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REFORMS DEPARTMENT**

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DEPARTMENT OF ARCHAEOLOGY

WORK STUDY REPORT ON THE DEPARTMENT OF ARCHAEOLOGY

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TABLE OF CONTENTS

Sl No.	Item	Page No.
	CHAPTER-1 : INTRODUCTION	1
1.2	HISTORICAL BACKGROUND	3
1.3	DEPARTMENT- AN OVERVIEW	4
1.4	GENESIS OF THE STUDY	6
1.5	OBJECTIVE OF THE STUDY	8
1.6	TERMS OF REFERENCE	9
	CHAPTER- 2 : METHODOLOGY	10
	CHAPTER -3 ORGANISATIONAL ANALYSIS	14
3.1	PADMANABHAPURAM PALACE MUSEUM	14
3.2	KOIKKAL PALACE MUSEUM	20
3.3	MADAVOORPARA PROTECTED MONUMENT	24
3.4	EXCAVATION SITE AT MANGADU, KOLLAM	26
3.5	KOTTARAKKARA THAMPURAN MEMORIAL MUSEUM OF CLASSICAL ARTS	27
3.6	SRI. CHATTAMBI SWAMIKA SAMADHI STHALAM	29
3.7	KOTTUKKAL CAVE TEMPLE, ANCHAL	30
3.8	VELUTHAMPI DALAWA MEMORIAL MUSEUM	31
3.9	KRISHNAPURAM PALACE MUSEUM, KAYAMKULAM	33
3.1	THAKAZHY MEMORIAL MUSEUM	35
3.11	HILL PALACE MUSEUM, THIRIPUNITHURA	37

3.12	BASTION BUNGALOW ,FORT KOCHI	42
3.13	JEWISH SYNAGOGUE, CHENNAMANGALAM	45
3.14	SHAKTHAN THAMPURAN PALACE, THRISSUR	48
3.15	DISTRICT HERITAGE MUSEUM , THRISSUR	52
3.16	MANI AIYYAR MEMORIAL MUSEUM, PALAKKAD	54
3.17	PAZHASSIRAJA MUSEUM, EAST HILL, KOZHIKKODE	56
3.18	KUNJALI MARAKKAR MEMORIAL MUSEUM , KOZHIKKODE	59
3.19	PAZHASSIKUDEERAM ,MANANTHAVADY	61
3.2	EDAKKAL CAVES , AMBUKUTHY MALA	66
3.21	CHANDRAGIRI FORT, BEKKAL, KASARAGODU	69
3.22	DIRECTORATE OF ARCHAEOLOGY	71
3.23	EPIGRAPHY WING	77
3.24	REGIONAL CONSERVATION LABORATORY	79
3.25	PUBLICATION WING	81
3.26	EDUCATION WING	82
3.27	CONSERVATION ENGINEERING WING	83
	CHAPTER-4 RE-ORGANISATION OF THE DEPARTMENT	85
4.2	ESTABLISHMENT OF REGIONAL DEPUTY DIRECTOR OFFICES	85
4.3	DELEGATION OF DRAWING AND DISBURSING POWERS	90
4.4	GRADING OF MUSEUMS	91
4.5	DISTRICT HERITAGE MUSEUMS	93
4.6	STAFF PATTERN OF MUSEUMS	94

4.7	DEPLOYMENT OF GRADENERS AND SWEEPERS	98
4.8	CLUBBING OF RELATED POSTS AND REDESIGNATION OF POSTS	100
4.9	CREATION AND UPGRADATION OF POSTS	102
4.1	FORMATION OF ARCHAEOLOGICAL CENTRAL LIBRARY	107
4.11	FOLKLORE / FOLK ARTS MUSEUM	108
4.12	NUMISMATICS STUDY CENTRE	109
4.13	ESTATE OFFICER FOR ARCHAEOLOGY DEPARTMENT	111
	CHAPTER -5 GENERAL RECOMMENDATIONS	113
	CHAPTER -6 COST AND GAIN ANALYSIS	124
7	CHAPTER -7 SUMMARY OF RECOMMENDATIONS	128
8	ACKNOWLEDGEMENT	152
	ANNEXURES	

CHAPTER-1

INTRODUCTION

1.1 ARCHAEOLOGY

“ The trend of all knowledge at the present is to specialize, but archaeology has in it all qualities that call for the wide view of the human race, of its growth from the savage to the civilized, which is seen in all stages of social and religious development. ”

Margaret Murray (1863-1963)

(Archaeologist, Anthropologist, Historian and Folklorist)

The word Archaeology comes from two Greek words 'archaios' and 'logia' which when combined take on the meaning 'studying or learning about old or ancient things'. Archaeology is a holistic discipline which gives a comprehensive understanding on the evolution of human cultures and societies. It facilitates the conservation and safeguarding of historical monuments and sites and generates a detailed understanding on the complexities in human behaviour across the time line. This branch of study is considered as the study of the things created, used or changed by the humans. Archaeologists examine human behaviour with reference to the geographic, environmental, societal, political, economic and cultural contexts and explain the changes in all these spheres over a period of time.

1.1.2 The evolution of Kerala, to its present form, dates back to pre-historic times. The land is replete with natural formations like megalithic graves, hood stones (Kudaikkals), hat stones (Thoppikkals), forts, monuments and palaces built by erstwhile rulers and excavation sites, which stand testimony to its rich, vast and varied cultural heritage. These are iconic symbols of diverse cultural expressions and historic continuity, which shall be conserved for the generations to come.

1.1.3 The Kerala State Department of Archaeology is established with the objective of exploration, conservation and research on archaeological objects available in the State. The Department plays a key role in conserving and safeguarding the rich cultural heritage of Kerala and strive to create awareness among people. In the National Policy for the Conservation of the Ancient Monuments, Archaeological Sites and Remains (NPC-AMASR), it is observed that monuments and archaeological sites, the finite and non-renewable cultural resources of our country, are now subject to an ever increasing pressure from development and the increase in tourist visitation, which has put an unprecedented adverse impact on them. In spite of the tasks carried out by the Archaeological Department, there may be manifold exquisite antiquities and invaluable monuments waiting to be safeguarded and explored. Owing to this scenario, a reinforced Archaeological Department is the need of the hour for protection, conservation and exploration of our rich cultural heritage.

1.2 HISTORICAL BACKGROUND

Archaeological excavations done in the State of Kerala have demystified the theories on the history of the State. The study in the field of Archaeology had started much before the State came into being. The inception of the Department of Archaeology in the erstwhile Travancore State could be traced back to 1891 when the ruling sovereign Sri Mulam Thirunal Rama Varma sanctioned a monthly grant of ₹50/- for a year to Sri.P.Sundaram Pillai, (Professor of Philosophy, H.H.Maharajas College, present University College), and author of 'Some Early Sovereigns of Travancore', for the maintenance of an establishment engaged in the study and interpretation of inscriptions. However, no permanent arrangement was made until 1071 ME (1895-96) for its continuance. In the same year, a committee was constituted to advise the Government on the methods of maintenance and preservation of Historical sites and monuments in Travancore. In 1085 ME (1910), an attempt was made to publish the results of Archaeological studies in 'Travancore Archaeological Series'. Prof. Sundaram Pillai and his associate Sri. Ganesa Pillai, were the pioneers in Archaeological Research and Sri.Thurayur Gopinatha Rao was the first Superintendent of the Archaeological Department.

1.2.2 The Archaeology Department in the erstwhile Cochin State had its beginning in 1100 ME (1925) in the Sanskrit College, Thripunithura with the Principal, Sri.K.Rama Pisharadi, holding

additional charge of the department. On 1st of Kumbham, 1102ME, Aniyam Achan was appointed as the Government Archaeologist. Later, after the integration of states in 1949, the Department was amalgamated into the Travancore Department of Archaeology.

1.2.3 In 1956, Kerala State Department of Archaeology was formed by integrating the Departments of Archaeology in the erstwhile states of Cochin and Travancore. The monuments, archaeological sites and remains in the District of Malabar, which was part of the former Madras Province, also came under the jurisdiction of this Department.

1.3 DEPARTMENT OF ARCHAEOLOGY- AN OVERVIEW

The functions of Kerala State Archaeological Department are excavation, exploration, conservation, preservation and protection of archaeological sites and remains interspersed in the State. Apart from this, the Department catalogues the results of excavation and copy the writings on copper plates. The Department implements the *Kerala Ancient Monuments and Archaeological Sites and Remains Act, 1968* and the *Antiquities and Art Treasures Act, 1972*. Officers in the department are designated as the Registering Officers under the *Antiquities and Art Treasures Act, 1972* for registering artefacts.

1.3.2 The main objective of the Department of Archaeology is to protect and conserve the cultural heritage of the State embodied in the form of cave inscriptions, palaces and royal buildings built by erstwhile rulers, ornaments and gifts under

their possession, temples, mosques, churches and tombs. Pre-historic remains obtained from all parts of Kerala, exhibited in various museums, are testaments of the existence of different cultures from Paleolithic age to Megalithic age.

1.3.3 The Department functions through its 10 divisions, namely, Administration Wing, Exploration and Excavation Wing, Conservation Wing, Structural Conservation Wing, Epigraphy Wing, Numismatics Wing, Folklore and Folk Arts wing, Publication Wing, Education Wing and Mural Documentation Wing.

1.3.4 The Department safeguards 171 monuments of archaeological and historical importance. The following 12 museums are under the control of the department:

1. Padmanabhapuram Palace, Thuckalay, Kanayakumari.
2. Koyikkal Palace, Nedumangad.
3. Velu Thampi Dalawa Museum, Mannadi.
4. Kottarakkara Thampuran Memorial Classical Arts Museum.
5. Krishanpuram Palace, Kayamkulam.
6. Chendamangalam Synagogue.
7. Hill Palace Museum, Thripunithura.
8. Sakthan Thampuran Memorial Museum, Thrissur.
9. Mural Art Museum, Kallengodu Palace, Thrissur.
10. Pazhassi Raja Museum, Kozhikode.
11. Kunjali Marakkar Memorial Museum, Vadakara.
12. Pazhassi Kudeeram, Manathavady, Wayanad.

1.3.5 The protection and preservation of the Padmanabhapuram Palace at Thuckalay in Kanayakumari district is one of the remarkable achievements of the department. Excavation of Megalithic site at Mangad in Kollam District and two phases of excavations at Kottappuram Fort in Thrissur District as part of Muziris Heritage Project by the State Archaeological Department grabbed worldwide attention.

1.4 GENESIS OF THE STUDY

Though the department was established in 1956 and started to evolve in the 80's, the staff strength remained static. The current plight is that the dearth of staff is severely felt with growing number of preserved monuments and museums and newly constructed heritage centres. With the same number of staff from the 80's, the number of preserved monuments surged from 80 to 171, amply typifying the quagmire the department finds itself in. Due to the lack of permanent posts, stop gap measures have been invariably resorted to manage additional work.

1.4.2 The Directorate of Archaeology itself is understaffed with the administrative responsibilities shouldered by the Director and the Senior Superintendent. There are no posts of Administrative Officer (AO) or Administrative Assistant (AA) at the Directorate. With the setting up of District Heritage Museums there is bound to be increased quantum of work. There are no District or Regional offices for the entire Department. The face of the preserved monuments is a far cry from what they ought to be

with no post or staff to protect or take care of them. Though a workstudy on the department was conducted in 2006, the Administrative Department, i.e, the Culture Department, while taking up the proposal, raised concerns over the very relevance of a 10 year old report and hence asked the Personnel & Administrative Reforms Department to consider conducting a new work study since there occurred an increase in work volume over the past 10 to 12 years. As such, a comprehensive study was requested.

1.4.3 As a new work study entails radical re-designing, simplification of procedures, improved delegations for smooth workflow without undue capital investment in terms of staffing, the study needs to be all embracing, not just matters of often-clichéd post creation. As the Archaeology Department has no duty manual and no delegation of powers including financial powers, those issues need study. Among the persistent demands from the department were for the creation of the posts of Gallery Superintendents, Clerks, Gallery Attendants, Museum Guides and Curators. These demands need close study invoking proper methodology, in line with the present demands and proper assessment of the current quantum of workload. It is noteworthy here that the department has been carrying out conservation initiatives across the state which ensure the continuing existence of the past glory of our land and its importance should not be overlooked.

1.4.4 While the study of history is by nature imprecise, the State Department of Archaeology is facing a severe shortage of skilled manpower, making proper research and documentation difficult. There are not enough archaeologists and historians in the department who can do research, as most of the existing posts are promotion posts filled in by administrators without formal training. There is shortage of staff with technical skills for chemical conservation and undertaking renovation works.

1.5 **OBJECTIVE OF THE STUDY**

The objective of the study is to prepare a report on work study in the Archaeology Department, containing recommendations on the following aspects:

- ➔ Manpower requirement and uniform staff pattern for maintaining museums and monuments including newly started “District Heritage Museums” under the department.
- ➔ Identification of problem areas in the organizational set up and suggestion of remedial measures.
- ➔ Suitable redeployment of existing staff in the changed scenario.
- ➔ Work load redistribution by fixing exact manpower requirement.
- ➔ Delegation of powers.

- ➔ Grading of Museums on the basis of number of visitors and collection of entry fees.

1.6 TERMS OF REFERENCE OF THE STUDY

As per the decision taken in the preliminary discussion, it was decided to conduct a comprehensive work study with reference to the following terms:

- ➔ Conduct analysis for examining the organizational set up for identifying problem areas and suggest suitable remedial measures.
- ➔ Suggest redeployment of existing staff to the maximum extent possible, in the changed scenario.
- ➔ Study and review the workload and distribution of work with reference to various posts, and fix exact manpower requirement including additional labour force in each category of posts.
- ➔ Conduct study and suggest a uniform staff pattern for museums.
- ➔ Study and review of existing Delegation of Powers of various posts.
- ➔ Conduct study and suggest grading for the existing museums, on the basis of the number of visitors/income.

CHAPTER -2

METHODOLOGY

Archaeology Department is one of the earliest departments, formed during the pre-independent era. It is a technical as well as research oriented department. The activities of the department are multifarious. The department conserves historically and archaeologically important buildings, including forts and palaces, as protected monuments and preserves artefacts, jewels and archaeologically important antiquities. The department maintains Museums and exhibits the collections to the general public. It also undertakes excavations, research works and epigraphy works.

2.2 At the beginning of the study, the team, headed by the Deputy Secretary, Personnel & Administrative Reforms Department, held discussions with the Director of Archaeology and other officers of the Department on the terms and reference of the upcoming study and certain contours of a scientific study, in keeping with the evolving times. The Director broached the low number of staff incompatible with the rapid rise in the number of institutions and the perils of unaccountability owing to staff employed on contract basis.

2.3 The Department has art and archaeological Museums and preserved and protected Monuments, of which the staff structure needs to be studied and streamlined. The posts of Gallery

Superintendent, Clerk, Gallery Attendant, Museum Guide and Curator exist in these centres, offices and museums. These museums and select preserved monuments across the districts were selected as specimens for the visit and data collection of the work study team.

2.4 The base year selected for collecting data on workload related matters was calendar year 2015 (i.e, from 01.01.2015 to 31.12.2015). The team conducted Organisational Analysis, Method Study and Work Measurement in the department. The team studied the procedures followed in performing the various functions and subjected them to critical examination to find whether any change is required in the procedures. In the conduct of the study, the team made use of conventional work study techniques such as time study, analytical estimation, etc., and work study tools such as duty list, activity list, organisation chart, flow chart, self-logging, brainstorming, case study, discussions, interviews, analysis of synthetic data, etc. The team also made use of synthetic data wherever possible, especially with regard to the establishment related work. Standard timings for carrying out various items of work done by all the functionaries have been arrived at by computing the time taken through case studies of field assignments and analytical estimation of the various types of activities performed by the Technical and Non-Technical hands of the Department. Personal and Fatigue allowance @ 15% has also been added to the total time for original items of work and routine items of work (except field work). The basic time for different

activities taken by various functionaries have been projected on their annual frequency, Personal & Fatigue Allowance (P & F Allowance) added, annual workload arrived, and thereby the manpower requirement has been assessed on the principle that a State Government employee has to work 1700 man-hours/year.

2.5 The basic data collected regarding the functioning of institutions under the department were compiled and subjected to detailed critical examination. A number of alternatives were evolved through brainstorming during the critical examination. The most feasible alternatives have been identified, developed and recommended for implementation.

2.6 Most of the activities of the Department are scientific and research oriented which are carried out by specially qualified technical personnel. Some of the technical posts are unique ones and as such they are positional posts. There may be no definite regular work at a given time. But they have to attend specific assigned items of work as and when the situation demands. But the team has noticed that there is no specific plan of action, guidelines or fixed targets for the activities of these officers and thereby they could not carry out their desired tasks in a defined level. The persons appointed in the executive cadres are expected to work more hours than the prescribed norms of 1700 man-hours per annum.

2.7 The manpower requirement of technical staff and maintenance staff of the museums and protected monuments has

been assessed employing relevant parameters and variables. In order to assess the workload of the Ministerial staff, work measurement techniques were used and the manpower requirement was arrived at by dividing the total annual work load in man-hours by 1700 man hours. When the total requirement of posts was determined, the decimal more than 0.33 has been rounded to 1 and less than 0.33 has been ignored. Based on the assessed annual workload, the required staffs for each institution have been computed and staff pattern has been arrived.

CHAPTER-3

ORGANISATIONAL ANALYSIS

The Archaeology Department comprises of the Directorate with various wings in the headquarters and museums and protected monuments in the field level. The existing organisational set up in the department is analysed and suitable recommendations are offered in the ensuing part of this chapter. The details of various institutions and museums under the department and the detailed analysis are given below:

3.1 PADMANABHAPURAM PALACE MUSEUM, THUCKALAY

A magnificent wooden palace of the 16th century, the Padmanabhapuram Palace lies at the land's end of mainland India. An enticing edifice to any lover of art and architecture, this old palace of the Rajas of the erstwhile Travancore (1550 to 1750 AD) is a fine specimen of Kerala's indigenous style of architecture. The antique interiors are replete with intricate rosewood carvings, sculptured decor and 17th and 18th century murals.

3.1.2 The palace, then known as Kalkulam Palace, was constructed around 1601 AD by the then Travancore ruler, Iravi Varma Kulasekhara Perumal. The palace was rebuilt around 1750 AD by the maker of modern Travancore, Anizham Thirunal Marthandavarma. He renamed the Kalkulam Fort as Padmanabhapuram in the same year, and the Palace also came to

be known as Padmanabhapuram Palace. His successor Karthika Thirunna Rama Varma Kulasekhara Perumal also known as Dharma Raja (1758-1798 AD) gradually shifted the capital from Padmanabhapuram to Thiruvananthapuram in the 1790s. After that the Royal family kept it as their ancestral property. In 1938, Sree Chithira Thirunal Balarama Varma, the then King of Travancore handed over the palace complex to the Travancore State Archaeology Department. Government of Travancore declared it as a protected monument under the provisions of Ancient Monument Act then in force. Extensive restoration works were conducted and the buildings were restored to its original beauty using traditional technology during the 1940s. After the state reorganization in 1956, the Palace and its premises were retained under the administrative control of the Government of Kerala. In course of time, an Antique Museum was started with a good collection of antiquities like stone and copper plate inscriptions, stone and wooden sculptures, ancient armaments such as swords, rifles, spears and shields and Travancore coins, etc. A modern building in traditional style was constructed and all antique objects were shifted to the new museum building in 1994. The Department Of Archaeology is providing sufficient funds for the structural conservation works of the deteriorated structure in the Palace.

3.1.3 The Palace is situated in 6.5 acres of land. It comprises of 14 palace buildings with 127 rooms. It is made of natural materials like mud, wood, granites, etc. The place is a haven for

historical curios with entire rooms filled with Chinese jars gifted by Chinese merchants, weapons used in actual warfare, brass lamps, antique polished furniture and even an old style toilet and a well. Moreover, there is a series of paintings depicting historical incidents and facts about the royal family of Travancore. There are 29 Galleries, an Epigraphy Museum and an Archaeological Museum, wherein objects belonging to the late midieval period are exhibited.

3.1.4 There is no separate budget provision for the Padmanabhapuram Palace Museum in the Kerala State Budget. The income and expenditure of Padmanabhapuram Palace are shared equally by the Government of Kerala and the Government of Tamil Nadu, based on a covenant to that effect. The collection towards entry fee during 2015-16 was ₹1,83,97,674/- whereas the Non-Plan expenditure for the period was ₹64,76,000/-. There is no proper accounts with the department in this regard since it is done through inter-state transactions. The expenditure towards preservation work is met from the Plan funds of the Kerala State Government. The Government of Tamilnadu is bound to share the expenditure.

3.1.5 The Padmanabhapuram Palace Museum is one of the important tourist destinations in South India. An average of 1000 visitors, including foreigners, visit the palace every day. During Sundays and public holidays and tourist seasons, this may rise to

nearly 2000 visitors per day. The entry fee fixed for the museum is as shown below:

- a) Adults (Indian) - ₹35.00
- b) Children (Indian) - ₹10.00
- c) Adults (Foreign) - ₹300.00
- d) Children (Foreign) - ₹ 50.00
- e) Video Camera fee - ₹2000.00

3.1.6 The Museum is now under the charge of a Preservation Assistant. The security of the museum is vested with Kerala Police consisting of 9 personnels (two Senior CPOs and seven CPOs), on deputation. There are 19 posts of Part time Sweepers and one post of Part time Scavenger. The Finance Department issued Guidelines for sanctioning the posts of Full time/Part time Sweepers vide G.O(P) No.501/2005/Fin. Dated. 25.11.2005 (**Annexure IV**) and G.O(P) No.61/2010/Fin. Dated. 09.02.2010 (**Annexure V**). The available posts of Sweepers are to be regularised according to the sweeping area. In addition to these posts, 58 persons are engaged on dailywages. There is a post of Mechanic attached to this museum. The post was originally sanctioned for the workshop under the department. But the workshop is defunct now. Hence, the post sanctioned for workshop shall be abolished as and when the present incumbent retires. The existing strength of regular staff in the museum is insufficient to regulate the inflow of visitors and guide them. Adequate number of qualified Guides, Gallery

Attenders and other technical and non technical staff have to be provided here. Gardeners and Sweepers are engaged for attending Galleries due to shortage of qualified hands. Considering all these facts, the staff pattern of the Padmanabhapuram Palace has been fixed and given at para 3.1.8.

3.1.7 The visitors experience various difficulties due to non availability of sufficient parking space and other basic amenities. There is sufficient vacant land with road access at the premises of the palace complex which can be utilised for parking purpose after land clearing. The department can generate additional income by utilising the available resources of the Museum.

3.1.8 Recommendations:

- ➔ **Artist Superintendent on ₹ 36600- 79200 may be posted as the Head of the Museum. He may discharge the duties and functions originally assigned to the post also.**
- ➔ **The Archaeology Department may ensure that due share towards the expenditure incurred for the maintenance of the Padmanabhapuram Palace Museum from the Plan Funds of the state is realised promptly from the Government of Tamilnadu.**
- ➔ **Proposed to be graded as an 'A' grade museum, the staff pattern proposed for the 'A' grade museums may be sanctioned to this museum. Accordingly, 3 posts of Gallery Superintendent on ₹25200-54000, 3 posts of**

Museum Guide on ₹20000-45800, 7 posts of Gallery Attender on ₹16500-35700, 2 posts of Office Attendant on ₹16500-35700, 1 post each of Clerk and Clerk-Typist on ₹19000-43600, 1 post each of Electrician on ₹17500-39500, Attender on ₹17000-37500, Night Watchman on ₹16500-35700 and Sanitation Worker on ₹16500-35700 may be sanctioned.

- ➔ The Archaeology Department may utilise the vacant land in the premises of the Museum for providing amenities like parking space, cafeteria, comfort stations, etc. to the visitors, without affecting the original structure of the palace.
- ➔ The existing post of Mechanic may be allowed to continue there and may be declared as a vanishing post. After the retirement of the incumbent, the post may be abolished.
- ➔ The manpower requirement of Sweepers may be fixed according to the directions contained in G.O(P) No.501/2005/Fin. Dated. 25.11.2005 and G.O(P) No.61/2010/Fin. dated 09.02.2010 and required number of posts may be retained. Surplus posts, if any, may be suitably deployed/abolished. The services of contract staff engaged on daily wages may be dispensed with.

- ➔ As regards the posts of Gardeners, the recommendations in this report (para. 4.7.2) may strictly be adhered to. The existing posts of Police Personnel may be allowed to continue.
- ➔ The entry fee to the Museum may be enhanced reasonably.

3.2 KOYIKKAL PALACE MUSEUM, NEDUMANGAD

The Department of Archaeology established a museum at the Koyikkal Palace, Nedumangad, the royal palace of the erstwhile Perakam Dynasty. The Perakam Dynasty was one of the matriarchal branches of the Kupaka or Kizhperur Royal Family which ruled Venad. The first Folklore Museum of Kerala and the Numismatics Museum are attached to this Palace. The palace, situated in an area of 1 acre and 93 cents, was procured in 1979 by the Department of Archaeology and has been protected as a historical monument. The museum was formally inaugurated on 27.03.1992. Koyikkal Palace stands as a unique example of the medieval architectural style prevailed in the State. It is one of the rare palaces built in the shape of a 'Nalu Kettu'. A tunnel in the ground floor of the Palace leads to the Karipur Palace which is about 2 km from Nedumangad.

3.2.2 A considerable portion of the land belonging to the palace museum has been encroached. The department has been pursuing action to evict the encroachments. But pressure from local people had adversely affected the efforts to remove the

Volley Ball court situated in front of the Palace, where it has been proposed to provide parking facilities for the visitors. The museum, at present, experiences acute shortage of land for parking and expansion activities. The encroachments are also a threat to the security of the museum. Since the Palace lies in the Thiruvananthapuram – Ponmudi route, providing adequate parking facilities and other amenities would attract more visitors.

3.2.3 Koyikkal Palace Museum remains closed since 23.09.2014 for renovation works. The renovation works are being executed by the agency, Kerala Museum of History and Heritage. It may be recommended to complete the renovation works in a time bound manner as delay in re-opening the museum for visitors will adversely affect the flow of income.

3.2.4 The Museum is under the charge of a Curator. At present, 10 persons, including the Curator, are holding permanent posts in various categories. There are two Part Time Sweepers and seven persons are engaged on daily wages as Full time Sweeper, Scavenger, Night watcher and Gardner. There are 5 Police Personnel including a Senior Civil Police Officer working as Security Staff of the Museum. However, due to renovation works, 5 permanent employees were moved to other offices on working arrangement. The staff pattern recommended for the proposed 'B' Grade museums may be sanctioned to this museum. Once such staff pattern is implemented, the services of the personnel engaged on daily wages may be dispensed with.

