



# MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Government of Tamil Nadu

Department of Museums  
Government Museum,  
Egmore, Chennai - 600 008

DEPARTMENT OF MUSEUMS  
GOVERNMENT MUSEUM, CHENNAI

RIGHT TO INFORMATION ACT - 2005

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## **RIGHT TO INFORMATION ACT - 2005**

### **INFORMATION HANDBOOK**

#### **CHAPTER-1**

##### **BACKGROUND**

The handbook on "Right to Information Act - 2005" has been prepared for providing information to the common people voluntarily, who seek information. This handbook may be used as guide for information to the common people who approach the museum office. Visitors (Common people, Research scholars and students) who visit the museum seeking for information about the museum would find this handbook very useful.

In case of any clarifications, one may contact the following officers of Department of Museums:

- (1) Assistant Director of Museums, (Technical) (Vacant), Government Museum, Chennai-8
- (2) Curator, Education Section, Government Museum, Chennai-8. They may also give a formal written request addressed to the Principal Secretary & Commissioner of Museums, Government Museum, Chennai-8 for getting information that is not available in the handbook.

#### **CHAPTER- 2**

### **OBJECTIVES OF THE DEPARTMENT**

#### **OBJECTIVES**

The Department of Museums primarily manages the Government Museum, Chennai and 20 District Museums.

The Principal Secretary & Commissioner of Museums is the Head of the Museum office and exercises administrative control over the entire staff of the Government Museum, Chennai and District Museums.

#### **MISSION/VISION STATEMENT**

The Department of Museums seeks to maintain the Government Museums as places of education and recreation by giving opportunities for visual contact with the real objects. These museums not only collect and preserve objects but also carry out the functions of exhibiting and interpreting the collections.

#### **ABOUT THE DEPARTMENT:**

The Department of Museums has superintendence over the Government Museum, Chennai and 20 District Museums. The Government Museum, Chennai is one of the largest and

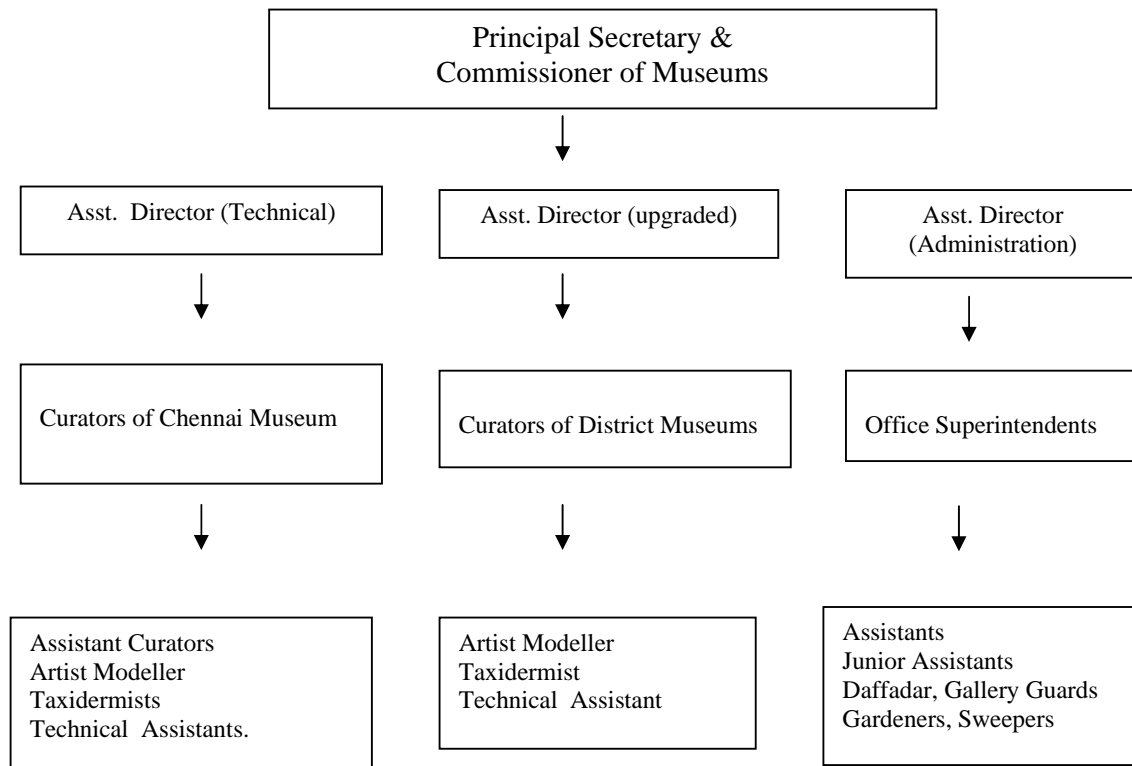
oldest of the State Museums in India. Since the time of its inception in 1851, it has expanded and developed the extent of its collections and activities substantially.

