monument, the principles adopted by the Archaeological Survey of India on the basis of their works manual should be scrupulously followed and confirmed every now and then. Conservation is a concept, which includes preservation and restoration. The conservation works are to be carried out by the concerned Archaeological conservation Junior Engineers/ Assistant Engineer. Major parts of the scheme works are carried out through the State Public Works Department under the guide lines of State archaeology by adopting the archaeological principles and without changing its aesthetic value. Thus by providing better conservation and preservation so as to extend the life of the building, the message of our ancestors can be passed on to the next generation.

Apart from the above works as a preliminary work of excavation Contour Survey also conducted by the Engineering section for identify the peak points and draw the section drawings of the trenches.

ACHIEVEMENTS: - At present, 85 monuments are being protected by this department. Of the eighty five protected monuments, 44 are secular and the rest are religious in nature. Details of the protected monuments are tabulated as follows:-

Categories of monuments protected by the Tamilnadu State Department of Archaeology in District wise:

Sl.no	District	Pillars	Temples	Caves	Sculptures	Tombs		Forts	Tanks	Rock Paintings	Palace	Mandapas	Excavated Sites	General Categories	Total
1	Chennai	1	-	-	-	-	-	-	-	-	-	-	-	-	1
2	Kancheपुरam	-	8	-	-	-	-	2	-	-	-	1	-	-	11
3	Tiruvellore	-	1	-	-	-	-	-	-	-	-	-	-	-	1
4	Vellore	-	1	1	1	2	-	-	-	-	-	-	-	-	5
5	Tiruvannamalai	-	3	-	-	-	-	1	1	-	-	-	-	-	5
6	Villupuram	-	5	-	-	-	-	1	-	3	-	-	-	1	10
7	Cuddalore	-	2	-	-	-	-	-	-	-	-	-	-	-	2
8	Salem	-	-	-	-	-	1	-	-	-	-	--	-	--	1
9	Coimbatore	-	-	-	-	-	-	-	-	1	-	-	-	-	1
10	Dharmapurai	-	-	--	-	-	-	1	-	-	-	-	-	-	1
11	Tirichirapalli	-	6	-	-	-	-	-	1	-	-	-	-	-	7
12	Perambalur	-	1	-	1	-	-	-	-	-	-	-	1	-	3
13	Karur	-	-	-	-	-	1	-	-	-	-	-	-	1	2
14	Nagapattinam	-	-	-	-	1	-	1	-	-	-	-	-	-	2
15	Thanjavur	1	1	-	-	-	-	-	-	-	1	-	-	1	4
16	Madurai	1	6	-	1	-	5	-	-	-	1	1	1	-	16
17	Dindigul	-	-	-	1	-	1	-	-	-	-	-	-	-	2
18	Ramnad	-	-	-	-	-	-	1	-	-	1	-	-	-	2
19	Sivagangai	-	-	-	-	-	-	1	-	-	-	-	--	-	1
20	Tuticorin	-	1	-	-	2	-	1	-	-	-	-	-	-	4
21	Tirunelveli	-	1	-	-	-	1	-	-	-	-	-	-	1	3
22	Kanyakumarai	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Total		3	36	1	4	5	9	10	2	4	3	2	2	4	85

2.2.2 Epigraphy Section

FUNCTION: - Village wise survey of inscriptions is being made by the Epigraphists and Junior Epigraphists. They copy the inscriptions found engraved on the temple walls, rocks and stone with the help of Epigraphical attenders and office Assistants. The Epigraphical attenders will record the details of the location from where it has been copied, on the estampages. Then, the estampages will be brought to the head office for decipherment by the Epigraphists. The Epigraphists will re-read and make ready for printing with critical notes. After having printed the matter, the estampages would be sent to the epigraphical branch office located at Ooty for preservation. The estampages (ink impression) of about 7500 inscriptions are preserved in this wing.

ACHIEVEMENTS: - About 20,000 inscriptions have so far been copied.

