

CHAPTER – 1

Introduction

The main focus of this department is to create awareness to the general public about the Art & Culture of Pondicherry.

The Director of Art & Culture is the Public Information Officer as far as Right to Information Act is concerned.

CHAPTER – 2 (Manual – 1)

Particulars of Organisation, Functions and Duties

- 2.1. To enlighten the Art & Culture of Pondicherry to the Public.
- 2.2. To promote the activities of the department to the extent that each and every citizen of this Union Territory should be aware of the art & culture of the Pondicherry.
- 2.3. The main duties of this department are to develop the Library activities,
- 2.4. Museum, Archives and the welfare of the Tamil writers & authors as
- 2.5. well as the stage artistes.
- 2.6.

Libraries:

For every 1 k.m. with a population of 1000 people one branch library is set up by this department. Besides one medium level library, commune wise (5 communes) has been proposed to be set up.

Museums :

The following five types of Museums are functioning under the control of the Department

1. Pondicherry Museum :

This is the youngest one in the country was declared open on 23.05.1983. It consists of the following galleries / sections.

- a) Sculpture Gallery
- b) Archaeology Section
- c) Bronze Gallery
- d) Transport Gallery
- e) Numismatic Section

2. Bharathiar Museum :

&

3. Bharathidasan Museum :

In these Museums, books, journals, photos, pictures, articles used by the two great poets are depicted for the public. Further these museums were digitalized. Scholarships for the Research doing students are sanctioned every year.

4. Toy Museum :

In the Toy Museum different kinds of handicraft toys, stuffed dolls and a mini toy train is displayed for the enjoyment of the visiting children. To give a brief idea about Indian art and culture to the younger generation this toy museum is maintained.

5. Kizhoor Monument :

It is a small village and during 1954 elected representatives of the former French establishments met and voted in favour of merger with the Indian Union. A memorial was unveiled on 16.08.1972 to commemorate the historic event.

Archives:

Memorials of the great poets Bharathiar and Bharathidasan, Dr. Ambedkar Manimandapam and the veteran freedom fighter / political leader are being maintained

2.7, Annexure (Enclosed)

2.8. Does not arise

2.9. Entries for the public into all libraries are made at free of cost.

Regarding Museum, token amount of Rs.2/- for adult and Re.1/- for all school students are being collected as entry free.

2.10 Complaint box has been provided in all the libraries inviting grievances, if any, for redressal.

Vasagar Vattam : With a view to invite innovative ideas for improvement of Branch Libraries / Public Libraries, the Vasagar VAttam is being maintained in almost all Libraries. The reading public and also the Librarian concerned will be meeting in regular intervals for proper functioning and for further development.

2.11 Main Office :
Art & Culture Department
Goubert Avenue
Beach Road
Pondicherry

Romain Rolland Library :
Romain Rolland Library
Rangapillai Street (Near Raj Niwas)
Pondicherry

Pondicherry Museum :
Pondicherry Museum
St. Louis Street
(Adjacent to Raj Niwas & Romain Rolland Library)
Pondicherry.

Working Hours :

Main Office :

Morning Hours : 8.45 A.M. to 1.00 P.M.
Lunch Break : 1.00 P.M. to 2.00 P.M.
Evening Hours : 2.00 P.M. to 5.45 P.M.

Romain Rolland Library

7.30 A.M. to 8.30 P.M.
Monday Holiday

Other Libraries (in Urban)

Morning Hours : 9.00 A.M. to 1.00 P.M.
Evening Hours : 4.00 P.M. to 7.00 P.M.
Sunday Afternoon Holiday

Other Libraries (in Rural)

Morning Hours : 9.00 A.M. to 1.00 P.M.
Evening Hours : 3.30 P.M. to 6.30 P.M.
Sunday Afternoon Holiday

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

DIRECTOR

1. Director being the administrative and professional Head of the Department in the state shall be responsible for the efficient working of the department. She shall exercise all administrative and financial powers delegated to her by the Govt. from time to time for the smooth functioning of the department.
2. She shall be the advisor on all matters relating to the activities of the department.
3. She shall be in charge of all matters relating to the control of various functions / festivals, cultural programmes, memorial functions etc. in the state and for which any special administrative instruction is considered necessary shall be issued by her to her subordinate officers.
4. She shall prepare the budget and other appropriation proposal of the dept. in a consolidated form and submit to Govt. for approval.
5. She shall be the controlling officer for claiming of TA / LTC of all staff working under her control.
6. She shall be the appointing and disciplinary authority in respect of all Group C and Group D Staff.
7. She shall be responsible for the timely submission of particulars to the Legislative Assembly and to various Committees constituted by the Legislative Assembly.
8. She shall be assisted by officers and staff of the department for the proper discharge of all duties including policy matters / professional activities and the maintenance of a good office system. For the efficient in charge of her function as Director, she shall allocate specific duties functions, responsibilities, etc. to her subordinate officers / staff in respect of implementation of schemes / programmes of the department.

