



**MANUAL UNDER RIGHT TO
INFORMATION ACT, 2005.
(As on 01. 01. 2017)**

**DEPARTMENT OF MUSEUMS,
EGMORE, CHENNAI - 600 008.**

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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.

About the Department:

The Department of Museums primarily manages the Government Museum, Chennai and Government Museum at 20 Districts. The Director of Museums is the Head of the Department and exercises administrative control over the entire staff of the Government Museum, Chennai and Government Museum at 20 Districts.

The Department of Museums has superintendence over the Government Museum, Chennai and Government Museum at 20 Districts. The Director of Museums is responsible for the administration and proper maintenance of the Chennai Museum and Government Museum at 20 Districts. He makes proposals to the Government concerning all schemes relating to the Department of Museums.

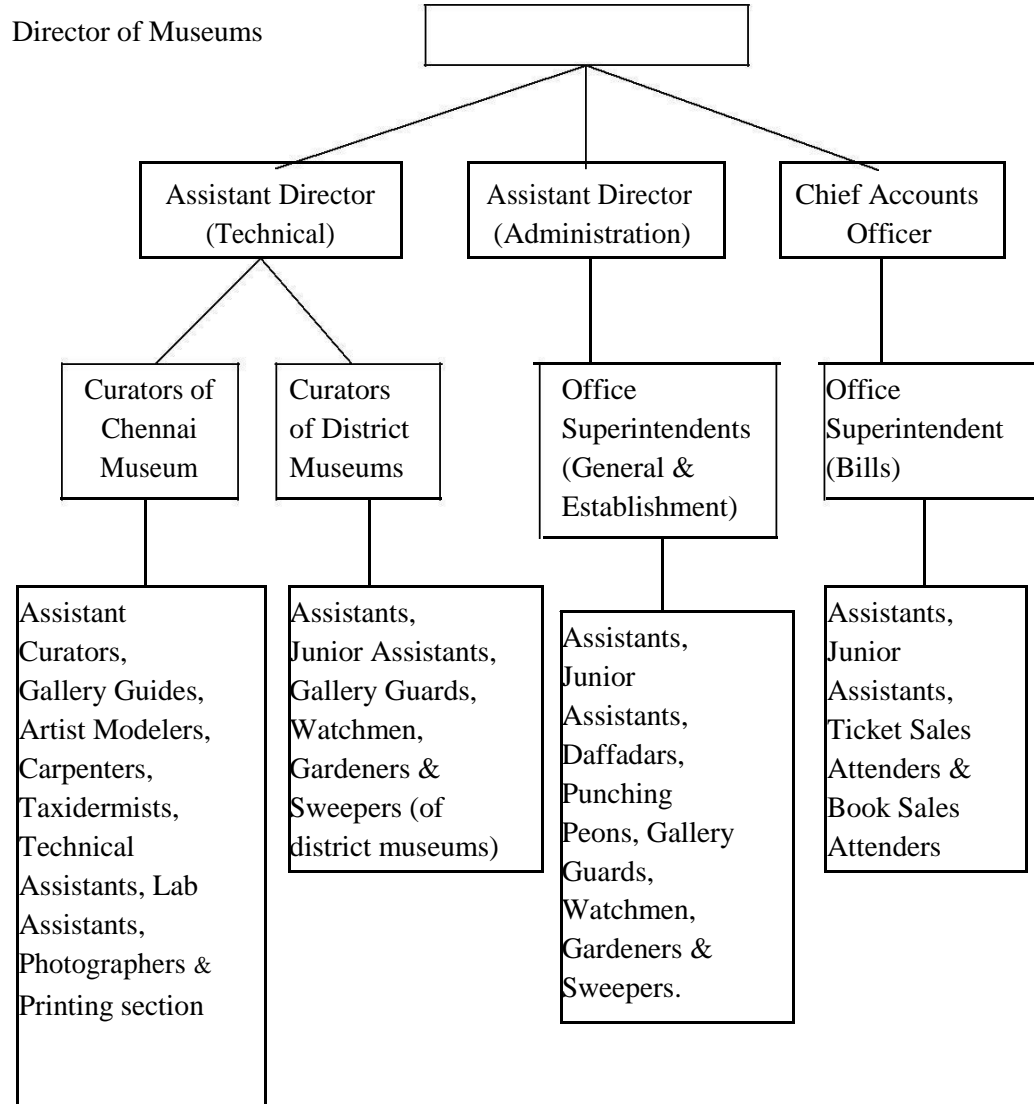
The Director of Museums and the Assistant Directors inspect the Government Museum at 20 Districts as and when necessary.

Government Museum, Chennai:

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

Organizational Structure:



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 organize special lectures, special exhibitions, training courses, seminars and workshops, which the public, students and researchers could benefit from.