The following epigraphical publications are brought so far.

1. Chennai Managark Kalvettukal - 1 Volume (Reprint)
2. Kanyakumari Mavatta Kalvettukal - 6 Volumes
3. Dharmapuri Kalvettukal - 1 Volume
4. Nannilam Kalvettukal - 3 Volumes
5. Thiruthuraipoondi Kalvettukal - 1 Volume
6. Kumbakonam Kalvettukal - 1 Volume
7. Chengam Nadu Karkkal - 1 Volume
8. Thanjai Peruvudayar Koil Kalvettukal - 1 Volume
9. Perumukkal Kalvettukal - 1 Volume
10. Madurai Mavatta Kalvettukal - 2 Volumes
11. Thiruvizhimizhali Kalvettukal - 1 Volume
12. Thiruvanchuzhi Kalvettukal - 1 Volume
13. Papanasam Vatta Kalvettukal - 2 Volumes
14. Tamil Nadu Kalvettukal (2004, 2005) - 2 Volumes
15. Virudhunagar Kalvettukal - 2 Volumes
16. Thanjavur Vatta Kalvettukal - 1 Volume
17. Tamil Brahmi Kalvettukal - 1 Volume

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|--------------------------------------|-------------|
| 18. Coimbatore Mavatta Kalvettukal | - 2 Volumes |
| 19. Kancheepuram Mavatta Kalvettukal | - 1 Volume |
| 20. Select Inscriptions | - 1 Volume |
| 21. Krishnagiri Mavatta Kalvetukal | - 1 Volume |
| 22. Erode Mavatta Kalvettukal | - 1 Volume |
| 23. Nagapattinam Mavatta Kalvettukal | - 1 Volume |
| 24. Tirunelveli Mavatta Kalvettukal | - 1 Volume |

The estampages of the inscriptions are well preserved at Epigraphy Wing. Digitization of unpublished Tamil inscription available at Director of Epigraphy in Mysore is vigorously completed. The publication will be brought out in the joint name of Archaeological Survey of India and Tamilnadu State Department of Archaeology.

2.2.3 Excavation Section

FUNCTION: - It is the duty of the Pre-historic Archaeologist to locate Pre-Historic sites in Tamilnadu and to lay bare some promising sites. The antiquities collected from the excavations are brought to the Pre-historic museum established at Poondi in Tiruvellore District.

In order to select a site for excavation one has to study the literature, history and inscriptions to find out ancient places such as capitals, ports and cities of ancient ruling monarchs and chieftains. Having listed out the ancient cities, the explorations will be carried out at the sites by the Archaeologists. They would enquire with the villagers if they have come across any ancient structures or any antiquities. They will also explore the places thoroughly to find there is if any raised mound. If any raised mound, it means that there was an ancient habitation. Due to invasion of the rival kings, it is believed, that these places might have been either razed out or abandoned by the inhabitants. Sometimes the villagers could have collected some important artifacts while they plough in such raised mounds. If they dig pits they could have struck some brick structures or the ring wells that are the clear indications for the habitation. The incidental finds that occurred in some places also led the archaeologists to locate the sites of ancient period.

During the excavations carried out, the Archaeological officer, concerned will also be present and carry out the excavations. Any new or rare findings in their jurisdiction will have to be reported to the Head office immediately. To preserve them in proper manner, the Archaeological Officer should write to the concerned District Collector, Revenue Officials, District Police Officials and HR&CE Officials according to the necessity. While undertaking the village to village survey, the findings such as temples, Forts, Palaces, Tombs and other ancient monuments should be properly marked in the forms prescribed already by the department and sent to the Head office. The Archaeological Officer stationed at Chennai will in turn, on receipt of the filled up forms from all the Archaeological Officers, prepare an Annual report and publish it in consultation with the Head of The department.