3.2.5 There is a Folklore / Folk Arts Museum attached to the Palace. As the museum is under renovation, the posts associated with the Folklore / Folk Arts Museum have been deployed to various museums. There is one post of Research Officer, two posts of Research Assistant and one post of Field Assistant to look after the affairs related to Folklore / Folk Arts Museum. After the establishment of the Kerala Folklore Academy under the Culture Department, importance of the Folklore / Folk Arts Museum has lessened. The post of Research Officer is lying vacant now. In the circumstances, one post each of Research Assistant and Field Assistant is sufficient for the Folklore / Folk Arts Museum, for looking after the Folklore / Folk Arts Gallery. The post of Research Officer and one post of Research Assistant may be deployed to the proposed Numismatics Study Centre.

3.2.6 There is a proposal for establishing an International Numismatics Study Centre attached to the Directorate of Archaeology. Once the study centre is materialised, the Numismatics Gallery attached to the Koikkal Palace may be shifted there. Now there is only one post of Research Assistant for looking after the matters of the Numismatics Gallery. The post is now lying vacant. The number of remaining galleries can be assessed only after the renovation is completed and the shifting is effected.

3.2.7 **Recommendations:**

- ➔ Encroachers may be evicted from the palace premises at the earliest.
- ➔ Sufficient parking space and other amenities may be provided for the visitors.
- ➔ Renovation works may be completed in a time bound manner and the museum reopened at the earliest.
- ➔ The Epigraphy Assistant on ₹ 35700-75600 may be posted as the head of Koikkal Palace Museum. He is also bound to discharge the duties assigned to the post.
- ➔ Proposed to be graded as a 'B' Grade Museum, 1 post of Gallery Superintendent on ₹25200-54000, 1 post of Museum Guide on ₹ 20000-45800, 1 post of Gallery Attender on ₹ 16500-35700, 1 post each of Clerk-Typist on ₹ 19000-43600, Attender on ₹ 17000-37500, Office Attendant on ₹ 16500-35700, Night Watchman on ₹ 16500-35700 may be sanctioned to the Koikkal Palace Museum. A post each of Research Assistant and Field Assistant may be retained there to look after the Folklore/ Folk Arts Galleries. The remaining posts of Research Officer and Research Assistant may be deployed to the proposed Numismatics Study Centre.

- ➔ The existing posts of police personnel may be allowed to continue.
- ➔ As regards the posts of Sweepers, the recommendations later in this report (para.4.7.2) may be adhered to.
- ➔ The services of the personnel engaged on daily wages may be dispensed with.

3.3 MADAVOORPARA PROTECTED MONUMENT

Madavoorpara Protected Monument , Chengottukonam is a rock cut temple located in the outskirts of Thiruvananthapuram city. The antiquity of this temple adds charm and lends a mystic ambience to Madavoorpara.

3.3.2 Rock cut temples are one of the main styles of Kerala architecture during ancient period. This cave temple is found at the mid portion of the rock. To reach the shrine, one has to climb more than 200 steps. The images and idols are carved on the walls are in relief style. There is an ancient vattezhuth inscription near the shrine. The temple is managed by Sree Rama Dasa Mission, Thiruvananthapuram. The temple premises has been declared as a protective area by the Archaeology Department.

3.3.3 Madavoorpara Protected Monument has an extent of about 19 acres of land. It was a relatively unknown tourist destination until recently, but after some articles in the local newspapers and media, the place is witnessing an increasing influx

of visitors, especially during weekends. Rock climbing through the rope is one of the attractions of this area. There is a small park at the top of the rock. A “ Bamboo Bridge ” has been constructed by the State Archaeological Department to take people to the hut on top of the hill. The view from the top of the 1,800 ft high rock is rejuvenating. The place has enough potential to be developed as a prominent tourism destination. The Archaeological Department may further explore the possibility of the development of tourism in the area. It is understood that the area is lightning prone. Hence necessary arrangements made for erecting a Lightning Conductor urgently.

3.3.4 There is no entry fee for the park at present. There are no permanent posts sanctioned to this Monument. Four Security Staff and one Gardener are now working on daily wages. It is learnt that troublemakers enter the premises and engage in fraudulent practices. Hence, urgent steps may be taken to prevent such activities.

3.3.5 Recommendations:

- ➔ The Archaeology Department may further explore the possibility of the development of tourism in this area, which is surely having great potential for development.
- ➔ Urgent steps may be taken to erect a Lightning Conductor at the site, to avoid possible lightning threat.
- ➔ A reasonable entry fee may be collected from the public for their visit to the premises and urgent steps may be

taken to prevent unauthorised entry to the premises and practice of fraudulent activities.

- ➔ One of the Office Attendants found surplus in the department may be deployed to look after the day- to- day affairs of the monument. Necessary arrangements may be taken to provide the services of a Police Personnel.

3.4 EXCAVATION SITE AT MANGAD, KOLLAM

The Megalithic Excavation site at Mangad is one of the remarkable achievements of Archaeological Department. The Excavation site is situated near a local temple named 'Madankavu' , near Mangad , 15 kilometers away from Kollam Town.

3.4.2 The main objective of Mangad Excavation was to probe into the culture complex of megalithic site in the Western coast and to find the chronology of the Iron Age in Kerala. The excavation has given credence to the fact that the site was the first arrival zone of Megalithism in South India. At present the excavation site is in an abandoned state.

3.4.3 Recommendations:

- ➔ Urgent action may be taken by the Archaeology Department for demarcation and protection of Mangad Excavation site and put up a board displaying details of excavation done at that place.

- ➔ A conservation plan may be prepared by the department for protection of excavation sites and action may be taken to publish the results of excavations for further research.
- ➔ Excavation reports and other rare books with the department, which are in public domain, may be provided in the website in the form of digital archives. It will be helpful to students as well as aficionados.
- ➔ Access to the library of the department for reference purpose may be granted to research students and scholars.

3.5 KOTTARAKKARA THAMPURAN MEMORIAL MUSEUM OF CLASSICAL ARTS, KOTTARAKKARA

Kottarakkara Thampuran Memorial Museum of Classical Arts , dedicated to the creator of Kathakali (the classical dance drama of Kerala), Kottarakkara Thampuran, is established for the promotion of classical arts. It exhibits life size figures of Kathakali and Mohiniyattam characters in their original costumes; hastha mudras (hand gestures) used in Kathakali and Mohiniyattam and the books, ornaments, costumes used by great masters in this field. The palace, which houses the museum, is more than 350 years old and is located near the Kottarakkara Ganapathy Temple. Kottarakara Thampuran Smaraka Kala Museum, started in 1983 was shifted to this Kovilakam in the year 2010. There are five galleries in the museum – hand gestures gallery, Kathakali

costumes gallery, coins gallery, sculpture gallery and Megalithic gallery. Some of the rare musical instruments like five faced Mizhavu, are also on display here.

3.5.2 The Museum is headed by a Museum Assistant (deputed from Krishnapuram Palace, Kayamkulam). In addition to the Museum Assistant, one post of Office Assistant, Technical Helper and two posts of Part Time Sweepers exist here. Besides, a Museum Guide Trainee and one Part Time Sweeper are working here on daily wages.

3.5.3 Though the exhibits displayed here have some archaeological value, the building is not a protected monument and it has no archaeological importance. The Building is owned by the Travancore Devaswom Board. The rate of rent is ₹1/- per mensem, on the basis of a covenant executed between the Archaeology Department and the Travancore Devaswom Board on 22.02.2011. Since the Agreement had expired in May 2016, the Travancore Devaswom Board gave notice to shift the Museum. There is lesser chances of more visitor influx to this museum in the future. Since the inflow of visitors is low and there is no entry fee for the Museum, the exhibits in the Museum may be shifted to the near Veluthampy Dalava Museum, Mannadi and they may be displayed separately and function in the same title. The staff of the Museum may be suitably deployed to other museums where additional staff is required.

3.5.4 Recommendations:

- ➔ The exhibits in the Museum may be shifted to the Veluthampy Dalava Museum at Mannadi and may be displayed separately and function in the same title. The permanent staff of the Museum may be suitably deployed to other Offices/Museums where additional staff is required. The services of contract staff engaged on daily wages may be dispensed with.

3.6 SREE CHATTAMPI SWAMIKAL SAMADHISTHALAM, PANMANA

Sree Vidyadhiraja Chattampi Swamikal was a hindu sage and social reformer. His thoughts and work influenced the launching of many social, religious, literary and political organisations and movements in Kerala. His Samadhi Sthalam is situated in 5 cents of land in the premises of Sree Balabhattachara Vilasom Sanskrit Higher Secondary school, Panmana, Kollam. The samadhisthalam is under the control of Kottarakkara Thampuran Museum. A contract staff appointed by the Kerala Museum of History and Heritage is working here as Monument Attendant. There are occasional visitors to the monument. The children from the nearby school cause much damage to the roofing tiles of the monument by throwing stones, cricket balls, etc. Hence, steps may be taken to prevent further damage to the monument.

3.6.2 Recommendations:

- ➔ Steps may taken to demarcate the boundary between the school and the monument and a compound wall may be constructed to prevent further damage and encroachment to the monument.
- ➔ Periodical inspection has to be done in the monument by a competent officer of Archaeology Department.

3.7 KOTTUKKAL CAVE TEMPLE, ANCHAL

Kottukkal Cave Temple, is an existing example of rock cut architecture, built between 6th and 8th centuries AD. It is situated in the village of Kottukkal, near Anchal in Kollam District. The name Kottukkal (which means Kothiya Kallu- carved rock) is a reference to rock cut shrine. There are two caves of unequal size, both facing the east with the sculpture of main deity Ganapathy in between. The smaller cave has an idol of Hanuman and the larger one has a monolithic Nandi (Bull) in it. Lord Shiva is also a deity in the temple in the form of a Shiva Linga. A Mandapam (roof) in front of one of the rooms stands testimony to the skill of those who built this temple from a single piece of rock.

3.7.2 Now, the Kottukkal Cave Temple is a protected monument under the State Archaeology Department. Since the daily rituals are performed by the Travancore Devaswom Board

and also the premise has a compound wall, it is seen that the monument is well protected.

3.7.3 Recommendations:

➔ Signboards may be set up at suitable places to guide the tourists to the place.

3.8 VELUTHAMPI DALAWA MEMORIAL MUSEUM, MANNADI

Veluthampi Dalawa Memorial Museum at Mannadi in Pathanamthitta district is a museum dedicated to the renowned freedom fighter, Veluthampi Dalawa, who was the Prime Minister of Travancore during the reign of Maharajah Bala Rama Varma and is best known as one of the earliest individuals to rebel against the British supremacy in India. He is said to have committed suicide inside the Mannadi Temple after his stubborn resistance against the royal army and British troops.

3.8.2 The Historical Museum at Mannadi started functioning from 14th February 2010. The memorial has been designed in such a way as to enlighten the posterity about the heroics of Veluthampi. A life size statue of Veluthampi Dalawa is erected in front of the museum. The Museum is a two storeyed building. The lower storey of the historical museum is an open air gallery which includes portraits of all the Travancore rulers from Marthanda Varma to Sree Chithra Thirunal. The museum also has numerous artefacts like a stone statue of Buddha, ancient agriculture utensils and so on. The upper storey of the museum

arrays a collection of ancient war equipments including daggers, various types of swords including the famous 'Kayamkulam vaal' , spears, cannons and cannon balls, etc. A picture gallery depicting the life of Veluthampi Dalawa and a numismatics gallery are also there. A copy of the Kundara Proclamation made by Veluthampi Dalawa is on display. A small portion of an old temple of Lord Shiva, said to have been destructed by the British, is also seen in the compound. There is also a garden in front of the museum. The construction work of a Library is nearing completion at the time of the study.

3.8.3 One post each of Museum Assistant and Office Attendant are sanctioned to this museum. The post of Office Attendant remains vacant. Besides, 4 contract staff are working here on daily wages. There is no entry fee for the museum at present. The museum has ample space to accommodate the articles kept in the Kottarakkara Thampuran Museum, as recommended in para 3.5.4.

3.8.4 Recommendations:

- ➔ The exhibits in the Kottarakkara Thampuran Museum may be shifted to this museum and the exhibits may be displayed separately and function in the same title .
- ➔ Proposed to be graded as a 'C' grade museum, the staff pattern proposed for 'C' grade museums may be sanctioned to this museum. Hence, one post each of Museum Guide and Night Watchman may be sanctioned to this museum. As soon as such staff pattern is

implemented, the contract staff engaged on daily wages may be dispensed with.

3.9 KRISHNAPURAM PALACE MUSEUM, KAYAMKULAM

Krishnapuram Palace is a protected monument under the Department of Archaeology. It is situated near the Krishnaswami temple at Krishnapuram near Kayamkulam. The Palace was built during the reign of Anizham Thirunal Marthandavarma, after the annexation of Kayamkulam to the erstwhile state of Travancore. It was declared a protected monument in 1960 and the Palace was opened to the public in the year 2000.

3.9.2 The Krishnapuram Palace is noted for its characteristic style of Kerala Architecture such as the gabled roofs, narrow corridors, dormer windows, pent rooms, etc. It also houses one of the largest single panel mural paintings so far discovered in Kerala, which is known as 'Gajendra Moksha'. An Archaeological museum is set up in the Palace wherein stone and wood sculptures, copies of mural paintings, coins, megalithic remains, stone inscriptions, etc. are preserved and displayed. The Palace is built in an area of 2.55 acres and comprises of 22 rooms and 4 inner courtyards. There are 9 galleries in the Palace. The monthly average visitor turnout to the palace is approximately 3500.

3.9.3 At the time of inspection, the museum was headed by a Senior Superintendent of the Archaeology Department. Now, the

Museum is headed by a Museum Assistant. There are sanctioned posts of Museum Guide (1), Clerk-Typist (1), Helper (1), Office Attendant (1), Night Watchers (2), Gardeners (2) and Part Time Sweepers (5). Besides, a Senior Civil Police Officer and 4 Civil Police Officers are working on deputation basis.

3.9.4 Some tiles of the thatched roof are found broken. Hence steps may be taken to protect the Palace buildings from damages. It is recommended to take steps to protect the Palace buildings from damages and provisions of the Kerala Ancient Monuments and Archaeological Sites and Remains Acts, 1968 may be invoked, if necessary.

3.9.5 The present staff strength is insufficient for the smooth functioning of the museum. Hence the staff pattern recommended for the proposed 'B' Grade Museum may be sanctioned to this museum. Once such staff pattern is implemented, the services of the personnel engaged on daily wages may be dispensed with.

3.9.6 Recommendations:

- ➔ A Curator on ₹ 35700-75600 may be posted as the head of the Krishnapuram Palace. He may also discharge the duties assigned to his original post.
- ➔ Proposed to be graded as a 'B' grade museum, one post of Gallery Superintendent on ₹25200-54000, 1 post of Museum Guide on ₹ 20000-45800, 2 posts of Gallery

Attender on ₹ 16500-35700, one post each of Clerk-Typist on ₹ 19000-43600, Attender on ₹ 17000-37500, Office Attendant on ₹ 16500-35700, Night Watchman on ₹ 16500-35700 may be sanctioned to the Krishnapuram Palace Museum.

- The Office Attendant and a Police Personnel may be deputed to Thakazhi Museum.
- The existing posts of Police Personnel may be allowed to continue.
- As regards the posts of Gardeners and Sweepers, the recommendations later in this report (para.4.7.2) may be adhered to.
- The services of the personnel engaged on daily wages may be dispensed with.

3.10 THAKAZHI MEMORIAL MUSEUM, THAKAZHI

Thakazhi Sivasankara Pillai (17 April 1912 – 10 April 1999) is one of the greatest writers in Malayalam literature. He is popularly known as Thakazhi, after his place of birth. Thakazhi, a recipient of the Padma Bhushan, was awarded India's highest literary award, the Jnanpith in 1984 for the epic novel 'Kayar'. 'Thakazhi Museum and Smritimandapam' is a museum-cum-memorial hall dedicated to his memory. His ancestral home, where the writer spent hours conjuring up stories, was turned into a Museum in 2001. The

Museum received a small facelift from Government and it started full fledged functioning from 10.04.2016. Four rooms house his personal belongings that include awards, gifts, certificates, books, chairs, walking sticks, pens, spectacles, typewriter and clothes. The Thakazhi Museum is the only museum in India where the Jnanpith Award, the highest literary honour of India, is exhibited. A Committee constituted by the Government Of Kerala from time to time is governing the Smarakam. Every year from 10th April (his date of demise) to 17th April (his date of birth) , Thakazhi festival is being celebrated with various cultural and literary activities.

3.10.2 The Takazhi Memorial Museum is functioning under Krishnapuram Palace Museum. More than 250 vistors come to the memorial to see the treasures of the Jnanpith laureate everyday. At present there are only two contract staff (one Watcher and one Cleaner) working here, which is not sufficient to take care of the museum. One Police Staff deputed from Krishnapuram Palace was on duty to ensure safety of the Museum. After his transfer, no Polce Personnel has been appointed. It adversely affects the safe custody of the invaluable articles kept inside the museum. Eventhough the articles kept in the Museum are arranged systematically, no galleries have been set up to display the objects in a proper way. The Smarakam is situated in a land area of about 30 cents. There is a proposal for the construction of a Library and a small auditorium in the premises.

3.10.3 **Recommendations:**

- ➔ Steps may be taken to set up Galleries and the objects may be displayed in a proper and organised way.
- ➔ One Office Attendant and One Police Personnel may be deputed from Krishnapuram Palace Museum.
- ➔ Steps may be taken to expedite the construction of the proposed Library and Auditorium.

3.11 **HILL PALACE MUSEUM, THRIPIUNITHURA**

The Hill Palace, which was the royal seat of erstwhile Cochin Kings, was acquired by the Department of Archaeology in 1981 and converted it into a museum in 1987. It is Kerala's first heritage museum noted for royal collections of erstwhile Maharaja of Kochi and is today the largest archaeological museum in Kerala. Built in the year 1865, the Hill Palace Complex consists of 49 buildings in the traditional architectural style of Kerala, spread over 51.75 acres of land. The museum complex has a Deer Park, a Heritage Museum, a Pre-historic Park, a Children's Park and a beautiful garden.

3.11.2 In the museum, the exhibits are displayed in 18 galleries. Antiques of the Cochin Royal Family such as furniture, metal wares, paintings, chariots, ivory and wooden objects, royal throne made of silver, a number of royal insignias, gold & silver jewellery used by the royal family and porcelain wares are exhibited in the galleries. Heritage museum exhibits household

utensils, weapons, tools and artifacts. Sculptures, coins and inscriptions. Highlight of the museum is the gold crown of the Cochin Maharaja, studded with precious stones like Emerald, Ruby and Diamond. It was gifted to the Cochin Maharaja by a the Portuguese Viceroy, Francisco De Almeida.

3.11.3 The Documentation Officer of the Archaeology Department is now holding the charge of the Hill Palace Museum. An average of 4 lakh visitors come to the Museum annually. The vast museum is handled by 1 Museum Assistant, 4 Museum Guides, 4 Gallery Attenders, 11 security personnel (1 SI & 10 CPOs) and 3 Watchers. Apart from this, 1 workshop foreman, 1 helper, 2 specimen collectors, 1 Driver, 1 waiter, 1 cook, 6 Gardeners, 2 FTS, 2 Full time scavengers and 22 part time sweepers are also employed. In the ministerial category, there is 1 Senior Superintendent, 1 Typist and 6 Office Attendants.

3.11.4 A security audit was conducted in the Museum on 13.07.2016 by the Home Department, Kerala, and it was recommended to increase the number of security personnel, including Women Police Personnel.

3.11.5 It is also the duty of the officials of the Museum to control the protected monuments located in the districts of Ernakulam, Idukki, Kottayam and part of Alappuzha and such monuments are 38 in number. It is seen that the staff now available in the Hill Palace Museum find it extremely difficult to

manage the heavy work load. Moreover, there are no clerical staff in the museum, which affects the smooth functioning of the office.

3.11.6 It has come to notice that an autonomous institution, under the Culture Department namely 'Centre for Heritage Studies (CHS)' is functioning in the premises of Hill Palace Museum. As per GO(Ms)No.15/98/CAD dated.19.03.98, a building in the palace complex has been given to the CHS under certain conditions and the income received from the visitors has been shared to the CHS. In addition to this, the CHS has engaged separate entry ticket to the Hill Palace Garden. It is also seen that the CHS is conducting actions/courses different from what is disclosed in the Memorandum of Association of the said society. The Accountant General has strongly criticized the action of the society in expending money for actions other than those disclosed in the Memorandum of Association. It is also seen that 70% of the total income received in the Hill Palace goes to the account of CHS and they are remitting the amount in Bank Accounts other than in the Treasury. The CHS is doing all these financial transactions without any Government Order/direction. The Accountant General, during their audit in the Hill Palace, has strongly criticized this action as follows: (No S & GS-11 (HQ)111/11/8-3251/407 dated 04.02.2014).

"Éntrusting collection of entrance fee which is a Government revenue receipt with an autonomous body through their employees (Contract appointment) without proper orders of Government is against rules of financial propriety sharing of

revenue to an autonomous body (CHS) which should have otherwise normally been added to Government revenue defeats rules of financial propriety".

3.11.7 It is also found that the maintenance of Deer Park inside the protected Hill Palace complex is against the provisions of the Kerala Ancient Monuments and Archaeological Sites and Remains Act, 1968. The charge officer of Hill Palace Museum (the Documentation Officer) is also functioning as the Registrar of the CHS, and he will be answerable to many unlawful activities done by the CHS staff.

3.11.8 The Documentation Officer is the head of the Hill Palace Museum. During the study period, there were 36 posts under Supervisory, Technical, Ministerial and Last Grade Categories. In addition to this, there are 22 posts of Part Time Sweepers. The security of the palace is vested with a team of 11 Police Personnel deputed from the Police Department. Some of these posts are shifted from other museums, as there is no fixed staff pattern for the museums. Hence the staff pattern recommended for the proposed 'A' Grade Museums may be sanctioned to this museum. However, considering the fact that 19 galleries are spread across the vast area of the Palace consisting of 49 buildings, 4 posts of Museum Guides may be allowed in the Hill Palace Museum. Once such staff pattern is implemented, the services of the personnel engaged on daily wages may be dispensed with.

3.11.9 Recommendations:

- ➔ The CHS may be evicted from the Hill Palace Campus urgently, taking into account the security aspect of the Museum also.
- ➔ The administration and maintenance of Hill Palace Museum and garden shall exclusively be vested with the Archaeology Department.
- ➔ The collection of fees should be fully undertaken by the Archaeology Department and the CHS shall not be permitted in anyway to interfere in the day to day affairs of the Museum.
- ➔ Necessary steps shall be taken to rehabilitate the deers in the Deer Park, as maintenance of Deer Park inside the Protected Hill Palace complex is against the relevant Act and also in view of the objection of the Central Zoo Authority.
- ➔ The Documentation Officer on ₹ 36600-79200 may be posted as the head of the Hill Palace Museum. He may also discharge the duties assigned to his original post.
- ➔ Proposed to be graded as 'A' Grade Museum, 2 posts of Gallery Superintendent on ₹25200-54000, 4 posts of Museum Guide on ₹ 20000-45800, 4 posts of Gallery Attender on ₹ 16500-35700, 2 posts of Office Attendant

on ₹ 16500-35700, 1 post each of Clerk and Clerk-Typist on ₹ 19000-43600, 1 post each of Electrician on ₹17500-39500, Attender on ₹ 17000-37500, Night Watchman on ₹ 16500-35700 and Sanitation Worker on ₹16500-35700 may be sanctioned to the Hill Palace Museum.

- ➔ The existing post of Upper Division Typist may be deployed to proposed Northern Deputy Director office.
- ➔ The existing posts of Police Personnel and Cook may be allowed to continue.
- ➔ One post of Office Attendant may be deployed to look into the day- to-day affairs of Jewish Synagogue, Chendamangalam.
- ➔ As regards the posts of Gardeners and Sweepers, the recommendations in this report (para.4.7.2) may be adhered to.
- ➔ The services of the personnel engaged on daily wages may be dispensed with.

3.12 BASTION BUNGALOW, FORT KOCHI

Bastion Bungalow is one of the most popular tourist spots for visitors to Kochi. This elegant old bungalow is a blend of Indo-European styles of architecture with Kerala style tiled roofing and

a typical wooden verandah on the façade of the first floor. The bungalow is situated on River Road in Fort Kochi, Ernakulam.

3.12.2 Bastion Bungalow was constructed way back in 1667 and gets its name from its location – the site of the Stromberg Bastion of the old Dutch Fort (Immanuel Fort). Fort Immanuel was constructed by the Portuguese in the early 16th century. When the Dutch took over Kochi in 1663, they destroyed the fort, reducing it to a third of its original size. The original fort had seven bastions. Of these, the Stormberg bastion was later on transformed into the Bastion Bungalow.

3.12.3 In 1806, when the British invaded, they tore down the walls of the fort but left Bastion Bungalow intact. It was declared as a protected monument by Government of Kerala in the year 1990. The Bungalow is situated in 90 cents of land. It was declared as a ' District Heritage Museum' in February 2016. It is a two storied building comprising of 3 halls . There is provision for setting up 7 galleries to display various objects kept in the museum. The renovation work of the Museum has mostly been done at the time of study. Some electrical work is pending. Since the Museum has not started its full fledged functioning, it is not open to the public now. The Museum is surrounded by a Rock Garden adding charm to its glory. About 1000 visitors come to see the Rock Garden and also to have a breathtaking view of ships

passing through the sea since the Museum is adjacent to the Arabian Sea .

3.12.4 The Renaissance Museum at Bastion Bungalow is a treasure house of an interesting collection of objects pertaining to cultural, social and political movements that took place between 1800 and 1980. There's an audio-video library too. A few hours spent at the Renaissance Museum will open eyes to many social reforms and give visitors an insight into the cultural practices of that era.

3.12.5 The Bastion Bungalow is functioning under the control of Hill Palace Museum, Ernakulam. The Museum is headed by a Documentation Assistant. One post of Office Attendant is also here. Besides, 3 Guides (Contract), 3 Contingent Workers (Daily) and one Night Watcher (Contract) are also working here.

3.12.6 The entry fee proposed for the Museum is as shown below :

1. Adult- ₹ 20.00
2. Children- ₹10.00

3.12.7 Recommendations:

- ➔ Steps may be taken to expedite the renovation work of the Museum and open it for the public.

- ➔ Steps may be taken to print Brochure / Guide Book of the Museum to give information to the visitors.
- ➔ Proposed to be graded as a 'C' Grade Museum, the entry fee for the Museum may be enhanced reasonably. Also, the staff pattern proposed for the 'C' Grade Museum may be sanctioned to this museum. Hence, one post of Museum Guide and one post of Night watchman may be sanctioned. After the implementation of such staff pattern, the persons engaged on daily wages may be dispensed with.

