

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE

4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/ Department/ Board/ Corporation/ Institution	Function and duties (in Brief)
1.	Government Museum & Art Gallery, Sector-10-C U.T. Chandigarh	The Govt. Museum & Art Gallery, Chandigarh is a public visiting place and one of the premier institutions of its kind in this country with its very rich collection of Gandhara sculptures and Indian Miniature Paintings. This institution has also other museums and art galleries under its administrative control like Natural History Museum, National Gallery of Portraits Sector-17 and International Dolls Museum Sector-23. It also organizes other tourist activities like Sound and Light Show-Son-et-Lumie-re-Chandigarh to promote the tourism in Chandigarh -the City Beautiful. The main function of this institution is to preserve our cultural and physical heritage. The Museum also conducts regular exhibitions, seminars, workshops, cultural and educational programmes to make the citizens aware of our rich cultural heritage. Booking of Auditorium for cultural program and Exhibitions Hall for display painting photography etc.

ANNEXURE-2

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(The power and duties of the officers and employees)**

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Name of the posts	Powers and duties (in brief)
1.	Director (Group-A)	Head of the Department
2.	Deputy Curator (Group-B)	To look after the Main Art Gallery.
3.	Curatorial Assistant (Group-C)	To look after the different sections of Main Art Gallery and National Gallery of Portraits
4.	Superintendent (Group-A)	Duties: (i) To aid and advise the Director/HOD. (ii) To Supervise the work of office staff.
5.	Senior Assistant (Group-B)	To Deal with office matters.
6.	Senior Scale Stenographer (Group-B)	Duties to take Dictation from HOD and to deal with office matters.
7.	Steno-Typist (Group-C)	Duties: To take dictation from Director and deal with office matters.
8.	Junior Assistant/Clerk/Cashier/Care-taker/Receptionist (Group-C)	Duties: to deal with office matters and to maintain record.
9.	Photographer (Group-C)	Duties: To take Photographs of the art objects and maintain the record of negatives, slides etc.
10.	Librarian (Group-C)	Duties: To look after the books in the Museum Reference Library.
11.	Chemist Lab. Assistant /Lab. Attendant (Group-C)	Duties: To Preserve the works of art.
12.	Guide Lecture (Group-C)	Duties: To Look after the Natural History museum. and International Dolls Museum
13.	Projectionist (Group-C)	Duties: To look after the Auditorium and audio visual system of the institution.
14.	Guide (Group-C)	Duties : To Guide the visitors.
15.	Tehvildar (Group-C)	Duties: To perform the duty at the reception counter and internal security of the of the main art gallery.
16.	Museum Attendant (Group-D)	Duties: To look after the cleanliness & security of the art objects displayed in the galleries.

ANNEXURE-3

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(The procedure followed in the decision making process including channels of supervision and accountability)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Nature/ Type of work	Level at which the case is initiated. Name of the post	Name of the post which deal with the case before the decision-making authority.	Level at which decision is made (Name of the post)
1.	Clerical	Clerk/Junior Assistant	Junior Assistant/ Senior Assistant/ Superintendent	Director/Head of the Department/ Secretary culture

ANNEXURE-4

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005
(The norms set for the discharge of its functions)**

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Clerical work	As per norms fixed by the Chandigarh Administration, a PUC is disposed off in 03 days of its receipt.

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE

4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and record, help by it or under control or used by employees for discharging functions)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions(write circular No./date	Any other Record/ Document
1.	<u>Administrative matters</u> Punjab Civil Services Rules and the instructions issued from time to time by the Govt. of Punjab and adopted by the Chandigarh Administration are followed.				
2.	<u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time by the Govt. of India are followed.				

ANNEXURE-6

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Statement of the categories of documents that are held by it or under its control)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Category of documents
1.	Property Return of Group A, B, C & D
2.	APAR of Group A, B, C & D
3.	Service Record of Group A, B, C & D
4.	Legal case files of employees

ANNEXURE-7

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(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 implementation thereof)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Details/type of arrangements made
1.	No policy or rule is formulated at the level of the Govt. Museum and Art Gallery, Chandigarh

ANNEXURE-8

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Statement of the boards, councils, committees and other bodies)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Name of the Board(s)	Name of Council(s)	Name of committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	-	-	Recruitment committee for making appointments to Group C & D posts	-	No	Yes
2.	-	-	Departmental Promotion Committee for Group C & D posts	-	No	Yes
3.	-	-	Art Purchase Committee	-	No	Yes
4.	-	-	Book Selection Committee	-	No	Yes
5.	-	-	Museum Advisory Committee	-	No	Yes
6.	-	-	Sexual Harassment Committee	-	No	Yes