ASSISTANT LIBRARY & INFORMATION OFFICER

The Assistant Library & Information Officer is the overall supervisory authority of Branch Libraries. The duties including the convening of Book Selection Committee for purchase of Books for Libraries, conducting physical verification of Libraries, taking up action for weeding out of old damaged books, auctioning of old newspapers / magazines etc.

LIBRARY INFORMATION ASSISTANT

1. In-charge of books (accessioning issue and return etc.)
2. Registration of periodicals and maintenance of stock registers
3. Volume numbering works
4. Preparation of list of books to be purchased to the Library every year
5. Weeding out of the books in the stock room and sorting out the books for binding.
6. Maintenance of over due register and issue of periodical reminders for non-return of books
7. Filing of catalogue cards
8. Collection of money from the people for admission to new membership and loss of books by members and remittance in the Sub-Treasury / Bank
9. Maintenance of Cash Book
10. Maintenance of Building and furniture
11. Enrolment of public as members
12. Motivating the public to utilise the Library
13. Action sale of old newspapers / magazines
14. Assisting in conducting / co-ordination the National Library Week functions / Cultural Festival conducted by the Dept.
15. Other works allotted by the Asst. Library & Information Officer.

LIBRARY CLERK

Registration of periodicals and maintenance of stock registers, preparation of list of books, weeding out of books in the stock room and maintenance of over due register.

DATA ENTRY OPERATOR

He shall be in charge of the Data Entry Works relating to the Books and Members of the Romain Rolland Library. Further he will be maintaining all the computers, server, and printers pertaining to the Romain Rolland Library with the assistance of the vendor.

STENOGRAPHER GR.III

She will assist the Director in during the officer hours and maintain Confidential Reports in respect of all staff of this Department.

CURATOR

Curator is the controlling officer of the Museum and looks after the works of maintenance of Museum building, preservation & curing of ancient and valuable monuments, antiques etc. Also co-ordinating the Director in all cultural programmes conducted by the department

RESEARCH ASSISTANT

1. To take steps for the collection of Manuscripts / records / publications / paper cuttings / photographs etc. connected with the poet Bharathiar / Bharathidasan and their proper storage and preservation
2. To make available all the materials connected with Poet Bharathiar / Bharathidasan to the scholars who visit the centers for study purpose
3. To prepare notes / take recordings / photographs of the works on Bharathiar / Bharathidasan from various sources and preserve them
4. To be overall in charge of the museum collections & display
5. Should ensure proper upkeep and maintenance of the Memorial Museum
6. To take steps for the improvement of the Research Centre and to send proposals for spending of the amount in the Plan / Non Plan side of the centers
7. They will have to follow the instructions issued by the officer concerned.

MUSEUM ASSISTANT (HUMANITIES)

Museum Assistant (Humanities) is the in charge of the Art Gallery in the Museum. The duties including collection, preservation of old photos, collection and display of new photographs of artistic values.

ARTIST

Artist is in charge of Art Gallery in the Museum. He will attend drawing and painting works assigned to him.

PHOTOGRAPHER

Photographer is to take photographs of all functions and festivals conducted by the Department of Art & Culture. He is also in charge of Microfilm unit in which important records and rare collections are preserved.

BOOK BINDER

Book Binder is attending binding works of newspapers, journals, magazines, books and old records etc.

GALLERY ASSISTANT

Gallery Assistant is to assist in day-to-day functioning of Museum, Art Gallery.

