

# **CITIZEN CHARTER**

## **ARCHAEOLOGICAL SURVEY OF INDIA**

### **RAIPUR CIRCLE, RAIPUR, CHHATTISGARH**

#### **01. INTRODUCTION**

Ab-initio and before bifurcation of Chhattisgarh State, the ancient monuments/sites of Chhattisgarh region were in Madhya Pradesh State and under the jurisdiction of different offices such as Hyderabad Circle, Bhopal Circle and Bhubaneswar Circle of Archaeological Survey of India. With the formation of Chhattisgarh State in the year 2000, the Directorate of ASI felt it necessary to establish a new Circle to maintain and develop the centrally protected archaeological sites and monuments situated in Chhattisgarh State. In the year 2003, Raipur Circle was created with 45 ancient and centrally protected monuments/sites in Chhattisgarh State.

The Circle HQrs office is located at Rajendra Nagar, Raipur, at a distance of about 8 Kms from Raipur Railway Station. It is headed by Superintending Archaeologist with the assistance of other Officers and officials. There are various Sections like Administration, Establishment, Accounts, Works, Technical, Chemical, Survey etc. in this Circle.

In order to supervise smooth functioning of conservation & preservation works, these monuments/sites have been placed under three sub-circles each headed either by Sr Conservation Assistant or by Conservation Assistant. Sub-Circle wise details are as under:-

- i) **Bilaspur Sub Circle:**  
Under this Sub-Circle 22 monuments/sites are held. These Monuments/Sites are situated in the Districts Bilaspur, Korba, Janjgir-Champa, Mungeli and Sarguja of Chhattisgarh State. Sr Conservation Assistant is the In-charge of this Sub Circle. The office is located at Bilaspur.
- ii) **Raipur Sub-Circle:**  
Under this Sub-Circle 11 monuments/sites are held. These monuments/sites are situated in the Districts Raipur, Durg, Mahasamund, Gariaband, Bametara, Balodabazar-Bhatapara and Rajnandgaon of Chhattisgarh State. Conservation Assistant is looking after the duties of the Sub-Circle. The office is located at Raipur.
- iii) **Jagdalpur Sub-Circle:**  
Under this Sub-Circle 12 monuments/sites are held. These monuments/Sites are located in the Districts South Bastar Dantewara, Bastar-Jagdalpur, Bijapur and Kondagaon of Chhattisgarh State. Jr Conservation Assistant is the In-charge of this Sub Circle. The office is located at Jagdalpur.

## **02. CENTRALLY PROTECTED MONUMENTS/SITES & SCULPTURE SHEDS**

### **i) Centrally Protected Monuments/Sites**

There are 45 centrally protected monuments/sites comprising temples, caves, forts, megaliths and excavated remains under the jurisdiction of Raipur Circle of Archaeological Survey of India, which are located in different districts of Chhattisgarh State. All these 45 monuments/sites have been declared as protected monuments and National importance. The list of 45 centrally protected monuments may be seen in Monuments Head of website [www.asiraipurcircle.in](http://www.asiraipurcircle.in)

**Laxman Temple at Sirpur, District Mahasamund** is the only ticketed monument.

### **ii) Sculpture Sheds**

There are eight sculpture sheds constructed at various centrally protected monuments at Barsoor, Malhar, Sirpur, Devbaloda, Narayanpur, Tuman, Pali & Ratanpur. The precious antiquarian remains retrieved from various centrally protected monuments/sites representing to various stages of history are housed in different sculpture sheds with proper arrangements of safety and security measures.

## **03. AIMS AND OBJECTIVES**

The main objectives of Archaeological Survey of India, Raipur Circle, Raipur is to protect, preserve and conserve the centrally protected monuments located in various Districts of Chhattisgarh State. The Primary activities of this Circle includes inspection, survey, documentation, protection, preservation, conservation, excavations, archaeological explorations, beautification of monuments, providing public amenities, horticultural developments, bringing out departmental publications, conducting mass awareness programme, liaising with local Administration etc., etc.