ACHIEVEMENTS: -

A number of Pre- Historic paintings drawn on the rocks of this range have been discovered. Besides, considerable number of megalithic monuments has also been spotted out. In one such monument, namely cairn circle, a granite stone in the form of a mother Goddess is found. An intensive survey was carried out along the banks of river Vaigai in Madurai District. During the survey, fossil, probably of tortoise, and some iron slags were collected. In the survey conducted in Dharmapuri District a few fascinating paintings of Megalithic period were located in Dolmens.

The department identifies and carries out excavations at historically important sites. It has so far excavated 32 sites and unearthed various artifacts. Geological study of the excavated area is also studied. Under water Archaeological survey has been carried out in coordination with National Institute of Oceanography, Goa in four phases and a shipwreck and other important artifacts were found in the Poempuhar region of Nagapattinam District.

The following historical sites have been excavated in Tamilnadu by this department.

Pre-Historic sites

- Anaimalai, Coimbatore District
- Kovalanpottal, Madurai District
- Tiruthangal, Virudhunagar District
- Teriruvveli, Ramanathapuram District
- Kodumanal, Erode District
- Mangudi, Tirunelveli District
- Modur, Dharmapuri District
- Parikulam, Tiruvallur District
- Nedunkur, Karur District
- Sembian Kandiyur, Nagapattinam District

Historic Sites

- Vasavasamudram in Kancheepuram District
- Karur in Karur District
- Alagankulam in Ramanathapuram District
- Korkai in Tuticorin District
- Thondi, Ramanathapuram District
- Pallavamedu , Kanchipuram District
- Boluvampatti Coimbatore District
- Panayakulam , Dharmapuri District
- Poompuhar , Nagapattinam District
- Tirukoilur, Villupuram District
- Maligaimedu, Cuddalore district
- Perur, Coimbatore District
- Andipatti, Thiruvannamalai District

Medieval Sites

- Panchalankurichi, Tuticorin District
- Kurumbanmedu,
- Kannanur, Trichy District
- Gangaikondacholapuram, Ariyalur District
- Palaiyarai, Thanjavur district

- Sendamangalam, Villupuram District
- Padavedu, Tiruvannamalai District
- Marakkanam, Villupuram District
- Mangulam, Madurai District
- Under water Exploration & Excavation at Poompuhar in Nagapattinam District

2.2.4 Site Museums

FUNCTION: **Site** museums are established near the excavated sites, monuments and historically important places. The museum is opened mainly to create archaeological and cultural awareness among the public. These museums depict the cultural heritage of the local people. The objects displayed in these museums are of local origin, collected from excavations conducted in these areas. Their importance is imparted to the local people; thereby they understand the social, political, economic life and the artistic skill of their ancestors.

ACHIEVEMENTS: - Fourteen site museums have been established. Each museum is distinguished as Thematic Museum in some respect. For example, the museum of Dharmapuri is known for hero stones; the museum of Arcot is dedicated for Islamic Arts; the Rajarajan museum is generally for the objects of Chola period, more especially of Raja raja period and the Maratta Museum is for Maratta period only.

The museums excluding Rajarajan are open on all working days from 10.00 am to 5.00 pm, except on Friday and Gazette holidays. Rajarajan will be closed on Tuesday the entrance fee for an Indian Adult is Rs. 5/- and child Rs 3/- and for a foreigner Adult Rs. 50/- and child Rs 25/- .Except Thirumalai Nayakkar Mahal , Madurai & Maratha Palace, Thanjavur where the entrance fee for an Indian Adult is Rs. 10/- and child Rs 5/- and for a foreigner Adult Rs. 50/- and child Rs 25/- .

2.2.5 Office of the Archaeological Officers

FUNCTION: - The department has eight Archaeological Officers who will be fully held responsible for their concerned District jurisdiction. They have to inspect the monuments and excavated sites periodically to verify whether it is maintained properly, and to find out the historical places, pre-historic sites, loose sculptures and to collect palm leaf manuscript and important antiquities. Having located the historical and pre-historic places he will write short reports on it and send them to the Head office. They will also prepare a list of all the important places of historical and cultural values of his district and prepare a brief note on each place in order to publish an archaeological guide of each district in addition to participating in exploration and excavation works. The antiquities and the manuscript thus collected by them will be displayed in the museum located in the concerned district.

