

DEPARTMENT OF ARCHAEOLOGY
Government of N.C.T. of Delhi

Manual 1

Particulars of organization, functions and duties

{Section 4(1)(b)(i)}

1. Aims and objectives of the organization

The main objective of the Department of Archaeology (DoA) is survey, listing, documentation, protection, conservation, preservation and beautification of ancient monuments of local importance worth protecting and develop them as tourist spots in Delhi under the provisions of ***“The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act 2004”***, (DAHMSAR Act 2004) other than those of national importance protected and maintained by the Archaeological Survey of India, Government of India.

2. Mission /Vision

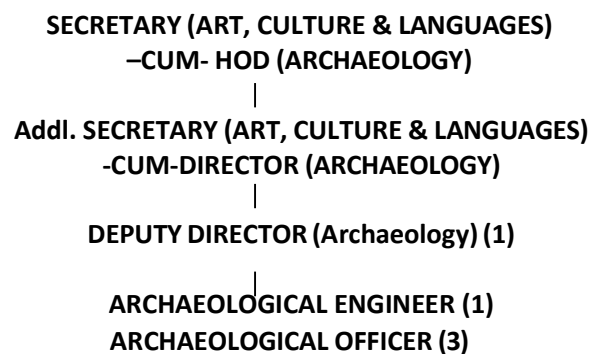
Delhi possesses number of ancient monuments spreading over millennia of history in the entire city. While the national monuments are governed under the provisions of *“The Ancient Monuments and Archaeological Sites and Remains Act, 1958”* and *“The Ancient Monuments and Archaeological Sites and Remains (Amendment and Validation) Act, 2010”*, other ancient monuments of local importance which are worth protecting are governed under the provisions of the ***“Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act - 2004”***. All our efforts are made to ensure that approach to conservation is as per prevailing archaeological norms with due emphasis on up gradation of skills and involvement of professionals and maximum use of traditional techniques in conservation. After completing the conservation work, as per the requirement, Illumination and development of garden/landscaping work is also taken up to develop them as tourist spots. The Govt. of Delhi is making concrete efforts for preservation and conservation of these monuments in a phased manner.

The Department do survey, listing, documentation and protection of ancient monuments of local importance in the city under the provisions of aforesaid Act. The department has issued final notification declaring 19 monuments as Protected Monuments. Apart from these, 35 monuments have been preliminary notified for protection and 72 monuments has been conserved by DoA, GNCTD. Further, under “Adopt a Heritage: Apni Dharohar, Apni Pehchaan” project which is a collaborative effort by the Ministry of Tourism, Ministry of Culture, Archaeological Survey of India and State/ UTs Government for developing tourism amenities at heritage/ natural/ tourist sites spread across India for making them tourist friendly, in a planned and phased manner. The project aims to encourage companies from public sector, private sector, corporate citizens, NGOs, individuals and other stakeholders to become ‘Monument Mitras’ and take up the responsibility of developing and upgrading the basic and advanced tourist amenities at these sites as per their interest and viability in terms of a sustainable investment model under CSR. They would also look after the Operation & Maintenance of the same.

3. Brief history and background for its establishment

According to article 246 of the Indian Constitution read item 40 of Schedule VII, Archaeology is concurrent subject. The monuments of national importance are declared as centrally protected monuments under the provisions of “*The Ancient Monuments and Archaeological Sites and Remains Act, 1958*” of the Archaeological Survey of India, Government of India and also maintained by it whereas those of local importance found worth protecting are looked after by the respective State Governments under their own Acts through their respective State Departments of Archaeology. Hence, it became obligatory for each State Government to establish Department of Archaeology for protection and maintenance of ancient monuments of local importance worth protecting in their respective States. As such, a separate Department of Archaeology has been established in Delhi Administration in the year 1978.

4. Organizational Set-up



5. Allocation of business

To conserve & preserve the worth protecting monuments of local importance, other than those maintained by the Archaeological Survey of India, Govt. of India.