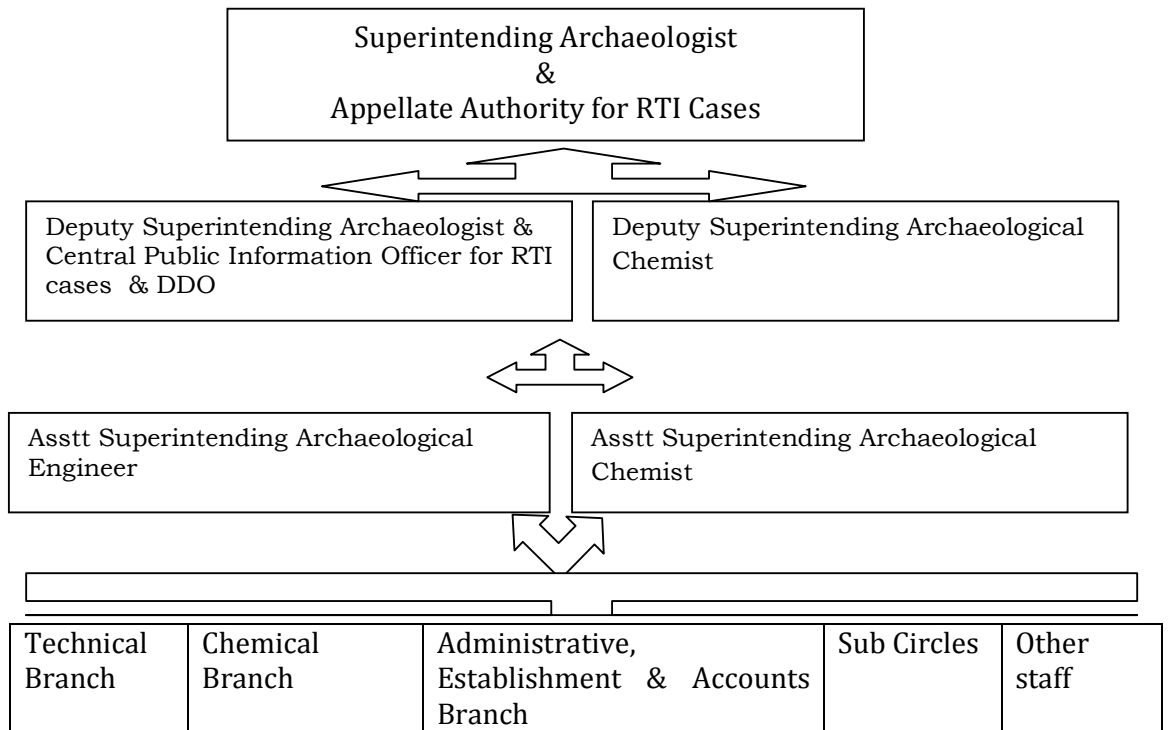
## **04. PROTECTION AND CONSERVATION OF MONUMENTS**

Archaeological Survey of India, Raipur Circle, Raipur, Chhattisgarh has been continuously working to protect and maintain the centrally protected monuments in Chhattisgarh State under the provisions of Ancient Monuments and Archaeological Sites & Remains Act 1958 (as amended in 2010) and Rules 1959, Works Manual, The Antiquities and Art Treasures Act 1972 and Rules 1973 and the Treasure Trove Act 1978.

For necessary conservation, preservation, maintenance, various developments, every year Revised Conservation Programme is chalked out and approved by the Director General, Archaeological Survey of India Directorate, New Delhi. Accordingly conservation work is executed on allotment of budget. To provide the work orders for various conservation & preservation works, tendering process is observed.

## **05. CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

All the financial and administrative decisions are taken by the Head of the Circle Office i.e. Superintending Archaeologist in consultation with other officers and directions of ASI Directorate, New Delhi. The channel of Supervision and accountability is as under:-



## **06. NORMS FOR DISCHARGE OF ITS FUNCTIONS**

The functions are discharged as per the provisions of-

01. Archaeological Works Code
02. All Administrative & financial rules framed by Government of India from time to time
03. Allocation of duties for each category of post.
04. Instructions/guidelines/directions received from ASI Directorate, New Delhi from time to time.

