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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.

Archaeology

Archaeology is the scientific study of past cultures and the way people lived based on the things they left behind. The purpose of archaeology is to understand how human beings in the past interacted with their environment, and to preserve the history for present and future learning. The study of the cultures includes the examination of the artefacts, objects made, used, or changed by man. To some extent, it can be defined as our voyage to the past, where we discover who we were and therefore who we are. In broad scope, archaeology relies on cross-disciplinary research. Archaeology always relies heavily on the materials left behind by our forefathers.

About the Department

The Department of Archaeology was established in 1961 by the Government of Tamil Nadu to conserve and preserve the ancient monuments in the State and to conduct excavations at archaeologically and historically important places. Its activities also included copying, deciphering and publishing of stone inscriptions, setting up of site museums, chemical preservation of art objects. A library exclusively for scholars is functioning at its headquarters, Chennai with valuable, unique and rare books for the benefit of staff members and scholars.

2. OBJECTIVES OF THE DEPARTMENT

- Preservation and Conservation of 90 Historical Monuments.
- Identification of historical sites and conducting Excavation at the identified sites.
- Copying of Inscriptions, Deciphering and publishing of inscriptions.
- Displaying of unearthed Archaeological Antiquities for the benefit of general public in the 14 Archaeological Site Museums.
- Chemical treatment of Archaeological Antiquities.

3. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION:

Addresses of officers concerned for communication(Main Office)

1. Commissioner of Archaeology,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008
2. Deputy Director,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008
3. Executive Engineer,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008
4. Deputy Superintending Archaeologist,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008
5. Assistant Superintending Epigraphist,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008

6. Assistant Director,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008

7. Assistant Accounts Officer,
Department of Archaeology,
Tamil Valarchi Valaagam,
Thamizh Salai, Egmore,
Chennai – 600 008.

Addresses of Site Museums

Sl. No	Site Museum Address	Sl. No	Site Museum Address
1.	Curator, Site museum, Department of Archaeology, Danish Fort Site museum, Tranquebar – 609 313, Nagapattinam District.	8.	Regional Assistant Director Department of Archaeology, Thirumalai Nayakar Palace, Madurai – 625 001.
2.	Deputy Superintending of Archaeology, Department of Archaeology Archaeology under water site museum, Poompuhar - 609 105, Nagai District	9.	Curator Site museum, Department of Archaeology, Marata Site Museum , Kizha Raja Street, (Sarja Madi) Thanjavur - 613 001.
3.	Curator, Site museum, Department of Archaeology, Ramalinga villasam , Ramanathapuram	10.	Curator, Site museum, Department of Archaeology, 671, Jawahar Bazar, Karur - 639 001, Karur District.
4	Curator, Site museum, Department of Archaeology, 2/117, Main Road, Gangaikonda cholapuram - 612 901 Udaiyar palayam Post, Ariyalur District.	11.	Curator Site museum, Department of Archaeology, Indian Overseas Bank Valagam, Nanjundapuram Salai, Ramanathapuram, Coimbatore - 641 036.
5.	Curator, Site museum, Department of Archaeology, 13, Sidhi Vinayagar Koil Street, Arcot – 632 503, Vellore District.	12.	Curator, Site museum, Department of Archaeology, Sannathi Street, Coutralam - 627 802, Tirunelveli District.

6.	Curator, Site museum, Department of Archaeology, I.H.H.Valagam, Poondi – 602 023, Thiruvallur District.	13.	Curator Site museum, Department of Archaeology, 133, Kadalur Main Road, Thirukovilur , Vilupuram District.
7.	Curator, Site museum, Department of Archaeology, Rajarajan Site Museum , Rajarajan Manimandapam, Thanjavur - 613 007.	14.	Curator, Site museum, Department of Archaeology, Muhamat Ali club Road, Dharmapuri – 636 701.