6. Duties to be performed to achieve the mission

- Survey, listing, documentation and protection of ancient monuments of local importance worth protecting in Delhi under the provisions of “*The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act 2004*”, (DAHMSAR Act 2004).
- Conservation of monuments
- Chemical Preservation of monuments, paintings and other artifacts.
- Acquisition of monuments
- Landscaping of monuments depending upon availability of land
- Illumination of monuments located at prime locations

7. Details of services rendered

- Survey, listing, documentation and protection of ancient monuments of local importance worth protecting in Delhi under the provisions of ***"The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act 2004"***, (DAHMSAR Act 2004).
- Conservation of monuments
- Chemical Preservation of monuments, paintings and other artifacts.
- Acquisition of monuments
- Landscaping of monuments depending upon availability of land
- Illumination of monuments located at prime locations

8. Citizens interaction

- Web Site
- Correspondence / complaints through posts & electronic mode
- Office Telephone
- Email
- Meeting with officers/officials
- Adopt a monument
- Heritage walks carried out by NGOs on monuments
- RTI applications
- PGMS
- CPGRAM
- LG Listening Post

9. Postal address of the main office, attached/subordinate office/field units etc.

**Department of Archaeology,
Government of N.C.T. of Delhi,
2nd Floor, B-Block, Vikas Bhawan-II,
M.G. Road, Civil Lines, Delhi-110054
Phone: 011-23814026**

E-mail address: depttofarchaeology@gmail.com

Website address: [Home | Department of Archaeology \(delhi.gov.in\)](http://Home | Department of Archaeology (delhi.gov.in))

Social Media Handles

Facebook:- <https://www.facebook.com/profile.php?id=100084159895462&mibextid=LQQJ4d>

Instagram:- <https://instagram.com/delhiarchaeology?igshid=MzRIODBiNWFIZA==>

10. Map of office location:

The Department of Archaeology, GNCTD is located in Vikas Bhawan-II, at 2nd Floor, 'B'-Block, M.G. Road, Civil Lines Delhi-110054 near Matcalf House.

Nearby Metro Station: **Civil Lines / Delhi Vidhan Sabha**

11. Working hours both for office and public

Working Hours: 09.30 AM to 6.00 PM

(Lunch Hours: 01.30 PM to 2.00 PM)

12. Public interaction, if any

- Web Site
- Social Media Handles
- Correspondence / complaints through posts & electronic mode
- Office Telephone
- Email
- Meeting with officers/officials
- Adopt a monument
- Heritage walks carried out by NGOs on monuments
- RTI applications
- PGMS
- CPGRAM
- LG Listening Post

13. Grievance redress mechanism

The complaint about the vandalism and misuse of monument are being attended immediately on priority basis. If any complaint about the staff of the department is received about corruption, it is dealt at the earliest but not later than a month. Cases and applications received from the public are being disposed off within one month from the date of their receipt. The Nodal Officer will give full guidance and all information to the public upto their entire satisfaction. If they are not satisfied regarding redressal of their grievances, they can contact the Director of Archaeology being first appellate authority.

You may contact following for disposal of public grievances:

Head of Office,
Department of Archaeology,
Government of NCT of Delhi,
'B' Block, II Floor, Vikas Bhawan-2,
M.G. Road, Civil Lines,
Delhi-110054
Ph: 011-23814026
Email: depttofarcaeology@gmail.com

Public grievance will be examined within 15 days and report will be submitted to the Director (Archaeology) for taking final decision in the matter.

Following officer may be contacted in case of dissatisfaction of redressal of public grievance. :

Director (Archaeology),
Department of Archaeology,
Government of NCT of Delhi,
'C' Wing, 7th Floor, Delhi Secretariat,
New Delhi-110002
Ph: 011-23392337
Email: depttofarcaeology@gmail.com

In case a person does not want to identify himself, suggestion/grievance box has been kept in the office at following address:

Department of Archaeology,
Government of NCT of Delhi,
'B' Block, II Floor, Vikas Bhawan-2,
M.G. Road, Civil Lines,
Delhi-110054
Ph: 011-23814026
Email: depttofarcaeology@gmail.com

Apart from this a person can also lodge his grievance on PGMS portal of Delhi Government.

Our Duties Towards Our Cultural Heritage

Dos

- Help in keeping the monuments clean.
- Help in maintaining the natural environment around the monuments.
- Help in preventing and avoiding any kind of destruction of a monument by any one. Report any such matter to the concerned staff.
- Keep distance while looking at displayed Cultural/Protection Boards.
- Help in protecting unprotected monuments/ antiquities/ etc.
- Help in creating cultural awareness among the masses.
- Help in maintaining the sanctity of the monuments.

Don'ts

- Don't litter or spoil any monument.
- Don't pluck flower etc. from monument-garden.
- Don't paint, draw or whitewash any wall etc. in & around the monuments.
- Don't touch displayed Cultural/Protection Boards.
- Don't hamper or spoil the originality of the monument.
- Don't underestimate the importance of any cultural heritage.