3.13 JEWISH SYNAGOGUE, CHENNAMANGALAM

Jews all over the world are a proud lot when it comes to their culture and heritage. Resulting from their diaspora in the sixth century BC, they made their presence felt in different parts of the world. They made India too their home, till majority of them returned to Israel after 1948. Kerala is one place in India, where the Jewish community made its presence felt in a strong manner. Their presence can be still felt in the port city of Kochi, where they are still involved in a variety of business activities. Among the prominent landmarks of the Jewish Community in the region is their place of worship , synagogue.

3.13.2 Besides the popular synagogue at Mattanchery in Kochi, the one at the village of Chennamangalam or

Chendamangalam in North Paravur is one of the biggest, which was built some 175 years ago. The synagogue was recently restored to its original glory due to the hard work and effort of the Kerala State Archaeology Department with financial support from the Tourism Department. It is a protected monument under the Department of Archaeology. The synagogue reflects traditional Kerala architecture and has utilized western construction technology. Some of the visual attractions of this synagogue are undoubtedly the majestic altar, which stands out for its intricate artwork. The synagogue has a high roof, the ceiling of which has a brightly coloured chequered pattern, with huge wooden beams giving additional support to the roof. A wooden balcony with beautifully carved balusters and railings is another attraction.

3.13.3 Chennamangalam is also an example of religious tolerance and harmonious co-existence, which can be felt by the presence of temple, mosque and church located close to the synagogue. Visitors to the synagogue at Chennamangalam with a penchant for traditional architecture can also pay a visit to the Paliyam Palace, which was once the abode of Paliath Achans, who were the Prime Ministers of the erstwhile rulers of Kochi. Historic documents and relics are on display at this palace.

3.13.4 Eventhough there is a high wall surrounding the Synagogue, there is no compound wall on the front side and is used as a public pathway. There is a Grave Stone with Hebrew

Inscriptions located nearly 2 meters from the synagogue. The year inscribed there in is 1269 AD and it is the oldest Hebrew Inscription found in India. If it is not preserved properly, the time is not remote when the inscription in the Stone will be completely wiped off.

3.13.5 There is a permanent post of an Office Attendant in the Synagogue. Besides, there is one Part Time Sweeper and 2 Casual Sweepers. An amount of ₹2/- per Adult and Re.1/- per child are collected towards entry fees. Besides this, ₹10/- for Camera and ₹75/- for Video Camera are also collected. During 2015-16, an amount of ₹22,467/- has been collected towards entry fee. As the present entry fee is meagre, this has to be increased reasonably.

3.13.6 It is understood that the boundaries of the landed prroperty of the Synagogue has not been demarcated. Hence, there is every possibility of encroachment. The Department may take efforts to demarcate the boundaries and protect it from encroachment.

3.13.7 Recommendations:

- ➔ All the artefacts related to jewish Culture now exhibited in other Museums also may be shifted to Chennamangalam Synagogue.
- ➔ The boundary of the landed property comprising synagogue and graveyard may be specifically

demarcated. A compound wall and a gate may be constructed in front of the synagogue to check unauthorised entry.

- ➔ The existing post of Office Attendant may be allowed to continue. The services of the personnel engaged on daily wages may be dispensed with.
- ➔ The entry fee and other fees may be enhanced reasonably.

3.14 SHAKTHAN THAMPURAN PALACE, THRISSUR

The Sakthan Thampuran Palace, located at Thrissur, is a landmark in the annals of the Perumpadappu Swaroopam, the former ruling dynasty of Kochi. The Palace is about 300 years old. Historians consider the reign of King Ramavarma Sakthan Thampuran (AD 1790-1805) as the golden era of Kochi. During his reign, he maintained cordial relationships with European powers and also with rulers of neighboring regions of Mysore and Travancore.

3.14.2 The Palace (formerly Vadakkechira Kovilakam) was renovated by Sakthan Thampuran. It is a rare blend of Kerala-Dutch architectural style. The Palace compound has an extent of 6.5 acres. There are 12 galleries. There is also a heritage garden attached to the south of the Museum having diverse collection of herbs and trees grown in Kerala and a large variety of medicinal plants. The museum houses some interesting galleries like the

Bronze gallery, where one can find bronze statues belonging to the period between 12th and 18th century, a sculpture gallery displaying granite statues belonging to the period between 9th and 17th century and the Epigraphy gallery showcasing the genesis and evolution of ancient writings. Other galleries in the museum exhibits Household utensils made of copper and bronze, ancient coins (numismatics gallery) and remains of the great stone age. The Palace also houses a large number of old Chariots made during Portuguese and Dutch reign.

3.14.3 An entry fee of ₹ 20/- from an adult and ₹ 5/- from children is collected. Besides, ₹ 50/- for camera, ₹ 250/- for video camera and ₹ 25000/- for feature film and ₹ 10000/- for tele film is also levied. An average of 450 visitors come to the Palace daily and monthly collection amounts to ₹1,25,000/- approximately. There is an office of Football Association just inside the front gate of the museum, which affects the security, beauty and the normal functioning of the museum. The said existence of the office is a clear violation of the Kerala Ancient Monuments and Archaeological Sites and Remains Act, 1968.

3.14.4 The Sakthan Thampuran Archaeological Museum is headed by a Curator. There is one post each of Field Assistant, Museum Assistant, Senior Clerk, Head Gardener, 4 Office Attendants, two posts each of gardeners and PTS. In addition to this, there are 18 contract staff including 8 Museum Guide Trainees. There is no prescribed staff pattern and persons are seen

engaged on daily wage basis without any criteria. Proposed as an 'A' Grade Museum, the existing staff strength is not sufficient for the effective functioning of the museum. Moreover, there is recommendation that the proposed Northern Regional Deputy Director Office is to be functioned in this Museum and that the Deputy Director will also be the head of the Museum. The staff pattern recommended for the proposed 'A' Grade Museum may be sanctioned to this museum. Once such staff pattern is implemented, the services of the personnel engaged on daily wages may be dispensed with.

3.14.5 Recommendations:

- ➔ Urgent steps shall be taken to evict the office of the Football Association from the premises of the museum.
- ➔ The permanent advance allowed to this museum is only ₹100/- and this is too meagre to meet the expenses. The Culture Department may approach the Finance Department for increasing the amount allotted as Permanent Advance. Absence of Power Generator creates a lot of problems for the functioning of the museum during power failures and the same has to be addressed suitably by the Archaeology Department.
- ➔ Effective waste management system should be introduced in the museum.

- ➔ Proposed to be graded as 'A' Grade Museum the entry fee and other fees may be enhanced proportionately.
- ➔ The Deputy Director (Conservation/Archaeology) of the Northern Regional Office may also function as the Head of the Sakthan Thampuran Museum.
- ➔ One post of Gallery Superintendent on ₹25200-54000, one post of Museum Guide on ₹ 20000-45800, 3 posts of Gallery Attender on ₹ 16500-35700, 2 posts of Office Attendants on ₹ 16500-35700, 1 post each of Clerk and Clerk-Typist on ₹ 19000-43600, 1 post each of Electrician on ₹17500-39500, Attender on ₹ 17000-37500, Office Attendant on ₹ 16500-35700, Night Watchman on ₹ 16500-35700 and Sanitation Worker on ₹16500-35700 may be sanctioned to the Sakthan Thampuran Archaeological Museum.
- ➔ One Office Attendant may be deputed to the Mural Art Museum, Kollangodu , if found necessary.
- ➔ The existing posts of Police Personnel may be allowed to continue.
- ➔ As regards the posts of Gardeners and Sweepers, the recommendations later in this report (para.4.7.2) may be adhered to.

- The services of the personnel engaged on daily wages may be dispensed with.

**3.15 DISTRICT HERITAGE MUSEUM (MURAL ART MUSEUM),
KOLLENGODE PALACE, THRISSUR**

District Heritage Museum (Mural Art Museum) is the only museum dedicated to mural arts in Kerala. It is situated in Kollengode Palace in Thrissur. The Raja of Kollengode, Vasudeva Raja, constructed this palace in 1904. In 1975, the Department of Archaeology acquired the property and converted it into a museum. The architecture of the palace is a unique blend of traditional Kerala architecture with western design. The Palace houses a gallery of murals from all over Kerala and preserves a rare treasure of Veera Kallu, temple models, manuscripts written on palm leaves, some personal belongings of Vasudeva Raja, life-size statues of eminent personalities, a megalithic collection consisting of earthen pots, Nannangadi (urn burials) black and red wares, black wares russet coated wares, stone age tools, excavated materials from Indus Valley Civilisation and Harappa and Cheraman Parambu (Kodungallur). It also has stone sculptures dating from 7th century to 10th century and bronze sculptures dating from 12th century to 18th century.

3.15.2 The Kollengode Palace received a facelift from the state government during 2013 and it was declared as a District Heritage Museum on 26.02.2016. When the District Heritage Museum begin to function in a full fledged state, there will be

different galleries including folklore gallery conceived by the Kannur Folklore Academy, Children's park, Kiosk, Open Stage for Stage Programmes, etc. For the security of the museum, CCTV Cameras and metal detectors are set up in every room including fire extinguishers. An amount of ₹1.90 crore has already been utilised for the renovation of the Museum. The Museum was not open to the public at the time of study.

3.15.3 The Museum is headed by a Museum Assistant. One post of Clerk and One Office Attendant had been sanctioned to this museum. Besides the permanent staff, 4 contract staff are working on Daily wages. The Permanent Advance sanctioned to this Museum is only ₹100/- and it is meagre. Hence, the Department may take measures to raise the Permanent Advance reasonably.

3.15.4 Recommendations:

- ➔ Proposed to be graded as a 'C' grade museum, the staff pattern proposed for 'C' grade museums may be sanctioned. Hence, one post of Museum Guide and one post of Night Watchman may be sanctioned.
- ➔ The services of an Office Attendant may be made available from the Sakthan Thampuran Museum, if found necessary.
- ➔ Steps may be taken to print Brochure / Guide Book of the Museum to give information to the visitors.

→ The entry fee may be enhanced reasonably.

3.16 MANI AIYYAR MEMORIAL MUSEUM (DISTRICT HERITAGE MUSEUM), PALAKKAD

Kerala State Archaeology Department has proposed to set up a District Heritage Museum in Palakkad at Palakkad Mani Aiyar Memorial Hall. Presently, a Display Technician is the Charge Officer of the museum. Besides, two Monument Attendants, one Sweeper and one Night Watchman are working here on daily wage basis. Two monuments, Kuthanoor Cave and Jain Temple at Kattilmadam are also under the control of this Museum.

3.16.2 It is seen that objects kept in the museum are dumped in the Hall in a disorderly manner. Further negligence in this regard may cause severe damage to the objects. The objects mainly comprise of old musical instruments purchased from a private party. It has been decided that 11 galleries should be set up for displaying these objects. It is noted that inventory of the objects has not been maintained in the museum.

3.16.3 Implementation of the project, entrusted with the Kerala Museum of History and Heritage, is moving at a snail's pace. There is an issue regarding the ownership of the building where District Heritage Museum is proposed. District Tourism Promotion Council (DTPC) is the owner of the building. They have leased out the building to Folklore Academy. But the Academy had further leased out the same to State Archaeology Department without informing

the original owner. Citing that it had violated building rules, the municipal authorities had rejected application for allotment of building number to the Hall. Hence, State Archaeology Department may take urgent necessary action to solve these issues before establishment of the District Heritage Museum at Palakkad Mani Aiyar Hall. The lackadaisical approach on the part of the Kerala Museum of History and Heritage on implementation of the project shall be properly addressed.

3.16.4 Recommendations:

- ➔ The Archaeology Department may take urgent steps to settle the issues with the DTPC and do earnest efforts for getting the building numbered by the Municipal Authorities.
- ➔ The Kerala Museum of History and Heritage may be given strict instructions to complete the work of the District Heritage Museum at the earliest.
- ➔ Urgent action may be taken to set up the galleries and display the objects properly.
- ➔ Staff pattern proposed for District Heritage Museums may be sanctioned to this Museum, at the time when all the District Heritage Museums begin to function. Once such a staff pattern comes into existence, the persons engaged on daily wages may be dispensed with.

3.17 PAZHASSI RAJA MUSEUM, EAST HILL, KOZHIKODE

The Pazhassi Raja Museum, situated at East Hill, Kozhikode, is an elegant structure built in the Kerala style of architecture. The museum and art gallery is named after King Pazhassi Raja Kerala Varma, of the Kottayam royal family, who resisted British colonisation by resorting to guerrilla warfare in the hilly areas of Wayanad. This great freedom fighter was shot dead in an encounter on 30th November 1805.

3.17.2 The building that harbours the museum was constructed in 1812 and was then known as East Hill Bungalow. It was used as the residence of the British collectors of Kozhikode. It also served as the houses of Malabar Collector William Logan, author of the Malabar Manual and H. V. Connolly, the district magistrate who was killed in this very building by four leaders of the Moplah Revolt.

3.17.3 Even after Independence, the bungalow was used as the office of the district collector till 1976, when it was converted into an archaeological museum. The first few exhibits here were brought from the Thrissur archaeological museum. Later, it began to display various relics unearthed from different parts of Malabar. In 1980, the bungalow was renamed as the Pazhassi Raja Museum. The museum, presently managed by the State Archaeology Department, underwent major renovation in the 1990's.

3.17.4 The museum has four main galleries, Central Gallery, Megalithic Gallery, Stones Gallery and Hero Stone Gallery. The

museum has also on display mural paintings, antique bronzes, models of temples, umbrella stones, dolmenoid cists (quadrangular burial chambers with capstones), and similar megalithic monuments. There are 547 artefacts including 132 coins exhibited in the museum. There is also a Conservation Laboratory with modern equipments attached to this museum. Due to the absence of technical staff, the Conservation Laboratory is not functioning properly. Hence, the Conservation Laboratory along with its equipments may be shifted to the proposed Northern regional Deputy Director Office, Thrissur and it may execute the conservation works of eight northern districts as proposed later in this report.

3.17.5 The Museum is not a protected monument since the Museum is housed in a portion of the building owned by the Department of Museums and Zoos. There is a beautiful garden in front of the museum. It is understood that measures are being taken to declare it as a “protected monument” by the Archaeology Department.

3.17.6 The entry fee for the Museum is as shown below:

1. Adult ₹ 20/-
2. Children ₹ 5/-
3. Camera Fee ₹ 50/-
4. Video Camera ₹ 500/-

3.17.7 About 250 visitors come to the museum everyday. The total number of visitors during 2015-16 was 16,181 and the total collection during 2015—16, including entry fee , video camera charge and sale of publications came to ₹ 1,91,425/- where as the total Non Plan expenditure for 2015-16 was ₹ 10,00,038/-.

3.17.8 The Museum is headed by a Research Assistant at the time of study. There is also a post of an Artist, an Estampage Maker, 2 Office Attendants, one Part Time Sweeper, one Gardener and one Night Watchman sanctioned to this museum. In addition to these posts, One Gardener, one Part Time Sweeper, one Ticket Attender are working here on Daily wages and 2 Museum Guides on contract basis. The Kunjali Markkar Memorial Museum,Vadakara, Chandragiri Fort, Arikkady Fort and Powell Fort in Kasaragod district are functioning under this museum.

3.17.9 Recommendations:

- ➔ Urgent steps may be taken to declare it as a “Protected Monument ” of the Archaeology Department.
- ➔ The Conservation Laboratory along with its equipments may be shifted to the proposed Northern regional Deputy Director Office, Thrissur and it may execute the conservation works of eight northern districts as proposed in this report.

- Steps may be taken to shift the post of Estampage Maker from Pazhassi Raja Museum, Kozhikkode to the Epigraphy Wing.
- One Curator on ₹35700- 79200 may be posted as the Head of the Museum. He is also bound to discharge the duties assigned to his original post.
- Proposed to be graded as a 'B' Grade Museum, 1 post of Museum Guide on ₹ 20000-45800, 1 post of Gallery Attender on ₹ 16500-35700, one post each of Clerk-Typist on ₹ 19000-43600, Attender on ₹ 17000-37500, Office Attendant on ₹ 16500-35700 and Night Watchman on ₹ 16500-35700 may be sanctioned to the Pazhassi Raja Museum.
- The entry fee of the Museum may be enhanced reasonably .

3.18 KUNJALI MARAKKAR MEMORIAL MUSEUM, VADAKARA

'Kunhali Marakkar' or 'Kunjali Marakkar' was the title given to the Muslim naval chief of the *Zamorins* of Calicut during the 16th century. There were four major Kunhalis who played a part in the Zamorin's naval wars with the Portuguese from 1502 to 1600. Of the four Marakkars, Kunjali Marakkar II was the most famous. The Marakkars were credited with organizing the first naval defence of the Indian coast.

3.18.2 Kunjali Marakkar Memorial Museum, situated at Iringal Village in Koyilandi Taluk in Kozhikode District, is one of the many tourist attractions in Kozhikode. This memorial is a small portion of the house of Kunjali Marakkar that remains. It was taken over by the Archaeology Department as a protected monument in 1976. The building is about 300 years old and is located in a land area of 19 cents. About fifty nine exhibits are displayed here in orderly and attractive manner. The museum has on display the sword used by Kunjali Marakkar and some cannon balls and some other war relics belonging to the period of the Zamorins. Some of the “Veerarayan” silver coins unearthed by the Archaeology Department are also on display. Some of the pottery, stones and Iron articles used during the “Stone Age”, discovered from Kakkur, Peringathur and Kuruvattoor in Kozhikode district are also displayed. As a testimony to the legendary naval war fought by the Kunjali Marakkar in the Arabian Sea, the Indian navy has built a memorial in front of the Museum. The Museum was renovated in 2014 .

3.18.3 About 1000 people visit the Monument per month. It is understood that about 40 cents of land in the surrounding area is about to be donated for the development of the Museum by the Payyoli Municipality. A nominal entry fee of ₹5/- for persons above 12 years and ₹2/- for children between 5-12 years is collected from the visitors. Besides, an amount of ₹15/- is collected for carrying cameras. A Guide Book, published by the Archaeology Department, describing the life events of Kunjali

Marakkars and the important articles kept in the Museum, is very useful for those who desire to know more about Kunjali Marakkars. The posts sanctioned to the museum are that of a Museum Guide and Day Watcher (Office Attendant). In addition, a Ticket Attender, a Gardener, a Night watchman and a Part Time sweeper are engaged on contract basis.

3.18.5 Recommendations:

- ➔ Proposed to be graded as a 'C ' Grade Museum , the staff pattern proposed for 'C ' Grade Museums may be sanctioned. Hence, one post of Museum Guide and one post of Night watchman may be sanctioned. The services of the personnel engaged on daily wages may be dispensed with.
- ➔ The Archaeological Department should take immediate steps to acquire the 40 cents of land offered by the Payyoli Municipality for the further extension of the Museum.
- ➔ The entry fee for the Museum may be enhanced reasonably.

3.19 PAZHASSIKUDEERAM, MANANTHAVADY, WAYANAD

'Pazhassikudeeram' is a project built in memorial of Kerala Varma Pazhassi Raja, also known as the 'Lion of Kerala'. This project, situated at Mananthavady in Wayanad district, is one of

the main tourist destinations in Wayanad. Kerala Varma Pazhassi Raja, a member Kottayam Royal Family, is associated with organising guerrilla warfare against the British colonial regime. The tomb in Manandhavady was established in 1805, after Pazhassi Raja was killed in a battle against the British East India Company. It was declared as a protected monument by the Government of Kerala in the year 1980. The Pazhassi Museum was inaugurated in 2010. In the year 2013, the Pazhassikudeeram Museum was declared as the District Heritage Museum, Wayanad.

3.19.2 The “Pazhassikudeeram” project has an extent of 4 acres. The project is located on the banks of the Kabani river. The Pazhassi Museum comprises of 4 galleries, viz., Pazhassi Gallery, Tribal Gallery, Heritage Gallery and Numismatics Gallery.

3.19.3 The Pazhassi Gallery depicts the story of untold battle fought by Pazhassi against the British Regime. The Gallery houses copies of the agreement made between the Pazhassi and the British forces, proclamation of Pazhassi and his allies as anti-social elements. The Pazhassi Gallery also arrays the collection of weapons used in the Pazhassi period.

3.19.4 The Tribal Gallery clearly depicts a cross section of the early Tribal life in Wayanad. The Tribal Gallery comprises of various household utensils, musical instruments and agricultural tools used by the tribals in Wayanad. Models of various dwelling

places of the tribals are arranged systematically in the Tribal Gallery.

3.19.5 The Heritage Gallery depicts the various untold stories of Wayanad in the early ages. The main attraction of the gallery is the depiction of facts about the Edakkal Caves and the inscriptions therein. Potteries of different shapes and other archaeological relics unearthed from different parts of Wayanad are displayed here. The Heritage Gallery also arrays different types of 'Veerakkals', unearthed from Kenichira and Pulpally, which portray the trade relation between Wayanad and other parts of the country.

3.19.6 The Numismatics Gallery displays various coins used by the Cheras, Mysore Sultans, the British and the Dutch. The coins are mainly made of iron and silver. The gallery has also a collection of 'Thalassery panam' used by the KannurAali Rajas and the coins used in the Travancore Kingdom.

3.19.7 An amount of ₹ 10/- is collected towards entry fees from adults and ₹ 5/- from children above 5 years. Besides, ₹25/- for Camera, ₹150/- for Video camera , ₹15000/- is for making feature films and ₹10000/- for tele films are also collected.

3.19.8 The posts sanctioned for the Museum are as follows:

1. Manager
2. Clerk
3. Gardener
4. Gardener Cum Watcher
5. Office Attendant

3.19.9 Of these posts, the post of clerk has been permanently shifted to Pamanabhapuram Palace, Thuckalay. The post of Gardener-cum- Watcher is vacant at the time of study. The Office Attendant is deputed to Edakkal Caves. Besides, 12 Daily wages staff are working here including two Guides. The post of Manager was created solely for the implementation of the Pazhassikudeeram project. As the project had been completed, the post became redundant. The post of Manager may be upgraded to that of Curator as there are only two posts of Curator available in the department. It is seen that the nearby District Medical Office and Veterinary Office have encroached considerable portion of the the land belonging to the Museum without proper consent and as a result, the original extent of 4.83 acres has shrunked to about 2 Acres. As the main entrance of the Museum is shared by the District Medical Office/Hospital, the entry to the museum is hindered when a political blockade takes place in front of the Medical Office. It causes much difficulty to the visitors to enter the museum and also affects its security. It may also be noted that the DM Office has an alternate entrance. These issues may be resolved

at the Government level by convening an inter departmental meeting.

3.19.10 Recommendations:

- ➔ The post of Manager (₹ 27800-59400) existing here may be upgraded to the post of Curator (₹ 35700-75600) and he may be posted as the Head of the museum. He is also bound to discharge the duties assigned to his original post.
- ➔ Proposed to be graded as a 'B' grade museum, the staff pattern proposed for the 'B' grade museums may be sanctioned to this museum. Hence, 1 post of Museum Guide on ₹ 20000-45800, 1 post of Gallery Attender on ₹ 16500-35700, one post each of Clerk-Typist on ₹ 19000-43600, Attender on ₹ 17000-37500, Office Attendant on ₹ 16500-35700 and Night Watchman on ₹ 16500-35700 may be sanctioned to the Pazhassikudeeram Museum.
- ➔ The Office Attendant may be deputed to look after the day- to-day affairs of Edakkal Caves, Wayanadu.
- ➔ Inter Departmental meeting at Government level may be convened at the earliest to settle the issues pertaining to the encroachment of land and the illegal usage of the entrance of the museum by the District Medical Office.
- ➔ Steps may be taken to demarcate the boundary of the Museum and earnest efforts may be taken to regain the land illegally taken by other departments.

3.20 EDAKKAL CAVES, AMBUKUTHY MALA, WAYANAD

Edakkal Caves are a dwelling that showcase nature's skill and philosophy on architecture, which still remain a wonder and a mystery for archaeologists and historians alike. Edakkal Caves are situated at Ambukuthy Hills, part of Western Ghats, 16 km away from Sulthan Bathery. The Caves are situated at about 1200 feet above the sea level. The lush greenery and scenic landscape around and the cool breeze that carries the aroma of coffee will surely make the journey an unforgettable one. The name Edakkal Caves literally means 'a stone in between'. As the name indicates, it seems that one boulder miraculously wedged in between two bigger ones to create a cave. Scientists too are of the opinion that Edakkal Caves is not a cave in the real sense. It is a fissure in the rocks which had been created due to natural causes/ changing climatic conditions.

3.20.2 The caves are replete with various etchings and prehistoric line drawings and the nature of representations on the cave walls indicate that the caves were occupied by various sets of people during various stages of history. The rock surface is full of linear motifs and one can see weird shaped figures, crosses, triangles, tridents, squares, stars, wheels, spirals, plant motifs, pot shaped items, various animals and human figures which dates back to nearly 7th Century B.C. Apart from these pictorial carvings, ancient inscriptions including a Tamil Brahmi script have been

identified from the caves. There are images of tools used by earlier human beings and many other symbols which suggest the presence of pre historic men. The recent outcomes of the researches and excavations at the Edakkal Caves indicate its probable links with Indus Valley Civilization. It may be noted that it is one of the Petroglyph Sites in the country where scripts and symbols are carved on rocks.

3.20.3 But the inscriptions are vulnerable to deterioration due to vagaries of nature like rainwater draining through the surface of the rocks, vast growth of moss, etc. which gradually degrades the surface of the rock, where the inscriptions are found. The rock surface forming walls of the cave, where the inscriptions are found gets drenched with the continuous drain of water during rain. The roots of the nearby trees penetrate into the rocks causing irreparable damage to the Caves. If the department does not take remedial measures to protect this nature's wonder, the time is not remote when the inscriptions will be completely wiped off. Unfortunately, it is seen that no earnest efforts have been taken by the department in this regard.

3.20.4 The fact that the State Archaeological Department has no practical control over the Caves bear testimony to the negligence on the part of the department. There is a staff from the Archaeological Department working as Office Attendant, deputed from Pazhassikudeeram Project who has not much work there. It is

the DTPC, Wayanad that manages and controls the affairs of the Edakkal Caves. The DTPC has no technical know-how as to how the Caves could be protected. Since these are natural caves of archaeological importance, the State Archaeological Department should take immediate steps to take over the control from DTPC, Wayanad.

3.20.5 It is seen that a brochure has been published by the DTPC. An average of 1000 visitors come to the monument daily. It is found that some private parties encroached into the protected area for constructing a Children's Park unauthorisedly. This has to be viewed seriously by the department.

3.20.6 Recommendations:

- ➔ The department may take urgent steps to take over the control and maintenance of the historically and archaeologically important site from the present possessor, ie, DTPC, Wayanad.
- ➔ The service of the Office Attenadant from Pazhassikudeeram project may be utilised for the Edakkal caves.
- ➔ A competent officer of the department may be entrusted with the task of conduct of monthly inspection of the Caves .
- ➔ The department may take immediate steps for the conservation and preservation of the inscriptions

in the cave. Opinion of experts in the field may be sought for, if necessary.