## **07. RULES AND REGULATIONS FOLLOWED**

01. Antiquities and Art Treasure Act 1972
02. Antiquities and Art Treasure Rules 1973
03. Ancient Monuments and Archaeological Sites & Remains Act 1958
04. Ancient Monuments and archaeological Sites & Remains (Amendment and Validation) Act 2010
05. Ancient Monuments and Archaeological Sites & Remains rules 1959
06. Ancient Monuments and Archaeological Sites & Remains (Framing of Heritage Bye-Laws and Other Functions of Competent Authority) Rules 2011.
07. National Monument Authority (Appointment, Functions and Conduct of Business) Rules 2011.
08. Archaeological Survey of India Rules (Part-I)
09. Archaeological Survey of India Rules (Part-II)
10. General Financial Rules (GFR)
11. All Central Civil Service Rules like-
  - i) Pay Rules,
  - ii) General Provident Fund Rules
  - iii) Retirement Rules
  - iv) Seniority and Promotion Rules
  - v) Leave Rules,
  - vi) TA/DA Rules
  - vii) HRA & CEA Rules
  - viii) Recruitment Rules,
  - ix) Conduct Rules & Discipline Rules,
  - x) Income Tax Rules,
  - xi) Joining Time Rules,
  - xii) Leave Travel Concession Rules,
  - xiii) Medical Rules
  - xiv) Other Allowances Rules etc., and above all
  - xv) Fundamental Rules & Supplementary Rules

## **08. DETAILS OF DIRECTORY OF OFFICERS AND EMPLOYEES**

**Address:** ARCHAEOLOGICAL SURVEY OF INDIA, RAIPUR CIRCLE,  
GOVIND SARANG COMMERCIAL COMPLEX (1<sup>st</sup> FLOOR), PURVAYATAN  
NEW RAJENDRANAGAR, RAIPUR-492006, CHHATTISGARH

**E-mail address:** circleraipur.asi@gov.in & circleraipur.asi@gmail.com

**Website:** www.asiraipurcircle.in

**NAME OF OFFICERS AND EMPLOYEES WITH P&T TELEPHONE NUMBERS**

Sl No.	Name of the Officer	Designation	Intercom & Land line Telephone No.
01	Dr. Manoj Kumar Kurmi	Superintending Archaeologist(In-Charge)	101 0771-4218484
02	Ashis Kumar Pal	Steno (outsourcing basis)	102 0771-4218483
03	Dr Manoj Kumar Kurmi	Deputy Superintending Archaeologist	103 0771-4218483
04	Vacant	Deputy Superintending Archaeological Chemist	-
05	Vacant	Asstt Superintending Archaeologist Chemist	107 0771-4218483
06	Dr. Sambhu Nath Yadav	Asstt Archaeologist, Tech Section	108 0771-4218483
07	Shri Bhagirathi Gartia	Asstt Archaeologist, Tech Section	108 0771-4218483
08	Shri Bimal Kumar Jaiswal	Asstt Archaeological Chemist	110 0771-4218483
09	Shri Ashish Mishra	Asstt Archaeological Chemist	110 0771-4218483
10	Dr Sanjay Prasad Gupta	Asstt Archaeological Chemist	110 0771-4218483
11	Shri Shiv Shankar Verma	Photographer-II	108 0771-4218483
12	Shri Anil Kumar,	JAO, Works Section	105 0771-4218483
13	Shri T Dhanraj	UDC, Accts/Admn.	112 0771-4218483
14	Smt Anusuiya Thakur	LDC, Accts/Admn.	112 0771-4218483
15	Shri Rohit Kumar	LDC, Works Section	105 0771-4218483
16	Vacant	Draftsman, Drawing Section	
17	Shri Ashis Kumar Vashisht,	Surveyor	115 0771-4218483
18	Shri NeerajTiwari	Senior Conservation Assistant Sub Circle In-Charge, Archaeological Survey of India Bilaspur Sub-Circle, HIG-153, Housing Board Colony, Devrikhurd, Bilaspur, Chhattisgarh	-
19	Shri Vijay Kumar Dubey,	Jr Conservation Assistant Archaeological Survey of India Jagdalpur Sub-Circle, H.No.26, Ashokapark, Dharampura Phase-I, Jagdalpur, District Bastar, Chhattisgarh, PIN-494001.	-
20	Shri Ashis Vashisht	Surveyor, Sub Circle In-charge Archaeological Survey of India Poorvayatan, Govind Sarang Commercial Complex, 1 <sup>st</sup> Floor, New Rajendra Nagar, Raipur-492006, Chhattisgarh	0771-4218483