ACHIEVEMENTS: - More than 2000 Pam leaf manuscripts of Tamil and Sanskrit are collected. These deal with Literature, Medicine, Astrology, Mathematics, Ballads, and Dramas etc...Some outstanding sculptures, coins and antiquities of different periods have also been collected and handed over to the site museum.

2.2.6 Office of the Registering Officers

FUNCTION: - The Government of India has enacted “**The Antiquities and Art treasures Act 1972**” in order to curb the smuggling of Art Treasures from India. To enforce this act effectively, Registering Officers and some supporting staff have been appointed in this department. The entire expenditure of this scheme is met by Government of India. At present there are two such offices of Registering Officers are functioning in Chennai and Tiruchirapalli. Though the scheme is implemented for more than 32 years, it is still temporarily carried out. Initially, 7 Registering officers were appointed at Chennai, Chidambaram, Thanjavur, Trichirapalli, Madurai, Coimbatore and Tirunelveli; at present only two registering Officers are working and the entire registration of Tamil Nadu is entrusted to the offices at Chennai and Tiruchirapalli.

ACHIEVEMENTS: -Though they had been entered in the year 1972, it came into force only from the year 1974. About 52,414 applications have been received for registration. Of them, nearly 42,566 objects have been registered and certificates issued. While doing registration of the antiquities the Registering Officers have appropriately identified some objects which were not identified until then.

2.2.7 Office of the Regional Assistant Director

FUNCTION: - In order to decentralize the powers of the Head of the Department and to make immediate supervision of the sub offices located in the southern parts, the Tamilnadu Government have been pleased to establish a regional office headed by an Assistant Director at Madurai.

ACHIEVEMENTS: -The staff of this office has been posted as Assistant Director for controlling all staff working in Tirumalai Naicker Mahal and make periodical supervision over the work being carried out by the sub offices located at Madurai and south of Madurai.

2.2.8 Photography Section:-

FUNCTION: - **Photography** section of the department, which is functioning from the year 1962, has collections of **photographs** of temples, sculptures, bronze images and paintings. The various stages of excavations and all the excavated sites have been photographed. Photographers are accompanying the Archaeological Officers in each District and take photographs of the above items and bring the exposed rolls to the Head office for developing and make printing through the lab. Photographs are sold at a rate fixed by the Information Department to the researchers and public. It is also the duty of these photographers to cover the conservation works. Some of the photographs are being offered for sale to public and scholars.

2.2.9 Printing Section:-

FUNCTION: -A small printing **unit** with a skeleton staff is attached to this department in order to print all the available inscriptions in Tamilnadu. This press is also utilized for printing entrance tickets of visiting Monuments and museums. Besides these, guide books for site museums, quarterly journal 'kalvettu' containing research articles on epigraphy and recent findings of this department are also printed by this press.

ACHIEVEMENTS: - **209 publications** on different titles have been printed and distributed to the departmental site museums for sale. 77 Volumes of the quarterly journal 'kalvettu' have been brought out. The publications of the Government oriental manuscripts library and research Centre are printed in the Department press. Out of the manuscripts available in the Library, 452 have been published so far.

2.2.10 Archaeological Lab:-

FUNCTION: -The Archaeological Lab is set up to chemically treat and preserve the antiquities. A number of invaluable antiquities that are brought to light during excavations are brought to these labs for chemical treatment and preservation. Besides, the Chemists and Assistant Chemist are visiting site museums and monuments periodically for on the spot chemical conservation of the objects. Their services are also utilized for strengthening the exposed brick structures at Gangaikondacholapuram and the mural paintings found in the monuments.