The Principal Secretary & Commissioner of Museums is responsible for the administration and proper maintenance of the Chennai Museum and 20 District Museums. He makes proposals to the Government concerning all schemes relating to the Department of Museums. The Principal Secretary & Commissioner and the Assistant Directors inspect the district museums as and when necessary.

### **GOVERNMENT MUSEUM, CHENNAI**

The Chennai Museum is a large multipurpose museum and is organised into separate sections of Archaeology, Anthropology, Numismatics, Botany, Zoology, Geology, Children's Museum and Contemporary Art. In addition there is a well equipped Chemical Conservation Laboratory, an Education section and a Design and Display section.

### **ORGANIZATIONAL STRUCTURE DIAGRAM AT VARIOUS LEVELS**



### **WHAT THE DEPARTMENT EXPECTS FROM PUBLIC:**

Museums could be effectively used for educational purposes. Public are requested to take out adequate time to visit Museum and learn from the exhibits.

The Museums also organise special lectures, special exhibitions, training courses, seminars and workshops, which the public, students and researchers could benefit from.

**MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION. COMPLAINT BOOK/VISITORS BOOK; COMPLAINT BOX ARE AVAILABLE**

In the event of any dissatisfaction from the services offered, the following officers could be addressed:

Addresses of the main office and other offices at different levels.

**ADDRESS OF THE MAIN OFFICE:**

1. Dr. T.S. Sridhar, I.A.S.,  
Principal Secretary & Commissioner of Museums,  
Government Museum,  
Pantheon Road,  
Egmore, Chennai - 600 008.
2. The Assistant Director of Museums  
(Technical and upgrade posts-vacant),  
Government Museum,  
Pantheon Road,  
Egmore,  
Chennai - 600 008.
3. Thiru K. Sikkander,  
Assistant Director (Administration),  
Government Museum,  
Egmore, Chennai - 600 008.

**Addresses of District Museums**

1	Curator, Government Museum, Thirukogarnam, Pudukkottai - 622 002.
2	Curator, Government Museum, Saratha College Road, Fairlands, Salem - 7
3	Curator, Government Museum, Gandhi Memorial Museum campus, Madurai - 625 020.
4	Curator, Government Museum, Rani Mangammal Mandram, Town Hall, Tiruchirapalli - 620 002.

5	Curator, Government Museum, V.O.C. Park, Karungal Palayam, Erode - 638 003.
6	Curator, Government Museum, Fort campus, Vellore - 632 004.
7	Curator, Government Museum, 19, Hospital Road, Cuddalore (N.T) - 607 001.
8	Curator, Government Museum, ' Pali Illam', 70, Mysore Road, Udhagamandalam - 643 043.
9	Curator, Government Museum, Shop No.21, Nehru Sports Stadium V.O.C. Park, Coimbatore - 641 018.
10	Curator, Government Museum, (Tourism Office Salai), Gandhi Mandapam Road, Kaniyakumari - 629 702.
11	Curator, Government Museum, St. Marg Road, Near Water Tank, Samadanapuram, Palayamkottai, Tirunelveli - 627 002.
12	Curator, Government Museum, Gandhi Road, Krishnagiri - 635 001.
13	Curator, Government Museum, Sannadhi Street, Palani - 624 601.
14	Curator, Government Museum, Weekly Shandy Road, Sivagangai - 627 002
15	Curator, Government Museum, A/m. Thiyagaraya Swami Thirukoil campus, Thiruvavarur - 610 002.
16	Curator, Government Museum, 35, First Line Beach Road, Nagapatinam - 611 001.