## **09. FUNCTIONS AND DUTIES**

There are at present 45 ancient monuments and archaeological sites and remains of national importance under this Circle. These monuments belong to different periods ranging from the prehistoric period to the colonial period and are located in different geographical settings in various districts of Chhattisgarh State. They include temples, cemeteries, forts, palaces, caves, and secular architecture as well as ancient mounds and sites which represent the remains of ancient habitation. The prime and important functions of Archaeological Survey of India are the maintenance of centrally protected ancient monuments and archaeological sites & remains of national importance. Archaeological Survey of India, Raipur Circle, Raipur regulates all the archaeological activities under the provisions of various Acts and Rules i.e. "The Ancient Monuments and Archaeological Sites & Remains Act 1958 (as amended) and Rules 1959, The Antiquities and Art Treasure Act 1972 and under the guidance/direction of ASI Directorate, New Delhi. Besides this, the Archaeological Survey of India under the provisions of above Acts and Rules also protects the monuments, sites and remains of national importance. However, the following are the functions and duties scheduled to be performed by Archaeological Survey of India, Raipur Circle, Raipur:

- a) Timely disposal of administrative and financial matters.
- b) Protection of ancient archaeological sites and remains under this Circle.
- c) Structural Conservation.
- d) Chemical Preservation.
- e) Organizing public awareness programme and workshops/seminars with regard to the importance of preservation of these monuments.
- f) Eviction of encroachments and unauthorized constructions from the prescribed & restricted areas i.e. protected area, prohibited area and regulated area.
- g) Academic activities like seminars, workshops, special lectures etc.

## **10. DEFINED AREAS OF CENTRALLY PROTECTED MONUMENTS**

There are following three defined areas as per provisions of Ancient Monuments and Archaeological Sites & Remains Act 1958 (as amended in 2010) and Rules 1959.

a) **Protected Area**

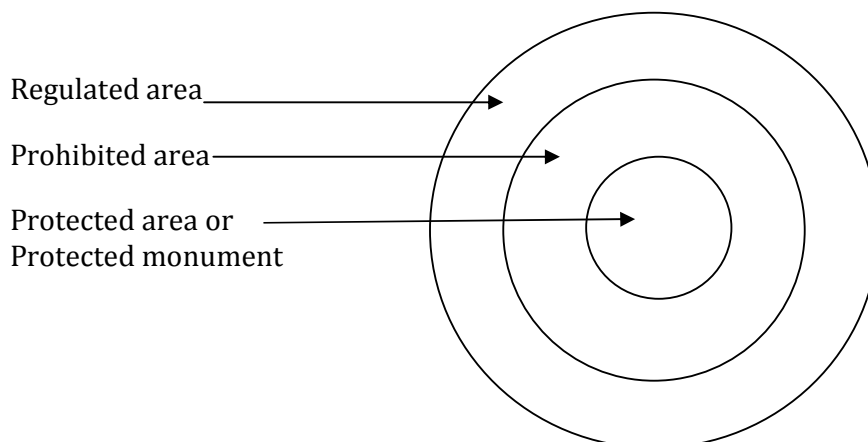
As per provisions of Section 2(i) of the said Act, "Protected Area" means any archaeological sites and remains which is declared to be of national importance by or under this Act. Generally it is an area where the centrally protected monuments located and its fenced complex as per the revenue records.

b) **Prohibited area**

As per provisions of Section 2(ha) of the said Act, "Prohibited Area" means any area specified or declared to be prohibited area under Section 20A. Section 20A specified that 'Every area, beginning at the limit of the protected area or the protected monument, as the case may be, and extending to a **distance of one hundred meters in all directions** shall be the prohibited area in respect of such protected area or protected monument'.

c) **Regulated area**

As per provisions of Section 2(l), "Regulated Area" means any area specified or declared under section 20B. Section 20B specified that "Every area, beginning at the limit of prohibited area in respect of every ancient monument and archaeological site and remains, declared as of national importance under sections 3 and 4 and extending to a **further distance of two hundred meters in all directions** shall be regulated area in respect of every ancient monument and archaeological site and remains".



