

DIRECTORATE OF ARCHAEOLOGY : ASSAM

(1) Preparation of Manuals related to RTI, 2005

i) The particulars of the organisation, functions and others :

Set up in the year 1961 as a Department of Archaeology and soon after amalgamated with the Department of Museums, Assam, which jointly came to be known as the Department of Archaeology and Museums, Assam, it was subsequently set up as Directorate of Archaeology, Assam under Education (CTM) Department, in the year 1983. As a Directorate of Archaeology and Museums, the Directorate rendered commendable service in the field of archaeology and in the development of Museums, more particularly the Assam State Museum at Guwahati and another at Jorhat in district level.

Since September 1983, the Directorate of Archaeology has been functioning as an independent Directorate implementing the Assam Ancient Monuments and Records Act of 1959 and Assam Ancient Monuments and Records Rules of 1964 and its activities expanded through out the State of Assam. Based on its field archaeological exploration, the Directorate listed a large number of archaeological site and monuments which the Directorate has brought under its protection in a phase manner on priority basis. The Directorate has located numerous other archaeological sites and for monitoring the maintenance and upkeep of these monuments it has set up three Zonal Offices of Conservation Officers, covering three different zones viz. Madan Kamdev in Kamrup District, Hojai in Nagaon district and the other at Sivasagar in Sivasagar district. After putting up several years of cultural services, the Directorate has been declared as a Level III Directorate, vide Notification No.R.19/2001/9 dated 28th January 2004. Of its total 88 sanctioned posts 65 posts are in service which include 2 posts of Registration of Antiquities, a centrally sponsored scheme functioning under it, and 4 posts for Hill areas. Of the total sanctioned posts under plan (general) 55 posts have been normalized vide notification No.AR/CAD/217/2003/46 dated 3rd of August, 2004. The Directorate of Archaeology has been brought from Education (CTM) Department of Cultural Affairs vide notification No.AR.15/2003/49 dated Dispur, the 2nd August, 2003.

In order to perform the various activities, the Directorate of Archaeology, Assam is guided by the following Act and Rules –

- i) The Assam Ancient Monuments and Records Act, 1959.
- ii) The Assam Ancient Monuments and Records Rules, 1964.
- iii) The Implementation of Antiquities and Art Treasures Act, 1972.

The activities of Directorate of Archaeology :

The activities of Directorate of Archaeology in Assam is primarily restricted to:-

- (i) Protection and preservation of ancient archaeological sites, monuments, remains of historical and archaeological importance, which are not less than one hundred years old and developing these into centers of tourists attraction in Assam.
- (ii) Archaeological exploration of hitherto unknown sites, remains and their preliminary survey.
- (iii) Archaeological excavation of the explored sites.
- (iv) Documentation of Antiquities found at Archaeological sites as well as at excavated archaeological sites in Assam.
- (v) Conservation and restoration of protected Archaeological sites and monuments in the State.
- (vi) Publication of archaeological reports of exploration, excavation, conservation of archaeological sites. Publication of annual reports, journals, brochures, leaflets, pamphlets, on archaeology and antiquities.
- (vii) Involvement of student community in maintenance, upkeep and beautification of archaeological sites and monuments as per the scheme "Students participation in preservation of cultural properties in Assam".
- (viii) Registration of Antique objects as per "The Implementation of Antiquities and Art Treasures Act, 1972."
- (ix) Protection, preservation and development of various Sattras of Assam.

(2) **The powers and duties of officers and employees :**

1. **Director**

Technical and Professional

- i. To function as the Head of the Directorate of Archaeology, Assam, which is primarily engaged on – (a) basic research in various disciplines of archaeology including (i) archaeological excavations and explorations, (ii) Protection of monuments/sites of state importance, their proper maintenance and upkeep and carrying of archaeological conservation as well as chemical preservation of these monuments; prevention of vandalism/encroachment at these monuments/sites, setting up and maintenance of site museums, environmental development of monuments sites, (iii) bringing out of archaeological publication, (iv) epigraphically research, (v) operation of antiquarian laws viz : Ancient Monuments and Archaeological site remains Act. 1959 and rule 1959 as well as Antiquities and Art Treasures Act. 1972 and rules 1976 (vi) bringing out of archaeological publications (vii) maintenance and upkeep of archaeological libraries (viii) Documentation of sculptures and monuments.
- ii. To attend various conferences, meetings, seminars in the country and abroad, besides those connected with archaeological research and training.
- iii. To bring out archaeological publication highlighting the latest archaeological discoveries/research in the State of Assam.
- iv. To create an awareness amongst masses about the importance of cultural heritage in the state.
- v. To impart professional training to in service and other scholars in various disciplines of archaeology.
- vi. To act as Head of the Directorate and act Ex-Officio professional and technical adviser, besides exercising all administrative, establishment and financial powers of the Directorate.