17	Curator, Government Museum, Munusamy Avenue, Kanchipuram - 632 501.
18	Curator, Government Museum, Jawan Bhavan, 1 <sup>st</sup> Floor, 102/26, Devapatinam Road, Kenikari, Ramanathampuram - 623 504
19	Curator, Government Museum, Municipality Commercial Complex Building, Karur - 639 001
20	Curator, Government Museum, 40/2, Link Road, VVR Co.op. Arangam, Virudunagar - 626 001.

### **GOVERNMENT MUSEUM CHENNAI - WORKING HOURS**

Museum Office: 10.00 A.M. to 5.45 P.M.

Holiday : Saturday and Sunday

Museum Working Hours : 9.30 A.M. to 5.00 P.M.

Holiday : Friday & National Holidays, namely January 26, August 15, October 2.

### **DISTRICT MUSEUMS - WORKING HOURS**

Museum Office: 10.00 A.M. to 5.45 P.M.

Holiday : Saturday and Sunday

Museum Working Hours : 9.30 A.M. to 5.00 P.M.

Holiday : Friday, Second Saturday & National Holidays

#### Details of Entrance Fee

<b>Government Museum, Chennai</b>		<b>District Museums</b>	
<b>Indian</b>	Per Head	<b>Indian</b>	Per Head
Adult	15/-	Adult	5/-
Children	10/-	Children	3/-
Student	5/-	Student	2/-
Entrance Fee	2/-	-	-
Video	500/-	-	-
Camera	200/-	-	-
<b>Foreigners</b>		<b>Foreigners</b>	100/-
Adult	250/-		
Children	125/-		
Student	75/-		

**Chapter - 3**  
**Powers and Duties of Officers and Employees**

1	Principal Secretary & Commissioner of Museums	Head of the Department of Museums, Government of Tamil Nadu
2	Assistant Director (Technical) Vacant	Superintendence of Chennai Museum
3	Assistant Director (up-graded)	Superintendence of District Museums.
4	Assistant Director (Administration)	In-charge of General administrative matters and manpower management
5	Curators and Assistant Curators	In charge of respective sections in case of Chennai Museum and of the District Museum in case of districts.
6	Office Superintendents, Assistants and Junior Assistants	Clerical and office work.
7	Artist Modeller, Taxidermists, Technical Assistants, Carpenter.	Looking after technical works , such as preparation and maintenance of the exhibits and showcases.
8	Punching Peon	To punch the tickets at the entrance of the museum buildings.
9	Ticket Sales Attenders	Sale of tickets
10	Books Sales Attender	Sale of books and publications.
11	Gallery Guards	Guarding the galleries and exhibits
12	Watchman, Sweepers, Gardeners	House keeping services.



## Chapter - 4

### Rules, Regulations, Instructions, Manual and Records

Name/title of the document	:	The Museum Manual
Type of the document	:	Manual
Brief write-up on the Document	:	Part - I, Section - I Administration Part - I, Section - II, Technical Appendices I to XIV Forms of registers maintained in the Technical sections of the Government Museum, Chennai etc.  Part II Government Museum, Pudukkottai (Administrative and Technical sections)  Address: Principal Secretary & Commissioner of Museums Telephone No.: 044 - 2819 3238 Fax No. : 044 - 2819 3035 Email address: govtmuse@tn.gov.in Website: www.chennaiuseum.org Price of the manual: The Manual is to be revised.

In addition, the codes applicable to all Government Departments such as the Tamil Nadu Finance Code, Tamil Nadu Budget Manual, Tamil Nadu Accounts Code etc. are applicable to the Department of Museums.

The Department is governed on the basis of the aforementioned manuals and orders and instructions issued by the government from time to time.

## Chapter - 5

### OFFICIAL DOCUMENTS

#### Information about the official documents

S.No.	Category of the document	Name of the document	Procedure to obtain the copy of document	Held by/under control of
1	Register	Accession Registers - with concerned Section Curators	By applying to the Commissioner of Museums	Asst. Directors concerned

## Chapter - 6

## PUBLIC INFORMATION OFFICERS

**Name of the Public Authority:** Department of Museums

**Department Appellate Authority**

S.No.	Name	Designation	Phone No. (office)	FAX	E.mail	Address
1	Dr. T.S. Sridhar, I.A.S.,	Principal Secretary & Commissioner of Museums	044-2819 3238 2819 3778	044-2819 3035	govtmuse@tn.gov.in	Government Museum, Pantheon Road, Egmore, Chennai - 600 008