**11. RESTRICTIONS ON ENJOYMENT OF PROPERTY RIGHTS IN THE RESTRICTED AREAS AROUND CENTRALLY PROTECTED MONUMENT**

There are also strict provisions in the Ancient Monuments and Archaeological Sites & Remains Act 1958 (as amended in 2010) and Rules 1959 about restrictions on enjoyment of property rights in these three restricted areas. The restrictions are as under:-

**a) Protected Area**

Section 19(1) of the said Act specified that “No person, including the owner or occupier of a protected area, shall construct any building within the protected area or carry on any mining, quarrying, excavating, blasting or any operation of a like nature in such area, or utilize such area or any part thereof in any other manner without the permission of Central Government”.

**b) Prohibited area**

Rule 33 of said Rules 1959 read with Section 20A of said Act 1958 specified that “No person, other than an archaeological Officer, shall carry out any construction in any prohibited area and no permission referred to in subsection (3), including carrying out any public work or project essential to the public or other constructions, shall be granted in any prohibited area”.

**c) Regulated area**

Rules 33 of said Rules 1959 read with Section 20B specified that “No person other than an archaeological officer shall undertake any mining operation or any construction in a regulated area”.



## **12. PERMISSION FOR ENJOYMENT OF PROPERTY RIGHTS IN THE RESTRICTED AREAS AROUND CENTRALLY PROTECTED MONUMENT**

To regulate the mining operation and construction, following relaxations have been made as provision in Ancient Monuments and Archaeological Sites and Remains Act 1958 (as amended in 2010) and Rules 1959:-

a) **Protected area**

Section 10 of said Rules 1959 specified that application for permission shall be made to the Central Government in Form-I at least three months before the date of commencement of the construction or operation.

b) **Prohibited area**

Section 20C (1) of said Act 1958 specified that “any person, who owns any building or structure, which existed in a prohibited area before the 16<sup>th</sup> Day of June 1992, or, which had been subsequently constructed with the approval of the Director General and desires to carry out **any repair or renovation** of such building or structure, may make an application to the competent authority for carrying out such **repair or renovation**, as the case may be”.

c) **Regulated area**

Section 20C (2) of said Act 1958 specified that “any person who owns or possesses any building or structure or land in any regulated are, and desires to carry out any **construction or re-construction or repair or renovation** of such building or structure on such land, as the case may be, may make an application to the competent authority for carrying out **construction or re-construction or repair or renovation** as the case may be”.

**Note:** **Prescribed Form** for submitting application for grant of permission may be seen under “**Form**” in website [www.asiraipurcircle.in](http://www.asiraipurcircle.in)

(i) **Competent Authority** for 12(a) is the Director General, Archaeological Survey of India, Janpath, New Delhi-110011.

(ii) **Competent Authority** for 12(b) & (c) is the Director, Culture & Archaeology Department, Government of Chhattisgarh, Ghasidas Museum, Civil Line, Raipur, Chhattisgarh.

### **13. PROVISIONS FOR ARCHAEOLOGICAL EXCAVATION, AND PROTECTION OF ANTIQUITIES**

a) **Archaeological Excavations**

Section 21 of said Act 1958 (as amended in 2010) read with Sections 22 & 23, specified that “An archaeological officer or an officer authorized by him in this behalf or any person holding a license granted in this behalf under this Act (hereinafter referred to as the license) may, after giving notice in writing to the Collector and the owner, enter upon and made excavations in any protected area”.

b) **Protection of Antiquities**

Section 25 of said Act 1958 (as amended in 2010) read with Section 26, specified that “If the Central Government considers that any antiquities or class of antiquities ought not to be moved from the place where they are without the sanction of the Central Government, the Central Government may, by notification in the Official Gazette, direct that any such antiquity or any class of such antiquities shall not be moved except with the written permission of the Director General”.