2. Deputy Director (Administration) :

- i. While representing the Director wherever necessary he will look after the administration and security arrangements at the monuments, museums, besides coordinating other culture activities.
- ii. Preparing of plan and proposals of the Directorates coordinating the works and schemes and maintaining of their implementation.
- iii. To act as vigilance officer of the Directorate and to discharge all such matters.
- iv. To attend to the planned development of the Directorate initiating of plan scheme/projects and to promote them.
- v. All matters related to appointment, promotion, seniority, confirmation, transfer and other establishment matters concerning the staff of the Directorate.
- vi. Assembly work and parliamentary work.
- vii. Any other job assigned by the higher authority.
- viii. Public Information Officer under Right to Information Act,2005.

3. Deputy Director (Exploration & Excavation) :

- i. Compilation, sub-editing of archaeological publications.
- ii. Writing of archaeological reports on excavated material.
- iii. Co-ordination of the work of village-to-village survey of monuments and antiquarian remains of the state.
- iv. Conducting the programmes of school students and other awareness programme.
- v. Structural conservation of monuments.
- vi. Proper maintenance of work account.
- vii. Implementation of the provisions of Ancient monuments and archaeological site remains Act and relevant rules. Antiquities and Art Treasures Act and relevant rules.
- viii. Demarcation of boundaries of monuments and save them from encroachment.
- ix. Regulating the entry visitors to monuments.

- x. Providing cultural notice boards to the protected monuments.
- xi. To direct work to Horticultural assistants.
- xii. To maintain up-to-date list of the protected monuments of the state together with the original documents relating to their protection.
- xiii. Attending of seminars for reading of papers.
- xiv. Keeping of up-to-date record of stock, machineries equipments.
- xv. Any other job assigned by higher authority.
- xvi. Public Information Officer under Right to Information Act, 2005.

4. Technical Officer :

- i. Assisting the Director, Dy. Director in all matters connected with exploration and excavation, report writing and publication.
- ii. Conducting or supervising archaeological excavations and explorations, preparing and keeping relevant records for purposes of preliminary and final reports on explored and excavated items for research activities.
- iii. Documenting, cataloguing and indexing of the excavated, explored and other archaeological material including loose sculptures at monuments and sites and monuments and their predatetion of discoveries made.
- iv. Supervision of Muster Roll and other records connected herewith the employment of labour of excavation and exploration or camp.
- v. Keeping in safe custody excavated or explored materials and records connected herewith.
- vi. Taking measures for the safety transportation of all excavated material for purpose of study and exhibition and to arrange for display.
- vii. To take round visitors to the excavated sites, monuments and exhibition whenever required.
- viii. Performing all work relating to village to village survey and preparing fully documental records thereof prescribed for the purpose, preparing periodical statements, returns etc. and maintaining all records, registers, accounts, stock etc.

- ix. Preparing cultural/technical notes on monument and antiquities.
- x. Participation in all other academic activities connected with archaeology and contributory research papers.
- xi. Archaeological survey of temples and other secular buildings in the state highlighting their importance and other salient features.
- xii. To ensure steps against encroachment, vandalism and mutilation of monuments.
- xiii. To prepare guide book literature an archaeological sites for the benefit of the tourists.
- xiv. Keeping of records of stock, equipments, stores etc.
- xv. Any other job assigned by higher authority.