**Public Information Officer**

S.No.	Name	Designation	Phone No. (office)	FAX	E.mail	Address
1	Thiru G. Kalathy	Curator, Education Section	044-2819 3238 2819 3778	044-2819 3035	govtmuse@tn.gov.in	Government Museum, Pantheon Road, Egmore, Chennai - 600 008

## Chapter - 7

## THE DECISION MAKING PROCESS

The procedure followed to take a decision for various matters	:	Proposals are initiated by the Principal Secretary & Commissioner of Museums and implemented after obtaining sanction of Government. For conduct of routine programme such as ordinary exhibitions, lectures, seminars etc, the Principal Secretary & Commissioner of Museums gives approval himself.
The documental procedure/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters.	:	Proposals are initiated by Principal Secretary & Commissioner of Museum and sent to the Secretary to Government, Tourism and Culture Department who intern obtains the orders of the Government following the Business Rules of the Government

The arrangements made to communicate the decisions to the public	:	Policy decisions are notified by the Government. Details of programmes under taken by the Museums are notified through press releases
The officers at various levels whose opinions are sought for the process of decision making?	:	Assistant Directors, Curators
The final authority that makes the decision	:	Government of Tamil Nadu

For matters that are delegated to the Principal Secretary & Commissioner of Museums, the following procedure is followed for decision making

Subject on which the decision is to be taken	:	<ol style="list-style-type: none"> <li>1. Planning of activities of the Department of Museums.</li> <li>2. Obtaining sanction of funds for various schemes.</li> <li>3. Allotment of funds to various Museums.</li> <li>4. Approval of schemes.</li> <li>5. Execution of approved schemes.</li> </ol>
Guideline/Direction, if any	:	Existing codes/Manuals already mentioned above.
Process of Execution		
Designation of the officers involved in decision making	:	Principal Secretary & Commissioner of Museums Assistant Director of Museums.
Contact information of above mentioned officers	:	Government Museum, Pantheon Road, Egmore, Chennai - 600 008.  By Phone; Fax; E.mail
If not satisfied by the decision, where and how to appeal	:	The Secretary to Government, Tourism and Culture Department, Fort St. George, Chennai - 600 009.

## Chapter - 8 (Manual - 9)

### DIRECTORY OF OFFICERS AND EMPLOYEES

Chennai Museum Officers

S.No.	Name and Designation	STD Code	Phone Office	Fax	Address
1.	Dr. T.S. Sridhar, I.A.S. Principal Secretary & Commissioner of Museums	044	Off:28193778	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
2.	Thiru. J.R. Asokan, Curator. Zoology Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
3.	Dr. C. Maheswaran, Curator Anthropology Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
4.	Tmt. M.N. Pushpa, Curator Botany Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
5.	Thiru. R.Balasubramanian Curator Archaeology Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
6.	Thiru. K. Sekar, Curator. Children's Museum	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
7.	Tmt. A. Premadeparani, Curator. Art Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
8.	Mr. N. Sundararajan Curator Numismatics Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai -600 008
9.	Thiru. G. Kalathi, Curator Education Section		Off:28193238	044- 28193035	Curator, Government Museum, Chennai- 600 008
10	Tmt. D.V. Umamaheswari, Curator Design & Display Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
11	Tmt. R.D. Thulasibrinda, Curator (i/c) Geology Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
14	Thiru. P. Arumugam, Curator (i/c) Office Superintendent M. Gandhimathy, Establishment Curator (i/c) Chemical Conservation Section (i/c) Office Superintendent A. Revathy, General Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
12	Thiru. A. Jayakumar, Curator (i/c) Office Superintendent A. Revathy, General Section	044	Off:28193238	044- 28193035	Government Museum, Pantheon Road, Egmore, Chennai - 600 008
15	Office Superintendent Bills Section				Egmore, Chennai - 600 008