### **14. ENTRANCE FEES TO THE TICKETED MONUMENT**

There is a ticketed centrally protected Monument named Laxman Temple, Sirpur, District Mahasamund. Rule 6 of Ancient Monuments and Archaeological Sites & Remains Rules 1959 (as amended in 2016) specified the entrance fee to the ticketed monument as follows:-

**Entrance Fee:** No person above the age of fifteen years shall enter into a protected monument or part thereof –

(a) **Specified as Category ‘A’ monuments in Part I of the Second Schedule except on payment of fees as under:-**

(i) Citizens of India and visitors of SAARC countries (Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka), visitors from BIMSTEC countries (Bangladesh, Bhutan, Myanmar, Nepal, Sri Lanka, Thailand) and overseas citizens of India.....**Rs.30/- per head.**

(ii) Others (All Nationals other than from countries mentioned above).....**Rs.500/- per head.**

(iii) Others (as ii above).....**Rs.750/- per head.**

Provided that the Rs.750/- ticket is optional for Nationals of countries other than mentioned in (i) above. This would entitle the ticket holder to additional facilities as specified by the Director General from time to time.

(b) **Specified as Category ‘B’ monuments in PartII of the Second Schedule, except on payment of fees as under:-**

(i) Citizens of India and visitors of SAARC countries (Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka), visitors from BIMSTEC countries (Bangladesh, Bhutan, Myanmar, Nepal, Sri Lanka, Thailand) and overseas citizens of India.....**Rs.15/- per head.**

(ii) Others (All Nationals other than from countries mentioned above).....**Rs.200/- per head.**

(iii) Others (as ii above).....**Rs.300/- per head.**  
Provided that the Rs.300/- ticket is optional for Nationals of countries other than mentioned in (i) above. This would entitle the ticket holder to additional facilities as specified by the Director General from time to time.

Provided that there would be separate queue for ticket holders of Rs.750/-, Rs,500/- , Rs.300/- and Rs.200/-

## **15. COPYING AND FILMING OF CENTRALLY PROTECTED MONUMENTS**

Rules 40 to 48 of Ancient Monuments and Archaeological Sites & Remains Rules 1959 (as amended in 2016) defined the procedure for copying and filming of centrally protected monuments. In rule 44 the following has been substituted in sub-rule (1) vide the Gazette of India Notification, Extraordinary, Part II-Section 3-Sub-Section(i) No.240) dated 01.04.2016 under GSR 391(E):-

(1) On receipt of an application under rule 43, the Director General may grant a license on payment of fees as under:-

(a) for filming of World Heritage monument Rs.1,00,000/- per day (sunrise to sunset) with Rs.50,000/- refundable security deposit;

(b) for filming of other monuments Rs.50,000/- per day (sunrise-sunset) with Rs.10,000/- refundable security deposit.

-in case of professionals and other agencies or, if he is satisfied that the license asked for should not be granted, may, for reasons to be recorded, refuse to grant a license;

Provided that the Director General shall not grant any license to film the interior or any protected monument, that is to say such part of any protected monument as is covered by a roof of any description, except when the film is for the purpose of education or of publicizing the monument”.

## **16. TENDERING PROCESS FOR CONSERVATION & PRESERVATION WORKS**

Tendering Procedure is followed as per Works Manual.

- Limited tenders costing between Rs.1 lac to 5 lacs is uploaded in the Website of this Circle, ASI Directorate as well as Central Procurement Portal.
- Open tenders costing above Rs.5 lacs, are published in the Website of this Circle, ASI Website, Central Procurement Portal as well as in daily local newspapers.
- After opening of the tender by the office, Comparative Statements is prepared for approval of lowest rate of eligible bidder.
- The lowest bidder is informed accordingly for execution of agreement and submission of FDR.
- After executing of agreement between the office and concerned Contractor and submission of FDR, work order is issued with direction to complete the work within three months.