→ Urgent steps may be taken by the department to prevent encroachment of the protected area and steps may be taken to demarcate the boundaries.

3.21 CHANDRAGIRI FORT, BEKKAL, KASARAGOD

Situated on the banks of Chandragiri River (Payassini) , Chandragiri Fort is said to have been built in the 17th century by Sivappa Nayak of Bednore, who established his authority over the area and built a chain of forts in these areas mainly for trading purposes. It is located at Kadavath, a place in Chemmanadu Panchayath , 4 kilometers away from Kasaragod. Situated in about 7.76 acres of land, it is one of the main tourist attractions in the Kasaragod District. The location offers a breathtaking view of the convergence of the Payassini river and the Arabian Sea. The Fort was handed over to the State Archaeology Department in the year 1986.

3.21.2 The Chandragiri Fort is in a state of negligence now. It is basically made of laterite bricks layered in large square shapes. The rainwater draining through the laterite stones causes damage to the stones by wiping off its natural look. Inside the fort, there is vast growth of bush and grass which makes it appear insipid. There is also a deep well which is in a state of disuse .

3.21.3 The Chandragiri Fort has rich potential for tourism development, which the Archaeology Department may explore. The Department may emulate the efforts taken by the Archaeological Survey of India in the nearby Bakel Fort and take immediate steps for the maintenance and upkeep of the Chandragiri Fort. The department may construct a garden inside the Fort adding to the charm and scenic beauty of the Fort. A small cafeteria, children's park, etc. may be constructed in order to attract tourists and a nominal entry fee may be levied .

3.21.4 Recommendations:

- ➔ The Department may take immediate steps for the maintenance and upkeep of the fort taking cue from the work done by the Archaeological Survey of India in the Bakel Fort. The Department may construct a garden inside the fort, which would add charm to the scenic beauty of the Fort. A small cafeteria, children's park, etc. may be set up in order to attract tourists. After the completion of the garden and other amenities, a nominal entry fee may be levied from the tourists.
- ➔ Periodic inspection by a competent officer may be done in the Chandragiri Fort and other nearby forts.
- ➔ One post of Office Attendant, found surplus in the Directorate may be deployed to look after the day-to-day affairs of this fort and other forts/monuments in

the Kasaragod district. The services of contract staff engaged on daily wages may be dispensed with.

3.22 DIRECTORATE OF ARCHAEOLOGY

All activities of the State Archaeology Department is controlled and co-ordinated by the Directorate in Thiruvananthapuram. To give technical and administrative support to the Director, Heads of the sections such as Conservation Laboratory, Education Wing, Engineering Wing and School of Epigraphy are attached to the Directorate. Other important officials, such as Superintending Archaeologist, Epigraphist, Excavation Assistant, Epigraphy Assistant and Artist Superintendent are also working here. The details of the existing staff position of the Directorate is given as **Annexure II**.

3.22.2 At present, out of the 16 gazetted posts available in the Department, 8 Officers are working in the Directorate. Two posts of Epigraphists, one post each of Epigraphy Assistant, Artist Superintendent and Publication Officer are lying vacant. Of the 8 posts in the Directorate, three officers, viz., Director, Conservation Engineer and Finance Officer are on deputation basis from State Archives Department, Irrigation Department and Finance Department respectively. The smooth functioning of the Directorate as well as the Department is affected by accumulation of administrative and financial powers in the Directorate. Hence, delegation of administrative and financial powers to the proposed Deputy Directors will reduce the workload of the Directorate. The

incumbent Director is on deputation from the Archives department. As per the Special Rules, Director can be appointed from the feeder categories such as Superintending Archaeologist, Epigraphist or Conservation Officer.

3.22.3 Even though all the ministerial works pertaining to technical matters, service matters, establishment and accounts matters are performed in the Directorate, the staff pattern has not been revised accordingly. As per the present ministerial staff strength, the Directorate of State Archaeology Department consists of 15 Clerical posts, which includes 12 Clerks and 3 Clerk-Typists, to perform all the ministerial works. At present, the staff strength is only 12 Clerks. The matters dealt in the other 3 seats are distributed among the existing staff. The workload of 12 Clerical Posts in the Directorate has been assessed and included in **Annexure VII**. The total manhours of 26,907.42 hrs require 16 posts ($26907.42/1700 = 15.83$) of Clerks. Hence one post of Clerk may be created. The assessment of the work study team is that the 3 vacant posts and the absence of delegation of powers to the sub offices have resulted in excessive accumulation of work in the Directorate.

3.22.4 Even though there are 15 sanctioned posts of Clerks in the Directorate and adjacent Offices, the present strength is only 12. The delegation of financial and administrative powers to the proposed Deputy Director offices will reduce the workload in the Directorate. Hence the remaining 3 Clerical posts and one

proposed clerical post may be made available to the proposed Deputy Director Offices. There are 2 posts of LD Typist and one post of UD Typist. From these, 2 Posts of Clerks and one post of Typist may be deployed to the proposed Regional Deputy Director Office at Thiruvananthapuram. A re-arrangement in the present work distribution would help in mitigating overburden on the ministerial staff. The existing work distribution schedule may be reorganised to reduce the heavy work load existing in A1, A5 and A6 seats of the Directorate. A portion of work on the matters related to Establishment and Accounts shall be transferred to the proposed Deputy Director Offices and also to the Museums, where the heads of Museums are designated as Drawing and Disbursing Officers.

3.22.5 There are two posts of Senior Superintendent, one post of Personal Assistant and one post of Junior Superintendent, to supervise ministerial work. The ministerial wing is jointly supervised by a Senior Superintendent and a Personal Assistant. A Senior Superintendent is working at Hill Palace Museum, Thripunithura.

3.22.6 The staff pattern of Directorate had been revised a long time back. There is no separate supervisory officers to deal with the work related to the technical and administrative sections. All files are routed to the Director by the Senior Superintendent through the Personal Assistant. The work load of the Director is too much as he has to attend the routine

establishment matters. In order to relieve him of such duties, it is desirable to have the post of the Administrative Assistant as the ministerial head of the Department. Hence the post of Personal Assistant may be upgraded to that of Administrative Assistant.

3.22.7 As per the existing norms, one post of Junior Superintendent is necessary for every 6 Clerks and the posts of Senior Superintendents are to be created on the basis of administrative necessity. Even though there are 15 sanctioned posts of Clerks in the Directorate, there is only one post of Junior Superintendent in the State Archaeology Department. There arises a situation where there are not enough candidates in the feeder category for promotion to the post of Senior Superintendent, due to the non availability of sufficient posts of Junior Superintendent. Therefore, one additional post of Junior Superintendent has to be created. The two Junior Superintendents may be designated as JS (Gen) and JS(Tech). As per this proposal, there will be 12 posts of Clerks in the Directorate and hence 2 Junior Superintendents shall be there.

3.22.8 The Clerical posts in the Directorate may be put under two sections -Technical Section and General Section- under the respective supervision of the above mentioned Junior Superintendents. Files related to technical matters may be forwarded to the Director by Junior Superintendent (Tech) through Deputy Director (Epigraphy). The files related to Administrative matters may be forwarded to the Director by the

Junior Superintendent (Gen) through the Administrative Assistant. The General Section may be placed under the direct supervision of the Junior Superintendent. This Section may deal with all the papers of general nature, service matters, establishment matters, accounts matters and Financial matters. The files dealing with Financial matters may be forwarded to the Director through the Finance Officer. Proper delegation may be given to the proposed Administrative Assistant to take decision on matters related to establishment and accounts pertaining to the staff and other routine matters.

3.22.9 Out of the 8 Office Attendants available in the Directorate, one post each may be deployed to the proposed Deputy Director Offices. One of the posts of Drivers available in the Directorate may be shifted to the Southern Deputy Director Office along with one vehicle.

3.22.10 Recommendations:

- ➔ Steps may be taken to appoint the Director of Archaeology by promotion from among the eligible candidates in the category of Superintending Archaeologist, Epigraphist or Conservation Officer.
- ➔ The post of Deputy Director (Epigraphy) may be retained in the Directorate and he may function as both the head of Technical Section in the Directorate as well as School of Epigraphy.

- ➔ The post of Personal Assistant on ₹35700-75600 may be upgraded to that of Administrative Assistant on ₹42500-87000. He may be the head of the ministerial wing of the Department after giving necessary delegation of powers.
- ➔ An additional post of Junior Superintendent on ₹30700-65400 may be created in the Directorate. Thereafter, the two Junior Superintendents may be designated as JS (Gen) and JS(Tech).
- ➔ The Ministerial Wing may consist of 12 Clerks and may be put under two sections such as Technical Section and General Section under the direct supervision of the above mentioned Junior Superintendents.
- ➔ One post of Clerk on ₹19000-43600 may be created for the proposed Deputy Director Office. Three posts of Clerk may be deployed to the proposed Southern and Northern Deputy Director Offices with two posts at each office (3 existing and 1 to be created).
- ➔ Ministerial works of the Conservation Engineering Cell, Education Wing and Conservation Laboratory attached to the Directorate may be allotted to each clerk in the Technical Section alongwith their assigned work.

- ➔ The existing work distribution schedule may be reorganised so as to reduce the heavy work load existing in A1, A5 and A6 seats of the Directorate.
- ➔ The post of Confidential Assistant attached to the Director may be allowed to continue.
- ➔ One of the posts of Drivers available in the Directorate may be shifted to the proposed Southern Deputy Director Office along with one vehicle.

(It has been recommended in the report that one post of Driver along with the vehicle available in the Hill Palace Museum may be shifted to the proposed Northern Deputy Director Office.)

- ➔ Out of the 8 Office Attendants available in the Directorate, 2 posts may be deployed to the proposed Deputy Director Offices. The services of 6 Office Attendants in the Directorate may be utilised for the different wings in the Directorate also.

3.23 EPIGRAPHY WING

The Archaeology Department is essentially a technical department set up with objective of human resource development by imparting the required training to the staff of the department. There is a School of Epigraphy attached to the Directorate. The school , now defunct, had earlier conducted courses on archaeological subjects. No training is seen imparted for the staff

of Archaeology Department now. Many of the technical staff are usually promoted and posted from the ministerial wing and they require proper training in their newly assigned work. It is now housed in the Directorate.

3.23.2 There are two sanctioned posts of Epigraphist on ₹45800-89000 and a post each of Epigraphy Assistant and Estampage Maker. The Estampage Maker makes images of inscriptions and decodes them. The posts of Epigraphists and Epigraphy Assistant are remaining vacant for want of qualified hands. The Estampage Maker is currently working in the Pazhassi Raja Museum, Kozhikkode. As a result, the school of Epigraphy is now defunct. It is a fact that the school can impart training to the staff of Archaeology Department, if the same functions properly. It is understood that there is need of only one Epigraphist in the department. One post of Epigraphist may be converted as a new post of Estate Officer in the Archaeology Department, for being appointed as the custodian of the valuables in the department.

3.23.4 **Recommendations:**

- ➔ One post of Epigraphist in the Department may be converted to the post of Estate Officer, the custodian of the valuables of the Archaeology Department.
- ➔ Urgent steps may be taken to fill up the posts of Epigraphist and Epigraphy Assistant and once the same are filled up, the school of Epigraphy may be restarted.

- ➔ Steps may be taken to shift the post of Estampage Maker from Pazhassi Raja Museum, Kozhikkode to the Epigraphy Wing.
- ➔ Once the posts are filled up, a suitable training programme may be devised for the training of the staff of the department.
- ➔ One post of Epigraphist may be re-designated as Deputy Director (Epigraphy) on ₹45800-89000 and function as the head of the school of Epigraphy.

3.24 REGIONAL CONSERVATION LABORATORY

There are palaces, protected monuments, wooden/metal objects and various other artefacts which require frequent and timely chemical treatment for conservation. The department has a well equipped modern laboratory in Thiruvananthapuram for the purpose. It is functioning in the Sreepadam Palace, in close proximity to the Sree Padmanabhaswamy Temple. It was earlier functioning in a rented building at Edappazhanji, Thiruvananthapuram. Owing to the proximity to the Sree Padmanabhaswamy Temple, it is desirable to shift the Regional Conservation Laboratory to some distant building.

3.24.2 The Conservation Laboratory is headed by the Conservation Officer on ₹45800-89000 and the post is vacant now. There is one post each of Archaeological Chemist, Preservation Assistant, Laboratory Assistant, Photographer, Dark Room

Assistant and Office Attendant. The post now available in the Conservation Laboratory is Archaeological Chemist. He is now assisted by contract staff, selected for chemical treatment of various articles. Moreover, the Archaeological Chemist is in charge of certain protected monuments in Thiruvanthapuram and he does other assigned works too. The Preservation Assistant is now working as the head of the Padmanabhapuram palace, Thuckalay.

3.24.3 There is another Laboratory with modern amenities under the department attached to the Pazhassi Raja Memorial Archaeological Museum, East Hill, Kozhikode. But this Laboratory is not functioning, as there is no technical staff to operate the equipments. The major museums require the services of the laboratory frequently. Hence it is desirable to set up Regional Conservation Laboratories, where major museums are housed. A Conservation Laboratory may be started, along with the proposed Northern Regional Office, Thrissur at the minimum in addition to the one at the Head Quarters.

3.24.4 Recommendations:

- ➔ **The existing Regional Conservation Laboratory may be shifted to a building within the Thiruvananthapuram city limits, far from the protected Sree Padmanabha Swami Temple.**
- ➔ **A new Conservation Laboratory may be established and attached to the proposed Northern Regional Office,**

Thrissur for carrying out the conservation works of eight northern districts.

- ➔ The equipments at Conservation Laboratory kept idle in Pazhassi Raja Museum, Kozhikode may be utilised for setting up the conservation Laboratory at Thrissur.
- ➔ The existing post of Archaeological Chemist in the Regional Conservation Laboratory may be shifted to the proposed conservation laboratory at Thrissur and he may function as the head of the Laboratory. If the Deputy Director (Conservation) is posted as Deputy Director of the proposed Northern Region, then the post of Archaeological Chemist may be shifted to the Regional Conservation Laboratory at Thiruvananthapuram (Para 4.2.2).
- ➔ All other posts available at Regional Conservation Laboratory attached to the Head Quarters may be retained.
- ➔ One post of Laboratory Assistant on ₹22200-48000 may be created for the proposed Conservation Laboratory at Thrissur.

3.25 PUBLICATION WING

There is a publication Wing attached to the Directorate of Archaeology. There are sanctioned posts of Publication Officer on

₹40500-85000 and Assistant Editor on ₹ 27800-59400. Publication Officer is the head of the wing. The objective of the Publication Wing are to publish findings of the department through scientific studies and to publish brochures on the museums, books on temple architecture and Numismatics, Guide Books on historical monuments, etc. Now the posts of both Publication Officer and Assistant Editor are lying vacant.

3.25.2 Recommendations:

- ➔ Urgent steps may be taken to fill up the posts of Publication Officer and Assistant Editor.
- ➔ Once the posts are filled up, urgent action may be taken to publish brochures on all museums and important monuments.

3.26 EDUCATION WING

The Education Wing of the Archaeological Department functions in the Directorate. At present, there is only an Education Officer as staff of this Wing. The Education Officer now carries out the assignments that the Director gives him from time to time. The objective of the Education Wing is to create awareness among the public about the cultural heritage of the State through exhibitions, seminars and documentaries. The Education Wing of the Archaeology Department may take a lead role in creating awareness in students by introducing Archaeology / History clubs in the schools and colleges.

3.26.2 **Recommendations:**

- ➔ The existing post of Education Officer on ₹ 36600-79200 may be allowed to continue.
- ➔ The Department may probe into the possibility of introducing Archaeology / History clubs in schools and colleges.

3.27 **CONSERVATION ENGINEERING WING**

There is a Conservation Engineering Wing attached to the Directorate of Archaeology. The wing undertakes the structural conservation, restoration and preservation works of the protected monuments spread all over the State. The Wing has to execute works based on the projects of the department as well as those projects to conserve archaeologically and historically important structures, funded or undertaken by Tourism Department or the Central Government.

3.27.2 The Engineering Wing is to be strengthened to meet the growing needs of the department, particularly when Government is taking over more monuments and Museums and bringing them under the Archaeology Department. In order to attend the preservation works of Museums and Monuments situated in northern districts, more staff need to be deployed and attached to the proposed Northern Deputy Director Office.

3.27.3 The existing staff strength of the Engineering Wing consists of an Assistant Executive Engineer , three posts of

Assistant Engineer, four Overseers and one Draftsman. During the period of study, the post of Draftsman is vacant and 5 Overseers (4 civil, 1 electrical) are working on contract basis.

3.27.4 . Out of the existing four posts of Overseers, two posts may be retained in the Conservation Engineering Wing in the Directorate and the remaining two posts maybe shifted to the Conservation Engineering Wing attached to the proposed Northern Deputy Director Office. The post of Draftsman may be retained in the Wing. One Assistant Engineer may be posted at the proposed Conservation Engineering Wing attached to the Northern Region.

3.27.5 Recommendations:

- ➔ A Conservation Engineering Unit may be established in the Northern Deputy Director Office for executing the conservation works of Museums and Monuments under the Northern Region.
- ➔ The Conservation Engineering Wing at the Directorate may be with one post of Conservation Engineer in the grade of Assistant Executive Engineer as the head of the Wing, two posts of Overseers and one post of Draftsman.
- ➔ The proposed Conservation Engineering Unit attached to the Northern Regional Office may consist of one post of Assistant Engineer and two posts of Overseers.

CHAPTER - 4

RE-ORGANISATION OF THE DEPARTMENT

The main objectives of the Archaeology Department are as follows:

- ➔ Administer and maintain Archaeological Museums in the State.
- ➔ Protection of heritage Monuments undertaken by the State by carrying out structural and chemical conservation works.
- ➔ Conduct excavation, explorations and other related matters to detect archaeological remains and their preservation.
- ➔ Documentation and Publication of details of Artefacts.
- ➔ Arrange exhibitions of archaeological objects and conduct seminars on Archaeological & Historical subjects.
- ➔ Provide training to the staff of other departments like Archives Department and conduct courses on archaeological subjects.
- ➔ Provide reference library facilities.

4.2 ESTABLISHMENT OF REGIONAL DEPUTY DIRECTOR OFFICES

The Department of Archaeology does not have district offices or regional offices for controlling museums and protected monuments spread across Kanyakumari district in Tamil Nadu to Kasaragod district. All the important supervisory officers having administrative and financial powers are working at the

Directorate. Therefore, proper supervision, co-ordination and control of such activities and institutions are not effectively implemented. It is noticed that posts in different categories are shifted and placed from one museum to another for the convenience of the employees alone. Hence, in order to facilitate effective administration in the Archaeology Department, establishment of regional offices in southern and Northern region is inevitable.

4.2.2 Recommendations:

- ➔ **Two Regional Offices headed by Deputy Directors may be set up, viz. Southern Regional Deputy Director Office and Northern Regional Deputy Director Office.**
- ➔ **The Southern Regional Deputy Director Office may function at the Head Quarters in Thiruvananthapuram and the Northern Regional Deputy Director Office may function at the Sakthan Thampuran Archaeological Museum, Thrissur.**
- ➔ **The jurisdiction of the Deputy Director, Northern Region, may be over the Museums, Protected Monuments and institutions under the department situated in Kasaragod, Kannur, Kozhikode, Wayanad, Malappuram Palakkad, Thrissur and Ernakulam Districts. He may be the head of the Sakthan Thampuran Archaeological Museum also.**

- ➔ The jurisdiction of the Deputy Director, Southern Region may be over the Padmanabhapuram Palace at Thuckalay, Tamil Nadu and other Museums, Protected Monuments and institutions under the department situated in Thiruvananthapuram, Kollam, Kottayam, Alappuzha, Pathanamthitta, and Idukki districts. He / she may also be the head of the office of one of the wings of the Headquarters, based on technical qualification.
- ➔ A Conservation Laboratory may be established and attached to the proposed Northern Regional Deputy Director Office.
- ➔ An Engineering Unit may be established in Northern Regional Deputy Director Office.
- ➔ The Departmental Vehicle now available with the Hill Palace Museum, Thripunithura may be shifted to the Northern Regional Deputy Director Office, along with the post of Driver for the use of the Deputy Director. One of the vehicles available in the directorate along with its driver may be kept under the disposal of the Deputy Director, Southern Region.

4.2.3 By establishing the regional offices, a good deal of administrative and establishment matters can be delegated to the Deputy Directors. Hence, the Director can be relieved of certain

amount of work and he can pay more attention to the developmental activities of the department.

4.2.4 The proposed Regional Offices will have to attend conservation, technical, administrative, financial and establishment matters of the institutions under its jurisdiction. Therefore the Regional Offices must be headed by a competent officer in the grade of Deputy Director. The ministerial staff of the Regional Offices will also have to attend ministerial work of the Regional Office including the Conservation and Engineering Unit recommended to be established there. Hence, those offices are to be provided with sufficient technical as well as ministerial staff headed by competent supervisory officers. The proposed Regional Offices require both technical and ministerial staff with supervisory officers. Considering the importance of the Offices and for administrative convenience, the posts of Senior Superintendents are to be deployed in the Regional Offices as Supervisory officers of ministerial staff there.

4.2.5 Recommendations:

- ➔ **The Regional Office may be headed by Deputy Director in the Scale of Pay of ₹45800- 89000. The existing posts in the Scale of Pay of ₹ 45800- 89000 in the department may be re-designated as Deputy Directors and two of them may be posted in the Regional Offices.**

- ➔ The persons thus posted shall attend the technical works assigned to them and other specific tasks assigned by the Director from time to time.
- ➔ One post of Senior Superintendent, two posts of Clerk, one post of Typist, one post of Driver and one post of Office Attendant may be sanctioned to the ministerial wing of each Regional Deputy Director Office. One post each of Technical Assistant and Field Assistant may be sanctioned in the two Regional Deputy Director Offices.
- ➔ Out of two posts of Senior Superintendents now existing in the Department, one post from the Directorate may be shifted to the Southern Regional Deputy Director Office and the other post from the Hill Palace Museum, Thrippunithura may be shifted to the Northern Regional Deputy Director Office as supervisory officers of the ministerial staff.
- ➔ Two posts of Clerk, one post of Typist and one post of Office Attendant may be sanctioned for the proposed Southern Regional Deputy Director Office.
- ➔ Two posts of Clerk, one post of Typist and one post of Office Attendant may be sanctioned for the proposed Northern Regional Deputy Director Office.
- ➔ Technical posts required for the Conservation Laboratory and Conservation Engineering Unit attached to the Northern Regional Deputy Director Office may be sanctioned as recommended earlier.

- ➔ One post each of Artist cum Designer may be attached to the Southern and Northern Regional Deputy Director Offices. The Artist cum Designer may be deputed to each Museum under the region on demand.
- ➔ The Ministerial wing shall conduct the Annual Inspection- cum- Audit of Museums and other institutions under each Regional Deputy Director Office.

4.3 DELEGATION OF DRAWING AND DISBURSING POWERS

The Archaeology Department has neither regional offices nor district offices. The controlling officers of only certain Museums have the delegation of powers to draw and disburse salary to the regular employees. The controlling authorities of the other Museums have not been delegated with the necessary financial powers to draw and disburse salary and other allowances to the employees, draw contingent bills, to sanction GPF Advances, etc. For the same, the heads of the respective Museums have to move the Directorate and obtain orders. More over, all the bills have to be countersigned by the Director. This system causes undue delay and thereby affects the smooth functioning of the Museums and increases work load in the Directorate.

4.3.2 Many of the controlling officers of the Museums are of Gazetted Rank. The Administrative and financial powers pertaining to those Museums and the nearby Museums / Monuments, where there are no Gazetted controlling officers in gazetted rank, can be exercised by them.

4.3.3 Recommendations:

- ➔ All the officers who are functioning as the Head of 'A' and 'B' Grade Museums (as per the grading recommended in this report) may be designated as Drawing and Disbursing Officers of the respective Museums and the nearby 'C' Grade Museums and Monuments. The staff of such nearby institutions may be included in the establishment and Pay Roll of such Museums.
- ➔ The Director of Archaeology may take necessary steps to delegate suitable administrative and financial powers to the above controlling officers.

4.4 GRADING OF MUSEUMS

The Museums under the Department of Archaeology are entirely different in terms of area, staff strength, income, number of galleries and number of visitors. There is no prescribed staff pattern for the Museums. When new Museums are started or Monuments are undertaken for protection, the staff of the existing Museums are seen deployed to these instead of creating necessary posts. This affects proper functioning of the Museums / Monuments. Hence it has become indispensable to classify the Museums on the basis of specific parameters so as to ensure smooth functioning of the Museums.

4.4.2 Recommendations:

Based on the archaeological and historical importance, number of visitors and revenue collected, the museums functioning under the department may be classified into three categories viz. 'A' Grade 'B' Grade and 'C' Grade, as follows:

'A' Grade

- i) Number of visitors 1 lakh or more per year
- ii) Entry Fee collection of ₹10 lakh or more per annum.

'B' Grade

- i) Number of visitors between 10,000 and 1,00,000 per year
- ii) Entry fee collection between Rupees 2 Lakh and 10 Lakh per annum

'C' Grade

- i) Numbers of visitors up to 10,000 per year
- ii) Entry fee collection less than Rupees 2 Lakh per annum.

➔ Padmanabhapuram Palace, Thuckalay, Hill Palace Museum, Tripunithura and Sakthan Thampuran

Archaeological Museum, Thrissur may be designated as "A Grade" Museums.

- ➔ Koyikkal Palace, Nedumangad, Krishnapuram Palace, Kayamkulam, Pazhassi Raja Memorial Archaeological Museum, East Hill, Kozhikode and the Pazhassikudeeram, Mananthavady, may be designated as "B Grade" Museums.
- ➔ Other Museums, viz, Kunjali Marakkar Memorial Museum, Vadakara, Veluthambi Dalava Memorial Museum, Mannadi, Bastion Bungalow, Fort Kochi and Mural Art Centre, Kollengodu Palace, Thrissur may be designated as "C Grade" Museums.
- ➔ When the Department opens new Museums or upgrades an existing Museum in future, it may be graded based on the above norms.

4.5 DISTRICT HERITAGE MUSEUMS

The word "Heritage" can best be defined as the pictorial representation of the evolution of culture of mankind. The Culture Department, Government of Kerala has decided to set up District Heritage Museums in all the 14 Districts in order to make people aware of our rich cultural heritage. The Archaeology Department has already identified Heritage Museums at Wyanad, Palakkad, Thrissur, Ernakulam, Pathanamthitta and Thiruvananthapuram. But, they have not started functioning in full swing. Once Heritage

Museums are established and started functioning , sufficient number of staff has to be provided there.

