

i) The particulars of its organization, functions and duties;

❖ The State Museum of Goa was established in 1977 on small scale and shifted to present building in the year 1996. The Museum assumes the responsibility of accumulating, preserving, documenting and display of artifacts of historical and cultural importance.

Since the inception and its shifting to present building in 1996 following 14 galleries have been set up.

- | | |
|--------------------------|--------------------------------|
| 1) Sculpture | 8) Numismatics |
| 2) Christian Art | 9) Goa's Freedom Struggle |
| 3) Printing History | 10) Institute Menezes Braganza |
| 4) Banerjee Art | 11) Furniture |
| 5) Religious Expressions | 12) Natural Heritage of Goa |
| 6) Anthropology | 13) Environment & Development |
| 7) Contemporary Art | 14) Geology |

- i) Acquisition : The Objects required for the museum are acquired from other government offices, private institution or individuals, either by law, by donation, by purchase or on loan basis.
- ii) Preservation : All the objects so acquired are given treatment by cleaning and spraying insecticide, fumigating them etc. as and when required for their preservation.
- iii) Documentation: The objects are properly documented in Accession register with relevant details. Photo documentation is also done.
- iv) Display : The objects are grouped as per subjects and displayed in different galleries according to the theme for public view.
- v) Interpretation : The objects are studied and their historical relevance and artistic importance is established.
- vi) Education : The visitors and groups of students are guided through galleries and relevant information and photographs are supplied to the visitors and scholars as per their requests. The documentaries are screened for visitors. Three Sr. Museum Guides are with the authority for this work.
- vii) Due publicity is given to the museum and the programmes organized there, in order to create awareness of heritage among the public.
- viii) Museum now has total 14 galleries with the objects displayed in each, depicting the history and culture of Goa as well as India.

(ii) the powers and duties of its officers and employees

❖ **Director:** The Director is the Head of the Department. His/her duties are to look after the overall administration and technical side of the department and has been delegated financial power to deal with all the matters concerning financial aspects of the department.

- b) **Curator:** 2 Posts of Curator, Group 'B' Gazetted are vacant.
- c) **Head Clerk :** Duties include supervising subordinate staff in administration unit for developing and smooth functioning of administration. To pay adequate attention to routine work such as entry, dispatch etc. keep watch on all the official orders and records issued to Government departments, Secretariat and private parties. In the same way keep eye on muster roll and attendance. To control and give advise/guide the subordinate staff in all administrative work.
- d) **Modeller:** The post is vacant.
- e) **Guide Lecturer:** To arrange educational activities and guide the students.
- f) **Conservation Assistant:** To supervise the cleaning of galleries and upkeep store area. To arrange minor conservation treatment and take preventive measures to protect the museum objects.
- g) **U.D.C.:** To assist the Head Clerk in the general supervision of the office work and establishment, as well as personnel matters such as appointment, leave, promotion, disciplinary action, pension, maintenance of service records etc. To take care and maintain the material stores of all types. To look after the work of cashier and any other work assigned by the superior.
- h) **L.D.C. :** There are 5 L.D.C.s. and their duties are: To operate computer and do all the typing work on computer, to deal with accounts matters, to maintain outward/inward register, to assist Head Clerk in administrative matters, to maintain and look after library books etc.
- h) **Sr. Museum Guide:** To guide students and visitors and to arrange educational activities for the students.
- i) **Sr. Gallery Attendant:** To assist the Director in setting up of galleries and display of the exhibits, to assist in maintenance of the reserve collection, to Control and supervise the Museum Attendants in their work.
- j) **Driver:** Post is vacant. Presently a driver has been taken on contract basis from Goa Recruitment and Employment Society.
- k) **Museum Attendant:** There are 14 Museum Attendants recruited in this Directorate. Their duties are to upkeep the Museum exhibits, both displayed and those in the reserve collection. Shift the objects when necessary. To open, close and keep watch on the galleries. Carry on correspondence whenever required and any other work assigned by the superiors.
- l) **Peon:** Duties of Peon.