**District Museum Officers**

S.No	Name and Designation	STD Code	Phone Office	Fax	E.mail	Address
1	Thiru. N.Soundarapandian Curator.	04545	Off:04545- 241990			Curator,(i/c) Government Museum, Sannadhi Street, Palani - 624 601.
2	Thiru N. Soundarapandiyan  Curator	04324	Off: 04324- 234423			Curator, Government Museum, Municipality Commercial Complex Building, Karur - 639 001
3	Thiru. A.Periasami,	0452	Off:0452- 2529298			Curator, Government Museum, Gandhi Memorial Museum campus, Madurai - 625 020.
4	Thiru. A. Periasami, Curator.		Off:04562- 268681			Curator (I/c), Government Museum, Virdhu Nagar.
5	Tmt. R.D.Thulasibrinda, Curator.		Off:04343- 235802 Cell:9443051637			Curator, Government Museum, Gandhi Road, Krishnagiri - 635 001.
6	Thiru K.Karunanithi, Curator	04366	Off:04366- 243475			Curator, Government Museum, A/m. Thiyagaraya Swami Thirukoil campus, Thiruvarur - 610 002.
7	Thiru K.Karunanithi, Curator		Off:04365- 241279			Curator (i/c), Government Museum, Nagapattinam
8	Tmt. J.M. Gandhimathi, Curator	04112	Off:04112- 27231858			Curator, Government Museum, Munusamy Avenue, Kanchipuram - 632 501.
9	Tmt. S.Krishnammal, Curator.		Off:0462- 2561915			Curator, Government Museum, St. Marg Road, Near Water Tank, Samadanapuram, Palayamkottai, Tirunelveli - 627 002.
10	Tmt. S.Krishnammal, Curator.		Off:04652- 246233			Curator (i/c), Government Museum, Kanyakumari.
11	Thiru T. Pakkirsamy, Curator		Off:04567- 222246			Curator, (i/c) Government Museum, 13, Head Post Office Road, Aasanammal Building,

						Near Palace, Ramanathapuram 623 501
12	Thiru. T. Pakkirisami, Curator.		Off:04575- 245510			Curator, Government Museum, Sivagangai.
13	Thiru K.Saravanan, Curator		Off:0416- 2220088			Curator, Government Museum, Fort campus, Vellore - 632 004.
14	Thiru J.Mullaiarasu, Curator		Off:0424- 2261160			Curator (i/c) Government Museum, Municipality Office campus, Erode - 638 001.
15	Thiru J.Mullaiarasu, Curator		Off:0427- 2449998			Curator, Government Museum, Navalar Salai, Salem - 636 001.
16	Thiru C.Govindaraj	0431	Off:0431- 2708809			Curator I/c, Government Museum, Rani Mangammal Mandram, Town Hall, Tiruchirapalli - 620 002.
17	Thiru C.Govindarajan, Curator	04322	Off:04322- 236247			Curator, Government Museum, Thirukogarnam, Pudukkottai.
18	Thiru K.A. Murugavel,		Off:0423- 2441402			Curator,(i/c) Government Museum, 'Pali Illam', 70, Mysore Road, Udhagamandalam - 643 043.
19	Thiru K.A. Murugavel, Curator		Off:0422- 2232050			Curator Government Museum, Coimbatore
20	Thiru. N. Panneerselvam, Curator.		Off:04142- 231232			Curator, Government Museum, 19, Hospital Road, Cuddalore (N.T) - 607 001.

## Chapter - 9

**SALARIES AND ALLOWANCES****Chennai Museum**

S.No.	Name Designation	Monthly Remuneration As on August 2009	Compensation/ Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1.	Dr. T.S. Sridhar, I.A.S., Principal Secretary & Commissioner of Museums.	--	-	Based on the pay scale
2.	Thiru K. Sikkander, Assistant Director (Admin.)	-	-	Based on the pay scale
3.	Thiru. J.R. Asokan, Curator.	-	-	Based on the pay scale
4.	Dr. C. Maheswaran, Curator	-	-	Based on the pay scale
5.	Tmt. M.N. Pushpa, Curator.	-	-	Based on the pay scale
6.	Thiru. R. Balasubramanian, Curator	-	-	Based on the pay scale
7.	Thiru. K. Sekar, Curator.	-	-	Based on the pay scale
8.	Tmt. A. Premadeparani, Curator.	-	-	Based on the pay scale
9.	Mr. N. Sundararajan Curator	-	-	Based on the pay scale
10.	Thiru. G. Kalathi, Curator	-	-	Based on the pay scale
11.	Tmt. D.V. Umamaheswari, Curator	-	-	Based on the pay scale
12.	Thiru. A. Jayakumar, Office Superintendent (B)	-	-	Based on the pay scale
13.	Thiru P. Arumugam, Office Superintendent (E)	-	-	Based on the pay scale
14.	Tmt. A. Revathi, Office Superintendent (G)	-	-	Based on the pay scale