ANNEXURE-9**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005
(Directory of the officers and employees)**

Name of the Department/Board/Corporation/Intuition/Office: Government Museum & Art Gallery, Chandigarh

Sr. No.	Name of the Official	Designation	Group	Telephone Number(O)
1.	Ms. Radhika Singh, HCS	Director	A	0172-2740261
2.	Sh. Pawan Kumar	Superintendent	A	0172-2742010
3.	Smt. Sushma Rani	Senior Scale Stenographer	B	-do-
4.	Sh. Rajinder Kumar	Jr. Assistant	C	-do-
5.	Sh. Ravinder Kumar	Care-taker	C	-do-
6.	Ms. Simran	Steno Typist	C	-do-
7.	Sh. Charanjit Singh	Clerk	C	-do-
8.	Sh. Deepak Kumar	Clerk	C	-do-
9.	Ms. Seema Gera	Deputy Curator	B	0172-2740103
10.	Sh. D.K. Ghavri	Chemist	B	-do-
11.	Smt. Sangeeta Sharma,	Librarian	C	-do-
12.	Smt. Megha Kulkarni,	Curatorial Assistant	C	-do-
13.	Sh. Sunil Kumar,	Projectionist	C	-do-
14.	Sh. Girish Kumar,	Museum Attendant	D	-do-
15.	Sh. Naresh Pal,	Museum Attendant	D	-do-
16.	Sh. Ramesh Kumar,	Museum Attendant	D	-do-
17.	Sh. Ram Nath,	Museum Attendant	D	-do-
18.	Sh. Sanjeev Kumar,(A)	Museum Attendant	D	-do-
19.	Sh. Harmesh	Museum Attendant	D	-do-
20.	Sh. Braham Dass,	Museum Attendant	D	-do-
21.	Sh. Hari Dass	Museum Attendant	D	-do-
22.	Sh. Sanjeev Kumar (B)	Museum Attendant	D	-do-
23.	Sh. Jethu Ram,	Museum Attendant	D	-do-
24.	Sh. Vijay Kumar	Peon	D	-do-
25.	Sh. Dinesh,	Chowkidar	D	-do-
26.	Sh. Balbir,	Chowkidar	D	-do-
27.	Sh. Sunil Kumar,	Chowkidar	D	-do-
28.	Sh. Gurdeep Singh,	Chowkidar	D	-do-
29.	Sh. Kailash,	Chowkidar	D	-do-
30.	Sh. Satish Kumar,	Sweeper	D	-do-
31.	Sh. Naresh Kumar	Sweeper	D	-do-

ANNEXURE-10**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(i)
OF THE RIGHT TO INFORMATION ACT, 2005****(Monthly remuneration received by the officers and employees)**

Name of the Department/Board/Corporation/Intuition/Office: Government Museum & Art Gallery, Chandigarh

Sr. No.	Name of the Official	Designation	Monthly emoluments (Rupees)
1.	Ms. Radhika Singh, HCS	Director	-
2.	Sh. Pawan Kumar	Superintendent	-
3.	Smt. Sushma Rani	Senior Scale Stenographer	77024/-
4.	Sh. Rajinder Kumar	Jr. Assistant	46760/-
5.	Sh. Ravinder Kumar	Care-taker	50224/-
6.	Ms. Simran	Steno Typist	23393/-
7.	Sh. Charanjit Singh	Clerk	58286/-
8.	Sh. Deepak Kumar	Clerk	44003/-
9.	Ms. Seema Gera	Deputy Curator	84388/-
10.	Sh. D.K. Ghavri	Chemist	100546/-
11.	Smt. Sangeeta Sharma,	Librarian	89407/-
12.	Smt. Megha Kulkarni,	Curatorial Assistant	49031/-
13.	Sh. Sunil Kumar,	Projectionist	37071/-
14.	Sh. Girish Kumar,	Museum Attendant	57530-
15.	Sh. Naresh Pal,	Museum Attendant	53387/-
16.	Sh. Ramesh Kumar,	Museum Attendant	52134/-
17.	Sh. Ram Nath,	Museum Attendant	57478/-
18.	Sh. Sanjeev Kumar,(A)	Museum Attendant	41812/-
19.	Sh. Harmesh	Museum Attendant	54031/-
20.	Sh. Braham Dass,	Museum Attendant	53762/-
21.	Sh. Hari Dass	Museum Attendant	49510/-
22.	Sh. Sanjeev Kumar (B)	Museum Attendant	43774/-
23.	Sh. Jethu Ram,	Museum Attendant	40430/-
24.	Sh. Vijay Kumar	Peon	30400/-
25.	Sh. Dinesh,	Chowkidar	33062/-
26.	Sh. Balbir,	Chowkidar	32661/-
27.	Sh. Sunil Kumar,	Chowkidar	30400/-
28.	Sh. Gurdeep Singh,	Chowkidar	32611/-
29.	Sh. Kailash,	Chowkidar	30400/-
30.	Sh. Satish Kumar,	Sweeper	32119/-
31.	Sh. Naresh Kumar	Sweeper	34461/-