2. OBJECTIVES OF THE DEPARTMENT

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. The following are the important functions of the Department of Museums:-

1. Collection and Preservation of artefacts & specimens
2. Scientific storage and aesthetic display of objects for visitors
3. Documenting the collections, including cataloguing, publishing of printed catalogues, books, journals, etc.
4. Undertaking Research Activities individually or in association with other Institutions, Universities and facilitate the research scholars and students by giving access to the collections and information
5. Conducting periodical exhibitions, lectures and programmes as part of the educational activities
6. Conservation and restoration of museum objects through chemical conservation

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

Complaint Book, Visitors Book and Complaint Box are available.

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

Addresses of officers concerned for communication (Main Office):

1. Director of Museums,
Government Museum,
Pantheon Road,
Egmore, Chennai - 600 008.
2. Assistant Director (Technical)
Government Museum, Pantheon
Road,
Egmore,
Chennai - 600 008.
3. Assistant Director (Administration),
Government Museum,
Egmore, Chennai - 600 008.
4. Chief Accounts Officer,
Government Museum,
Egmore, Chennai - 600 008.

Addresses of District Museums:

1.	The Curator, Government Museum, No.21, Nehru Sports Stadium V.O.C. Park, Coimbatore - 641018.	2.	The Curator, Government Museum, 19, Hospital Road, Cuddalore - 607 001.
3.	The Curator, Government Museum, V.O.C. Park, Karungal Palayam, Erode - 638 003.	4.	The Curator, Government Museum, Munusamy Avenue, Kanchipuram - 632 501.
5.	The Curator, Government Museum, Gandhi Mandapam Road, Kanyakumari - 629 702.	6.	The Curator, Government Museum, 5/7, Dindigul Road, Jawahar Bazaar, Karur - 639 001
7.	The Curator, Government Museum, Gandhi Road, Krishnagiri - 635 001.	8.	The Curator, Government Museum, Gandhi Memorial Museum campus, Madurai - 625 020.
9.	The Curator, Government Museum, 35, First Line Beach Road, Nagapatinam - 611 001	10.	The Curator, Government Museum, Black Wood Cottage, West Berrie Road, Mysore Road, Udhagamandalam. Ooty - 643 043.
11.	The Curator, Government Museum, Sannadhi Street, Palani - 624 601.	12.	The Curator, Government Museum Thirukogarnam, Pudukkottai - 622 002
13.	The Curator, Government Museum, JawanBhavan, 1st Floor, 102/26, Devapatinam Road, Kenikari, Ramanathapuram - 623 504	14.	The Curator, Government Museum, Saratha College Road, Fairlands, Salem - 7
15.	The Curator, Government Museum, Weekly Shanthai Road, Sivangai - 627 002	16.	The Curator, Government Museum, Rani Mangammal Mandram, Town Hall, Tiruchirapalli - 620 002.
17.	The Curator, Government Museum, St. Marg Road, Near Water Tank, Samadanapuram, Palayamkottai, Tirunelveli - 627 002.	18.	The Curator, Government Museum, A/m. Thiyagaraya Swami Thirukoil Campus, Tiruvarur - 610 002.
19.	The Curator, Government Museum, Fort Campus, Vellore - 632 004.	20.	The Curator, Government Museum, 40/2, Link Road, VVR Co.op. Arangam, Virudunagar - 626 001.

Working Hours:**(a) Government Museum Chennai -**

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,

January 26th, August 15th & October 2nd**(b) 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, January 26th, August 15th & October 2nd**Details of Entrance Fee in INR:**

Government Museum, Chennai		District Museums	
Indian	Per Head	Indian	Per Head
Adult	15/-	Adult	5/-
Children	10/-	Children	3/-
School Students	5/-	School Students	Free
Entrance Fee	10/-	-	-
Video	500/-	-	-
Camera	200/-	-	-
Foreigners		Foreigners	
Adult	250/-	Foreigners	100/-
Children	125/-		
School Students	75/-		

4. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

S.No	Post	Powers & Duties
1.	Director of Museums	Head of the Department of Museums, Government of Tamil Nadu
2.	Assistant Director (Technical)	Superintendence of Chennai & District Museums
3.	Assistant Director (Administration)	In-charge of General administrative matters and manpower management
4.	Chief Accounts Officer	In-charge of all financial matters
5.	Curators , Assistant Curators and Gallery Guides	In charge of respective sections in case of Chennai Museum and of the District Museum in case of respective district
6.	Office Superintendents, Assistants and Junior Assistants	Clerical and office work
7.	Artist Modeler, 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 Museum Publications
11.	Gallery Guards	Guarding the galleries and exhibits
12.	Watchman, Sweepers, Gardeners	Watch & ward and Housekeeping services