5. Exploration Officer :

- i. Extensive survey of selected areas.
- ii. Preparation of village-to-village survey maps and charts of monuments and sites.
- iii. Recording of the discoveries of ancient sites and visible on the surface.
- iv. Preparation of extensive survey reports in the prescribed proforma for submission to the Directorate.
- v. Preparation of photographs, line drawings of explored areas/sites/ antiquities and co-relating item.
- vi. Submission of extensive exploration reports at suitable intervals, giving progress of the work done.
- vii. Documentation of the explored materials as per proforma both description and as well as photographic.
- viii. Indexing of the objects so documented.
- ix. Arranging the index cards, icon wise, sub-division wise and district wise.
- x. To conduct small scale excavations.
- xi. Cataloging of art objects including referencing and cross-referencing of the objects so documented.

- xii. Preparation of photonegative for the art objects and their systematic recording in albums and the relevant registers.
- xiii. Assisting his superior officers in all matters connected with collecting, cataloguing, listing, indexing and deciphering, repairing and publication of inscriptions, coins and manuscripts.
- xiv. Listing and documentation of objects un-earthed from the excavation and their proper preservation, safety as well as interpretation of discoveries made and preparing of reports.
- xv. Keeping to stock, registers, equipments etc.
- xvi. Attending to research programmes, seminar and reading of archaeological notes, reports, papers etc.
- xvii. Any other job assigned by higher authority.

6. **Registering Officer :**

- i. Registration of Antiquities, including promotional activity of public motivation, awareness and Registration of Antiquities.
- ii. Submission of Monthly progress report and activity.

7. **State Archaeological Engineer :**

- i. To act as the Head of the Engineering Branch of the Directorate.
- ii. To assist the Director in formulating plans and proposals as per guidelines of conservation of ancient monuments and departmental buildings, scrutinizing, processing for approval of conservation proposals and new works exercising control on the execution of the approved works and preparing reports thereon and other related works.
- iii. To advise Sr. Conservation Officer and Conservation Officer and frame general programmes for repairs to ancient monuments and original works.
- iv. To examine the estimates in all respects for the works and to exercise technical supervision and control over the above works of the Directorate.
- v. Any other job assigned by higher authority.

8. Senior Conservation Officer :

- i. Assisting the State Archaeological Engineer and the Director in framing the conservation programmes for the state, getting execute conservation work under the technical guidance and supervision of specified group (s) of monuments processing estimate in respect of works of monuments directly placed under his charge including checking, measuring, drawing up of inspection and conservation notes, guiding the execution of works for maintaining the required standard to repairs, assist in the Dy. Directors (Drawing and Disbursing Officer), Technical Officer in the timely submission of the monthly expenditure statement and performing such other functions as may be assigned to him from time to time by the Director.
- ii. Checking and scrutiny of estimates received from the Conservation Officer.
- iii. Preparation of estimates for works as may be assigned to him by his superior officers.
- iv. Inspection of monuments and sites and preparation of technical notes and drawings connected herewith in respect of monuments under his charge and regarding these other ones as may be directed by the superior officers.
- v. Execution of annual repairs/maintenance and special repair works at monuments and of such original works as may be assigned to him by his superior officers from time to time.
- vi. Supervision of works relating to safety of all monuments placed under his control.
- vii. Preparation and submission of acquaintance rolls, pay bills etc. maintenance and submission of all accounts and cash or financial transactions relating to works booking office etc. under taken by him and such other duties related thereto.
- viii. Preparation of conservation programmes, preliminary revised or otherwise and completion of all periodical statements of returns thereby related to works under his jurisdiction.
- ix. Maintenance of all records, registers etc. in respect of (2) and (3) above and conducting all correspondence thereof.

- x. Such other works of a similar nature (including maintenance of sculpture shades, rest houses, canteens, stalls etc. as may be assigned to him by Director from time to time.
- xi. Any other work relating to his office and his assigned by superior officers.

9. Conservation Officer :

- i. Preparation of estimates for works in respect of monuments and new constructions pertaining to his jurisdiction as may be assigned to him by his superior officers.
- ii. Execution of works relating to Annual maintenance and upkeep and special repairs to monuments and of such original works as may be assigned to him by his superior officers from time to time.
- iii. Inspection of monuments and sites under his charge and preparation of conservation and technical notes and drawings connected there with.
- iv. Supervision of work relating to safety of monuments and of all staff placed under his control.
- v. Preparation and submission of acquaintance rolls, pay bills etc. maintenance and submission of all accounts and cash of financial transaction to works, booking offices etc. undertaken by him and such other duties related thereto.
- vi. Preparation of conservation programmes, preliminary revised or otherwise and compilation of all periodical statements or returns thereto including correspondence thereon.
- vii. Maintenance of all records, registers etc. in respect of 1 to 6 above and conducting all correspondence thereof.
- viii. Such other works of similar nature including maintenance of sculpture shed, rest house, canteen, stalls etc. as may be assigned to him by his superior officers from time to time.
- ix. Any other work relating to his office and his job assigned by superior officer.