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(i) OF THE
RIGHT TO INFORMATION ACT, 2005**

**(Budget allocated to each of its agency, indicating the particulars of the plans, proposed
expenditures and reports on disbursements made)**

Name of the Department/Board/Corporation/Institution/Office:

Government Museum and Art Gallery, Chandigarh.

B.E 2021-2022
(Amount in thousands)

DEPARTMENT : MUSEUM AND ARTS GALLERY	
2205- Art and Culture	
107 Museums	
34- Picture & Art Gallery	
Head of Account	Amount
34 00 01 – Salaries	27000
34 00 02 – Wages	24000
34 00 06 – Medical Treatment	600
34 00 11 – Domestic Travel Expenses	100
34 00 13 – Office Expenses	10000
34 00 50 – Other Charges	20000
4202 – Capital outlay on Education, Sports, Art and Culture 08 00 53 – Major Works	8400
Grand Total	90100

ANNEXURE-12

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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**(The manner of exertion of subsidy programmes, including the amounts allocated
and the details of beneficiaries of such programmes)**

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
	Not applicable as no subsidy scheme is in existence.			

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Particulars of recipients of concessions, permits or authorizations granted)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No	Concessions/ Permits/Authorization grant	Name of recipient	Address of the recipient
	<p><u>Services for which concessions/permits/authorization grant:</u></p> <ul style="list-style-type: none">(i) FREE - Entry for the children(ii) FREE - Entry for the Senior Citizens.(iii) FREE - Entry for the Physically and Mentally Challenged Visitors(iv) FREE OF COST booking of Exhibition Hall(v) FREE OF COST booking of Lecture Hall <p><u>Procedure/eligibility Criteria for getting the concession/ grant and / or permits or authorizations:</u></p> <ul style="list-style-type: none">(i) FREE - entry for the children upto 12 years.(ii) FREE - entry for the Senior Citizens.(iii) FREE - entry for the Physically and Mentally Challenged Visitors (As per Memo No. 8076-1H(6)/2008/3123 dated-13.02.2008)(iv) FREE OF COST booking of Exhibition Hall on the approval from the competent authority vide Notification No. 13374-1H(4)-75/1746 dated 27th January, 1976 under Rule 13.(iv) FREE OF COST booking of Lecture Hall on the approval from the competent authority vide Notification no. 4734-1H(4)-72/8816 dated 19th April, 1972 under Rule 13.		

ANNEXURE-14

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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**(Details on respect of the information, available reduced in an electronic form)
Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Type of Information
1	(Annexure 1 – 16 of RTI Act, 2005) Also available at museum website i.e. http://chdmuseum.gov.in/

ANNEXURE-15

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Particulars of facilities available to citizens for obtaining information)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No	Facilities available to citizens for obtaining information	Remarks No. of days in a week/Timings etc.
1	i) Receptions Counters	From Tuesday to Sunday between 10 AM and 4.40 PM (except Monday and Gazetted Holidays) +91-172-2740103 +91-172-2740261 +91-172-2742010
	ii) Central Public Information Officer	Sh. D.K Ghavri 9888902278
	iii) Museum Website	http://chdmuseum.gov.in/ e.mail:- museum-chd@nic.in
	iv) Telephone in Ministerial Section Art Gallery Section v) Free brochures	+91-172-2740261,2742010 (Monday to Saturday) between 9:45 A.M. to 5.00 P.M. +91-172-2740103 (Tuesday to Sunday) between 9:45 A.M. to 5.00 P.M. Available at the reception counters

ANNEXURE-16

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Names, Designation and other particulars of the Public Information Officers)

**Name of the Department of the Department/Board/Corporation/Institution/office
Government Museum & Art Gallery, Chandigarh**

Sr. No.	Name of the Central Public Information Officer	Designation	Telephone No. (Office/ Residence)	Residential Address
1.	Sh. D.K. Ghavri	Chemist	Ph.: 0172-2740103 Mob: 9888902278	#2416, Sector 19-C, Chandigarh