JUNIOR ACCOUNTS OFFICER

1. He shall functions as the Drawing and Disbursing Officer in respect of the Directorate of Art & Culture
2. He shall assist the Director in the discharge of her duties.
3. He shall be responsible for the proper functioning of the office system
4. He shall assist the Director in the consolidation and finalization of the Budget (Plan / Non Plan) of the Department
5. He shall collect materials from staff for preparation of Annual Action Plan
6. He shall guide the staff in sending financial proposals to Govt. and to get financial sanction from Govt. in time.
7. He shall cause to prepare all the contingent bills for department expenditure and other personal claims of the staff and make proper disbursement.
8. He shall be responsible for the maintenance of accounts and office system of the department
9. He shall make periodical inspection of the subordinate offices at Karaikal, Mahe and Yanam and guide the officers / staff for the effective maintenance of the office system.
10. He shall conduct internal audit of the accounts of the department
11. He shall assistant the officers in clearing the audit paras raised by the office of the Accountant General, Tamilnadu and also assist to prepare the materials for discussion with Public Accounts Committee.
12. He shall prepare annual Action Plan and Plan and Non-Plan Budget in Consultation with other officers.
13. He shall make surprise checks of the stock and stores of the department and subordinate institutions and make a report to the Director at least once a year.
14. He shall have close liaison with the Directorate of Accounts and Treasuries, in arranging to pass the departmental bills in time.
15. He shall conduct or cause to conduct reconciliation of the expenditure and receipt figures with the Directorate of Accounts and Treasuries, Pondicherry.
16. He shall watch the transfer entries made by the Directorate of Accounts and Treasuries in respect of the purchases made through DGS&D and also see that remedial action is taken to clear OBA items.

17. He shall be responsible for the creation of a sense of discipline among the group C & D administrative staff.
18. He shall assist the Director and officers for the overall smooth functioning of the department.
19. He shall be responsible for the purchase of equipments, materials, stationary articles, etc of the department.

Sl. No.	Name and Designation	Section	Subject allocated
Tvl. / Tmt.		ESTT. SECTION	
1.	T. Annamalai Superintendent Gr.I		In-charge of Establishment Section
2.	M. Govindappan UDC / Programme Asst.		1. Works relating to Programme Assistant 2. Consolidation and furnishing replies to Assembly / Parliament Questions.
3.	S. Gopi UDC	E1 & E2	1. Creation, Conversion and Continuance of post (Group 'A', 'B', 'C', 'D' and Contingency paid, Part-time / Daily rated), Engagement of Part-time menials paid from Contingencies and Framing of Recruitment Rules to all cadres. 2. All Establishment / Service Matters relating to Ministerial staff (except Group 'D'), Museum staff, Storekeepers, Books Binders & Photographer (except Gallery Assistant) 3. Consolidation and furnishing replies to other departments. 4. Obtaining Sanction of HBA / MCA (E1 Unit) and obtaining sanction for Cycle / Fan / Mosquito New advances to all cadres. 5. Maintenance of Circular Files / Gazettes, C.L. Registers for Officers and staff of Estt. Section and Other general matters.
4.	R. Jayanthi LDC	E3	1. All Establishment / Service Matters relating to Group 'D' 2. Sending proposal for Compassionate Appointment 3. Association Matters in respect of above staff 4. Issue of Turn Duty Order 5. Obtaining Sanction of HBA / MCA and issue of sanction of Night Duty Allowance.
5.	K. Ezhilan UDC	E4	1. All Establishment / Service Matters relating to AL&IO, and Library staff. 2. Sending proposal for Compassionate Appointment 3. Association Matters in respect of above staff 4. Obtaining Sanction of HBA / MCA 5. All Court cases relating to Establishment Section 6. Maintenance of Office Buildings / Premise.

6.	M. Murthy LDC	E5	In-charge of Receipt and Despatch Section Maintenance of Stamp Account Register and it should be closed daily and put up once in a month to H.O.O. through Section Superintendent.
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Sl. No.	Name and Designation	Section	Subject allocated
Tvl. / Tmt. / Selvi.			ACCOUNTS SECTION
1.	K. Umadevi Superintendent Gr.II		In-charge of Accounts Section
2.	T. Sivanesan UDC	A1	1. Budget – All kinds. Plan – 27 Schemes / Heads Non Plan – 14 Heads 2. Audit Files 3. Committee on Public Accounts files 4. Action Plan and Five year Plan files 5. Preparation of monthly Expenditure statements 6. CSS – Spl. Component Plan 7. Appropriation & Re-appropriation of Accounts 8. Maintenance of BCRs – Reconciliation with DAT figures 9. Furnishing of all Revenue / Expenditure returns to Finance Department, DAT, and Planning Department Pondicherry 10. All typing works related to Budget Section.
3.	P. Thiagarajan LDC	A4	1. Preparation of Pay Bills – 237 Nos. 2. GPF Advance 3. Pay & Other arrears 4. Issue of Pay Certificate 5. Tuition Fee claiming 6. Claiming of Honorarium
4.	G. Amsaveni UDC	A6	1. M.R. Bills 2. T.A. Bills 3. Chppals & Uniform to Gourp 'C' & 'D' Staff 4. Telephone Bills 5. Current Bills 6. Water Bills 7. POL Bills 8. Rent Bills 9. Stitching Charges Bill, Book Purchase Bills.
5.	P.S. Selvam LDC	A8	All kinds of contingent bills including all functions and periodicals.
6.	V. Kannappan LDC		1. Confidential Reports 2. Sending of Demand Draft – 300 3. Assisting PBR pay entries 4. GPF Sanction 5. Professional Tax particulars 6. Assisting MR Bills