4.5.2 Recommendations:

- ➔ The renovation works of the District Heritage museums already identified shall be completed in a time bound manner. Steps may also be taken to identify District Heritage museums in the remaining Districts.
- ➔ The administrative control of Heritage museums shall be vested with the respective Deputy Directors.
- ➔ One post each of Museums Guide , Gallery Attender and Night Watchman may be sanctioned to the District Heritage Museums, once all the 14 District Heritage Museums begin to function. These posts shall be included in the establishment of the nearest 'A' / 'B' Grade Museums.
- ➔ When a 'B' grade Museum is identified as a District Heritage Museum, the staff pattern proposed for the 'B' grade Museums may be sanctioned .

4.6 STAFF PATTERN OF MUSEUMS (Technical and Ministerial)

Considering the number of visitors, income, number of galleries, number of staff required for establishment work and the total area, the following technical and ministerial posts may be recommended for the 'A', 'B' and 'C' Grade Museums.

4.6.1 TECHNICAL AND MAINTENANCE STAFF OF 'A' GRADE AND 'B' GRADE MUSEUMS

1. Heads of Museums

- ➔ The head of Grade 'A' Museums may be one of the posts on scale of pay of ₹ 36600-79200. The head of 'B' Grade Museums may be one of the posts on scale of pay of ₹35700-75600.
- ➔ The officers thus posted shall perform their assigned technical work also. In the case of Museums where the Regional Deputy Director Offices are attached, the Deputy Director of the Regional Office will also be the Head of the Museum attached to it.

2. Gallery Superintendent

- ➔ One post each of Gallery Superintendent on scale of pay of ₹ 25200-54000 may be provided for a group of every 10 galleries. If the fraction of the number of galleries comes to more than 0.75, one post of Gallery Supervisor may be provided.
- ➔ The Gallery Superintendent shall supervise the Galleries as per the directions of the Curator with the help of Museum Guides and Gallery Attenders. He shall also assist the Curator in Museum works.

3. Museum Guide

- ➔ One post each of Museum Guide on scale of pay of ₹20000-45800 may be allowed for every group of 10 galleries. If the fraction of the number of galleries comes to more than 0.75, one post of Museum Guide may be provided. The Museum guide shall narrate the importance of Cultural heritage and the details of the artifacts to the visitors.

4. Electrician

- ➔ One post each of Electrician on scale of pay ₹ 17500-39500 may be provided in 'A' Grade Museums.
- ➔ He shall be under the Supervision of the respective Conservation Engineer and shall attend electrical works of the nearby Museums and Monuments as per directions of the Conservation Engineer.

5. Gallery Attender

Posts of Gallery Attender are to be provided considering the area of the gallery and the number exhibits in a Museum.

- ➔ One post of Gallery Attender may be sanctioned for 4adjacent Galleries in 'A' Grade and 'B' Grade museums.
- ➔ The Gallery Attender Grade-I may attend to the duties and responsibilities vested with the post of

Gallery Attender and the work now associated with the posts of Helper and Specimen Collector.

- ➔ Gallery Attender Grade-II may attend to the duties and responsibilities associated with the posts of Gallery Attender and that of the existing posts of Waiter and Duster.

6. Attender

- ➔ One post each of Attender may be provided to 'A' and 'B' Grade Museums to issue tickets and collect the entry fees.

7. Night Watchman

- ➔ One post each of Night Watchman may be provided in 'A', 'B' and 'C' grade museums.

8. Sanitation Worker

- ➔ One post of Sanitation Worker may be provided in 'A' Grade Museums.

9. FT/PT Sweepers

- ➔ The manpower requirement of Sweepers may be fixed according to the directions of G.O. (P)No.501/2005/Fin dated 25-11-2005 and G.O (P)61/2010/Fin dated 09.02.2010 and required number of posts may be retained / deployed / created as the case may be.

10. Head Gardener and Gardeners

- ➔ The post of Gardeners shall be sanctioned based on the area of garden to be maintained. The existing posts of Head Gardener / Gardeners sanctioned in each Museum may be allowed to continue there.

4.6.2 MINISTERIAL STAFF OF 'A' GRADE AND 'B' GRADE MUEUMS

- ➔ In the Ministerial Wing of the 'A' Grade museum, one post each of Clerk, Clerk-Typist and 2 posts of Office Attendant may be sanctioned.
- ➔ In the Ministerial Wing of 'B' Grade Museums, one post each of Clerk-Typist and office Attendant may be provided.

4.6.3 STAFF FOR 'C' GRADE MUSEUMS

- ➔ The administrative control of 'C' grade museums shall be vested with the respective Deputy Director.
- ➔ One post each of Museum Guide and Night Watchman may be sanctioned to the 'C' Grade Museums. These posts shall be included in the establishment of the nearest 'A' / 'B' Grade Museums.

4.7 DEPLOYMENT OF GRADENERS AND SWEEPERS

There are 20 posts of Gardeners and one post of Head Gardener to maintain gardens in various museums. But now the

services of Gardeners are seen utilised for other purposes like attending Galleries and acting as Museum Guides. Similarly, Sweepers are also seen deputed to Galleries in some museums due to acute shortage of Gallery Attender and Museum Guides. This shall not be encouraged as they are not competent to guide the visitors and explain about the historical and archaeological importance of the palace and exhibits.

4.7.2 Recommendations:

- ➔ The practice of engaging gardeners and sweepers for other purposes like attending galleries shall be dispensed with. The services of the Gardeners may be used for the maintenance of gardens of the Museums alone.
- ➔ Action may be taken to fix the required number of Gardeners in each museum after assessing the area of garden by the PWD authorities.
- ➔ All the posts of Sweepers (Full Time / Part Time) may be retained as such in the respective Museums and engage them for the cleaning and sweeping works alone.
- ➔ The manpower requirement of Full Time / Part time Sweepers may be fixed according to the directions in G.O.(P)No.501/2005/Fin. Dated 25.11.2005 and G.O (P) No.61/2010/Fin. dated 09.02.2010 (Annexure-V) and required number of posts may be retained / deployed / created accordingly.

4.8 CLUBBING OF RELATED POSTS AND RE-DESIGNATION OF POSTS

The peculiar structure of the Archaeology Department is such that out of the total number of 207 staff, it has 63 different categories of posts for conducting the whole business. Out of the 63 categories, 16 categories belong to State Service, 35 categories belong to Subordinate Service and 12 belong to Last Grade Service. Majority of the personnel recruited under one category of posts is actually discharging the duties of another post depending upon the demand at a particular time. Therefore it is suggested that different categories of posts maybe suitably clubbed together.

4.8.2 Related posts having same scale of pay, qualification and method of appointment maybe clubbed together and suitably re-designated. Clubbing together of posts as detailed below may be done by suitably amending Special Rules, method of appointment and qualifications, if necessary.

4.8.3 Recommendations:

- ➔ The present designation of Epigraphist, Superintending Archaeologist, and Conservation Officer on scale of pay of ₹45800-89000 may be renamed as Deputy Director (Epigraphy), Deputy Director (Archaeology) and Deputy Director (Conservation) respectively.
- ➔ The existing posts of Documentation Officer, Artist Superintendent and Research Officer on scale of pay of

₹ 36600-79200 may be engaged to function as heads of 'A' Grade Museums. They may also carry out their respective duties.

- ➔ The existing posts of Epigraphy Assistant and three posts of Curator on scale of pay of ₹ 35700-75600 may be engaged to function as heads of 'B' Grade Museums. They may also carry out their respective duties.
- ➔ The existing posts of Artist and Designer on scale of pay of ₹ 27800-59400 may be clubbed together and re-designated as Artist-cum-Designer. There will be 2 posts of Artist-cum- Designer and one each may be attached to the two Deputy Director Offices.
- ➔ The Artist-cum-Designer shall give necessary in artistic assistance to officers concerned of Museums, Documentation Wing, Education Wing, Folklore and Classical Arts. He shall also design showcases/pedestals/display boards in various museums and for exhibitions conducted by the department.
- ➔ The present posts of Gallery Supervisor, Museum Assistant and Display Technician on ₹ 25200-54000 may be clubbed together and re-designated as Gallery Superintendent.
- ➔ The existing posts of Ticket Attender and Record Attender on ₹ 17500-39500 may be clubbed together and re-designated as Attender.

- ➔ The existing posts of Helper, Moulder and Specimen Collector on ₹ 17000-37500 may be clubbed together and re-designated as Gallery Attender (Grade I). There will be 8 posts of Gallery Attender Gr-I in the Department.
- ➔ The existing posts of Waiter, Duster, and Gallery Attender on ₹ 16500-35700 may be clubbed together and re-designated as Gallery Attender (Grade-II).

4.9 CREATION AND UPGRADATION OF POSTS

The State of Kerala a unique cultural zone from ancient times, with a legacy inherited from past, which has to be preserved and protected for the upcoming generations. The Archaeology Department has a pivotal role to play. The Department is carrying out its activities with the staff pattern fixed long ago. The number of Museums and monuments brought under the department has increased considerably since its inception. Hence, the existing staff pattern has to be revised and re-organised. In order to have a uniform staff structure in all the museums, some posts have to be created for the effective functioning of the department.

4.9.2 In the report, concrete have been made to reorganise the department in the changed scenario. Two Regional Deputy Director Offices have been proposed to delegate the powers and ease the workload in the Directorate. A Conservation Engineering Wing and Conservation Laboratory Unit have been suggested in

the Northern Deputy Director Office for more effective protection/conservation of Museums and Monuments in the Northern parts of Kerala. Establishment of an Archaeological Central Library has also been recommended. Criteria for categorising the museums under the department and the required staff for each category has been recommended in the report. The assessment of manpower requirement has also been done. Clubbing of related posts has been recommended as part of streamlining the staff pattern. In order to achieve the desired results, certain upgradation, creation, regrouping, re-designation and shifting of posts have become inevitable.

4.9.3 The post of Manager in the Archaeology Department was created solely for the implementation of Pazhassikudeeram Project. As the Project has been completed, the post has become redundant. Moreover, the Pazhassikudeeram has been proposed as a 'B' Grade Museum and a fixed staff pattern has been proposed. Hence the post of Manager (₹27800-59400) may be upgraded to that of Curator (₹35700-75600) for the Archaeology Department, as there are only two posts of Curator available now.

4.9.4 One post of Artist and one post of Designer are available in the Department. After the proposed clubbing, the posts will be re designated as Artist-cum-Designer. These two posts are to be attached to the Southern and Northern Deputy Director Offices

and their services may be made available to the Museums under the respective region.

4.9.5 There are 26 posts of Office Attendants in the Department. As per the recommendations made in the report, only 18 posts of Office Attendants are necessary. Moreover, there are 8 posts of Night Watchman and 2 posts of Watchers in the Department. 11 posts of Night Watchman are required for the Museum as per this report. The duty of the Watchers (2 posts) are also found unnecessary as per the staff pattern recommended. Two posts of Watchers and one post of Office Attendant may be converted as Night Watchman. Therefore, it is proposed that 5 posts of Office Attendants may be converted as Gallery Attender Grade II, since both posts have same scale of pay (16500-35700). The remaining two posts of Office Attendants may be deployed to the Madavoorpara Protected Monument and the Chandragiri Fort, Kasargod.

4.9.6 The recommendations pertaining to the upgradations and creations of different posts are stated hereunder:

- ➔ One post of Epigraphist on ₹45800-89000 may be converted as new post of Estate Officer and a suitable scale of pay may be fixed for that post (Para 3.23.4).
- ➔ The post of Personal Assistant on ₹ 35700 – 75000 may be upgraded to that of Administrative Assistant on ₹42500 – 87000 (Para 3.22.10).

➔ The post of Manager on ₹27800 – 59400 may be upgraded to that of Curator on ₹ 35700 – 75600 (Para 3.19.10).

(There are only 2 posts of Curator in the Department, which is insufficient)

➔ One post of Junior Superintendent on ₹30700 – 65400 may be created in the Directorate (Para 3.22.10).

(2 posts of Junior Superintendent are necessary in the Directorate as per norms. Only one post is available there)

➔ 5 posts of Clerk (1 Clerk/Typist and 4 Clerks) on ₹19000 – 43600 may be created for the Department as per various recommendations in the report.

(There are 21 posts of Clerks (10 UD clerk, 5 LD Clerk, 6 Clerk Typist) in the Department. As per the study, the manpower requirement is assessed to be 26 (19 Clerks, 7 Clerk/Typist).

➔ One post of Laboratory Assistant on ₹ 22700 – 48000 may be created for the Conservation Laboratory attached to the Northern Deputy Director Office (Para 3.24.4).

➔ 2 posts of Electrician on ₹17500-39500 may be created for the 'A' Grade Museums (Para 4.6.1).

➔ One post of Gallery Superintendent on ₹25700-54000 may be created in the Department as per the recommendations in the report to provide Gallery Superintendents for the 'A' and 'B' grade Museums. After clubbing of posts of Gallery Supervisor, Museum Assistant and Display Technician as new post of Gallery Superintendent, 7 posts are available. As per this report, 8 posts of Gallery

Superintendent on ₹25700 – 54000 are required. Hence one post of Gallery Superintendent may be created.

→ 7 posts of Museum Guides on ₹20000 – 45800 may be created for the 'A', 'B' & 'C' Grade Museums (Para 4.6.1).

(There are 9 posts of Museum Guide in the Department. 16 posts of Museum Guide are required as per the recommendation in the report. Therefore it is recommended to create 7 more posts of Museum Guide)

→ 1 post of Librarian Grade IV on ₹ 22200 – 48000 may be created for the Archaeological Central Library (Para 4.10.2).

→ Five posts of Attender on ₹17000-37500 may be created for the A & B Grade Museums (Para 4.6.1).

(There is one post each of Record Attender and Ticket Attender in the Department. It has been recommended in the report to club the posts of Ticket Attender & Record Attender and re-designate as Attender Grade I. It is recommended in the report for providing 7 posts of Attender. Therefore, five posts of Attenders are to be created).

→ Two posts of Sanitation Worker on ₹16500-35700 may be created for the 'A' Grade Museums (Para 4.6.1).

(There is one post of Sanitation Worker (Full Time Scavenger) in the department. It is recommended in the report to provide Sanitation Worker in the 'A' Grade Museums. As such, 3 posts are required and creation of two posts is recommended).

→ One post of Office Attendant may be converted to the post of Night watchman and 5 posts of Office Attendant may be converted as Gallery Attender Grade II. One Office Attendant

may be deployed to Madavoorpara Protected Monument and one to Chandragiri Fort, Kasargod.

(There are 26 Office Attendants in the department. 18 Office Attendants are only required in the department as per this report. 11 posts of Night Watchmen are required as per this report. Only 8 Night watchmen are available. Hence 2 posts of Watchers and one post of Office Attendant may be converted to Night Watchmen.)

→ 5 posts of Office Attendant may be converted as Gallery Attender Grade II.

(There will be 14 posts of Gallery Attender as per the clubbing of smaller posts (Para 4.8.3). It is recommended in the report for providing 19 posts of Gallery Attenders.)

4.10 FORMATION OF ARCHAEOLOGICAL CENTRAL LIBRARY

A large number of books and 'Taliyola Granthas', are kept in the library housed in the Sree Padam Palace. These books are not made available for reference. There is no post of Librarian in the department. It is desirable to set up the Central Library as part of the School of Epigraphy. It is better to digitize all the rare and important books kept in the library and make them available to the public for reference and study. A project for digitizing the rare books maybe proposed in plan scheme, and digitization may be completed to the maximum extent possible.

4.10.2 Recommendations:

- ➔ A full-fledged reference library of Archaeology and History subjects named 'Archaeological Central Library' may be established as a part of the School of Epigraphy.
- ➔ One post of Librarian Grade IV on ₹ 22200-48000 may be created in the establishment of School of Epigraphy.
- ➔ Access to the Central Library for reference purpose may be granted to research students and scholars.
- ➔ A project for digitizing the rare books in the library may be proposed, and the project may be included in the plan scheme. The digitization may be completed in a time bound manner to the maximum extent possible and digitized documents and books may be uploaded in the website of Archaeology Department.

4.11 FOLKLORE / FOLK ARTS MUSEUM

There is a Folklore / Folk Arts Museum attached to the Koikkal Palace Museum, Nedumangadu. As the Koikkal Palace Museum is under renovation, the posts associated with the Folklore / Folk Arts Museum have been deployed to various Museums. There is one post of Research Officer, 2 posts of Research Assistant and one post of Field Assistant to manage the affairs of Folklore / Folk Arts Museum. As the Culture Department has established the Kerala Folklore Academy, the relevance of Folklore/Folk Arts Museum in the Archaeology Department has

been lost. The post of Research Officer is lying vacant now. In the circumstances, only a post each of Research Assistant and Field Assistant is necessary for the Folklore / Folk Arts Museums, for looking after the affairs of Folklore / Folk Arts Gallery. The post of Research Officer and a post of Research Assistant may be deployed for the proposed Numismatics Study Centre.

4.11.2 Recommendations:

- ➔ **A post each of Research Assistant and Field Assistant is found necessary for the maintenance of the Folklore / Folk Arts Galleries in the Koikkal Palace Museum, Nedumangadu and hence the post of Research Officer and a Research Assistant may be deployed to the proposed Numismatics Study Centre.**
- ➔ **The renovation works of the Folklore / Folk Arts gallery at Koikkal Museum may be completed in a time bound manner.**

4.12 NUMISMATICS STUDY CENTRE

A prestigious Numismatics Museum of the department is housed in the Koikkal Palace Museum, Nedumangadu. The Numismatics Gallery contains coins starting from the Mouryan 'Karshapana' to the coins of the Dutch, the British and the Chinese. The rare breeds of Roman Silver and gold coins, the Chera coins, the Chola coins, the Vijayanagara and Nayak coins are also housed in the Numismatics Gallery. As the Koikkal Palace Museum is

under renovation, all the coins and other valuable things are kept under safe custody.

4.12.2 There is a proposal for establishing an International Numismatics Study Centre attached to the Directorate of Archaeology. Once such a study centre is materialised, the Numismatics Gallery attached to the Koikkal Palace may completely be shifted to there. Now there is only one post of Research Assistant for looking after the whole matters of the Numismatics Gallery. The post is now lying vacant. It has been earlier recommended that (para 3.2.7) a post each of Research Officer (Folklore) and Research Assistant (Folklore) may be deployed to the proposed Numismatics Study Centre. Thus there will be a post of Research Officer and two posts of Research Assistants in the proposed Numismatics Study Centre.

4.12.3 Recommendations:

- ➔ **Urgent steps may be taken to implement the proposal for establishment of an International Study Centre for Numismatics, attached to the Directorate of Archaeology.**
- ➔ **Once the Numismatics Study Centre is established, the Numismatics Gallery attached to the Koikkal Palace may be shifted to the New Study Centre.**
- ➔ **The excess posts of Research Officer and Research Assistant (one post each) found in the Folklore/Folk Arts Division may be deployed to the proposed**

International Numismatics Study Centre. The qualification for the posts may be prescribed by the Archaeology Department and necessary amendments may be brought in the Special Rules, if necessary.

→ The existing post of Research Assistant (Numismatics) may also be shifted to the proposed study centre.

4.13 ESTATE OFFICER FOR ARCHAEOLOGY DEPARTMENT

A number of protected monuments, including palaces of erstwhile rulers, have been taken over by Government and handed over to the Archaeology Department for its conservation. It was found that the title deeds and other documents evidencing ownership/possession of most of the monuments are not readily available with the Department. Normally, Palaces and Protected Monuments are handed over to the Department by its owners including some private persons. Also, there are disputes regarding the original boundary of the property belonging to the department. Also, the museums house invaluable articles such as crowns, golden ornaments, old gold coins, etc. whose antique value amounts to crores of rupees. At present, there is no specific custodian to upkeep these invaluable articles and the title deeds of the Museums and Monuments. Absence of a competent officer in this regard adversely affects the conduct of cases in the Courts relating to disputes of title deeds of properties.

4.13.2 In the circumstances, it has become inevitable to create a post of Estate Officer in the department who may be bestowed with the responsibility of upkeep of the title deeds and other invaluable articles kept in the museum. It has earlier been recommended that one post of Epigraphist in the department may be converted to the post of Estate Officer. He may be housed in the Directorate and the services of a Clerk may be given at his disposal.

4.13.3 Recommendations:

- ➔ A post of Epigraphist in the department may be converted to the post of Estate Officer. The qualification, scale of pay etc. of the post may be determined by the department and necessary amendments may be effected in the Special Rules. He may be housed in the Directorate.
- ➔ Once the post of Estate Officer is materialized, he may be declared as the custodian of the title deeds of all the museums and monuments in the State and all other invaluable antiques kept inside the museums.
- ➔ The services of a Clerk in the Directorate may be put at the disposal of the proposed Estate Officer.

CHAPTER 5

GENERAL RECOMENDATIONS

5.1 RESEARCH & TECHNICAL WORKS

Being a technical as well as research oriented Department, the Archaeology Department conserves historically and archaeologically important buildings, forts and places as protected monuments and preserves artefacts, jewels and other important antiquities. The Department has qualified research scholars and technical performers. They conduct scientific research studies on remnants of the past and historically important objects for finding the archaeological and historical facts. But it is a fact that the department is not utilising the available intellectual infrastructure to its optimum level. The research and technical officers often, stay often the Directorate with out any specific tasks. At times, they are engaged in Museums for low profile jobs not related to the posts. This results in the underutilisation of the high paid skilled officers ultimately leading to heavy losses to the State Exchequer .

5.1.2 Recommendations:

- ➔ The Department of Archaeology may chalk out a detailed plan of action and fix target for each Technical/Research Wings under it.

- ➔ It should establish a system for periodical review of the progress of execution of plans and achievement of targets. The details shall be incorporated in the annual performance appraisal of officers. Social audit by eminent personalities in the field may be resorted to, for the purpose.

5.2 MAINTENANCE OF MUSEUMS AND MONUMENTS

Almost all Museums under the department are functioning in old protected monuments like palaces and other archaeologically important buildings. Certain buildings and the objects exhibited require urgent maintenance works. The life size dinosaur model exhibited in the Hill Palace Museum premises is in a state of degeneration and it requires urgent repairs. Some of the palace buildings including the main building need urgent repair work. Almost all Museums have thatched tiles. Some of which are broken. This may be immediately attended to. The museum buildings and the premises require ample lighting provision suitable for museums, considering security reasons.

5.2.2 Recommendations:

- ➔ Action may be taken to inspect all the Museums and Monuments under the department, by the Conservation Engineering Wing and initiate timely steps for starting conservation works to prevent museums/monuments from deterioration.

5.3 TITLE DEEDS OF PROPERTIES

A number of protected monuments including palaces of erstwhile rulers have been taken over by the Government and handed over to the Archaeology department for its conservation. The study, revealed that the title deeds and other documents evidencing ownership/possession of most of the monuments are not readily available in the department. Normally palaces and protected monuments are handed over to the department by its owners, including private persons. There may be disputes regarding assets or properties involved in such transfers.

5.3.2 In the circumstances, it has become inevitable to create a post of Estate Officer in the department, who will be the competent officer to upkeep the title deeds and other invaluable articles kept in the museum. It has earlier been recommended that one post of Epigraphist in the department may be converted to the post of Estate Officer (**para 3.23.4**). He may be housed in the Directorate and the services of a Clerk may be given at his disposal.

5.3.3 Recommendations:

- ➔ All the Title deeds of the properties attached to palaces and protected monuments under the Department may be obtained from their present custodians and kept under the safe custody of the Director of Archaeology.

- ➔ If the original documents are not recoverable due to any reasons, copies of such documents may be obtained and kept in the Directorate.
- ➔ Steps may be taken to convert one post of Epigraphist into post of Estate Officer, who will be the competent officer to upkeep the title deeds and other invaluable articles kept in the museum, as recommended earlier (para 5.3.2)

5.4 INSTALLATION OF ELECTRONIC DEVICES IN THE MUSEUMS/MONUMENTS

The Department install electronic devices such as CCTV cameras and other such gadgets in the ancient palaces and monuments without considering their architecture. It is generally observed that installation of these devices affect the natural beauty of the archaeological monuments. Utmost care and caution should be taken while installing such device in archaeologically important structures. The structural beauty of the palaces/monuments is affected by the installation of devices like CCTV cameras and fire extinguishing system without considering the aesthetic values and antiquity of the palace and exhibits.

5.4.2 Recommendations:

- ➔ Action may be taken while installing the CCTV cameras, fire extinguishing systems and other such modern devices without affecting the architectural beauty of the

monuments. The Conservation Engineering Wing may be consulted invariably before establishing any such article in the monuments.

5.5 PROPER DISPLAY OF EXHIBITS IN THE MUSEUMS.

The Archaeological Department maintains Archaeological Heritage, Numismatics, Epigraphic, Folklores and Personalia Museums in the state. Most of the museums are functioning in ancient palaces. Objects relating to the erstwhile rulers are kept there as exhibits. Even though the above categorizations are made, the objects exhibited do not confine to the classification. In some cases the objects in the galleries are not seen arranged in proper order. The Hill Palace Museum, Thripunithura, primarily meant for display of objects related to the Cochin Maharaja, is an example. Here, it is seen that objects collected from other sources, like those from Travancore, are seen mixed with those collected from Cochin. As far as possible, objects obtained from particular site may be exhibited in a museum nearest to that place and exhibited in a scientific and chronological order. There are a large number of artefacts carelessly dumped in the store.

5.5.2 In certain museums like the Palakkad Mani Ayyar Memorial Museum a large number of exhibits are dumped in the store and not properly displayed. A large number old musical instruments are heaped in a corner in the museum. This will result in the degeneration of these valuable artefacts. Hence steps may be taken for the safe upkeep of the objects and to arrange them in

a systematic and aesthetic manner. Proper illumination shall be provided in the galleries.

5.5.3 Recommendations:

- ➔ **Steps may be taken to display the objects in some of the monuments in a systematic manner and to illuminate and label the objects with captions legibly.**

5.6 AMENITIES TO VISITORS

At present, the visitors experience difficulties in museums under the department due to lack of amenities like parking space, cloak rooms, toilets, etc. Museums and Monuments are visited by a large number of people including foreign tourists. Adequate public utility services are to be provided in such places. Even though enough space is available, no such arrangements are seen made in most of the museums.

5.7 Recommendations

- ➔ **The Archaeology Department may provide enough parking space, cloak rooms, drinking water, coolers, toilets and such other amenities to the visiting public, considering the increase in the number of visitors in museums.**

5.7 SHIFTING OF POSTS

The study revealed that there is a common practice of shifting of posts from an office /museum to another, solely for the convenience of the incumbent when a promotion/transfer takes place. This badly affects the overall functioning of the office. Hence the Department should abstain from such practices.

5.7.2 Recommendations:

- ➔ **Urgent action may be taken to avoid the shifting of post from one office to another, since it adversely affects the overall functioning of the office/museums.**

5.8 INTERNAL AUDIT CUM INSPECTION WING

The Department of Archeology is one of the non-tax revenue earning departments in the state. There are 10 museums under the department collecting entry/parking/video & photography fee from visitors. Though there is an audit system in place, due to paucity of time and manpower, internal audit/inspection is not seen conducted regularly.