Working Hours:

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

Thirumalai Nayakar Palace, Madurai – No leave

Manora, Tanjore - No leave

Maratta Site Museum, Tanjore - No leave

Rajarajan Museum, Tanjore - Only leave on Wednesday and all
Government Holidays

Ramanathapuram, Tranquebar - Only leave on Friday and all
Government Holidays

Details of Entrance Fee in INR:

District Museums(Madurai, Thanjvur)		All other Museums	
	Per Head		Per Head
Indian Adults	10/-	Indian Adults	5/-
Indian Children	5/-	Indian Children	3/-
Foreign Adults	50/-	Foreign Adults	50/-
Foreign Children	25/-	Foreign Children	25/-
Photo Fee	30/-	Photo Fee	30/-
Video	100/-	Video	100/-

4. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

S.No	Post	Powers & Duties
1	Commissioner of Archaeology	Head of the Department of Archaeology, Government of Tamil Nadu
2	Deputy Director	Monitoring of Chennai, Sub offices & District Museums
3	Deputy Superintending Archaeologist	Execution of works of related to exevation and exploration

4	Executive Engineer	In-Charging of Engineering section, monuments and sanction of estimates
5	Assistant Executive Engineer	In-Charging of Engineering section, monuments and sanction of estimates
6	Assistant Superintending Epigraphist	Executing works pertaining to epigraphy(Inscription)
7	Assistant Director	In-Charge of General administrative matters and manpower management
8	Assistant Accounts Officer	In-charge of all financial matters
9	Curators	In charge of Archaeological Site Museum in respective district.
10	Ephigraphist	Responsible official to decipher and reading of inscriptions
11	Archaeological Officer	Incharge of writing local history and collecting antiquities
12	Pre Historic Archaeologist	Powers vested to survey pre historic sites and conduct exevation at pre historic site
13	Archaeologist(Expolaration cum Excavation Archaeologist)	Responsible to find potential sites and conducted systematic excavations
14	Junior Engineer	Preparation of estimate, Surveying, investigation, giving technical guidance and spot discussion to the field staff
15	Stapathy/Draughts man	Preparation of temple drawing, line drawing and coordinating with Engineers
16	Office Superintendents, Assistants and Junior Assistants	Clerical and office work
17	Technical Assistants	Looking after technical works such as preparation geology of area and participate in excavation both prehistoric and historic sites
18	Office Assistant	Office work
19	Sales Attenders	Sale of Museum publications
20	Watchman, Sweepers, Gardeners	Watch & Ward and Housekeeping services

5. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS

Name/Title of the Document	The Archaeological Manual
Type of the Document	Manual
Brief write-up on the Document	Non- Technical Section A- Administration Section B- Bill Section C- Conservation/ Technical Wing Technical Conservation Wing Excavation Wing Archaeological Officer wing Epigraphic wing Chemical preservation
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 Archaeology.	

6. OFFICIAL DOCUMENTS

S.No	Category of the document	Name of the document	Held by/under the control of
1.	Register	Accession Registers – with concern site museum Curators	Assistant Directors of the concerned jurisdiction.

7. PUBLIC INFORMATION OFFICERS

Name of the Public Authority: Department of Archaeology

a. Public Information Officer (in Chennai office):

Designation	Phone	Fax	Email	Address
Assistant Director(H.Q)	044- 28190020	-	tnarch@tn.nic.in	Chennai(Head Quarters) Department of Archaeology, Tamil Valarchi Valaagam, Thamizh Salai, Egmore, Chennai – 600 008

b. Public Information Officer (in the concerned districts)

S.No	District	Designation	Phone	Email	Address
1.	Madurai	Curator	0452- 2338992	-	Curator, Department of Archaeology, Site Museum, Tirumalai Nayak Palace, Madurai – 625 001.
2.	Thanjavur District	Archaeological Officer	0436- 2273623	-	Archaeological Officer, Department of Archaeology, Marata Site Museum, Kizha Raja Street, (Sarja Madi) Thanjavur - 613 001.
3.	Chidambaram Cuddalore District	Archaeological Officer	-	-	Archaeological Officer, Department of Archaeology, 12/7 Maraiamman Kovil Street, R.K. Hospital (2 nd Floor),Chidambaram – 608001, Cuddalore District
4.	Dharmapuri District	Archaeological Officer	-	-	Archaeological Officer, Department of Archaeology, Muhamad Ali club Road,Dharmapuri – 636 701.
5.	Tirunelveli District	Archaeological Officer	-	-	Archaeological Officer, Department of Archaeology, 236, Tiruchundur Road,Palayamkottai, Tirunelveli – 672002
6.	Nagerkoil Kanyakumari District	Archaeological Officer	-	-	Archaeological Officer, Department of Archaeology, District Collectorate Office Building Campus, Nagerkoil – 629001, Kanyakumari District

