

**DUTIES OF OFFICERS AND OFFICIALS OF  
ARCHAEOLOGICAL SURVEY OF INDIA, RAIPUR CIRCLE, RAIPUR CHHATTISGARH****i) Superintending Archaeologist**

01. He is the Head of Office of this Circle.
02. He is supervising the structural conservation of monuments.
03. He is supervising the chemical conservation of monuments.
04. He is supervising the maintenance of works accounts.
05. He is supervising the implementation of the provisions of Ancient Monuments and Archaeological Sites & Remains Act 1958 (as amended) and Rules 1959, Antiquities and Art Treasure Act and relevant rules.
06. He is supervising the demarcation of boundaries of monuments and save them from encroachments and unauthorized constructions.
07. He is supervising the regulating of entry of visitors to monuments.
08. He is supervising the displaying and providing Cultural Notice Boards & Public Notice Boards to the protected monuments.
01. He is supervising the proper documentation of sculptures and monuments.
02. He is supervising the carrying out of village to village survey of monuments and other antiquarian remains.
03. He is supervising the preparation of survey plan of protected monuments.
04. He is supervising the safety and security of monuments and regulation of watch & ward duty.
05. He is the licensing officer as per the provisions of Antiquity and Art Treasure Act.
06. He is supervising the carrying out of small scale excavation.
07. He is making co-ordination with the State Government and other local authorities.
08. He is supervising the arrangements of visits of VIPs and contact them whenever call upon to do so.
09. He is supervising the prevention of theft and vandalism on monuments.
10. He is supervising the maintenance of up to date list of the protected monuments and the documents relating to their protection.
11. He is supervising the general administration of the Circle being administrative head as per the provisions of relevant rules.
12. He is exercising the proper financial control over the grant allotted to the circle and ensures their proper and judicious utilization.
13. He is carrying out inspection, drawing inspection notes highlighting the need for preservation and maintenance.
14. He is supervising the organizing of periodical awareness programme and workshop.
15. He is supervising the timely submission of reports, returns and reply to the important and time bound queries.
16. He is supervising the monitoring of RTI cases.
17. He is supervising the implementation of guidance and directions issued by the ASI Directorate, New Delhi and Regional Director, Central Region, from time to time.
18. He is supervising the maintenance of news paper clippings with regard to workshops, seminars etc.
19. He is supervising all required administrative and financial functions of the Circle, etc.
20. He is supervising the functions of Sub-circle offices.
21. He is conducting meeting with officers and officials of the Circle periodically.
22. Other duties as and when assigned by ASI Directorate, New Delhi and Regional Director, Central Region.

**ii) Deputy Superintending Archaeologist**

He is assisting the Superintending Archaeologist in the discharge of administrative and financial functions besides the other related duties like-

01. Documentation of antiquities,
02. Preparation of various Notice Boards,
03. Conducting survey and carrying out of inspection,
04. Exercising of delegated financial and administrative powers,
05. Initiating steps against encroachments, vandalism and mutilation of monuments,
06. Preparation of literature guide books, pamphlets etc. in respect of protected monuments and sites,
07. Checking of various types of conservation works,
08. Inspection of watch & ward on protected monuments,
09. Performing other duties assigned by the Superintending Archaeologist, etc.

**iii) Deputy Superintending Archaeological Engineer**

Assisting the Superintending Archaeologist in framing conservation programme and in the general conduct of conservation in the Circle besides the other related duties like-

01. Drawing up of conservation notes in respect of monuments requiring special repairs
02. Drawing inspection reports of conservation works.
03. Checking measurement of the works in progress.
04. Guiding the execution of works.
05. Processing and scrutinizing all estimates pertaining to works,
06. Preparation of schedule of rate for items of conservation not covered by the PWD.
07. Preparation of schedule for imparting training in conservation to maintain the required standard of repairs.
08. Attending to correspondence in technical matters with the Sub-Circles
09. Dealing with papers relating to works.
10. Performing other duties assigned by the Superintending Archaeologist, etc.

**iv) Deputy Superintending Archaeological Chemist**

Assisting the Superintending Archaeologist in framing preservation programme and in the general conduct of preservation in the Circle besides the other related duties like-

01. Preparation of ways and means to preserve and protect the ancient monuments/sites/remains.
02. Successful and efficient operation of chemical apparatus and equipments.
03. Treatment of antiquities/sculptures and recording of various technologies adopted in their treatment.
04. Improvement of methodology used in the chemical preservation of monuments and antiquarian remains.
05. Preparation of annual programme for working improvement and its successful implementation.
06. Exercising of delegated financial and administrative powers.
07. Supervising the work of field staff engaged for chemical preservation.
08. Performing other duties assigned by the Superintending Archaeologist, etc.