10. Surveyor :

- i. Performance of all duties relating to survey of monuments and sites such as preparation of site plans, maps, detailed drawings for purposes of publication and records, collaboration and processing of revenue data, demarcation of boundaries at sites and maintenance of all related correspondence, records, files, including maps and of tools and the instruments etc. of his use.
- ii. Any other work related to survey, exploration, excavation and conservation relating to his office and job as may be assigned to him by superior officers.

11. Draftsman :

- i. Preparation of drawings, including those for publication such as maps, plans, charts, sections or tracing, inking, copying, blue printing etc. or excavated finds.
- ii. Maintenance of records, registers, accounts, stock of tools and instruments of his use etc.
- iii. Any other work relating to his office and his job assigned by superior officer.

12. Foreman :

- i. Assisting Exploration Officer, Technical Officer, Conservation Officer, in excavation of field archaeological work.
- ii. To supervise the work of Monument Attendant.
- iii. Ensure protection of the site, keeping boundary of the sites intact.
- iv. Keeping the monuments and site clean and safe.
- v. Any other work, relating to his office, or any job assigned by his superior officers.
- vi. Submission of progress report on archaeological sites to concerning officer.
- vii. Keeping of Accounts, Muster Roll, Materials etc. of the site and work.
- viii. Reporting and keeping his concerning Conservation Officer informed on all relevant matters relating to sites and works.

13. Monument Attendant :

- i. Cleaning of the compound of monuments and site premises of site museums, display items, boxes, boards, booking offices looking after the day to day maintenance of sites, monuments and other tourists amenities.
- ii. Submission of monthly progress report on archaeological site and monuments to the concerning officer through foreman.
- iii. Any other work relating to his office and his job assignment by his superior officers.

14. Photographer :

- i. Carrying out all duties relating to photograph including cinematography and microfilming of monuments, antiquities, sculptures, excavated sites, buildings, stampages, inscriptions, manuscripts, paintings etc. including developing, printing, analyzing, enlarging etc. preparation of slides, binding of reports, Photostat work etc.
- ii. Maintenance photographic equipments, photo-album, registers, records, files etc. and looking after the photographic laboratory and equipments and looking after the correspondence relating thereto.
- iii. Sales of photographs to the public and maintenance of correspondence thereof, accounts and submission of cash relating to.
- iv. Any other work to his office and his job assigned by superior officer.

15. Assistant Chemist :

- i. Execution of chemical treatment and preservation of monuments and antiquities.
- ii. Collection of archaeological specimen and recording of date required for preservation and experiments.
- iii. Maintenance of tools and laboratory equipments.
- iv. Keeping of records of analysis.
- v. Any other work assigned by superior officers.

16. Horticultural Assistant :

- i. To co-ordinate the work of developing gardens by landscaping, gardening, maintenance and upkeep of parks, archaeological steps, monuments and looking after all correspondence thereof.
- ii. Maintenance of attendance registers and muster rolls of workers in the garden and archaeological site.
- iii. Any other work relating to his office and his job assigned by superior officer.

17. Superintendent :

- i. To oversee the works of the establishment as Accounts and maintenance liaison with the officers of the Directorate.

18. U.D. Assistant :

- i. To assist Head Asstt., Co-ordination L.D. Asstt., in conducting office establishment works.

19. Accountant :- To deal Accounts matter for proper maintenance of Accounts.

20. Planning Assistant : To deal planning matters of the Directorate.

21. L.D. Assistant :

- i. To perform ministerial duties at office including typing, docketing, preparing of bills etc.

22. Guide Lecturer :

- i. To guide the visitors at the archaeological sites and monuments of the state.