7.	Coimbatore District	Archaeological Officer	-	-	Department of Archaeology, Indian Overseas Bank Valagam, Nanjundapuram Salai, Ramanathapuram, Coimbatore- 641036.
8.	Poondi Tiruvallur District	Curator	-	-	Curator, Department of Archaeology, I.H.H.Valagam, Poondi – 602 023, Tiruvallur District.
9.	Arcot Vellore District	Curator	-	-	Curator, Department of Archaeology, 13, Sidhi Vinayagar Koil Street, Arcot – 632 503, Vellore District.
10.	Tranquebar Nagappattinam District	Curator	-	-	Curator, Department of Archaeology, Danish Fort Site museum, Tranquebar – 609 313, Nagappattinam District.
11.	Gangaikonda Cholapuram Ariyalur District	Curator	-	-	Curator, Department of Archaeology, 2/117, Main Road, Gangaikondacholapuram - 612 901 Udaiyar palayam Post, Ariyalur District
12.	Ramanathapuram District	Curator	-	-	Curator, Department of Archaeology, Ramalinga villasam, Ramanathapuram - 623 501.
13.	Thirukovilur Villupuram	Curator	-	-	Curator, Department of Archaeology, 133, Cuddalore Main

	District				Road, Thirukovilur, Villupuram District.
14.	Karur District	Curator	-	-	Curator, Department of Archaeology, 671, Jawahar Bazar, Karur - 639 001, Karur District.
15.	Coutralam Tirunelveli District	Curator	-	-	Curator, Department of Archaeology, Sannathi Street, Coutralam - 627 802, Tirunelveli District.
16.	Poompuhar Nagappattinam District	Epigraphist	-	-	Epigraphist, Department of Archaeology, Archaeology under water site museum, Poompuhar - 609 105, Nagappattinam District.
17.	Udagamandalam Nilgris District	Epigraphist	-	-	Epigraphist, Department of Archaeology, 274/ E1 Alexanderiya Cottage, Bank Lane Udagamandalam - 643 021, Nilgris District
18.	Government Oriental Manuscript Library & Research Centre, Chennai	Curator	044- 25365130	curator goml@ gmail.c om	Curator, Government Oriented Manuscript Library & Research Centre, Madras University Campus, Chepauk, Chennai-600 005.

8. APPELLATE AUTHORITIES

S.No	Designation	Phone	Fax	Email	Address
1.	Commissioner	044-28190020	-	tnarch@tn.nic.in	Department of Archaeology, Tamil Valarchi Valaagam, Thamizh Salai, Egmore, Chennai – 600 008
2.	Assistant Director(H.Q)	044-28190020	-	tnarch@tn.nic.in	Chennai(Head Quarters) Department of Archaeology, Tamil Valarchi Valaagam, Thamizh Salai, Egmore, Chennai – 600 008
3.	Assistant Director(Technical), Madurai	0452-2338992	–	–	Department of Archaeology, Site Museum, Tirumalai Nayak Palace, Madurai – 625 001
4.	Assistant Director(Technical), Coimbatore	–	–	–	Department of Archaeology, Indian Overseas Bank Valagam, Nanjundapuram Salai, Ramanathapuram, Coimbatore - 641 036.
5.	Assistant Director(Technical), Thanjavur	0436-2273623	–	–	Archaeological Officer, Department of Archaeology, Marata Site Museum, Kizha Raja Street, (Sarja Madi) Thanjavur - 613 001.

9. The Decision Making Process

The procedure followed to take a decision for various matters	:	Proposals are initiated by the Commissioner of Archaeology implemented after obtaining sanction of the Government. For conduct of routine programme such as ordinary exhibitions, lectures, seminars etc, the Commissioner of Archaeology 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 Commissioner of Archaeology and sent to the Secretary to Government, Tourism, Culture, HR &CE Department who in turn 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 undertaken by the Department of Archaeology are notified through press release.
The Officers at various levels whose opinions are sought for the process of decision-making.	:	Deputy Director, , Deputy Superintending Archaeologist, Executive Engineer, Assistant Executive Engineer, Assistant Superintending Epigraphist, Assistant Director, Assistant Accounts Officer, Curators, Archaeological Officers, Epigraphist, Pre Historic Archaeologist, Archaeologist etc.,
The final authority that makes the decision	:	Government of TamilNadu

10. Directory of Officers:

Chennai (HQ):

S.No	Name & Designation	Phone
1.	Ashok Ranjan Mohanty, I.A.S., Commissioner	044- 28190020
2.	Thiru.R. Sivanantham, Deputy Director(i/c)	9003249464
3.	Thiru. T. Thangavel, Executive Engineer(Monuments)	9444687775
4.	Tmt.G.Leela Devakumari, Assistant Director	9444703321
5.	Thiru.P.Pathinettampadi, Assistant Accounts Officer	9865459205
6.	Tmt. K.Bakiya Lakshmi, Epigraphist	9940030508
7.	Thiru. J.Basker, Epigraphist	9789074393
8.	Thiru.P.K.Loganathan, Epigraphist	9884919278