7.	K. Nagarajan Cashier		<ol style="list-style-type: none"> 1. Handling of Cash & Maintenance of Cash Books 2. Permanent Advance 3. Settlement of Advances 4. Maintenance of OBA Register 5. Taking of DD for outstation 6. Maintenance of subsidiary Cash Books 7. Remittance of RRL & Museum Receipts
8.	B. Brem Maran Storekeeper Gr.III		<ol style="list-style-type: none"> 1. Purchase of stationeries, Electrical items and distribution to all the sub offices without assistant. 2. Week end programme – distribution fo chairs & bed sheets 3. AMC Copier Machine (DAC & RRL) 4. Purchase of furniture, cycle & maintenance 5. Proposal sent to the Govt for the purchase of store 6. Repairing work of water pump motor 7. Maintenance of all vehicles & EPABX 8. Distribution of uniforms.

All other works including purchase of computers in addition to the supervising work dealt by the Supdt. (Accounts).

Sl. No.	Name and Designation	Section	Subject allocated
Tvl. / Tmt.		SCHEME SECTION	
1.	Kani Superintendent Gr.II		In-charge of Scheme Section
2.	Lima Rose UDC	S1	<ol style="list-style-type: none"> 1. All correspondence related to accommodation of GBL (Rent / Maintenance) Renewal of lease period to the Rental Buildings of Govt. Branch Libraries 2. Purchase of books related to RRL / GBL, Subscription of new magazines / dailies. Dealing of all related matters in connection with the enhancement of Caution Deposit / collection of Subscription. 3. Setting up of Reading Room Movement 4. Opening of Reading Rooms 5. Assistance to the reading rooms maintained by the voluntary organizations 6. Release of contribution to RRRLF contribution to state library advisory committee 7. Implementation of matching / non matching schemes. 8. All GOI Schemes related to Libraries.

3.	K. Rajagopalan UDC	S2	<ol style="list-style-type: none"> 1. Acquisition of Land / Building for the Govt. Branch Libraries including HLC clearance. 2. Release of Grant-in-aid to PILC / BPK 3. Implementation of the Scheme "Promotion of Voluntary Cultural Activities". <ol style="list-style-type: none"> a) Building Grant, Manuscript grant b) Festival grant (Maintenance / Festival / Dance & Drama Troupes) c) Fellowship grant to Scholars who are engaged in Research studies in Cultural subjects. d) Financial Assistance to Bharathiar / Bharathidasa Research Scholars. e) Financial Assistance to Sanskrit Scholars / Persons distinguished in letters arts / performing arts. f) Forwarding applications relating to Financial Assistance seeking from Sangeet Natak Academy / Department of Art & Culture, GOI. g) Maintenance of all relevant registers h) Correspondence related to Implementation of various other schemes which are not marked to other units. 4. Maintenance of Grant in aid Registers 5. Centrally sponsored scheme 6. Special Components Plan
4.	G. Maguimeswari UDC	S3	<ol style="list-style-type: none"> 1. All Correspondence related to the Awards and Constitution of the Committees for the following Awards <ul style="list-style-type: none"> Tamil Mamani Award, Kalaimamani / Ilaingar Mamani, Telegu / Malayala Ratna, Nehru Children's Literary Award, Kamban Pugazh, Award / Tholkappier Award 2. All correspondence in respect of South Zone Cultural Centre and related matters such as Circular / Nominate Committee members including letters received from Sankeet Natak Academy / Department of Art & Culture, GOI. 3. Sending proposals to Govt. for obtaining expenditure sanction related to all the vizhas conducted in other regions viz. Karaikal / Mahe / Yanam. 4. Forwarding of Award applications with recommendation of this Department related to Sankeet Natak Academy / Art & Culture, GOI. 5. Grant of Fin.Assistance to Indigent Artists 6. Grant of Financial Assistance to Tamil Scholars / K. Rajaraman Renewal