ACHIEVEMENTS: - Number of coins, iron and copper objects, bone and ivory materials terracotta figurines painted stuccos have been cleaned and chemically strengthened. The malignant patina found and bronze images kept in museum were removed. The brick structure, laid bare at Gangaikondacholapuram and the paintings drawn on canvas at Meenakshi Amman temple were strengthened by chemical treatment. Murals at Ramanathapuram Palace and Thiruparuthi kundram were chemically conserved in co-ordination with P.W.D.

2.2.11 Archaeological Library:-

FUNCTION: A library possessing volumes of books on different disciplines is functioning in this department. A number of books were deal with History, epigraphy, Numismatics, Archaeology and Art and architecture and allied subjects of Anthropology and Sociology. These books are made use of by the Technical staff of this department while they write research articles and books and in editing inscriptions. Research scholars are permitted to refer these books but lending books is prohibited.

ACHIEVEMENTS: -About 10,000 books have been acquired by way of purchase and donation. Exchange of journals is also done.

2.2.12 Institute of Epigraphy:-

FUNCTION: -Institute of Epigraphy has been functioning since 1973-74. It conducts one year P.G. Diploma course in Epigraphy and Archaeology. The number of seats is 8 per year. The students are paid a monthly stipend of Rs.1000/- The educational qualification for admission to this course is M.A. in Tamil or History or Sanskrit or ancient History & Archaeology of University of Madras or its equivalent. It has 2 papers in Theory and 2 Practical papers for examination.

2.2.13 Establishments:-

FUNCTION: - The Principal Secretary & Commissioner is the head of the department. He is being assisted by an Assistant Director on personnel matters and certain Technical Staffs on technical matters. Besides, an Assistant Accounts Officer who is assisting on financial matters is authorized by the Head of the department to draw and disburse the salaries and advances to the staffs the head office.

2.2.14 Government Oriental Manuscripts Library

FUNCTION: -Started in 1869.The Government Oriental Manuscript Library is one of the best manuscripts libraries in Asia, possessing a large number of manuscripts that are preserved in good condition. The manuscripts are research scholars are permitted to refer and copy from the manuscripts in Tamil, Sanskrit, Telugu, Marathi, Urdu, Persian, and Burmese languages. The unpublished manuscripts are deciphered and edited by the pundits for printing into book form. Catalogue of manuscripts in each language is also prepared and printed for the use of readers. The rare and valuable palm- leaf manuscripts are carefully preserved by adopting manual and chemical method. The injured and damaged paper manuscripts are preserved by being mended with chiffon cloth.

ACHIEVEMENTS: - The Government Oriental Manuscript Library, Chennai has grown to its present dimensions and it possesses 71180 manuscripts in the following languages:-

Tamil-16,398; Sanskrit-48,884; Telugu-2,150; Kannada-250; Marathi-956

Urdu-184; Arabic-407; Persian-1390; Oriental Languages-127; Local Records-434

Apart from this 22,887 Printed Books are available for reference in the Library.

It has brought out so far 350 publications including Descriptive and Triennial Catalogues of its manuscripts in various languages. The publications have been brought under two series. GOVERNMENT ORIENTAL MANUSCRIPTS SERIES and GOVERNMENT ORIENTAL SERIES, the latter being edited by the Curator and the staff of the Library.

SERVICE:- Manuscripts and *Books are issued to visitors for study or consultation on request. Permission is accorded to research scholars for studying, copying and comparing the manuscripts.*

Location: - The Government Oriental Manuscripts Library is located in the western wing of the first floor of the Madras University library. It is kept open from 10.0 A.M. to 5.45 P.M. on all working days and shall remain closed on Fridays and Saturdays and the government holidays.

2.2.15 Research Centre for doing Ph.D. in History and Archaeology: The department of Archaeology has been recognized as a centre for doing research in history and archaeology leading to Ph.D. by the University of Madras during the year 2003. As approved by the University of Madras since 2003. A large number of Scholars / Historians are indirectly benefited by this department.