5.8.2 The department expends crores of rupees of every year from State as well as Central funds, by way of conservation works in protected monuments and museums. The existing audit system does not cover all aspects of such expenditure and due importance has not been given to audit functions. Similarly, stock verification of artefacts including valuables is not seen periodically conducted

by the authorities concerned. Instead of conducting audit/inspection by the Directorate, the task may be assigned to two proposed Regional Deputy Director Offices and the Director may function as the finalising authority of audit/inspection reports.

5.8.3 Recommendations:

- ➔ **An internal-audit-cum inspection wing comprising both technical and ministerial personnel may be formed at the Southern and Northern Regional Deputy Director Offices, with the available staff.**
- ➔ **During the audit-cum-inspection, the team may conduct stock verification of artefacts kept in museums without affecting the normal functioning of the Museum.**
- ➔ **The respective Deputy Director may dispose minor and major irregularities, if any, detected during audit/inspection and report to the Director for further necessary action.**
- ➔ **The Director may finalise the audit/inspection reports.**

5.9 DEPARTMENT MANUAL & ADMINISTRATION REPORT

The Department has no Manual or authentic document specifying the duties and functions of the officers and other

functionaries. It is high time that a Department Manual outlining the duties, functions, authority and responsibilities of each category of officers / functionaries, was prepared and brought into effect. Similarly the Administration Report of the department is not seen published regularly. It is strange to see that a department, having qualified staff and full-fledged machinery for publication, could not prepare and publish the report so far, which is a statutory requirement. Action may be taken to publish the same.

5.9.2 Recommendations:

- ➔ **The Department may take immediate steps for the preparation of a Department Manual by a competent committee, consisting of Department experts and a Government representative not below the rank of Under Secretary, from the Culture Department in the Secretariat.**
- ➔ **Action may be taken to prepare and publish the Administration Report of the Department every year.**

5.10 ENTRY FEE IN THE MUSEUMS

The entry fee of the Museums has been fixed years back. In the report, it is proposed to classify the museums and provide necessary amenities to visitors. Hence, a reasonable increase in the entry fee maybe justified according to the classification of the museum.

5.10.2 Recommendations:

- ➔ The entry fee in the Museums may be enhanced according to the classification of the museums. The entry fee for foreigners may be enhanced from the normal rate.

5.11 PROPER DISPLAY OF NAME BOARDS SPECIFYING THE PUBLIC INFORMATION OFFICERS UNDER RTI ACT

The study revealed that many of the offices / museums under State Archaeology Department have not taken proper measures to display the nameboards of Information Officers under RTI Act. Hence, urgent action may be taken to setup nameboards envisaged in the Act.

5.11.2 Recommendations:

- ➔ Urgent action may be taken to set up nameboards in all offices / museums / monuments properly displaying the names of Information Officers under RTI Act.

5.12 MAINTENANCE OF FILES AND REGISTERS

During data collection, it was seen that the Personal Registers are not properly maintained in almost all offices. It has come to notice that the relevant columns are not filled in properly and carried over certificate is not seen in the relevant page. Inspection schedule, names of officers and the subjects dealing within the seat are also not seen entered in the relevant pages.

Since the Personal Register is the register reflecting the flow of files in an office, it must be maintained properly.

5.12.2 The pages of the current files and note files and paragraphs are not seen numbered properly. Further, the closed files are not properly docketed and sent to records. Year wise stock files are also not maintained.

5.12.3 In most of the Museums/Monuments, many registers, including Artefacts Register, are either torn out or are not properly maintained. Many of the registers are not legible, making it very difficult to collect details of the artefacts.

5.12.3 Recommendations:

- ➔ Regarding the maintenance of files and registers, the respective provisions in the Manual of Office Procedure may be strictly adhered to. Inspection of the Personal Registers may be conducted by the officers concerned as per schedule. Regarding file processing, handling of disposals, etc., the provisions contained in the Manual may be scrupulously followed. Earnest efforts should be taken for the proper maintenance of the registers.

CHAPTER-6

COST AND GAIN ANALYSIS

The Department of Archaeology is functioning with the staff pattern fixed long ago. Very few additional posts have been created since then. New museums and monuments have been brought under the department resulting in increased the workload of the existing staff. The foregoing chapters contain certain recommendations on re-organization of the department, which requires creation, upgradation and conversion of certain posts. Though many a recommendation have financial implications, it is certain that they may bear fruit. The additional cost elements would be justifiable taking into account the importance of the mission undertaken by the department.

6.2 The department has resorted to the practice of engaging temporary staff on daily wages to overcome the issue of workload. No department is allowed to engage temporary hands without sanctioned posts. But a number of persons are seen engaged in almost all museums on daily wages. At the time of study, the department had 190 personnel on daily wages, including Casual Sweepers and Casual Gardeners. The expenditure towards the salary of these temporary hands amounts to ₹1,22,67,540/- during the financial year 2015-16, excluding the wages given to Casual Sweepers and Casual Gardeners. An amount of ₹36,62,138/- has

been utilised for payment of wages for Casual Sweepers and Casual Gardeners during 2015-16. It is recommended in the report to discontinue the practice of engaging daily wages staff as necessary posts are proposed to be created/deployed on the basis of the manpower assessment. It has also been recommended to approach the Public Works Department for assessing the number of Part Time/Full Time Sweepers and Gardeners required for the Museums and to take steps for creating such posts as required. When these posts are created, the services of the Casual Sweepers and Casual Gardeners can be dispensed with. The expenditure for creation of 23 posts in different categories is estimated to be ₹ 74,54,902. Now the Department is spending ₹1,22,67,540/- towards the payment of wages to the temporary hands (excluding Casual Sweepers and Casual Gardeners). Hence, it is found that the actual expenditure required for the creation of new posts recommended in this report is much less than the amount utilised for paying wages to the daily wages employees.

6.3 There is a practice of engaging personnel belonging to a specified category of posts for performing duties attached to another category , due to the acute shortage of staff. Earnest efforts have been made in this report to suggest ways to do away with this practice and provide adequate number of required posts. The report contains recommendations for upgradation of three posts and creation of 23 posts. The details can be seen at **Annexure XII.**

6.4 Recommendations are made in this report to upgrade the post of Personal Assistant on ₹35700-75000 to that of Administrative Assistant on ₹42500-87000 and Manager on ₹27800-59400 to that of Curator on ₹35700-75600. The expenditure by way of upgradations is meagre as it requires only fixation of pay in the higher time scale by way of promotion for the respective incumbents. But it can bring better results as Administrative Assistant can function as the head of the ministerial wing with delegated powers. This will considerably reduce the workload of the Director and he can concentrate on more important matters. At present, there are only two Curators in the department. One more post of Curator will definitely have a positive impact in the collection and management of artefacts, antiques, work of art etc., in the museums.

6.5 There are recommendations to exploit the untapped potential of Museums and Monuments for increasing the revenue generated through them. The entry fee of the Museums and Monuments, particularly from foreigners, can be reasonably enhanced. Considerable revenue can be generated by way of providing parking facilities at Padmanabhapuram Palace, Hill Palace Museum, and other important museums. There is another recommendation in the Report to establish an Archaeological Central Library and for issuing books for reference to the public for reading and references, after realising a nominal fee.

6.6 From the above, it is clearly evident that though there would be additional financial burden to the exchequer on account of creation of posts, recommendations are there to increase the revenue generated through museum/monuments by way of enhancement of entry fee, introduction of parking fee for vehicles, library fee, etc. Apart from that, doing away with the system of engaging staff on daily wages would be beneficial to the exchequer in the long run. Moreover, reinforcement of the department, which plays a key role in conserving and preserving our rich and varied cultural heritage, is long overdue. Effective delegation of powers, ensuring accountability by putting an end to daily wages system, reduction of overburden and streamlining of duties and responsibilities will bring forth the desired outcome, thereby making cost elements justifiable.

CHAPTER-7**SUMMARY OF RECOMMENDATIONS****Padmanabhapuram Palace Museum, Thuckalay**

1) Due share towards the expenditure incurred for the maintenance of the Padmanabhapuram Palace Museum may be realised promptly from the Government of Tamilnadu.

2) Artist Superintendent may be posted as the Head of the Museum. 3 posts of Gallery Superintendent, 3 posts of Museum Guide, 7 posts of Gallery Attender, 2 posts of Office Attendant, 1 post each of Clerk and Clerk-Typist, 1 post each of Electrician, Attender, Night Watchman and Sanitation Worker may be sanctioned.

3) The vacant land in the premises of the Palace Museum may be cleared providing facilities like parking space, cafeteria, comfort stations, etc. to the visitors, without affecting the original structure of the palace.

4) The existing post of Mechanic may be declared as a vanishing post and allowed to continue till the retirement of the present incumbent. The man power requirement of Sweepers may be fixed according to the directions contained in G.O(P) No.501/2005/Fin. Dated 25.11.2005 and G.O (P)No.61/2010/Fin.

Dated 09.02.2010. The services of contract staff engaged on daily wages may be dispensed with.

Koikkal Palace, Nedumangad

5) The Epigraphy Assistant may be posted as the head of Koikkal Palace Museum. 1 post of Gallery Superintendent, 1 post of Museum Guide, 1 post of Gallery Attender, 1 post each of Clerk-Typist, Attender, Office Attendant and Night Watchman may be sanctioned. The posts of Research Assistant and Field Assistant may be retained.

6) The encroachers may be evicted from the palace premises at the earliest. Sufficient parking space and other amenities may be provided in the museum.

7) A post each of Research Assistant and Field Assistant is found necessary for the maintenance of the Folklore/Folk Arts Galleries in the Koikkal Palace Museum, Nedumangad and hence the post of Research Officer and a Research Assistant may be deployed to the proposed Numismatics Study Centre.

Madavoorpara Protected Monument, Thiruvananthapuram

8) The Department may further explore the possibility of the development of tourism in this area. A reasonable entry fee may be collected from the public and urgent steps may be taken to prevent miscreants from entering into the premises. Steps may

taken to erect a lighting conductor in the premises of the monument.

9) One of the posts of Office Attendant found surplus in the department may be deployed to this monument.

Excavation Site at Mangad, Kollam

10) Urgent action may be taken for demarcation and protection of excavation site and put up a board regarding the details of the excavation.

11) A conservation plan may be prepared for protection of such excavation sites and action may be taken to publish the results of excavations.

Kottarakkara Thampuran Memorial Museum of Classical Arts, Kottarakkara

12) The exhibits in the Museum may be shifted to the Veluthampy Dalava Museum Mannadi and may be displayed separately and function in the same title. The permanent staff of the Museum may be suitably deployed to other Offices/Museums.

Sree Chittampi Swami Smadhi Sthalam, Panmana, Kollam

13) Steps may taken to demarcate the boundary line between the school and the monument and a compound wall may be constructed to prevent further damage and encroachment to the Monument. Periodical inspection has to be done in the monument.

Kottukkal Cave Temple, Anchal , Kollam

14) Name boards may be set up at suitable places to enable the tourists to reach the place.

Veluthampi Dalawa Memorial Museum, Mannadi

15) The staff pattern proposed for the 'C' grade museums, may be sanctioned to this museum.

Krishnapuram Palace Museum, Kayamkulam

16) A Curator may be posted as the head of the Krishnapuram Palace. 1 post of Gallery Superintendent, 1 post of Museum Guide, 2 posts of Gallery Attender, 1 post each of Clerk-Typist, Attender , Office Attendant and Night Watchman may be sanctioned. The Office Attendant and one Police Personnel may be deputed to Thakazhi Memorial Museum.

Thakazhi Memorial Museum, Thakazhi

17) The Office Attendant and one Police Personnel from Krishnapuram Palace may be deputed here.

Hill Palace Museum, Thrippunithura, Ernakulam

18) The Documentation Officer may be posted as the head of the Museum. 2 posts of Gallery Superintendent, 4 posts of Museum Guide, 4 posts of Gallery Attender, 2 posts of Office Attendant, 1 post each of Clerk and Clerk-Typist, 1 post each of

Electrician, Attender, Night Watchman and Sanitation Worker may be sanctioned. The existing post of UD Typist may be deployed to proposed Northern Deputy Director Office. 1 post of Office Attendant may be deployed to the Jewish Synagogue, Chennamangalam. The Sweepers and Gardeners may be posted as per existing norms.

19) The CHS may be evicted from the campus. The administration and maintenance of the Museum shall be vested with the Archaeology Department. The collection of fees should be done by the department and the CHS shall not be permitted to interfere in the day-to-day affairs.

Bastion Bungalow, Fort Kochi

20) Steps may be taken to expedite the renovation work of the Museum and open it to the public. The staff pattern proposed for 'C' Grade Museums may be sanctioned .

Jewish Synagogue, Chennamangalam, Ernakulam

21) All the artefacts related to Jewish Culture, now exhibited in other Museums also, may be shifted to Chennamangalam Synagogue. The boundary of the landed property comprising the synagogue and the graveyard may be specifically demarcated. A compound wall and a gate may be constructed in front of the synagogue.

22) The existing post of Office Attendant may be allowed to continue there.

Sakthan Thampuran Palace Museum, Thrissur

23) The Deputy Director of the proposed Northern Regional Office may also function as the Head of the Sakthan Thampuran Museum. 1 post of Gallery Superintendent, 1 post of Museum Guide, 3 posts of Gallery Attender, 1 post each of Clerk and Clerk-Typist, 2 posts of Office Attendant, 1 post each of Electrician, Attender, Night Watchman and Sanitation Worker may be sanctioned.

24) Urgent steps may be taken to evict the office of the Football Association from the premises of the museum. The permanent advance may be reasonably enhanced. A power Generator may be installed. Effective waste management system may be introduced in the museum.

District Heritage Museum (Mural Arts Museum, Kollengode Palace), Thrissur

25) The staff pattern proposed for the 'C' grade Museum may be sanctioned. The services of the Office Attendant may be made available from the Sakthan Thampuran Museum , if found necessary.

26) Steps may be taken to print Brochure of the Museum.

Mani Aiyar Memorial Museum (District Heritage Museum), Palakkad

27) The Department may take urgent steps to settle the issues with the DTPC and take earnest efforts for getting the building

numbered by the Municipal Authorities. The Kerala Museum of History and Heritage may be given strict instructions to complete the work of the District Heritage Museum at the earliest. Urgent action may be taken to set up the galleries and display the objects properly.

28) Staff pattern proposed for District Heritage Museums may be sanctioned to this Museum, when the District Heritage Museums begin to function.

Pazhassi Raja Museum, East Hill, Kozhikkode

29) One Curator may be posted as the Head of the Museum. 1 post of Museum Guide, 1 post of Gallery Attender, one post each of Clerk-Typist, Attender, Office Attendant and Night Watchman may be sanctioned. Steps may be taken to shift the post of Estampage Maker to the Epigraphy Wing in the Directorate.

30) Urgent steps may be taken to declare it as a “ Protected Monument ”. The Conservation Laboratory may be shifted to the proposed Northern regional Deputy Director Office, Thrissur and it may execute the conservation works of eight northern districts as proposed in this report.

Kunjali Marakkar Smaraka Museum, Vadakara

31) The staff pattern proposed for 'C' grade Museum may be sanctioned.

32) The State Archaeological Department should take immediate steps to acquire the 40 cents of land offered by the Payyoli Municipality for the further extension of the Museum.

Pazhassikudeeram Manathavady, Wayanad

33) A Curator may be posted as the Head of the Museum. One post of Museum Guide, 1 post of Gallery Attender, 1 post each of Clerk-Typist, Attender, Office Attendant and Night Watchman may be sanctioned. The existing post of Manager may be upgraded to the post of Curator. The Office Attendant may be deputed to look into the day-to-day affairs of Edakkal Caves, Wayanad.

34) Interdepartmental meeting at Government level may be convened at the earliest to settle the issues regarding the encroachment of land and the illegal usage of the entrance of the museum by the District Medical Office. Steps may be taken to demarcate the boundary of the Museum and earnest efforts may be taken to regain the land illegally taken over by other departments.

Edakkal caves, Ambukuthimala, Wayanad

35) The department may take urgent steps to take over the control and maintenance of the monument from the present possessor- DTPC, Wayanad. The services of the Office Attendant from Pazhassikudeeram project may be utilised.

36) The department may take immediate steps for the conservation and preservation of the inscriptions in the cave. Urgent steps may be taken by the department to prevent encroachment of the protected area and steps may be taken to demarcate the boundary.

Chandragiri Fort, Kasaragod

37) The Department may take immediate steps for the development and beautification of the Monument. The Department may construct a Garden inside the Fort. A small cafeteria, Children's Park, etc. may be constructed. After the completion of the garden and other amenities, a nominal entry fee may be levied. Periodic inspection may be done in the Chandragiri Fort and other nearby forts.

38) 1 post of Office Attendant, found surplus in the department, may be deployed to look after the day-to-day affairs of this fort and other forts/monuments in the Kasargod District.

Directorate of Archaeology

39) Steps may be taken to appoint the Director of Archaeology through promotion from among the eligible candidates in the category of Superintending Archaeologist, Epigraphist or Conservation Officer.

40) The post of Deputy Director (Epigraphy) may be retained in the Directorate and he may function as both the head of Technical Section in the Directorate as well as the School of Epigraphy.

41) The post of Personal Assistant may be upgraded to that of Administrative Assistant. He may be the head of the ministerial wing of the Department.

42) One post of Junior Superintendent may be additionally created in the Directorate. Two Junior Superintendents may be designated as JS (Gen) and JS(Tech).

43) The Ministerial Wing may consist of 12 Clerks and may be put under two sections, Technical Section and General Section, under the direct supervision of the above mentioned Junior Superintendents.

44) One post of Clerk may be created for the proposed Deputy Director Office. Three posts of Clerk may be deployed to the proposed Deputy Director Offices with two posts at each Office. Ministerial works of the Conservation Engineering Wing, Education Wing and Conservation Laboratory attached to the Directorate may be allotted to each clerk in the Technical Section along with their assigned work.

45) The existing work distribution schedule may be reorganised to reduce the heavy work load existing in A1, A5 and A6 seats of the Directorate.

46) One of the posts of Driver available in the Directorate may be shifted to the proposed Southern Deputy Director Office along with one vehicle.

47) Out of the 8 Office Attendants available in the Directorate, 2 posts may be deployed to the proposed Deputy Director Offices.

Epigraphy Wing

48) One post of Epigraphist in the department may be converted to the post of Estate Officer.

49) Steps may be taken to fill up the post of Epigraphist and Epigraphy Assistant and the school of Epigraphy may be restarted.

50) Steps may be taken to shift the post of Estampage Maker from Pazhassi Raja Museum, Kozhikode to the Epigraphy Wing.

Regional Conservation Laboratory

51) The existing Regional Conservation Laboratory may be shifted to a building within the Thiruvananthapuram city limits, far from the protected Sree Padmanabha Swami Temple.

52) A new Conservation Laboratory may be established and attached to the proposed Northern Regional Office, Thrissur.

53) The existing post of Archaeological Chemist in the Regional Conservation Laboratory may be shifted to the proposed conservation laboratory at Thrissur and he may function as the head of the Laboratory. If the Deputy Director (Conservation) is

posted as Deputy Director of the proposed Northern Region, then the post of Archaeological Chemist may be shifted to the Regional Conservation Laboratory at Thiruvananthapuram.

54) One post of Laboratory Assistant may be created for the proposed conservation Laboratory at Thrissur.

Publication Wing

55) Steps may be taken to fill up the posts of Publication Officer and Assistant Editor.

Education Wing

56) The Department may probe into the possibility of introducing Archaeology / History clubs in schools and colleges.

Conservation Engineering Wing

57) A Conservation Engineering Wing may be established at the proposed Northern Deputy Director Office. This wing may consist of 1 post of Assistant Engineer and 2 posts of Overseer.

58) The Conservation Engineering Wing at the Directorate may revamped with one post of Conservation Engineer in the grade of Assistant Executive Engineer as the head of the Wing, 2 posts of Overseers and 1 post of Draftsman.

Establishment of Regional Deputy Director Offices

59) Two Regional Offices headed by Deputy Directors may be set up viz. southern Regional Deputy Director Office at the Head

Quarters in Thiruvananthapuram and Northern Regional Deputy Director Office at Sakthan Thampuran Archaeological Museum, Thrissur. The Scale of Pay of the proposed Deputy Director may be ₹45800-89000. The existing posts in the Scale of Pay of ₹ 45800-89000 in the department may be re-designated as Deputy Directors and two of them may be posted in the proposed Regional Offices.

60) The jurisdiction of the Deputy Director, Northern Region, may be over the Museums, Protected Monuments and institutions under the department situated in Kasaragod, Kannur, Kozhikode, Wayanad, Malappuram, Palakkad, Thrissur and Ernakulam Districts. He may be the head of the Sakthan Thampuran Archaeological Museum also. The jurisdiction of the Deputy Director, Southern Region may be over the Padmanabhapuram Palace at Thuckalay, Tamil Nadu and other Museums, Protected Monuments and institutions under the department situated in Thiruvananthapuram Kollam, Kottayam, Alappuzha, Pathanamthitta and Idukki districts. He / she may also be the head of the office of one of the wings of the Headquarters, based on technical qualification.

61) A Conservation Laboratory and an Engineering Unit may be established and attached to the proposed Northern Regional Deputy Director Office.

62) The departmental vehicle now available with the Hill Palace Museum, Thripunithura may be shifted to the Northern Regional Deputy Director Office, along with the post of Driver. One of the

vehicles available in the directorate along with its driver may be kept under the disposal of the proposed Deputy Director, Southern Region.

63) One post of Senior Superintendent, 2 posts of Clerk, 1 post of Typist, 1 post of Driver and 1 post of Office Attendant may be sanctioned to the ministerial wing of each of the proposed Regional Deputy Director Offices. One post each of Technical Assistant and Field Assistant may be sanctioned in the two proposed Regional Deputy Director Offices. One post each of Artist-cum-Designer may be attached to the Southern and Northern Regional Deputy Director Offices. Out of the two posts of Senior Superintendents now existing in the Department, one post from the Directorate may be shifted to the proposed Southern Regional Deputy Director Office and the other post from the Hill Palace Museum, Thrippunithura may be shifted to the proposed Northern Regional Deputy Director Office.

Drawing and Disbursing Officers

64) All the officers who are functioning as the Head of 'A' and 'B' Grade Museums may be designated as Drawing and Disbursing Officers of the respective Museums and the nearby 'C' Grade Museums and Monuments. The staff of such nearby institutions may be included in the establishment and Pay Roll of such Museums. The Director of Archaeology may take necessary steps to delegate suitable administrative and financial powers to the above controlling officers.

Grading of Museums

65)Based on the archaeological and historical importance, number of visitors and revenue collected, the museums functioning under the department may be classified into three categories viz., 'A' Grade 'B' Grade and 'C' Grade.

66) Padmanabhapuram Palace, Thuckalay, Hill Palace Museum, Tripunithura and Sakthan Tampuran Archaeological Museum, Thrissur may be categorised as "A Grade" Museums. Koyikkal Palace, Nedumangad, Krishnapuram Palace, Kayamkulam, Pazhassi Raja Memorial Archaeological Museum, Kozhikode and the Pazhassikudeeram, Mananthavady may be categorised as "B Grade" Museums. Other Museums viz., Kunjali Marakkar Memorial Museum, Vadakara, Veluthampi Dalava Memorial Museum, Mannadi, Bastion Bungalow, Fort Kochi and Mural Art Centre, Kollengodu Palace, Thrissur may be categorised as "C Grade" Museums. When the Department opens new Museums or upgrades an existing Museum in future, it may be graded based on the above norms.

District Heritage Museums

67) The administrative control of heritage museums shall be vested with the respective Deputy Director. The renovation works of the District Heritage Museums already identified shall be completed in a time bound manner. Steps may also be taken to identify District Heritage Museums in the remaining districts.

68) One post each of Museum Guide, Gallery Attender and Night Watchman may be sanctioned to the District Heritage Museums, once all the 14 District Heritage Museums begin to function. These posts shall be included in the establishment of the nearest 'A'/'B' Grade Museums.

STAFF PATTERN OF MUSEUMS

69) An Officer in the scale of pay ₹ 36600-79200 may be appointed as the head of Grade 'A' Museums. The head of 'B' Grade Museums may be An Officer in the scale of pay ₹35700-75600. In the case of Museums where the proposed Regional Deputy Director Offices are attached, the Deputy Director of the Regional Office will also be the Head of the Museum.

70) One post of Gallery Superintendent may be provided for a group of every 10 galleries.

71) One post of Museum Guide may be allowed for every group of 10 galleries.

72) One post of Electrician may be provided in Grade 'A' Museums.

73) One post of Gallery Attender may be sanctioned for 4 adjacent Galleries in 'A' Grade and 'B' Grade museums.

74) One post of Attender may be provided to Grade 'A' and 'B' Museums to issue tickets and collect the entry fees. One post of

Night Watchman may be provided in Grade 'A', 'B' and 'C' museums.

75) One post of Sanitation Worker may be provided in Grade 'A' Museums.

76) The post of Gardeners shall be sanctioned based on the area of garden to be maintained.

77) In the Ministerial Wing of the Grade 'A' museum, one post each of Clerk and Clerk-Typist and 2 posts of Office Attendant may be sanctioned. In the Ministerial Wing of Grade 'B' Museums, one post each of Clerk-Typist and office Attendant may be sanctioned. The administrative control of Grade 'C' Museums shall be vested with the respective Deputy Director. One post each of Museum Guide and Night Watchman may be sanctioned to the Grade 'C' Museums.

Gardeners and Sweepers

78) The practice of engaging gardeners and sweepers for other purposes like attending Galleries shall be dispensed with. Action may be taken to fix the required number of Gardeners in each museum after assessing the area of garden by the PWD authorities.

79) All the posts of Sweepers (Full Time / Part Time) maybe retained as such in the respective Museums and they shall be engaged for cleaning and sweeping works alone. The manpower requirement of Sweepers may be fixed according to the directions of G.O.(P)No.501/2005/Fin. Dated 25.11.2005 and G.O (P)No.61/2010/Fin. dated 09.02.2010 and required number of posts

may be retained / deployed / created, as the case may be (vide Annexure-V).

Clubbing and Redesignation of Posts

80) The present designation of Epigraphist, Superintending Archaeologist, and Conservation Officer in the scale of pay of ₹45800-89000 may be renamed as Deputy Director (Epigraphy), Deputy Director (Archaeology) and Deputy Director (Conservation) respectively.

81) The existing posts of Documentation Officer, Artist Superintendent and Research Officer in the scale of pay of ₹ 36600-79200 may be engaged to function as head of Grade 'A' Museums.