5.	V. Segar LDC	S4	<p>1. All correspondence / Expenditure Sanctions relating to all the Museums under the purview of the Department of Art & Culture</p> <p>2. Museum Building maintenance and acquisition of land / construction of building / repairs to the Museum buildings.</p> <p>a) Matters relating to Govt. Museum / Bharathiar / Bharathidasan Museums</p> <p>b) Nehru Science Museum / To Museum / French Museum / Kizhour Musuem / Archives</p> <p>c) INTACH matters / Documentary films / Digitization</p> <p>3. Maintenance of files related to Assurance on the floor of Assembly</p> <p>4. Sending proposals & Expenditure sanction for the conduct of Week End Programme and fixing up the troupes for the Week End Programme.</p>
6.	P.R. Gunesekaran LDC	S5	<p>1. All Correspondence / proposal for expenditure sanction related to all vizhas conducted by this department including Fete-de-Pondicherry.</p> <p>2. Implementation of Scheme "Promotion of open air cultural activities" including Kalari Payattu</p> <p>3. All matters related to sponsoring of Cultural troupes to various states / Regions. Issue of Railway concession certificate, Maintenance of all relevant registers.</p>

DRIVER

1. Driver shall have the normal responsibility over the Vehicle as governed by the rules relating to the maintenance of the Govt. Vehicles
2. He shall maintain the Log Books and Indent Books up to date regularly
3. He shall attend the office on Saturday and other holidays also to assist the officer in the discharge of her duties as and when required to do so.
4. He shall have to obtain permission to avail public holidays when posted in institutions as his service may be required during holidays in public interest.
5. He shall assist the officer in preparing POL bills and vehicles repairs bills for submission to the Directorate
6. He shall keep the vehicle in good condition
7. He shall attend office beyond office hours and on holidays during natural calamities to assist the officers on duty.

ATTENDANT / PEON

1. He shall attend office 15 minutes earlier than the prescribed hour to open & keep the office and its premises clean and tidy.
2. He shall remove dirt / dung wash and clean the yard daily before and after the use of the premises.
3. He shall do the emptying and clearing of dust bins daily
4. He shall assist the officers and staff in discharging all the professional duties / responsibilities.
5. In emergencies and during natural calamities he shall carry out the instruction of his superiors irrespective his scheduled duty hours.
6. He shall carry / transport all office materials as and when order to do so in public interest.
7. He shall also carry out other instructions issued to him from time to time depending upon the exigencies of public service and perform any work which may be entrusted to him by his superior.
8. He shall not absent himself or leave the office without the prior permission of his superior.
9. He shall leave the office only after his superior Officer leaves the office.

JUNIOR LIBRARY ATTENDENT

1. Watch and Ward duty
2. To Assist Library Information Assistant in all routine work of the Library
3. Sweeping and cleaning the Library and Water Carrier work
4. To assist Library Information Assistants in arrangement of books in the stock room
5. To arrange periodicals and newspapers according to chronological order
6. Looking after the periodical section and they will be hold responsible for all the periodicals
7. He / She will be incharge of the Library in the absence of the Library Information Assistant / Library Clerk.
8. He / She should work as a messenger in collecting of over due books and to attend despatching of letters with the Head of Office.
9. Collecting the stationery items from the Head of Office.

CHAPTER – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

The following Rule Books are used by the Staff of Establishment and Accounts Section for discharging the functions as per Government instructions :

1. Fundamental Rules & Supplementary Rules
2. G.P.F. Rules
3. Recruitment Rules Published by the Department
4. C.C.S. Leave Rules
5. C.C.S. Pension Rules
6. C.C.S. Pay Rules
7. C.C.S. – T.A. / L.T.C. Rules
8. M.C.A. / H.R.A. Rules
9. G.F.R. / C.T.R.
10. C.C.S. Conduct Rules
11. C.C.S. (C.C.A.) Rules
12. Income Tax Rules.

CHAPTER – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	---	Bharathiar Memorial Pondicherry	---	Directorate of Art & Culture, Pondicherry
2.	---	Bharathidasan Memorial Pondicherry	---	
3.	---	Vel. Sokkanathan Trust Veemacoundanpalayam Pondicherry	---	
4.	---	V. Subbiah's House Pondicherry	---	

CHAPTER – 7 (Manual – 6)

A Statement of Boards, Council, Committees and Other Bodies constituted as its part

1. Award Committees

- (a) Award of Kalaimamani
- (b) Award of Tamilmamani / Telugu Ratna / Malayala Ratna
- (c) Award of Kamban Pugazh
- (d) Award of Nehru Children Literary price / Tholkappiar Awards
- (e) Elaignarmamani Award
- (f) Selection of Indigent artistes
- (g) Selection of Tamil Scholars.