iii) the procedure followed in the decision making process, including channels of supervision and accountability;

- ❖ Complaint box is kept at the entrance of the Museum building. Every complaint received by the public is sorted out within the 15 days from the date of receipt of complaint.

iv) norms set by it for the discharge of its functions:

- ❖ This Directorate is a people friendly department, following the principal of honesty, integrity, transparency, expediency and efficiency in discharging its duties and functions.

v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- ❖ A) Central Civil Service Rules, 1965
B) Central Civil Service (Conduct) Rules, 1965.

vi) a statement of the categories of documents that are held by it or under its control;

- ❖ Not Applicable

vii) 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;

- ❖ Not Applicable.

viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- ❖ Not Applicable

ix) a directory of its officers and employees;

Sr. No.	Name of the Officer/Employee	Designation	Office	Residence
			Telephone/Mobile/Fax	
1)	Smt. Radha R. Bhave	Director of Museums	0832-2437306, 2438006, 9923811006	-----
2)	Shri Zilu R. Shetye	Head Clerk	0832-2438006 9960276549	-----
3)	Smt. Vinie G. Naik	Conservation Assistant	0832-2438006 9823403289	-----
4)	Smt. Manisha G. Govenkar	Guide Lecturer	0832-2438006 9923748923	-----
5)	Shri Sachin B. Bhandodkar	U.D.C.	0832-2438006 8308356406	-----
6)	Miss Indra P. Prabhushastri	Sr. Museum Guide	0832-2438006 9823534755	-----
7)	Shri Sandip A. Majik	Sr. Museum Guide	0832-2438006 7720881882	-----
8)	Shri Laxmidas Y. Gaunekar	Sr. Gallery Attendant	0832-2438006 9637892077	-----
9)	Shri Subhash K. Naik	L.D.C.	0832-2438006 9049911401	-----
10)	Piolina Fernandes	L.D.C.	0832-2438006 7798677227	-----
11)	Suchita A. Swar	L.D.C.	0832-2438006 9404481405	-----
12)	Cheron Fernandes	L.D.C.	0832-2438006 9921678046	-----
13)	Miss Deepa R. Agastipurkar	L.D.C.	0832-2438006 7767059546	-----
14)	Shri Laxmikant N. G. Gaonkar	Museum Attendant	0832-2438006 8550950011	-----
15)	Shri Philip Fernandes	Museum Attendant	0832-2438006 9850239665	-----

16)	Shri Rohidas E. Naik	Museum Attendant	0832-2438006 7507082472	-----
17)	Shri Subhash P. Vaigankar	Museum Attendant	0832-2438006 9850879062	-----
18)	Shri Yogesh E. Gaude	Museum Attendant	0832-2438006 7798392259	-----
19)	Shri Uday Agastipurkar	Museum Attendant	0832-2438006 9673879547	-----
20)	Shri Kundan K. Naik	Museum Attendant	0832-2438006 7798316379	-----
21)	Shri Gauresh P. Naik	Museum Attendant	0832-2438006 7507032706	-----
22)	Shri Anand T. Naik	Museum Attendant	0832-2438006 9923463238	-----
23)	Shri Shekhar S. Usgaonkar	Museum Attendant	0832-2438006 9763815654	-----
24)	Shri Ajit V. Naik	Library Attendant	0832-2438006 9823998912	-----
25)	Shri Kabir D. Phadte	Laboratory Attendant	0832-2438006 9822121395	-----
26)	Shri Mahendra M. Tari	Museum Attendant	0832-2438006 9822121968	-----
27)	Smt. Bharati M. Sawant	Peon	0832-2438006 8806453626	-----

x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sr. No.	Name of the Office/Employee	Designation	Pay Scale
1)	Smt. Radha R. Bhawe	Director of Museums	15600-39100+6600
2)	Shri Zilu R. Shetye	Head Clerk	9300-34800 + 4200
3)	Smt. Vinie G. Naik	Conservation Assistant	5200-20200 + 2800
4)	Smt. Manisha G. Govenkar	Guide Lecturer	5200-20200 + 2800
5)	Shri Sachin B. Bandodkar	U.D.C.	5200-20200 + 2400