CHAPTER III

DEPARTMENT OF ARCHAEOLOGY: Powers and duties of officers and employees:-

Under Section 4(1)(b)(ii) of Right to Information Act, 2005

This Department is headed by the Principal Secretary & Commissioner, Government of Tamil Nadu, who is a senior IAS officer. The Principal Secretary & Commissioner is the administrative head of the Department. He is assisted by Assistant Director, Assistant Executive Engineer (Monuments), Assistant Accounts Officer and section heads.. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Government Order No. 984 Education Department Dated 21.05.1976 and Tamil Nadu Financial code.

The powers and duties of the officers in the department are indicated below:-

A). Principal Secretary & Commissioner: Principal Secretary & Commissioner is the head of office. He is responsible for the careful observance of the Administrative Rules and Government Instructions in the transaction of the department. He exercises general supervision and control over the staff under him including Assistant Director, Deputy Director, Assistant Superintending Epigraphist, Regional Assistant Director, Assistant Executive Engineer and Assistant Accounts Officer and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously.

Delegation of Powers: Estimate costing up to Rs. 50,000/- be sanctioned by the Commissioner for each estimate and amount of Rs. 50,000/- to be drawn in two installments of Rs.25000/- at one time to execute the maintenance works.

B) Assistant Director (HQrs) will deal with cases relating to the subjects allotted and submit to Principal Secretary & Commissioner such cases as may be specified. Assistant Director can send cases for orders direct to the Principal Secretary & Commissioner with reference to the general directions of the District office manual and also exercises control over the sections placed in his/ her charge both in regard to dispatch of business and in regard to discipline.

Sections Details of subjects dealt with establishment matters. This Department consists of 5 sections and the subjects dealt within these sections are tabulated below:-

A-Section: All Establishment matters including training and disciplinary cases relating to all technical staffs, P.As., P.Cs., Assistants, Typists, Record Clerks and Office Assistances. Consolidation of Half Yearly Business Statement – Consolidation of all miscellaneous matters of Principal Secretary & Commissioner. All periodicals, Consolidation of all Legislative Assembly Question, Parliamentary Questions, etc. consolidation of C.M's petition and Administrative report and Consolidation of Right to Information Act, 2005

B-Section: Subjects related to loans and advances, bills and budgets..

C-Section: All subjects related to the monuments, Photo section, G.O.M.L. and Chemical wing. Permitting to take Film shootings Video graph and photos at the monuments

D-Section: All subjects related to the museum

E-Section: All subjects related to Epigraphy and printing

CHAPTER IV

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Under Section 4(1)(b)(iii) of Right to Information Act,2005

The Government Department of Archaeology follows the procedure laid down in the District Office Manual and the Tamil Nadu Government rules and Government Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' conduct rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the concerned Section and passes through the Section head, Assistant Director/ Assistant Accounts Officer to the Principal Commissioner.

3. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

CHAPTER V

V.1. Norms Set for the discharge of functions

Under Section 4(1)(b)(iv) to Right to Information Act, 2005

For the Discharge of functions allocated to the Department of Archaeology, the provisions contained in the “District Office Manual” followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time.

V.2. Rules, Regulations, Instructions, Manuals and records for discharging functions

Under Section 4(1)(b)(v) to Right to Information Act, 2005

VI.3.2.1 Ancient and Historical Monuments and Archeological Sites and

Remains Act, 1966: Act provides for preservation of ancient and historical monuments and archaeological sites and remains other than those of national importance for the regulation of archaeological excavations and for the protection of sculptures, carvings and other like objects.

V.3.2.2 The Tamil nadu Ancient and Historical monuments and Archaeological

Sites and Remains Rules, 1971: To exercise the powers conferred by section 38 of the Tamilnadu Ancient and Historical Monuments and Archaeological Sites and Remain Act, 1966

V.3.2.3 The Antiquities and Art Treasures Act 1972 : Under this act any object considered to be an antiquity more than 100 years old comes under the purview of registration Act, Government of India.

Dr.T.S.Sridhar, IAS,
Principal Secretary &
Commissioner of Archaeology