## **17. GRIEVANCE REDRESSAL MECHANISM**

The grievance redressal mechanism is followed strictly. If any grievance about the vandalism or misuse of any centrally protected monument is received, it is attended promptly. Any other complaint is acknowledged immediately and within three day of the receipt of the grievance. Efforts are made to redress the grievance within the specified period and if the disposal of a grievance petition is anticipated to take longer than the specified period, an interim correspondence is made. Head of Office is examining the grievances, if any, within the specified time and information or report is submitted respectively either to the complainant or to the next higher authority of Archaeological Survey of India as the case may be. The contact details of HOO are as under:-

Superintending Archaeologist, Archaeological Survey of India  
Raipur Circle, Purvayatan, GovindSarang Commercial Complex  
1<sup>st</sup> Floor, New Rajendra Nagar, Raipur, Chhattisgarh  
Telephone No. 0771-4218484  
E-mail ID: circleraiaasi@gmail.com

## **18. RIGHT TO INFORMATION ACT 2005**

Archaeological Survey of India, Raipur Circle, Raipur has initiated necessary steps towards implementation of the Right to Information Act 2005. All the information under section 4(1)(b) of the Right to Information Act 2005, has been disclosed in Circle Web site [www.asiraipurcircle.in](http://www.asiraipurcircle.in). The details of Central Public Information Officer and First Appellate Authority have also been uploaded in the web-site. However, the details of Central Public Information Officer and First Appellate Authority under RTI Act 2005 are as under:-

- a) Shri Madan Singh Chouhan - First Appellate Authority  
Regional Director, Central Region,  
Archaeological Survey of India  
Office Hall, 1st Floor, Inner Court Building,  
GTB Complex, TT Nagar  
Bhopal, Madhya Pradesh, PIN-462003  
Telephone No. 0755- 2555526  
Email ID – [rdcentral.asi@gmail.com](mailto:rdcentral.asi@gmail.com)
- b) Dr Manoj Kumar Kurmi - Central Public Information Officer  
Asstt Superintending Archaeological Engineer  
Archaeological Survey of India  
Raipur Circle, Purvayatan  
GovindSarang Commercial Complex  
1st Floor, New Rajendra Nagar,  
Raipur, Chhattisgarh  
Telephone No. 0771-4218484  
E-mail ID: [circlerai.asi@gmail.com](mailto:circlerai.asi@gmail.com)

## 19. DOs AND DON'Ts TOWARDS CENTRALLY PROTECTED MONUMENT

### DOs

- Help in keeping the centrally protected monument as well as complex clean.
- Help in maintaining the natural environment around the monument.
- Help in preventing and avoiding any kind of destruction of monument by any one.
- Keep proper distance while looking at displayed Cultural/Protection Board.
- Help in protecting the monument.
- Help in creating cultural awareness among the public.
- Help in maintaining the sanctity of the monuments.
- Help in conducting Swachchha Bharat Campaign by involving local peoples and schools/collages.

### DONT's

- Any act which causes or is likely to cause damage or injury to any part of the centrally protected monument.
- Discharge any fire-arms.

- Cook or consume food except in areas, if any, permitted to be used for that purpose.
- Sale any goods or wares or canvas any custom for such goods or wares or display any advertisement in any form or show a visitor round or take his photograph for monetary consideration, except under the authority of, or under, and in accordance with the conditions of, a license granted by an archaeological officer.
- Beg for alms.
- Violate any practice, usage or custom applicable to or observed in the monument.
- Bring for any purpose other than the maintenance of the monument,
  - i) any animal
  - ii) any vehicle except in areas reserved for the parking thereof.
- Enter the ticketed monument without any ticket.
- Litter or spoil any monument.
- Pluck flower etc. from the monument garden.
- Paint, draw or whitewash any wall etc. in & around the monument.
- Touch the displayed Cultural/Protection Boards.
- Hamper or spoil the originality of the monument.
- Underestimate the importance of any monument/heritage.
- Undertake illegal constructions/encroachment.

## **20. PUNISHMENTS**

Section 30, 30A & 30B of Ancient Monuments and Archaeological Sites & Remains Act (As amended in 2010) defines the punishments of “**Imprisonment which may extend to two years or with fine which may extend to one lakh rupees or with both**” for the following offences:-

- i) destroys, removes, injures, alters, defaces imperils or misuse a protected monument, or
- ii) being the owner or occupier of a protected monument, contravenes an order made under sub-section(1) of Section 9 or under sub-section (1) of section 10, or