82) The existing posts of Epigraphy Assistant and three posts of Curator in the scale of pay of ₹ 35700-75600 may be engaged to function as head of Grade 'B' Museums.

83) The existing posts of Artist and Designer on ₹ 27800-59400 may be clubbed together and re-designated as Artist-cum-Designer. There will be 2 posts of Artist cum Designer and one each may be attached to the proposed Regional Offices.

84) The present posts of Gallery Supervisor, Museums Assistant and Display Technician in the scale of pay of ₹ 25200-54000 may be clubbed together and re-designated as Gallery Superintendent.

85) The existing posts of Ticket Attender and Record Attender in the scale of pay of ₹ 17500-39500 may be clubbed together and re-designated as Attender. The existing posts of Helper, Moulder,

and Specimen Collector in the scale of pay of ₹ 17000-37500 may be clubbed together and re-designated as Gallery Attender (Grade I). There will be 8 posts of Gallery Attender Gr-I in the Department. The existing posts of Waiter, Duster, and Gallery Attender in the scale of pay of ₹ 16500-35700 may be clubbed together and re-designated as Gallery Attender (Grade-II).

CREATION AND UPGRADATION OF POSTS

86) As part of the implementation of this report the following posts may be created:

- i. One post of Junior Superintendent (₹30700 – 65400) may be created in the Directorate as recommended in Para3.22.10.
- ii. Five posts of Clerk (1 Clerk-Typist and 4 Clerks) (₹19000 – 43600) may be created for the Department.
- iii. One post of Laboratory Assistant (₹ 22700 – 48000) may be created for the Conservation Laboratory attached to the proposed Northern Deputy Director Office as recommended in Para3.24.4.
- iv. Two posts of Electrician (₹17500-39500) may be created for the 'A' Grade Museums as recommended in Para 4.6.1.
- v. One post of Gallery Superintendent (₹25700-54000) may be created in the Department as recommended in Para 4.9.6.
- vi. Seven posts of Museum Guides (₹20000 – 45800) may be created for the 'A', 'B' & 'C' Grade Museums as recommended in Para 4.9.6.

vii. One post of Librarian Grade IV (₹ 22200 – 48000) may be created for the Archaeological Central Library as recommended in Para 4.10.2.

viii. Five posts of Attender (₹17000-37500) may be created for the A & B Grade Museums as recommended in Para 4.6.1.

ix. Two posts of Sanitation Worker (₹16500-35700) may be created for the 'A' Grade Museums as recommended in Para 4.6.1.

87) The following posts may be upgraded:

i. The post of Personal Assistant (₹ 35700 – 75000) to that of Administrative Assistant (₹42500 – 87000) as recommended in Para 3.22.10.

ii. The post of Manager (₹27800 – 59400) to that of Curator (₹ 35700 – 75600) as recommended in Para 3.19.10.

88) The following posts may be converted:

i. One post of Epigraphist on ₹45800-89000 may be converted as new post of Estate Officer as recommended in Para 3.23.3.

ii. One post of Office Attendant may be converted to the post of Night watchman and 5 posts of Office Attendant may be converted as Gallery Attender Grade II as recommended in Para 4.9.6.

Archaeological Central Library

89) A full-fledged reference library named 'Archaeological Central Library' may be established in the Directorate. A project

for digitizing the rare books in the library may be proposed, and the project may be included in the plan scheme.

Folklore/Folk Arts Museum

90) A post each of Research Assistant and Field Assistant is found necessary for the maintenance of the Folklore/Folk Arts Galleries in the Koikkal Palace Museum, Nedumangad and hence the post of Research Officer and a Research Assistant may be deployed to the proposed Numismatics Study Centre.

Numismatics Study Centre

91) Steps may be taken to implement the proposal for establishment of an International Study Centre for Numismatics, attached to the Directorate of Archaeology. Once the centre is established, the Numismatics Gallery attached to the Koyikkal Palace may be shifted to the new study centre. The excess post of Research Officer and Research Assistant in the Folklore/Folk Arts division of Koyikkal Palace, Nedumangad may be deployed to the proposed study centre. The existing post of Research Assistant(Numismatics) may be shifted to the proposed study centre.

General Recommendations

92) The Department of Archaeology may chalk out a detailed plan of action and fix target for each Technical/Research Wings under it. It should establish a system for reviewing the progress of execution of plans and achievement of targets periodically and

record in the annual performance appraisal of officers. Social Audit, by eminent personalities in the field may be resorted to for the purpose.

93) Action may be taken to inspect all the Museums and Monuments under the Department, by the Conservation Engineering Wing and initiate timely steps for starting conservation works.

94) All the title deeds of the properties attached to palaces and protected monuments under the department may be obtained from their present custodians and kept under the safe custody of the Director of Archaeology. If the original documents are not recoverable due to any reason, copies of such documents may be obtained and kept in the Directorate.

95) Action may be taken to install CCTV cameras and fire extinguishing systems and other modern devices without affecting the architectural beauty of the monuments. The Conservation Engineering Wing may be consulted before establishing any such device in the monuments.

96) Steps may be taken to display the objects in monuments in a systematic manner and to illuminate and label the objects legibly.

97) The Archaeology Department may provide enough parking space, cloak rooms, drinking water, coolers, toilets and such other

amenities to the visiting public, considering the increase in the number of visitors in museums.

98) Urgent action may be taken to avoid shifting of posts from one office to another, since it adversely affects the overall functioning of the office/museums.

99) An internal audit-cum inspection wing comprising technical and ministerial personnel may be formed at the proposed Southern and Northern Regional Deputy Director Offices.

100) During the audit-cum inspection, the team may conduct stock verification of artefacts kept in Museums without affecting the normal functioning of the Museum. The respective Deputy Director may dispose of minor irregularities and major irregularities, if any, detected during audit/inspection, may be reported to the Director for further necessary action. The Director may finalise the audit/inspection reports.

101) The Department may take immediate steps for the preparation of a Department Manual by a competent committee, consisting of Department experts and a Government representative, not below the rank of Under Secretary from the Culture Department in Government. Action may be taken to prepare and publish the Administration Report of the department every year.

102) The entry fee in the Museums may be enhanced according to the classification of the museums. The entry fee for foreigners may be enhanced from the normal rate.

103) Urgent action may be taken to set up Name boards in all offices / museums / monuments properly displaying the names of Information Officers under RTI Act.

104) Regarding the maintenance of files and registers, the respective provisions in the Manual of Office Procedure may strictly be adhered to. Inspection of the Personal Registers may be conducted by the officers concerned as per schedule. Regarding file processing , handling of disposals, etc. the provisions contained in the Manual may be scrupulously followed. Earnest efforts may be taken for the proper maintenance of the Registers.

ACKNOWLEDGEMENT

The Department of Personnel and Administrative Reforms wishes to record its appreciation for the co-operation and assistance extended to the Work Study Team by the officers and staff of the Archaeology Department for the successful conduct of the study.

Sd/-

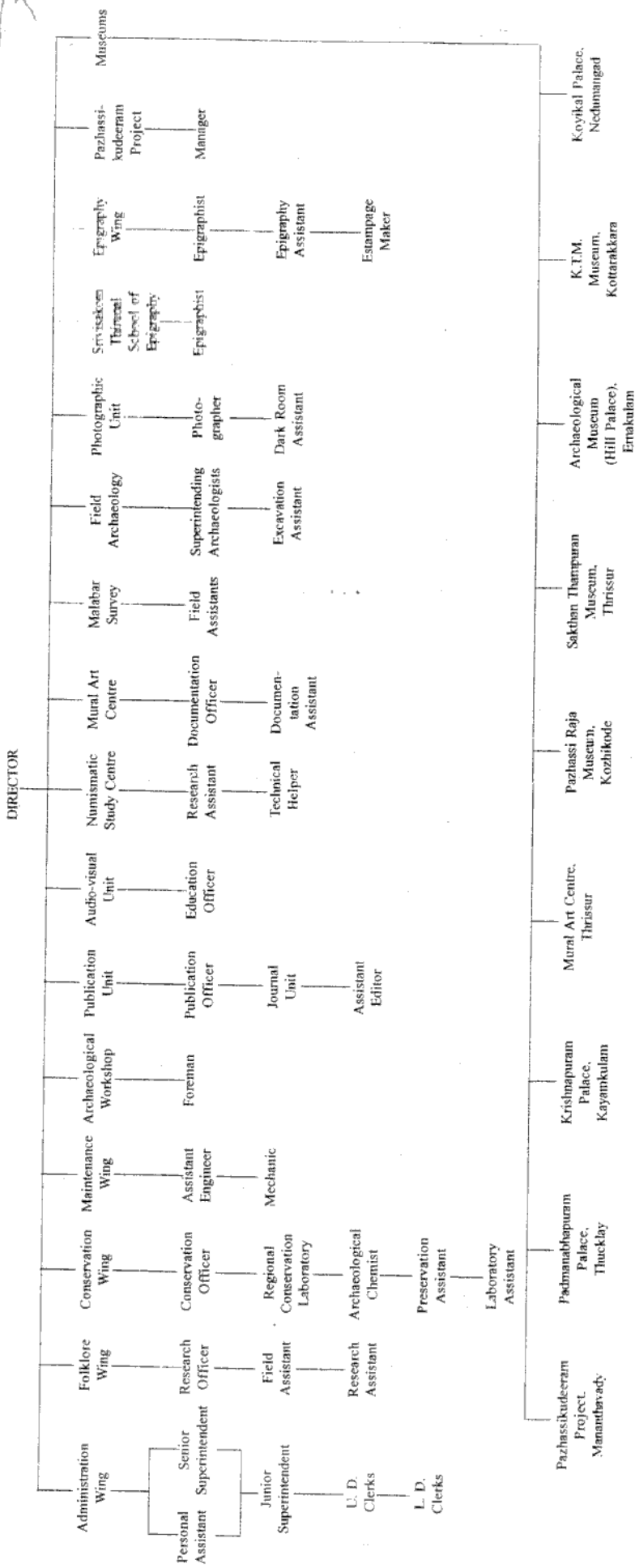
**Bishwanath Sinha IAS
(Principal Secretary)**

LIST OF ANNEXURES

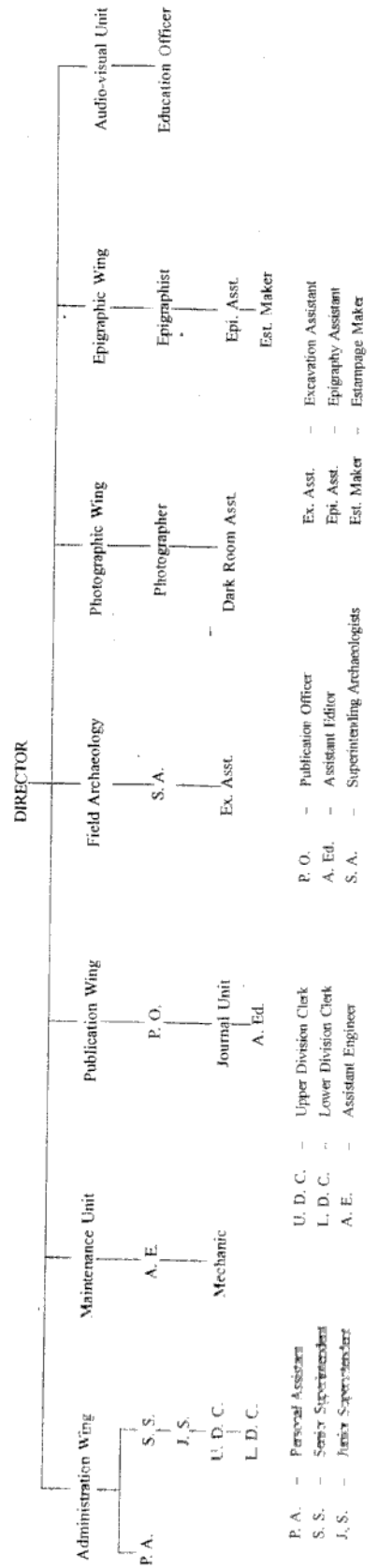
SL. NO.	ITEM	ANNEXURE NO.
1	Organisation Chart - Directorate (Existing)	I
2	Details showing existing staff under Archaeology Department	II
3	Statement of Income and Number of Galleries of Important Archaeological Museums	III
4	Government Order No.(P)501/2005/Fin dated 25/11/2005	IV
5	Government Order No.(P)61/2010/Fin dated 09/02/2010	V
6	Details of Posts Clubbed and Renamed	VI
7	Statement showing the Workload abstract of Clerical Staff in The Directorate	VII
8	Details showing the proposed staff position in the Directorate of Archaeology	VIII
9	Details showing the proposed Staff position in the Regional Deputy Director offices	IX
10	Details showing the proposed Staff of 'A' , 'B' , 'C' and District Heritage Museums	X
11	Statement showing the expenditure towards Daily Wages	XI
12	Statement showing the Expenditure towards proposed creation of posts	XII

ANNEXURE-1

Chart showing the Structure and Organisation of the Department of Archaeology



Position Chart of the Headquarters of the Directorate of Archaeology



ANNEXURE -II

**STATEMENT SHOWING THE SANCTIONED POSTS OF THE DEPARTMENT OF ARCHAEOLOGY (EXISTING) AS ON
31.12.2017**

Sl. No	Designation	Scale of Pay	Sanctioned Strength
1	Director	68700-110400	1
2	Conservation Officer	45800-89000	1
3	Superintending Archaeologist	45800-89000	1
4	Epigraphist	45800-89000	2
5	Finance Officer	45800-89000	1
6	Archaeological Chemist	40500-85000	1
7	Publication Officer	40500-85000	1
8	Documentation Officer	36600-79200	1
9	Artist Superintendent	36600-79200	1
10	Education Officer	36600-79200	1
11	Research Officer	36600-79200	1
12	Assistant Executive Engineer	42500-87000	1
13	Assistant Engineer	39500-83000	3
14	Personal Assistant	35700-75600	1
15	Senior Superintendent	36600-79200	2
16	Excavation Assistant	35700-75600	1
17	Epigraphy Assistant	35700-75600	1
18	Curator	35700-75600	2
19	Junior Superintendent	30700-65400	1
20	Technical Assistant	29200-62400	2
21	Field Assistant	29200-62400	3
22	Assistant Editor	27800-59400	1
23	Preservation Assistant	27800-59400	1

Sl. No	Designation	Scale of Pay	Sanctioned Strength	
24	Research Assistant	27800-59400	3	
25	Manager	27800-59400	1	
26	Artist	27800-59400	1	
27	Documentation Assistant	27800-59400	1	
28	Designer	27800-59400	1	
29	Foreman	26500-56700	1	
30	Museum Assistant	25200-54000	3	
31	Photographer	25200-54000	1	
32	Display Technician	25200-54000	2	
33	Gallery Supervisor	25200-54000	2	
34	Laboratory Assistant	22200-48000	1	
35	Estampage Maker	25200-54000	1	
36	Draftsman	20000-45800	1	
37	Museum Guide	20000-45800	9	
38	Darkroom Assistant	20000-45800	1	
39	Senior Clerk	25200-54000	10	
40	Clerk	19000-43600	5	
41	UD Typist	25200-54000	2	
42	LD Typist	19000-43600	2	
43	LD Clerk Typist	19000-43600	6	
44	Confidential Assistant	20000-45800	1	
45	Driver	18000-41500	4	
46	Head Gardener	17500-39500	1	
47	Electrician	18000-41500	1	
48	Cook	17500-39500	1	
49	Overseer(Civil) Gr.I (on contract)	26500-56700	1	
50	Overseer(Civil) Gr.II (on contract)	22200-48000	3	
51	Overseer(Civil) Gr.III (on contract)	19000-43600	1	

Sl. No	Designation	Scale of Pay	Sanctioned Strength	
52	Overseer(Electrical) Gr.II (on contract)	22200-48000	1	
53	Computer Operator Gr.II (on contract)	20000-45800	1	
54	Security Guard	19000-43600	1	
55	Security Staff on deputation from Police Department	As in PD	48	
56	Office Attendant	16500-35700	26	
57	Night Watcher	16500-35700	8	
58	Full Time Sweeper	16500-35700	5	
59	Full Time Scavenger	16500-35700	1	
60	Waiter	17000-37500	1	
61	Gallery Attender	16500-35700	3	
62	Duster	16500-35700	2	
63	Gardener	17500-39500	21	
64	Technical Helper	17000-37500	3	
65	Helper	17000-37500	2	
66	Specimen Collector	17000-37500	2	
67	Moulder	17000-37500	1	
68	Watcher Cum Gardener	16500-35700	1	
69	Mechanic	18000-41500	1	
70	Ticket Attender	17500-39500	1	
71	Record Attender	17500-39500	1	
72	Part Time Sweeper	9340-14800	57	
73	Watcher	16500-35700	2	
TOTAL			287	

[illegible]

[illegible]

[illegible]

ANNEXURE -III

**STATEMENT SHOWING ANNUAL COLLECTION , NUMBER OF
GALLERIES OF ARCHAEOLOGICAL MUSEUMS**

Sl No	Name of Museums	Amount collected (2015-16)	No. of Galleries	Total area in Acres
1	Padmanabhapuram Palace , Thuckaley	1,83,97,674	29	6.5
2	Koikkal Palace, Nedumangadu	36,696	-	1.93
3	Krishnapuram Palace Museum, Kayamkulam	9,60,105	9	2.55
4	Hill Palace Museum, Thrippunithura	43,10,816	18	51.75
5	Chennamangalam Jewish Synagogue	22,467	-	-
6	Sakthan Thampuran Palace, Thrissur	1,45,2302	12	6.5
7	Pazhassiraja Museum, East Hill, Kozhikkode	2,10,345	4	Occupies Museum & Zoo Dept's Buildings
8	Kunjali Marakkar Museum, Vadakara	1,97,574	-	0.19
9	Pazhassikudeeram Museum, Wayanadu	7,03,955	4	4

From 01.04. 2015 to 31.03.2016.



GOVERNMENT OF KERALA

Abstract

**SWEEPING AND CLEANING WORK IN GOVERNMENT OFFICES—GUIDELINES FOR
REGULARISATION OF EXISTING ELIGIBLE CASUAL SWEEPERS AND
APPOINTMENTS AGAINST FUTURE ARISING VACANCIES OF
SWEEPERS/CLEANERS IN GOVERNMENT OFFICES—
PRESCRIBED—ORDERS ISSUED**

FINANCE (EXPENDITURE -A) DEPARTMENT

G.O. (P) No. 501/2005/Fin. Dated, Thiruvananthapuram, 25th November, 2005.

- Read:—*
1. G.O. (P) No. 500/1979/Fin dated 2-6-1979.
 2. G.O. (P) No. 742/80/(240)/Fin. dated 9-10-1980.
 3. G.O. (P) No. 831/80/(253)/Fin. dated 3-11-1980.
 4. G.O. (P) No. 17/81/(279)/Fin. dated 7-1-1981.
 5. G.O. (P) No. 3000/1998/Fin. dated 25-11-1998.
 6. G.O. (P) No. 3002/1998/Fin. dated 25-11-1998.
 7. G.O. (P) No. 390/2003/Fin. dated 17-7-2003.
 8. G.O. (P) No. 500/03/Fin. dated 25-9-2003.
 9. Government (Revenue Department) Lr. No. 28555/T1/2003/RD dated 6-10-2003.
 10. Judgement dated 18-6-04 of Hon. High Court of Kerala in W.P. (C) No. 30927/03 and 47 other similar cases.
 11. G.O (P) No. 361/2005/Fin. dated 2-8-2005
 12. Order dated 12-8-2005 of the Hon. High Court of Kerala in W.A. No.1863/04 (and a batch of WPs) filed by the Government of Kerala.

ORDER

Sweeping and cleaning of Government offices and surroundings is a part-time job requiring about 1-2 hours of work every day, before office hours. As per orders currently in force, wherever the sweeping area is 800 sq.mtrs. or more, a full time post of sweeper is to be created. Wherever the sweeping area is

more than 100 sq. mtrs. but below 800 sq. mtrs., a post of part-time contingent sweeper is to be created by the Government and a person appointed to it from a list to be called for from the local Employment Exchange. Such part-time contingent employees are entitled to a remuneration based on the "sweeping area". For a sweeping area between 400-800 sq. mtrs., the present remuneration is Rs. 1500 p.m. plus D.A. For 100-400 sq. mtrs., it is Rs. 1250 p.m. plus D.A. The part-time contingent employees are also eligible for pension as per a separate scheme in force. For sweeping area less than 100 sq. mtrs., no part-time contingent post is to be created. The head of office concerned is authorised to engage a casual sweeper (not necessarily from Employment Exchange) by paying a fixed consolidated remuneration of Rs. 600 p.m.

2. There are a number of cases where the area exceeds 100 sq. mtrs., but Government have not created the post of part time contingent sweeper. A casual sweeper (who is paid Rs. 600 p.m.) is engaged without going through Employment Exchange. This person continues indefinitely. A number of these persons have approached the High Court and obtained orders requiring the Government to regularise them by paying Rs. 1250 or Rs. 1500 plus D.A (instead of Rs. 600 p.m.) with retrospective effect from 1997 or the date of engaging them.

3. Presently, there is no clarity on what constitutes sweeping area. Even when actual sweeping area is less than 100 sq. mtrs., there is a tendency to include area which are not normally swept (eg. large courtyard and compound) to show a sweeping area more than 100 sq. mtrs. so that the casual sweeper gets a claim for regularization. The same applies when the actual sweeping area is just below 400 sq. mtrs. (so that the remuneration increases from Rs. 1250 to Rs. 1500 per month).

4. Realizing that most of these persons have been engaged without a transparent procedure, Government have issued orders as per G.O. (P) No. 390/03/Fin. dated 17-7-2003 requiring all offices to forthwith stop availing the services of such persons (i.e. retrenching them) and only engage persons through Employment Exchange. But subsequently, the Government as per G.O.(P) No. 500/03 dated 25-9-2003, have ordered to keep in abeyance the orders in the G.O. dated 17-7-2003.

5. In the meanwhile, the Honourable High Court on 18th June 2004, in a batch of 45 cases, issued orders laying down detailed guidelines in the matter. As these guidelines do not cover all aspects and since the Government feel that some of them will involve huge financial commitment, Writ Appeal No.1863/04 and other connected Writ Appeals have been filed against the judgement. The Honourable High Court then stayed the implementation of the judgement dated 18-6-2004.

6. Government, after reviewing all aspects of the case, then issued orders vide G.O. (P) No. 361/2005/Fin. dated 2-8-2005, to be implemented only after and subject to the final judgement in W.A. No. 1863/2004 and other connected appeals. The Writ appeals have now been disposed of vide common judgement dated 12-8-2005 through which the Hon'ble High Court has given certain directions, to implement with certain amendments to the G.O. dated 2-8-2005 are required. Accordingly, the Govt. hereby cancel G.O. dated 2-8-2005 and are pleased to issue revised orders as contained in the subsequent paragraphs.

7. The sweeping area in various Government offices will be determined as per guidelines given in the *Appendix* to this order. These new guidelines will be applied for determining the sweeping area in offices presently being serviced by casual sweepers, when considering the question of regularizing them as part-time contingent sweepers.

8. For the regularization of the existing casual sweepers (where the sweeping area exceeds 100 sq. mtrs.), creation of posts of part-time contingent employees depending on the sweeping area has to be made. The sweeping area will be calculated in accordance with the guidelines given in the *Appendix*. As far as regularisation of existing casual sweepers are concerned, the measurement will be made by the PWD official after notice to the incumbent casual sweeper and in his presence. The incumbent casual sweeper will also sign in the format at Annexure either agreeing with the measurement or disagreeing with it. This exercise will be completed in all cases by 15-12-2005. If, on fixation, the area is seen to exceed 100 sq. mtrs. and if there is no post of part time sweeper sanctioned for the office in question, but there is a casual sweeper being engaged, the Head of the Office shall immediately take up with the Govt. for creation of a post of part-time contingent sweeper. Copies of the certificate of the PWD Engineer and full details of the case in the proforma in the Annexure shall be furnished along with the proposal. The Administrative Dept. in Govt. shall then issue orders before 21-1-2006, in consultation with the Finance Dept., for the creation of the post of part-time sweeper in relaxation of the economy orders and absorbing the existing casual sweeper by giving the remuneration of Rs. 1250 plus DA p.m. (for area of 100 sq.mtrs. and above but below 400 sq. mtrs.) and Rs. 1500 plus D.A. p.m. (for area of 400 sq. mtrs. and above but below 800 sq. mtrs.). The posts shall be created with effect from the date of appointment of the incumbent as Casual Sweeper or from 18-6-2001 [i.e. 3 years preceding the date of judgement vide ref. (10) above] whichever is later. In the case of those covered by earlier orders of the High Court (for regularisation) the relevant date shall be the date of appointment of the incumbent as Casual Sweeper or the date 3 years preceding the date of such judgement ordering regularisation, whichever

is later. The absorption/regularization shall be done with effect from this date only. Back arrears shall be payable only with effect from this date of regularisation. The period spent prior to regularisation shall not count for any purpose.

9. If, on re-fixation of the area, it is found to be less than 100 sq. mtrs. (requiring only a casual sweeper @ Rs 600 p.m.) and if there is a casual sweeper already working, he/she shall continue without disruption, getting only Rs 600 p.m.

10. There could be a few cases where the existing casual sweepers were terminated in accordance with the Government order of 19-7-2003 and new persons selected through Employment Exchange. There would then be 2 claimants for the same post. This would be decided on a case to case basis, if necessary, accommodating such persons in other offices. Such cases will also be reported to Government and absorption done only under the orders of the Government.

11. The guidelines at Appendix shall also be applied to offices which already have part-time contingent sweepers. If, consequent to the re-fixation of the area in such offices in accordance with the guidelines, the sweeping area increases from below 400 mtrs. to above 400 mtrs., the part-time sweeper concerned shall be entitled to the higher remuneration of Rs. 1500 plus D.A., but with effect from the date of the Government Order only. If the area reduces from above 400 mtrs. to below 400 mtrs., the remuneration of the particular part-time sweeper shall not be reduced from Rs. 1500 plus D.A. The existing incumbent shall continue to get what he was getting. But the employee posted against the next vacancy should be given wage as per the rules. If, on fixation, the sweeping area reduces from above 100 sq. mtrs. to below 100 sq. mtrs., the remuneration of the existing part-time sweeper, if he is getting Rs 1250 p.m. plus D.A., shall not be reduced. He shall continue to get what he was getting. Here also, the next vacancy in the post should be filled up by a casual sweeper only, by paying Rs. 600 per month.

12. All existing premises will be got certified once again, over the next 1 year. The certification of sweeping area shall be done once in 5 years. The responsibility for this shall be with the Head of office in question.