**v) Assistant Superintending Archaeological Engineer**

Assisting the Deputy Superintending Archaeological Engineer and Superintending Archaeologist in framing the conservation programme and in the general conduct of conservation in the Circle besides the other related duties like-

01. Getting execution of conservation works under the technical guidance and proper supervision.
02. Processing of estimation in respect of works of monuments.
03. Checking and measuring of conservation works of monuments.
04. Drawing up of inspection and conservation notes.
05. Guiding the execution of works for maintaining the required standard to repairs.
06. Assisting the DDO in timely submission of the monthly expenditure statement.
07. Performing other duties assigned by the Deputy Superintending Archaeological Engineer and Superintending Archaeologist, etc.

**vi) Assistant Superintending Archaeological Chemist**

Assisting the Deputy Superintending Archaeological Chemist and Superintending Archaeologist in framing the preservation programme and in the general conduct of preservation in the Circle besides the other related duties like-

01. Supervising of chemical preservation works besides operation of field laboratories.
02. Preparation of detail estimation for execution of chemical preservation works.
03. Preparation of annual programme of chemical preservation works and its successful implementation.
04. Chemical treatment of monuments and other art objects including paintings.
05. Performing other duties assigned by the Deputy Superintending Archaeological Engineer and Superintending Archaeologist, etc.

**vii) Assistant Archaeologist**

Assisting the Superintending Archaeologist/Deputy Superintending Archaeologist in framing the preservation programme and in all matters connected with exploration, excavation, report-writing and publication besides the other related duties like-

01. Conducting or supervising archaeological excavations and explorations.
02. Preparing and keeping relevant records of excavations and exploration for the purpose of preparation of preliminary and final report and for research activities.
03. Documenting, cataloguing and indexing of the excavated, explored other archaeological material including loose sculptures at monuments and sites and museums.
04. Supervision of Muster Rolls or in the absence of MR Officers maintaining of muster rolls etc. and other records connected therewith the employment of labour for excavation and exploration or camp.
05. Keeping safe custody excavated or explored material and records connected therewith.
06. Taking measures for the safe transportation of all excavated material for purposes of study and exhibition and to arrange proper examination.
07. To take round visitors to the excavated sites, monuments and exhibitions whenever required.
08. Performing all works relating to village-to-village survey and preparing fully documental records thereof prescribed for the purpose.
09. Preparing of periodical statements & returns etc.
10. Maintaining all records, registers, accounts, stocks etc.
11. Preparing cultural/technical notes on monuments and antiquities.
12. Participation in all other academic activities connected with archaeology and contributory research papers.
13. Holding charge of the Museum under his full responsibility for the safety of the antiquities and the maintenance of display arrangements and organizing new galleries.
14. Safe keeping of the reserve collection of antiquities.
15. Maintaining museum-library and stock of publications, admission tickets and receipt books.
16. Personal supervision at the time of the opening and closing of the museum when in headquarter keeping the keys in his custody and taking adequate arrangements in this regard during his absence.
17. Supervision of watch-and-ward duties of Class IV staff, including surprise checks at night.
18. Preparation of duty-roaster of Chowkidars and museum attendants and enforcing strict compliance thereto.
19. Taking adequate measures for the safety of museum objects and following the instructions issued from time to time regarding theft, attempted thefts or any other such incident in the museum.
20. Participation in all other academic activities connected with archaeology and contributory research paper.
21. Any other works relating to his office/branch and jobs assigned by superior officers.

**viii) Assistant Archaeological Chemist**

Assisting the Asstt Superintending Archaeological Chemist/Deputy Superintending Archaeological Chemist in framing preservation programme and in the general conduct of preservation in the Circle besides the other related duties like-

01. Execution of chemical treatment and preservation of monuments and antiquities.
02. Collection of archaeological specimens and recording of date required for preservation and experiments.
03. Carrying out analysis, tests and preparation of technical reports.
04. Preparation of work-estimates.
05. Maintenance of tools and other instruments, stores and relevant records.
06. Maintenance of laboratories and work-shops.
07. Participation in all other academic activities connected with archaeology and contributory research paper.
08. Any other work relating to his office/branch and the works assigned by superior officers.