6)	Miss Indra P. Prabhushastri	Sr. Museum Guide	5200-20200 + 2400
7)	Shri Sandip A. Majik	Sr. Museum Guide	5200-20200 + 2400
8)	Shri Laxmidas Y. Gaunekar	Sr. Gallery Attendant	5200-20200 + 2400
9)	Shri Subhash K. Naik	L.D.C.	5200-20200 + 1900
10)	Piolina Fernandes	L.D.C.	5200-20200 + 1900
11)	Suchita A. Swar	L.D.C.	5200-20200 + 1900
12)	Cheron Fernandes	L.D.C.	5200-20200 + 1900
13)	Miss Deepa R. Agastipurkar	L.D.C.	5200-20200 + 1900
14)	Shri Laxmikant N. G. Gaonkar	Museum Attendant	5200-20200 + 2800
15)	Shri Philip Fernandes	Museum Attendant	5200-20200 + 2800
16)	Shri Rohidas E. Naik	Museum Attendant	5200-20200 + 2400
17)	Shri Subhash P. Vaigankar	Museum Attendant	5200-20200 + 2400
18)	Shri Yogesh E. Gaude	Museum Attendant	5200-20200 + 1900
19)	Shri Uday Agastipurkar	Museum Attendant	5200-20200 + 1900
20)	Shri Kundan K. Naik	Museum Attendant	5200-20200 + 1900
21)	Shri Gauresh P. Naik	Museum Attendant	5200-20200 + 1900
22)	Shri Anand T. Naik	Museum Attendant	5200-20200 + 1900
23)	Shri Shekhar S. Usgaonkar	Museum Attendant	5200-20200 + 1900
24)	Shri Ajit V. Naik	Library Attendant	5200-20200 + 1900
25)	Shri Kabir D. Phadte	Laboratory Attendant	5200-20200 + 1800
26)	Shri Mahendra M. Tari	Museum Attendant	5200-20200 + 1800
27)	Smt. Bharati M. Sawant	Peon	5200-20200 + 1800

xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

❖	Budget Allocated (2016-17) = 885.60		
(Rs. In Lakhs)			
Plan	Non Plan	Capital Head	
187.60	198.00	500.00	

Actual Expenditure upto February 2017

<u>Plan</u>	<u>Non Plan</u>	<u>Capital</u>	<u>(Rs. In Lakhs)</u> <u>Total</u>
109.11	95.37	18.97	223.45

Reports on disbursement (Rs. In Lakhs)

Plan

Salaries	-----	70.42
Wages	-----	2.63
Office Expenses	-----	17.53
Advt. & Publicity	-----	1.06
Grant in aid	-----	17.47
	-----	109.11

Non Plan

Salaries	-----	47.66
Wages	-----	39.12
Office Expenses	-----	1.98
Minor Works	-----	6.61
	-----	95.37

Capital

P.W.D. (Div-IV)	-----	18.97
Tonca	-----	18.97

xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

❖ Not Applicable

xiii) particulars of recipients of concessions, permits or authorisations granted by it;

❖ Not Applicable.

xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

❖ NIL

xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a reading room, if maintained for public use;

❖ 1 Guide Lecturer and 2 Sr. Museum Guides are made available free of cost for the public for obtaining information regarding the objects displayed and stored in the museum. No reading room is maintained for public in this department.

xvi) the names, designations and other particulars of the Public Information Officers;

Sr. No.	Name	Designation
1)	Smt. Radha R. Bhave, Director	First Appellate Authority
2)	Shri Zilu R. Shetye, Head Clerk	Public Information Officer
3)	Shri Sachin B. Bandodkar, U.D.C.	Assistant Public Information Officer

xvii) such other information may be prescribed;

❖ Information will be updated as an when required.