**District Museums**

S.No.	Name Designation	Monthly Remuneration As on August 2009	Compensation/ Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1.	Thiru. N. Soundrapandian, Curator, Government Museum, Karur.	-	-	Based on the pay scale
2.	Thiru. A. Periyasami, Curator, Government Museum, Madurai	-	-	Based on the pay scale
3.	Tmt. R.D. Thulasibrindha, Curator, Government Museum, Krishnagiri.	-	-	Based on the pay scale
4.	Thiru. K. Karunanithi, Curator, Government Museum, Thiruvarur.	-	-	Based on the pay scale
5.	Tmt. J.M. Gandhimathi, Curator, Government Museum, Kanchipuram	-	-	Based on the pay scale
6.	Tmt. S. Krishnammal, Curator, Government Museum, Tirunelveli.	-	-	Based on the pay scale
7.	Thiru. T. Pakkirisami, Curator, Government Museum, Sivagangai.	-	-	Based on the pay scale
8.	Thiru. K. Saravanan, Curator, Government Museum, Vellore.	-	-	Based on the pay scale
9.	Thiru. J. Mullai Arasu, Curator, Government Museum, Salem	-	-	Based on the pay scale
10.	Thiru. C.Govindarajan, Curator, Government Museum, Pudukkottai.	-	-	Based on the pay scale
11.	Thiru K.A. Murugavel, Curator, Government Museum, Coimbaore	-	-	Based on the pay scale



12.	Thiru. N. Panneerselvam, Curator, Government Museum, Cuddalore.	-	-	Based on the pay scale
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## Chapter - 10

### THE BUDGET ALLOCATION TO EACH AGENCY

**Details of the budget for different activities under different schemes in the given format Year 2007 - 2008**

(Rupees in lakhs)

S.No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/ disbursed No.of install-ments	Actual expen- diture for the last year	Responi- ble officer for the quality and the complete execution of the work.
1.	2205.00 Art and Culture 107. Modernisation I. Non Plan AA Government Museum	Improvement of Galleries	-	-	651.64	-	-	Principal Secretary/ Commissioner of Museum
2.	2205.00 Art and Culture 107. Museums - 10 <sup>th</sup> Five Year Plan - II. State Plan - J.A. Improvements to Govt Museums	-	-	-	87.56	-	-	Principal Secretary/ Commissioner of Museum

The Curators of various sections and district museums are responsible for various activities/programmes. Funds are allotted for various activities and are reviewed by the Commissioner of the Museums in regular intervals.

## Chapter - 11

### Information available in an electronic form

The details such as history of the Chennai Museum, history of various sections and district museums, schemes implemented so far are available in electronic form and has been hosted in the website - [www.chennaiuseum.org](http://www.chennaiuseum.org)

## **Chapter- 12**

### **FACILITIES AVAILABLE TO CITIZENS**

1. Exhibition - both permanent and temporary
2. Website
3. Publications
4. Library
5. Assistance to researches

Guide facilities in the Government Museum, Chennai have temporarily been suspended because of vacancy of the posts.

## **Chapter - 13**

### **Other Useful Information**

#### **Related to seeking information**

Application form (a copy of filled application form for reference) - In ordinary letter format.

**Fee - Nil**

#### **Right of the citizen in case of denial of information and procedure to appeal:**

##### **Approach to**

The Secretary to Government,  
Tourism and Culture Department,  
Fort St. George,  
Chennai - 600 009.

**With relation to training imparted to public by Public Authority:**

Name of training programme with brief description	:	1. Care of Museum Objects - One month 2. Training on Preservation of Biological Specimens - 15 days
Research facility	:	Ph.D. Scheme in the Museum
Objective of training	:	To disseminate the knowledge of conservation of Art objects and natural objects.
Eligibility for training	:	Graduates
Contact information for applying	:	
Application fee and other fees	:	Rs.1000/-
Application form	:	Can be obtained from the Directorate of Museums
Time table of training	:	Can be obtained from the Directorate of Museums
Arrangement made for creating public awareness	:	Contact with schools, colleges, and other educational Institutions.
List of beneficiary of the training programme at various levels	:	Chennai and other districts and throughout India

Principal Secretary &  
Commissioner of Museums,  
Government Museum, Chennai-8.