**ix) Senior Conservation Assistant**

01. Checking and scrutiny of estimates received from the Conservation Assistants.
02. Preparation of estimates for works as may be assigned to him by his superior officers.
03. Inspection of monuments and sites and preparation of conservation, technical notes and drawings connected therewith in respect of monuments under his charge and regarding those other ones as may be directed by the superior officers.
04. Execution of annual repairs/maintenance and special repair works at monuments and of such original works as may be assigned to him by his superior officers from time to time.
05. Supervision of work relating to safety of all monuments placed under his control.
06. Supervision and submission of acquittance rolls, pay bills etc., maintenance and submission of all accounts and cash or financial transactions relating to works booking offices etc. undertaken by him and such other duties related thereto.
07. Preparation of conservation programmes, preliminary, revised or otherwise and compilation of all periodical statements or return thereto related to works under his jurisdiction.
08. Maintenance of all records, registers etc., in respect of 1 to 2 above and conducting all correspondences thereof.
09. Such other works of a similar nature (including maintenance of sculpture sheds, rest houses, canteens, stalls etc. as may be assigned to him by his circle officers from time to time.
10. Any other work relating to his office/branch and his job assigned by superior officers.

**x) Conservation Assistant Grade I and II**

01. Preparation of estimates for works in respect of monuments and new construction pertaining to his jurisdiction, as may be assigned to him by his superior officers.
02. Execution of works relating to annual maintenance and upkeep and special repairs to monuments and of such original works as may be assigned to him by his superior officers from time to time.
03. Inspection of monuments and sites under his charge and preparation of conservation and technical notes & drawings connected therewith.
04. Execution of annual repairs/maintenance and special repair works at monuments and of such original works as may be assigned to him by his superior officers from time to time.
05. Supervision of work relating to safety of all monuments placed under his control.
06. Supervision and submission of acquittance rolls, pay bills etc., maintenance and submission of all accounts and cash or financial transactions relating to works booking offices etc. undertaken by him and such other duties related thereto.
07. Preparation of conservation programmes, preliminary, revised or otherwise and compilation of all periodical statements or return thereto related to works under his jurisdiction.
08. Maintenance of all records, registers etc. in respect of 1 to 2 above and conducting all correspondences thereof.
09. Such other works of a similar nature (including maintenance of sculpture sheds, rest houses, canteens, stalls etc. as may be assigned to him by his circle officers from time to time.
10. Any other work relating to his office/branch and his job assigned by superior officers.

**xi) Surveyor Grade-II**

01. All duties relating to survey of monuments and sites such as preparation of site plans, maps, detailed drawings including tracing, inking etc. for purposes of publication, collection and procession of revenue data, demarcation of boundaries at sites, preparation of schedule relevant thereto and undergoing or conducting all related correspondence thereon including maintenance of records, files, registers, accounts, stock of tools etc. of his use and monuments etc.
02. Any other work relating to his office/branch and his job assigned by superior officers.

**xii) Draftsman Grade-II**

01. Preparation of drawings including those for publication such as plans, maps, charts, sections or elevations of monuments or buildings or excavated sites or tracing, inking, copying, blue-printing etc. or of excavated finds.
02. Maintenance of records, registers, accounts, stock of tools and instruments of his use etc.
03. Any other work relating to his office/branch and his job assigned by superior officers.

**xiii) Photographer Grade-II**

01. Carrying out all duties relating to photography including cinematography and micro-filming of monuments, antiquities, sculptures, excavated sites, buildings, stumpages, inscriptions, manuscripts, etc., including developing, printing, analysing, enlarging etc. and preparation of lantern slides.
02. Maintaining photographic equipments, photo-albums, registers, records, files etc. and looking after the correspondence relating thereto.
03. Sale of photographs to the public and maintenance of correspondences relating thereto.
04. Any other works relating to his office/branch and his job assigned by superior officers.

**xiv) Stenographer Grade-II**

01. Taking dictations in shorthand and its transcriptions in the best manner possible.
02. Keeping an accurate list of engagements, meetings, etc. and reminding the officer in sufficient time for keeping their up.
03. Maintaining in good order, the paper required to be retained by the officer.
04. Ensuring that the matters dealt with by the officer are not lost sight of and are dealt with promptly and in due order.
05. Keeping track of the progress of the action taken by the officers concerned in important matters as required by his officer.
06. Destroying by burning his stenographic records of confidential or secret letters after the letter has been typed and issued.
07. Familiarising himself with the practice and procedure followed in connection with the tours of officers.
08. Carrying out corrections to his officer's reference books.
09. Any other work relating to his office/branch and his job assigned by superior officers.