9.	Thiru.N.Rajesh, Junior Engineer	9841544396
10.	Tmt. N. Prabha, Junior Engineer	9047314911

LIST OF SUB OFFICES OF THIS DEPARTMENT:

(a) Site Museums:

S.No	Site Museums	District	Phone	Name	Mobile
1.	Danish Fort Site Museum	Tranquebar Nagapattinam District	-	Thiru P. Baskar	9042987155
2.	Marine Archaeological Site Museum	Poompuhar Nagapattinam District	-	Thiru P. Baskar	9042987155
3.	Rajendra Chola Site Museum	Gangaikonda Cholapuram Ariyalur District	-	Thiru.M. Prabaharan	9840975213
4.	Ramalinga Vilasam Site Museum	Ramanathapuram Ramanathapuram District	-	Thiru. B. Asaithambi	8110015525
5.	Islamic Site Museum	Arcot Vellore District	-	Thiru.J.Ranjith	9941488148
6.	Pre-Historic Site Museum	Poondi Tiruvallur District	-	Thiru.P.K.Loganathan	9884919278
7.	Tirumalai Nayak Mahal Site Museum	Madurai Madurai District	0452- 2338992	Thiru. M. Sakthivel	8608222166
8.	Rajarajan Site Museum	Thanjavur Thanjavur District	043- 62273623	Thiru. T. Thangadurai	9843110622
9.	Maratta Site Museum	Thanjavur Thanjavur District	043- 62273623	Thiru. T. Thangadurai	9843110622
10.	Chera Site Museum	Karur Karur District	-	Thiru.M. Prabaharan	9840975213
11.	Coimbatore Site Museum	Coimbatore Coimbatore District	-	Thiru. S.Nandakumar	8883214103

12.	Courtrallam Site Museum	Courtalam Tirunelveli District	-	Thiru. K. Sakthivel	8608222166
13.	Tirukovilur Site Museum	Tirukovilur Villupuram District		Thiru. J. Baskar	9042987155
14.	Hero Stones Site Museum	Dharmapuri Dharmapuri District	-	Thiru.M. Prabakaran	9840975213

(b) Archaeological Officer Office:

S.No	Archaeological Officer Office	District	Phone	Name	Mobile
1.	Thanjavur	Thanjavur District	-	Thiru. T. Thangadurai	9843110622
2.	Chidambaram	Cuddalore District	-	Thiru P. Baskar	9042987155
3.	Dharmapuri	Dharmapuri District	-	Thiru.M. Prabakaran	9840975213
4.	Tirunelveli	Tirunelveli District	-	Thiru. J. Baskar	9042987155
5.	Nagercoil	Kanyakumari District	-	Thiru. T. Thangadurai	9843110622
6.	Coimbatore	Coimbatore District	-	Thiru. S.Nandakumar	8883214103
7.	Chennai	Chennai District	-	Thiru. J. Baskar	9042987155
8.	Thirumalai Nayakar Mahal, Madurai	Madurai District	0452-2338992	Thiru. K. Sakthivel	8608222166

(c) Epigraphical Office:

S.No	Epigraphical Office	District	Phone	Name	Mobile
1.	Poompuhar	Poompuhar Nagappattinam District	-	Thiru.P. Baskar	9042987155
2.	Udagamandalam	Udagamandalam Nilgris District	-	Thiru. S.Nandakumar	8883214103

(d) Regional Assistant Director Office:

S.No	Regional Assistant Director Office	District	Phone	Name	Mobile
1.	Coimbatore	Coimbatore District	-	-	
2.	Tirumalai Nayak Palace, Madurai	Madurai District		Thiru. K. Sakthivel	8608222166
3.	Thanjavur	Thanjavur District	-	-	

(e) Government Oriented Manuscript Library & Research Centre:

S.No	Place	District	Phone	Name	Mobile
1.	Government Oriented Manuscript Library & Research Centre	Chennai	044-25365130	Ashok Ranjan Mohanty, I.A.S., Commissioner	-

11. FACILITIES AVAILABLE TO CITIZENS

1. Institute of Epigraphy
2. This department is recognized as research centre leading to pursue Ph.d.,
3. Exclusive library for a research scholars.