5. 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	<p><u>Part - I, Section - I: Administration</u></p> <p><u>Part - I, Section - II: Technical</u> Appendices I to XIV Forms of registers maintained in the Technical sections of the Government Museum, Chennai etc.</p> <p><u>Part II:</u> Government Museum, Pudukkottai (Administrative and Technical sections)</p>
<p>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.</p>	

6. OFFICIAL DOCUMENTS

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

7. PUBLIC INFORMATION OFFICERS

Name of the Public Authority: Department of Museums

Appellate Authority:

Designation	Phone	Fax	Email	Address
Director of Museums	044-2819 3238 2819 3778	044-28193035	govtmuse@tn.gov.in	Government Museum, Pantheon Road, Egmore, Chennai - 600 008

a. Public Information Officer (in Chennai museum):

Designation	Phone	Fax	Email	Address
Assistant Director (Administration)	044-2819 3238	044-28193035	govtmuse@tn.gov.in	Government Museum, Pantheon Road, Egmore, Chennai -600 008

b. Public Information Officer (in the concerned districts):

S.No	District	Designation	Phone	Email	Address
1.	Coimbatore	Curator	0422-2212050	kovaimuseum@gmail.com	The Curator, Government Museum, No.21, Nehru Sports Stadium,opp V.O.C. Park, Coimbatore - 641018.
2.	Cuddalore	Curator	04142-231232	Jayagovtmuseum11@gmail.com	The Curator, Government Museum, 19, Hospital Road, Cuddalore - 607 001.
3.	Erode	Curator	0424-2261160	govtmuseumero@gmail.com	The Curator, Government Museum, V.O.C. Park, Erode - 638 003.
4.	Kanchipuram	Curator	044-27231858	kanchigovtmuseum@gmail.com	The Curator, Government Museum, Munusamy Avenue, Kanchipuram - 632 501.
5.	Kanyakumari	Curator	04652-246233	govt.museumkk1@gmail.com	The Curator, Government Museum, Gandhi Mandapam Road, Kanyakumari - 629 702.

6.	Karur	Curator	04324-264223	govtmuseumkarur@gmail.com	The Curator, Government Museum, 5/7, Dindigul Road, Jawahar Bazaar, Karur - 639 001
7.	Krishnagiri	Curator	04343-235802	govicuratorkgr@hotmail.com	The Curator, Government Museum, Gandhi Road, Krishnagiri - 635 001.
8.	Madurai	Curator	0452-2529298	musemdu123@gmail.com	The Curator, Government Museum, Gandhi Memorial Museum campus, Madurai - 625 020.
9.	Nagapatinam	Curator	04365-241279	karansaran2014@gmail.com	The Curator, Government Museum, 35, First Line Beach Road, Nagapatinam - 611 001
10.	Ooty	Curator	0423-2441402	ootymuseum@gmail.com	The Curator, Government Museum, Connemara Cottage, Stone House, Old Ooty, Udhagamandalam - 643 002.
11.	Palani	Curator	04545-241990	palanimuseum.pm@gmail.com ,	The Curator, Government Museum, Sannadhi Street, Palani - 624 601.

12.	Pudukottai	Curator	04322-236247	museumprdk@gmail.com	The Curator, Government Museum Thirukogarnam, Pudukkottai - 622 002
13.	Ramanathapuram	Curator	04567-222246	ramanathapuramcurator@gmail.com	The Curator, Government Museum, JawanBhavan, 1st Floor, 102/26, Devapatinam Road, Kenikari, Ramanathapuram - 623 504
14.	Salem	Curator	0427-2449998	govtmuseumsaalem@rediffmail.com	The Curator, Government Museum, Saratha College Road, Fairlands, Salem - 7
15.	Sivagangai	Curator	04575-245510	museumsvg@gmail.com	The Curator, Government Museum, Weekly Shanthai Road, Sivagangai - 627 002
16.	Tiruchirapalli	Curator	0431-2708809	musetry333@gmail.com	The Curator, Government Museum, Rani Mangammal Mandram, Town Hall, Tiruchirapalli - 620 002.
17.	Tirunelveli	Curator	0462-2561915	govt.museumtv1@gmail.com	The Curator, Government Museum, St. Marg Road, Near Water Tank, Samadanapuram, Palayamkottai, Tirunelveli - 627 002.

18.	Tiruvarur	Curator	04366-243475	govtmuseumthirvarur@gmail.com	The Curator, Government Museum, A/m. Thiyagaraya Swami Thirukoil Campus, Tiruvarur - 610 002
19.	Vellore	Curator	0416-2220088	karansaran2014@gmail.com	The Curator, Government Museum, Fort Campus, Vellore - 632 004.
20	Virudhunagar	Curator	04562-268681	govtmuseumvnr@gmail.com	The Curator, Government Museum, 40/2, Link Road, VVR Co.op. Arangam, Virudunagar - 626 001.