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| 23. | Driver | : | To drive office vehicle |
| 24. | Drafty | : | Transaction of office bills |
| 25. | Peon | : | For conduction office works |
| 26. | Chowkidar | : | Watch and ward office compound |
| 27. | Handiman | : | To assist the Driver of the Mini bus and mini truck |
| 28. | Night chowkidar | : | To keep and watch over and the sites to prevent theft etc. office during night. |

29. Gallery Attendant : To look after and watch the Archaeological Museum sites.
30. Sweeper : Cleaning of office rooms and premises as also the toilets.

(3) The procedure followed in the decision making process, including channels of supervision and accountability.

The Directorate of Archaeology, is an inter-disciplinary organisation. There are two streams of officials viz. Administrative and the Engineering Wing. The works of the department divided into Administration, Exploration and Excavation, Conservation and Registration of Antiquities Section, mainly. Concerned files of each wing originate with dealing clerk and reached the Director through Head Asstt. And concerned officials who are accountable in execution of respective works and also of their supervision. The Director is the overall responsible for taking up the necessary decision of the Directorate.

(4) The norms set by it for the discharge of its functions.

Duties and responsibilities are allotted for discharge of the various functions of the Directorate.

(5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

As regards, regulation, instruction, manuals, records, held by it or under its control or used by employees for discharging its function, has 3 (three) Acts and Rules, for conducting departmental works as follows.

- (a) The Assam Ancient Monuments and Records Act. 1959
- (b) The Assam Ancient Monuments Act. and Rules 1964.
- (c) The Implementation of Antiquities and Treasures Act. 1972
- (d) This apart the Directorate follows Rules and Regulations instruction issued by the Govt. from time to time.
- (e) The employees of the Directorate strictly adhered the necessary rules and regulation framed by the Govt. of Assam.

6. A statement of the categories of documents that are held by it or under its control.

Exploration Reports, Excavation Reports, Conservation Reports, Documentation Records, Records of works related to activities of Directorate of Archaeology, Assam.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof.

There is no such arrangement for formulation of policy or administration to be consulted with the members from public.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons contributed as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies as open to the public, or the minutes of such meetings are accessible for public.

The Directorate of Archaeology, Assam has three separate Committees for execution of the departmental scheme, viz.

(i) An Auction Committee for auction of condemned vehicle of the Directorate of Archaeology, Assam, vide letter No.CAD.150/2015/Pt/163 dt.27.7.2017.

(ii) An Auction Committee for auction of damage materials of the Directorate of Archaeology, Assam, vide letter NO.CAD.71/2016/74, dt.24.5.2017.

iii) A Sattra Preservation Committee having 13 (thirteen) Nos. of member with Minister, Cultural Affairs, Assam, as Chairman vide letter NO.CAD.207/ 2016/pt/35, dt.9th February, 2017.

(9) A directory of its officers and employees. Enclosed in Annexure – I

- (10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

The Directorate of Archaeology, Assam does not have any provision for giving remuneration and compensation to its officers and employees. It gives monthly salaries to the employees as admissible under Revision of Pay Rules, 2017.

- (11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

The Budget Allocation and Expansion of the Directorate is enclosed in Annexure – II

- (12) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.**

Nil

- (13) Particulars of recipients of concessions, permits or authorization granted by it.**

Nil

- (14) Details in respect of the information, available to or held by it, reduced in an electronic form.**

Process for digitalization of Reports and photographs are initiated through website.

- (15) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The Directorate has setup Information and Guide centre for citizens at some Archaeological sites. The Directorate has a Reference Library which can be used by the staff as well as by the Research Scholars.

(16) The names, designations and other particulars of the Public Information officers.

- 1) Smti. D.R. Kouli, Director :- Appellate Authority,
- 2) Smti Ranjana Sharma, :- State Public Information
Deputy Director Officer (for Registration of Antiquities Section)
- 3) Sri Sonaram Soud, :- State Public information officer (for sattra)
State Archaeological Engineer,
- 4) Sri Nabajit Deori, :- State Public Information Officer (for
Technical Officer, Archaeology)
- 5) Sri Girish Baishya, :- Asstt. public Information Officer
Sr. Conservation Officer, (for Zonal Office, Hojai)
- 6) Sri Kangkonjyoti Saikia, :- Asstt. Public Information Officer
Conservation Officer, (for Zonal office Sivasagar)
Zonal office, Sivasagar)

(17) Such other information as may be prescribed.

Nil



Director

**Directorate of Archaeology, Assam
Ambari, Guwahati-1**