13. Part-time contingent sweepers will be employed in new offices and also against arising vacancies in future, only in accordance with the rules i.e, after getting the names from the Employment Exchange. Under no circumstances will any person be engaged otherwise than through Employment Exchange. If there is delay in making such postings, the vacancies can be filled up for two months only, through a contract with the *local Kudambasree Society*. As the

sweeping work requires only 1 to 2 hours of work a day, the Society shall be paid @ Rs. 4 per sq. mtr. plus Rs. 250 as monthly remuneration, subject to the condition that the total monthly payment shall not be less than Rs. 600. It is reiterated that the payment will be made to the society and not the individual.

14. Creation of the post of part-time contingent sweeper in newly formed offices shall be done strictly on the basis of the new guidelines in the Appendix. As it will not be possible to assess in advance the sweeping area in respect of newly formed offices, such posts shall be created only after assessing the sweeping area. Sweeping area shall be determined in accordance with the new guidelines. If the sweeping area is below 100 sq. mtr., a *casual sweeper* (on a monthly pay of Rs. 600) *can be engaged* by the Head of Office without creating a post. Even if the Government order sanctioning posts in the new office permits engaging a part-time contingent sweeper, only a casual sweeper will be engaged if the sweeping area is less than 100 sq. mtrs. If the sweeping area is 100 sq. mtrs., or above but below 800 sq. mtrs., the matter will be taken up immediately with the Government (in the proforma given in the Annexure along with the certificate issued by the PWD Engineer) for the creation of the post of part-time contingent sweeper. After the post is created, a part-time contingent sweeper will be engaged, but only through Employment Exchange. This should be done within two months. He/she should be paid wages as per the sweeping area (Rs. 1250 plus D.A. for sweeping area of 100-400 sq. mtrs. and Rs. 1500 plus D.A. for a sweeping area of 400-800 sq. mtrs.).

15. If the sweeping area is above 800 sq. mtrs. but below 900 sq. mtrs. a part-time contingent sweeper and a casual sweeper will be engaged. If it is above 900 sq. mtrs. 2 part-time contingent sweepers can be engaged. The same logic will apply if the area exceeds 1600 sq. mtrs., etc. For this also the matter is to be taken up with Government in the proforma given in Appendix with the certificate from the concerned Engineer of the Public Works Department. The concerned Department will issue orders to create the posts in consultation with the Finance Department. Till the candidate sponsored by the Employment Exchange reports for duty, the agreement with the Kudumbasree may continue. On no account shall casual sweepers be engaged in such cases.

All the Government Orders referred to above will stand modified to the extent indicated in this Government Order. The G.O. (P) No. 361/2005/Fin. dated 2-8-2005 stands rescinded.

By order of the Governor,

K. JOSE CYRIAC,
Principal Secretary (Finance).

To

All Heads of Departments and Offices
 All Departments (all Sections) of the Secretariat
 The Accountant General (A&E), Kerala, Thiruvananthapuram
 The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
 The General Administration (SC) Dept.-(Vide Council Decision dated
 27-7-2005 on Item No. 817)
 The Secretary, Kerala Public Service Commission, Thiruvananthapuram
 (with C.L.)
 The Registrar, High Court of Kerala (with C.L.)
 The Advocate General, Ernakulam (with C.L.)
 The Registrar, University of Kerala/Cochin/Calicut/Mahatma Gandhi
 (with C.L.)
 The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.)
 The General Manager, Kerala State Road Transport Corporation,
 Thiruvananthapuram (with C.L.)
 The Secretary to Governor
 All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries
 and Under Secretaries to Government
 The Private Secretary to Chief Minister and other Ministers
 The Private Secretary to Leader of Opposition and Government Chief Whip
 The Deputy Secretary to the Chief Secretary
 The Private Secretary to Speaker
 The Private Secretary to the Deputy Speaker
 The Director of Public Relations, Thiruvananthapuram.

APPENDIX

GUIDELINES FOR DETERMINATION OF SWEEPING AREA

1. Sweeping area means the aggregate of the following :

- (i) Carpet area i.e. the usable floor area, excluding the area of terrace, car porch, staircases, lift wells, escalators, ducts, toilets, air condition plant room and electrical control room.
- (ii) Area of car porch, staircase, verandah or corridor, if such car porch, stair case/verandah/corridor is under the exclusive use of the office in question, provided it is used regularly by the office staff and/or the general public and if it is to be swept regularly. Thus, for example, that portion of the stair case leading to a terrace which is not used need not be swept, so will be excluded from the sweeping area.
- (iii) Toilets used exclusively by the office in question or the general public visiting such an office, if it is to be washed and cleaned regularly.
- (iv) If there is a courtyard attached to the office, then the area of the courtyard actually swept, subject to the condition that this shall not exceed one third of the aggregate of (i), (ii) and (iii) above.

2. In cases where common areas such as car porch, staircase, verandah, corridor, landing, etc. are shared by the office in question with other State Govt. or quasi State Govt. offices only, such common areas shall be apportioned among the various offices in question, in proportion to the carpet area of each such office.

3. If the common areas of car porch, staircase, verandah, corridor, landing, etc. are shared with private premises, then that portion of the common area appurtenant to the office in question alone will be included in the sweeping area, subject, of course, to the condition in sub para (iv) of para 1 above.

4. For all offices, the sweeping area will be assessed, fixed and certified by an officer of the PWD Buildings Division, not below the rank of an Assistant Engineer. A rough sketch of the area indicating the correct measurements and calculations will be prepared by the Engineer and this shall be made available to the Head of the Office in question. The certification of the sweeping area shall be done once in 5 years. All existing premises will also be got certified once again over the next 1 year. The responsibility for this shall be with the Head of the Office in question.

5. In case for any particular office in question, there are difficulties in applying these guidelines or where further clarification is considered necessary, the engineer concerned shall bring the same to the notice of the Finance Dept. in Govt. directly, without attempting to interpret or extend or modify these guidelines and their application. Copies of such communication shall also be sent through proper channel.

ANNEXURE

APPLICATION FOR CREATION OF POST OF PART-TIME
CONTINGENT SWEEPER

1. Name of Department :
2. Name & Address of Office :
3. Designation of Head of Office :
4. Phone No. with STD code :
5. Sweeping Area (in sq. mtrs.) (See Guideline 1) :
 - (i) Carpet area :
 - (ii) Area of car porch, staircase, verandah, :
corridor under exclusive and regular use
of the office.
 - (iii) Area of Toilets :
 - (iv) Area of courtyard, normally swept (not :
exceeding one third of (i), (ii) and (iii)
above).
 - (v) Total sweeping area (i+ii+iii+iv) :
6. Name and Designation of the officer of the :
PWD Buildings Division who has certified
the sweeping area (See Guideline 4)
7. Remuneration payable for the post required :
8. Since how long is the office functioning :
from these premises ?
9. If there is a casual sweeper already being :
employed, name, sex, date of birth,
address, etc.
10. Since when is the above person being :
regularly engaged for sweeping ?

11. How was the above person recruited ? :
- (a) Through Employment Exchange :
- (b) By transfer from another office :
- (c) Other (Specify) :
12. (a) Has the High Court or any other Court :
ordered his regularization ? If yes, give
order number and date.
- (b) The date from which the incumbent was :
to be regularized in accordance with the
above order.
- (c) Whether regularization has been ordered? :
If so from when ?
13. Views of the incumbent Casual Sweeper :
regarding area

I agree with the assessment of the area as indicated above/According to
me, the area should be sq. mtrs.

Date:

Signature:

14. Any other information :

Signature of Head of Office:

Place :

Date :

Designation of Head of Office:



GOVERNMENT OF KERALA

Abstract

SWEEPING AND CLEANING WORK IN GOVERNMENT OFFICES –
GUIDELINES FOR REGULARISATION OF EXISTING SWEEPERS AND
APPOINTMENT AGAINST FUTURE ARISING VACANCIES OF SWEEPERS
IN GOVERNMENT OFFICES – PRESCRIBED – MODIFICATIONS/
CLARIFICATIONS EFFECTED - ORDERS ISSUED.

FINANCE (EXPENDITURE – C) DEPARTMENT

G.O. (P) No:61/2010/Fin. Dated, Thiruvananthapuram, 09/02/2010.

-
- Read :-
1. Judgment dated 18/06/2004 of Hon'ble High Court of Kerala in W.P. (c) No: 30927/03 and 47 other similar cases.
 2. Judgment dated 12/08/2005 of the Hon'ble High Court of Kerala in W.A. No: 1863/2004 (and a batch of WAs) filed by the Government of Kerala.
 3. G.O. (P) No: 501/2005/Fin, dated 25/11/2005.

ORDER

In the Government Order read above, comprehensive guidelines were issued for creation of post of Part Time Sweepers in government offices and regularisation of the service of existing casual sweepers, based on the judgment of the Hon'ble High court read as second paper above.

2. As per the conditions stipulated in the above Government Order, those who were working on daily wages and those working in offices having sweeping area below 100 m² were not eligible for regularisation. A number of such sweepers who were not benefitted by the decisions taken by the Government in accordance with the provisions contained in the above order, approached the Hon'ble High Court again, for payment

on par with that of regular Part time sweepers and regularisation of service as Part time sweepers etc. Disposing off such cases, the Hon'ble High Court held that,

i) Persons engaged for sweeping on daily wages are also entitled for regularisation, since the Government Order read above do not specify that such categories are not entitled to this benefit.

ii) The Government Order does not differentiate between temporary and permanent establishments.

iii) The Government Order does not specify that, the Chief Technical Examiner of Finance Department can reassess the sweeping area once assessed by the Public Works Department authorities.

iv) Sweepers who are in receipt of higher pay by virtue of Court orders are also entitled to the benefit of protection envisaged in clause 11 of the Government Order read above and subsequent revisions, even though the sweeping area is below 100 Sq. Mtrs on reassessment.

3. In view of the above observations Government felt it highly necessary to incorporate certain modifications / clarification to the existing Government Order. Accordingly the following clarifications are issued.

i) All existing sweepers, other than Casual Sweepers, irrespective of the mode of appointment, shall also be entitled for regularization based on the sweeping area, defined in the Government order read as 3rd paper above, provided their appointments were made on or before the issuance

of GO read above and are continuing as such on the date of this order. The regularisation will have effect from the date of this order only.

ii) In temporary establishments of Government, which are created for a specific purpose and for a specific period, post of part time sweeper shall not be allowed. However the person engaged for sweeping in such offices shall be entitled to payment at par with that of regular part time sweepers / casual sweepers, with effect from the date of this order strictly based on the sweeping area of such offices, calculated in accordance with Appendix to the GO read as 3rd paper above. In any case, the sweepers engaged in temporary establishments shall not be entitled for regularization irrespective of their length of service, sweeping area etc. Hereinafter, all fresh appointments of sweepers in temporary establishments shall be made only through nearest Kudumbasree unit.

iii) The Government are at liberty to conduct the reassessment of the sweeping area of any office, wherever necessary, by the Chief Technical Examiner, who is the competent Technical Authority of Finance Department. Such reassessment will be made strictly subject to the provisions contained in the appendix to the GO read as 3rd paper above, with notice to the sweeper and others concerned.

iv) In cases, where Sweepers were engaged against existing sanctioned posts for any reason shall also be entitled to regularization, provided the date of appointment was on or before 25.11.05. On retirement of the existing sweeper in such offices, the vacancy will be filled up through Employment Exchange only.

v) If a sweeper is appointed in view of any exigencies and without going through the local Employment Exchange, such an appointment shall be made only through the nearest "Kudumbasree" unit. Appointments of sweepers in temporary establishments irrespective of sweeping area and in permanent establishments where the sweeping area is less than 100 m², shall be made only through Kudumbasree, with effect from the date of this order. The competent authority will execute agreement with the Kudumbasree to this effect and the mode of payment will be made only through Kudumbasree and not directly to the sweeper so engaged. In such cases, the appointment at a time shall be for a maximum of 179 days only. On completion of 179 days, the service of the person so engaged shall be terminated and another person has to be engaged through the "Kudumbasree" itself.

vi) The benefit of clause 11 of the Government order mentioned as 3rd paper above were initially applicable only to Part Time Sweepers. All sweepers, including the sweepers engaged in the offices wherein sweeping area is less than 100 m² but are in receipt of higher pay as applicable to regular Part Time Sweepers, by virtue of court orders or otherwise, will also be entitled for protection of pay as envisaged in para 11 of Government Order read as 3rd paper above, including the benefits of subsequent revisions. After retirement of present incumbents, casual sweeper through Kudumbasree, on turn basis as stated above, alone will be engaged with remuneration fixed by Government from time to time as applicable to casual sweepers.

vii) Sweepers engaged for cleaning Bus stands, Streets, markets, public gardens etc, will not come under the purview of the order.

4. All heads of Departments are hereby directed to ensure the compliance of these orders scrupulously and complete the exercise in all cases and forward necessary proposals to Government in Finance Department through concerned Administrative Department on or before 30/06/2010.

By order of the Governor,

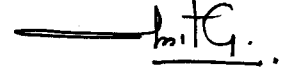
DR. P. PRABAKARAN,
Additional Chief Secretary (Finance)

To

All Heads of Departments and Offices.
All Department (all Sections) of the Secretariat
The Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (Audit), Kerala,
Thiruvananthapuram.
The General Administration (SC) Dept. – (Vide Council Decision
dated 27-7-2005 on Item No.817)
The Secretary, Kerala Public Service Commission,
Thiruvananthapuram (with C.L.)
The Registrar, High Court of Kerala (with C.L.)
The Advocate General, Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut/Mahatma
Gandhi (with C.L.)
The Secretary, Kerala State Electricity Board,
Thiruvananthapuram (with C.L.)
The Secretary, Kerala State Electricity Board,
Thiruvananthapuram (with C.L.)
The General Manager, Kerala State Road Transport Corporation,
Thiruvananthapuram (with C.L.)
The Secretary to Governor
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy
Secretaries and Under Secretaries to Government
The Private Secretary to Chief Minister and other Ministers
The Private Secretary to Leader of Opposition and Government
Chief Whip

The Deputy Secretary to the Chief Secretary
The Private Secretary to Speaker
The Private Secretary to the Deputy Speaker
The Director of Public Relations, Thiruvananthapuram
The Nodal Officer, www.finance.kerala.gov.in.

Forwarded / By Order,

A handwritten signature in black ink, appearing to be 'M. T. G.', written over a horizontal line.

Section Officer

ANNEXURE -VI

DETAILS SHOWING THE PROPOSED CLUBBING AND NOMENCLATURE OF RELATED POSTS

Sl No.	Existing Name	Scale of Pay	Proposed Name
1	Epigraphist	45800-89000	Deputy Director (Epigraphy)
2	Epigraphist	45800-89000	Converted as Estate Officer
3	Superintending Archaeologist	45800-89000	Deputy Director (Archaeology)
4	Conservation Officer	45800-89000	Deputy Director (Conservation)
5	Personal Assistant	35700-75000	Upgraded as Administrative Asst
6	Manager	27800-59400	Upgraded as Curator
7	Artist	27800-59400	} Artist Cum Designer
8	Designer	27800-59400	
9	Gallery Supervisor	25200-54000	} Gallery Superintendent
10	Museum Assistant	25200-54000	
11	Display Technician	25200-54000	
12	Ticket Attender	17500-39500	} Attender
13	Record Attender	17500-39500	
14	Helper	17000-37500	} Gallery Attender Gr.1
15	Moulder	17000-37500	
16	Specimen Collector	17000-37500	
17	Waiter	16500-35700	} Gallery Attender Gr.II
18	Duster	16500-35700	
19	Gallery Attender	16500-35700	

No.	Seat	Dealing Hand	File Work	Routine Work	P&F Allowance	Non-File Work	Total
A1	Plan Proposal, Exhibition, Working Group, Vehicle Purchase and Website maintenance	L.D.C.	1760	289	307.35	175	2531.35
A2	Protection of Monument, Land Acquisition, RTI, LA, Single Window,	U.D.C	1381	310	253.65	250	2194.65
A3	Fresh Appointment, Vacancy reporting, Disciplinary Action, SC/ST Report, DPC, Transfer and Promotion	U.D.C.	1236	315.5	232.73	300	2084.23
A4	Contingent Bill, Daily wages, T.A., Budget-Non-plan, Fund Allotment	L.D.C.	916.33	301.08	182.61	250	1650.02
A5	Subject Committee, Field Archaeological works, Annual Performance Report, Vehicle Maintenance, Administrative Report, Publication, G.P.F. Closure	U.D.C.	1600	276.58	281.49	300	2458.07
A6	Art & Heritage Commission, Building Permission, Local Purchase, Stationary, Daily wages (Directorate & Sub Offices)	U.D.C.	2885	285.33	475.55	250	3895.88
A7	Pension, Leave. Medical Reimbursement, HBA & Other Advances, LTC, Training	U.D.C	733.33	417.33	172.6	225	1548.26
A8	Salary Bill, Miscellaneous Bill, GIS, SLI, FBS Closure	U.D.C.	1461	271.5	259.88	225	2217.38
A9	Structural Conservation, e-Tender, Work Tender	U.D.C.	1010	330.17	201.03	250	1791.2
B1	Police Deputation, LA, Audit	U.D.C.	1005	289.67	194.2	225	1713.87
B2	Phone, Electricity & Water Bills, Official Language, Shooting Permission	U.D.C.	1612	240.08	277.82	225	2354.9
B3	Legal Files, District Heritage Museum, Chemical Conservation, Central Fund Utilisation, Library, Monument	L.D.C	1561	323.58	282.69	300	2467.27

	Attendant Project						
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STATEMENT SHOWING THE DETAILS OF STAFF
POSITION IN THE DIRECTORATE OF THE STATE
ARCHAEOLOGY DEPARTMENT

(Proposed)

TABLE-1

Directorate of Archaeology

Sl. No.	Name of the Post	Scale of Pay	No.of Posts Existing	No.of Posts Required	No.of Posts to be created/deployed
1	Director	68700-110400	1	1	-
2	Administrative Assistant	42500-87000	1 (PA)	1	PA to be upgraded as AA
3	Artist Superintendent	36600-79200	1	1	-
4	Excavation Assistant	36600-79200	1	1	-
5	Senior Superintendent	36600-79200	1	1	
6	Junior Superintendent	30700-65400	1	2	1
7	Artist Cum Designer	27800-59400	2	2	One each to be deployed to the DD Office
8	Confidential Assistant	20000-45800	1	1	-
9	Clerks	19000-43600	15	16	3 (To the two Deputy Director Offices) One to be created for the DD Office
10	Typist	19000-43600	4	4	-
11	Driver Grade I	20000-45800	3	3	-
12	Attender	17000-37500	1	0	One post to be deployed
13	Office Attendant	16500-35700	8	6	2 to be deployed

TABLE -2**Epigraphy Wing**

Sl No.	Name of Post	Scale of Pay	No. of posts existing	No. of posts Required	No. of posts to be Created/ deployed
1	Deputy Director (Epigraphy)	45800-89000	1	1	-
2	Epigraphy Assistant	35700-75600	1	1	-
3	Estampage Maker	25200-54000	1	1	-

TABLE-3**Regional Conservation Laboratory**

Sl No.	Name of Post	Scale of Pay	No. of posts existing	No. of posts Required	No. of posts to be Created/ deployed
1	Deputy Director (Conservation)	45800-89000	1	1	-
2	Preservation Assistant	27800-59400	1	1	-
3	Laboratory Assistant	22200-48000	1	1	-
4	Photographer	25200-54000	1	1	-
5	Dark Room Assistant	20000-45800	1	1	-
6	Office Attendant	16500-35700	1	1	From Directorate

TABLE-4
Publication Wing

Sl No.	Name of Post	Scale of Pay	No. of posts existing	No. of posts Required	No. of posts to be Created/ deployed
1	Publication Officer	45800-89000	1	1	-
2	Assistant Editor	27800-59400	1	1	-

TABLE-5
Education Wing

Sl No.	Name of Post	Scale of Pay	No. of posts existing	No. of posts Required	No. of posts to be Created/ deployed
1	Education Officer	36600-79200	1	1	-

TABLE-6
Conservation Engineering Wing

Sl No.	Name of Post	Scale of Pay	No. of posts existing	No. of posts Required	No. of posts to be Created/ deployed
1	Overseer	19000-43600	4	4	-
2	Draftsman Grade II		1	1	-
3	Clerk	19000-43600		1	From Directorate
4	Office Attendant	16500-35700	1	1	From Directorate

ANNEXURE -IX

**DETAILS SHOWING THE STAFF POSITION OF THE
PROPOSED REGIONAL DEPUTY DIRECTOR OFFICES**

Sl No.	Name of Post	Number of Posts	
		Southern Region	Northern Region
1	Deputy Director	1	1
2	Senior Superintendent	1	1
3	Artist Cum Designer	1	1
4	Clerks	2	2
4	Driver Grade II	1	1
6	Field Assistant	1	1
7	Technical Assistant	1	1
8	Typist	1	1
9	Office Attendant	1	1
Conservation Engineering Unit			
10	Assistant Engineer	-	1
11	Overseer	-	2
Conservation Laboratory			
12	Archaeological Chemist	-	1
13	Laboratory Assistant	1	1

ANNEXURE- X

STATEMENT SHOWING THE DETAILS OF PROPOSED STAFF POSITION IN 'A' GRADE MUSEUMS

TABLE-1

Sl No.	Name of Post	Scale of Pay	Padmanabh apuram Palace	Hill Palace	Sakthan Thampu ran
1	Deputy Director (Archaeolgy)/ Deputy Director (Conservation)	45800-89200	-	-	1
2	Documentation Officer	36600-79200	-	1	-
3	Artist Superintendent	36600-79200	1	-	-
4	Security Officer (Sub Inspector)	32300-68700	-	1	-
5	Security officer (SCPO)	27800-59400	2	1	2
6	Gallery Superintendent	25200-54000	2	2	1
7	Museum Guide	20000-45800	3	4	1
8	Security Guard (CPO)	22200-48000	7	9	8
9	Clerk	19000-43600	1	1	1
10	Clerk Typist	19000-43600	1	1	1
11	Electrician	18000-41500	1	1	1
12	Mechanic *	18000-41500	1	-	-
13	Gallery Attender	16500-35700	7	4	1
14	Attender	17000-37500	1	1	1
15	Cook	17500-39500	-	1	-
16	Office Attendant	16500-35700	1	1	1
17	Night watchman	16500-35700	1	1	1
18	Head Gardener	17500-39500			1
19	Gardener	17500-39500	**	**	**
20	Sanitation worker	16500-35700	1	1	1
21	Full Time Sweeper	16500-35700	***	***	***

* To be abolished as and when the present incumbent is retired.

** Manpower requirement of Gardeners may be fixed in accordance with the area to be calculated by the PWD authorities.

*** The man power requirement of Sweepers may be fixed according to the directions of G.O(P) No.501/2005/Fin dated 25-11-2005 and G.O (P) No.61/2010/Fin dated 09.02.2010.

ANNEXURE-X**Statement Showing the details of proposed staff position in 'B' Grade Museums****TABLE-2**

Sl No.	Name of Post	Scale of Pay	Koikkal Palace	Krishnapuram Palace	Pazhassiraja Museum	Pazhassikudeeram, Wayanad
1	Curator	35700-75600	-	1	1	1
2	Epigraphy Assistant	35700-75600	1	-	-	-
3	Security officer (SCPO)	27800-59400	1	1	2	-
4	Gallery Superintendent	25200-54000	1	1	1	-
5	Museum Guide	20000-45800	1	1	1	1
6	Security Guard (CPO)	22200-48000	7	9	8	-
7	Clerk Typist	19000-43600	1	1	1	1
8	Gallery Attender	16500-35700	1	2	1	1
9	Attender	17000-37500	1	1	1	1
10	Office Attendant	16500-35700	1	1*	1	1
11	Night watchman	16500-35700	1	1	1	1
12	Gardener	17500-39500	**	**	**	**

* May be deployed to Thakazhy Memorial Museum

** Manpower requirement of Gardeners may be fixed in accordance with the area to be calculated by the PWD authorities

Statement Showing the details of proposed staff position in 'C' Grade Museums

TABLE-3

Sl No.	Name of Post	Scale of Pay	Veluthampi Museum	Bastion Bugalow	Mural Art Museum	Kunjali Marakkar Museum
1	Museum Guide	20000-45800	1	1	1	1
2	Night Watchman	16500-35700	1	1	1	1

Statement Showing the details of proposed staff position in District Heritage Museums

(As and when all the 14 District Heritage Museums begin to function)

TABLE-4

Sl No.	Name of Post	Scale of Pay
1	Museum Guide	20000-45800
2	Gallery Attender	16500-35700
3	Night watchman	16500-35700

When a ' B ' Grade Museum is identified as a District Heritage Museum, the staff pattern proposed for the 'B' Grade Museum may be retained.

When a ' C ' Grade Museum is identified as a District Heritage Museum, the above staff pattern may be sanctioned.

ANNEXURE-XI**STATEMENT SHOWING EXPENDITURE TOWARDS ENGAGING
PERSONS ON DAILY WAGES/CONTRACT BASIS**

Sl.No	Post	No. of Employees	Rate per day	Amount spent for 2015-16
1	Technician	3	700	5,53,700
2	Watcher	27	350	26,05,680
3	Sweeper	16	350	14,37,030
4	Sweeper (Consolidated)	35	160	20,80,668
5	Security Guard	15	400	13,01,760
6	Security Guard (Contract Basis)	1	4650/month	82,050
7	Office Attendant	1	350	92,050
8	Driver	2	450	1,41,700
9	Driver (Contract Basis)	1	450+Service Tax	36,423
10	Typist	1	400	41,600
11	Museum Guide	1	400	85,200
12	Museum Guide (Contract basis)	47	500	42,28,156
13	Electrician	1	443	1,43,209
14	Gardner	9	350	8,91,690
15	Ticket Attender	4	350	4,03,960
16	Gallery Attender	19	350	19,70,300
17	Skilled Assistant	3	505	3,58,510
18	Scavenger	1	240	48,870
19	Carpenter	1	605	1,51,625
20	Data Entry Operator	1	400	1,22,710
21	Cook Attender	1	350	1,19,760

Reckoned for the financial year 2015-16.

ANNEXURE - XII

STATEMENT SHOWING THE ANNUAL EXPENDITURE FOR THE CREATION OF PROPOSED POSTS

Sl.No	Name of the Post (Technical/Minist erial	No.of Posts	Scale of Pay	Estimated financial commitment for one year (including 14%DA,HRA and CCA)
1	Junior Superintendent	1	30700-65400	₹ 4,86,174
2	Clerk	5	19000-43600	₹ 15,28,150
3	Laboratory Assistant	1	22700-48000	₹ 3,60,464
4	Electrician	2	17500-39500	₹ 5,66,800
5	Museum Guide	6	20000-45800	₹ 22,43,150
6	Librarian Grade IV	1	22200-48000	₹ 3,53,054
7	Attender	5	17000-37500	₹13,79,950
8	Sanitation Worker	2	16500-35700	₹5,37,160
	Total	23		₹ 74,54,902