8. THE DECISION MAKING PROCESS

The procedure followed to take a decision for various matters	:	Proposals are initiated by the Director of Museums and implemented after obtaining sanction of the Government. For conduct of routine programme such as ordinary exhibitions, lectures, seminars etc, the Director 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 Director of Museums 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 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 Director of Museums, the following procedure is followed for decision-making:

Subject on which the decision is to be taken	1. Planning of activities of the Department of Museums 2. Obtaining sanction of funds for various schemes 3. Allotment of funds to various Museums 4. Approval of schemes 5. Execution of approved schemes
Guideline / Direction, if any	Existing codes / Manuals already mentioned above.
Process of Execution	As per the Director's instructions according to the existing rules, his sub-ordinates will take action.
Designation of the officers involved in decision making	Director of Museums & Assistant Director of Museums
Contact information of above mentioned officers	Government Museum, Pantheon Road, Egmore, Chennai - 600 008. (By Phone/Fax/Email)

9. DIRECTORY OF OFFICERS

Chennai Museum:

S.NO	NAME & DESIGNATION	PHONE
1.	Dr. D. Jagannathan, I.A.S., Director Of Museums	044 - 28193778
2.	Thiru. K. Sekar, Assistant Director (Technical)	9444116940
3.	Thiru. P. Arumugam, Assistant Director (Administration)	9940908051
4.	Tmt. A. Pushpabai, Chief Accounts Officer	9445292340
5.	Tmt. R.D. Thulasi Brinda, Curator, Zoolgy Section	9840086438
6.	Tmt. J.M. Gandhimathi Curator, Art Section	9443341095
7.	Thiru. N. Sundararajan, Curator, Numismatics Section	9843921915
8.	Thiru. G. Kalathi, Education Officer	9443526604 / 8124161579
9.	Thiru. K. A. Murugavel, Curator, Botany Section	9344643422
10.	Tmt. D.V. Uma Maheshwari, Curator, Chemical Conservation Section	9841545091
11.	Thiru. S. Paneerselvam, Curator, Archaeology Section	9489228435
12.	Tmt. S. Dhanalakshmi, Curator, Geology Section	8807001171
13.	Selvi. E. Divya, Curator, Anthropology Section	9791626044
14.	Thiru. M. Kothandan, Curator, Children's Museum	9092832587
15.	Thiru. M.P. Raja Sivaprakash, Curator, Design & Display Section	9941293201

District Museums:

S.no	District	Phone	Name	Mobile
1.	Coimbatore	0422-2212050	Thiru. C. Sivakumar	8680958340
2.	Cuddalore	04142-231232	Tmt. S. Jayarathna	8508060714
3.	Erode	0424-2261160	Tmt. B. Jency	9486861397
4.	Kanchipuram	044-27231858	Thiru. S. Uma Shankar	7868905843 / 8428255843
5.	Kanyakumari	04652-246233	Tmt. S. Sathyavalli	9444973246
6.	Karur	04324-264223	Thiru. N. Soundarapandian	9442105296
7.	Krishnagiri	04343-235802	Thiru.C.Govindaraj	9443442991
8.	Madurai	0452-2529298	Thiru.A.Periasamy	9842732741
9.	Nagapattinam	04365-241279	Thiru. M. Marudhupandian (i/c)	8807449307
10.	Ooty	0423-2441402	Thiru. C. Sivakumar (i/c)	8680958340
11.	Palani	04545-241990	Tmt. S. Krishnammal (i/c)	9443671084
12.	Pudukkottai	04322-236247	Thiru.T.Pakkirisami (i/c)	9360576184
13.	Ramanathapuram	04567-222246	Thiru. N. Sivakumar	9843657801 / 9941676742
14.	Salem	0427-2449998	Thiru. J. Mullai Arasu	9443478024
15.	Sivagangai	04575-245510	Thiru.T. Pakkirisami	9360576184
16.	Tiruchirapalli	0431-2708809	Thiru.A. Periasamy (i/c)	9842732741
17.	Tirunelveli	0462-2561915	Tmt. S. Sathyavalli (i/c)	9444973246
18.	Tiruvarur	04366-243475	Thiru. M. Marudhupandian	8807449307
19.	Vellore	0416-2220088	Thiru.K.Saravanan	9443885207
20.	Virudunagar	04562-268681	Tmt. S. Krishnammal	9443671084

10. 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 uploaded in the website - www.chennaiuseum.org

11. FACILITIES AVAILABLE TO CITIZENS

1. Special Exhibitions
2. Publications
3. Assistance to Researchers
4. Museum Theatre
5. Dinosaur Show (At the Geology Gallery)
6. 3D Theatre (At the Children's Museum)
7. Science Park
8. Museo'bus service on request - for schools

Director of Museums,
Department of museums,
Chennai - 8.