**xv) Head Clerk**

01. To supervise and control the works and duties of staff including Group "D" staff and branch offices subject to the instructions issued by the Superintending Archaeologist or Deputy Superintending Archaeologist.
02. To check up entries in the Cash Book periodically as per the instructions of DDO.
03. To deal with such of the confidential matters as may be entrusted to him by the Superintending Archaeologist including vigilance cases, connected returns and disciplinary proceedings and other connected matters.
04. To maintain proper discipline in office.
05. To look after upkeep of records and weeding them out as per Government Orders.
06. Compilation of accounts except works accounts.
07. Scrutiny of all vouchers, receipts, pay, TA, Contingent and other bills including those relating to works.
08. Preparation of Budget Estimates of the Circle and operation of financial rules in consultation with the Junior Accounts Officer & Superintending Archaeologist.
09. Preparation of expenditure statements and timely submission thereof.
10. Transfer, promotion, seniority list.
11. Sanction of all types of advances and maintenance of all relevant registers.
12. Maintenance of GPF accounts of Group "D" staff which should be monthly checked by the DDO & Superintending Archaeologist.
13. Any other functions assigned to him by the Superintending Archaeologist, Deputy Superintending Archaeologist and other senior officers of the Circle.

**xvi) Upper Division Clerk (Circle/Branch)**

01. To supervise and control the work and duties of the Lower Division Clerks, if any under him and to process and dispose of the receipts dealt with by them.
02. To maintain all files, registers, records, accounts, transactions, as the case may be, in respect of subjects or matters entrusted to him and to carry out and process all the correspondence thereon.
03. Handling of Cash, maintenance of cash books, returns, General Provident Fund accounts of Class IV, service postage stamps account, preparation of pay, travelling allowance, medical, overtime allowance and contingency bills etc.
04. Such other duties of a like nature as may be assigned to him by the Head Clerk or the superior officers.
05. Any other work relating to his office/branch and his job assigned by superior officers.

**xvii) Lower Division Clerk**

01. To assist the Upper Division Clerks in respect of his duties as defined for UDC including registration of papers, maintenance of circulation and other registers, indexing, recording, proof correction (comparison), preparation of bills, statements and arrear statements, typing, despatch, submission of routine and simple drafts etc.
02. Any other work relating to his office/branch and his job assigned by superior officers.

**xviii) Foreman**

01. Maintenance of Muster Rolls of labour, preparation of Daily Labour Report, distribution of tools to labour, keeping control of labour force.
02. Assisting Caretaker or Conservation Assistant in the supervision or control over works.
03. Checking of monuments.
04. Any other work relating to his office/branch and his job assigned by his superior officers.

**xix) Driver Mechanic**

01. Driving and maintenance of the office vehicle as well as attending minor repairs.
02. Maintenance of log books, accounts, registers etc. pertaining to the vehicle.
03. Any other works relating to his office/branch and his job assigned by superior officers.

**xx) Monument Attendant**

01. To keep the monument or the part of the monument under his charge or the office or booking office to which he is attached, neat tidy condition and clean including such other items of work relating to the maintenance and upkeep of the monument or of an office or booking office as the case may be.
02. Prevention of damage/theft to part and parcel and regulation of entry/exit of visitors.
03. To perform watch and ward duties at such monument or part thereof or at such office or booking office at such hours and timings as may be fixed.
04. To report loss of or damage to the Survey's property to his superior officer as per instructions.
05. To assist the foreman, caretaker or the Conservation Assistant concerned in supervision, or control over the work and duties of other staff.
06. Any other work relating to his office/branch and his job assigned by superior officers.

**xxi) Office Attendant**

01. To attend to officers and various sections of the office, in the movement of files, records, dak (including delivery) materials, equipment etc.
02. To attend to out-door-work, laboratory work and field work as the case may be.
03. To accompany officers and staff during tours.
04. Any other work relating to his office/branch and his jobs assigned by superior officers.

**xxii) Chowkidar**

01. To keep watch over Government property and take adequate precautions for its safety and inform in case of any loss immediately.
02. To watch and ward of gardens and all fixtures and stores within the garden areas, site laboratories and monuments/museum/sculptures shed.
03. To safe guard the office/library/museum or other establishments, premises including its collection and against theft, burglary or any other interference by outsiders.
04. He will be present when the museum/office is closed and check all the locks and openings such as doors and windows from outside.
05. Those performing night duties will punch the tell-tale dials at the places and intervals as fixed by the concerned superior officers.
06. To promptly report any theft or breakage of lock etc. to the concerned superior officers.
07. Any other work relating to his office/branch and his job assigned by superior officers.

**xiii) Daftary**

01. Stitching and maintenance of records.
02. Supervision of the work of Class IV staff etc.
03. Any other work relating to his office/branch and his job assigned by superior officers.