2. Library Committee

- (a) Book Exhibition Committee
- (b) Library Development Committee
- (c) Museum Development Committee
- (d) Technical Committee for digitization of Romain Rolland Library
- (e) Vanidassan Book Publication Committee

- Approval is awaited.

3. Committee for Inspection of Institution / Organisations

- G.O. Enclosed.

4. Expert Committee for Selection of Manuscript

- G.O. Enclosed.

5. Committee for recognising Cultural Institution

- G.O. Enclosed.

6. Committee for Voluntary Cultural Organisation

- G.O. Enclosed.

CHAPTER – 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officers

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	N.Sumathi	Director	0413	2349716	2205617	Nil	Nil.	2, Gouber Avenue, Beach Road, Pondicherry – 1.

CHAPTER – 9 (Manual – 8)

Procedure followed in Decision Making Process

All policy decisions will be made by the officers in the level of Secretary and this department will take suitable action for the implementation of the decision.

CHAPTER – 10 (Manual – 9)

Directory of Officers and Employee

Place of Work : Dte. of Art & Culture, Pondicherry

Sl.No.	Name	Designation	Phone	
			Office	Residence
1	N. Sumathi	Director	2336203	2205617
2	B. Appalashwai	Asst. Library & Information Officer	„	2254219
3	B. Harihara Iyer	Junior Accounts Officer	„	2240457
4	T. Annamalai	Superintendent Gr.I	„	2340657
5	K. Umadevi	Superintendent Gr.II	„	2341643
6	V. Kany	Superintendent Gr.II	„	2253535
7	N. Sengamala Thayar	Research Asst.	„	5209544
8	A. Kanagarasu	Research Asst.	„	2256647
9	P. Lima Rose	UDC	„	2356275
10	G. Maguimeswari	UDC	„	2221528
11	N.M. Chandra	UDC	„	2348366 9894847810
12	K. Rajagopalan	UDC	„	3097711
13	G. Amsaveni	UDC	„	2357981
14	M. Govindappan	UDC	„	2236699 2237799
15	T. Sivanesan	UDC	„	
16	S. Gopi	UDC	„	2236629
17	K. Nagarajan	UDC	„	9443958635
18	C. Ezilane	UDC	„	2235888
19	M. Lilly Flora	Steno Gr. III	„	2238950
20	Bremmaran	Store Keeper Gr.III	„	nil
21	P.S. Selvam	LDC	„	nil
22	V. Kannappan	LDC	„	2254959
23	M. Murthy	LDC	„	2254240
24	P. Thiagarani	LDC	„	nil
25	P. R. Gunasekaran	LDC	„	9894243337
26	R. Jayanthi	LDC	„	2273207
27	Shaj Thekkayil Aniyeri	LDC	„	nil
28	V. Segar	LDC	„	9443624695
29	V. Krishnamurthy	Driver	„	nil
30	J. Newton	Driver	„	2220551
31	V. Outhripathi	Driver	„	nil
32	G. Amirthalingam	Driver	„	2698788
33	V.Shanmugasundaram	Attender	„	2602199
34	B. Subramanian	Attender	„	5532527
35	T. Ramachandiran	Attender	„	nil
36	P. Krishnamurthy	Attender	„	nil

37	G. Annamalai	Attender	„	2227621 9443957171
38	K. Parthasarathy	Peon	„	nil
39	K. Govindarassu	Peon	„	2356834
40	Shyam Bahur Gour	Peon	„	nil
41	R. Kuppusamy	Peon	„	nil
42	S. Muniammal	Peon	„	nil
43	S. Aranganathan	J.L.A.	„	248878
44	P. Raja	J.L.A.	„	9894287973
45	S. Padmavathy	J.L.A.	„	nil
46	S. Segar	J.L.A.	„	nil
47	K. Jayanthi	Gallary Asst.	„	2356965
48	Ushabai	Sant. Asst.	„	nil

Designation : Library Information Assistant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	S. Amutha	Bharathiar Memorial Library & Research Centre		2251581
2	S. Anbazhagan	Pitchaiveerampet		2271175
3	R. Anebajagane	Romain Rolland Library		2253839
4	G. Arikrishnan	Ariankuppam		2600041
5	P. Ashokkumar	Romain Rolland Library		2357671
6	B. Adimoolam	Veemagoundanpalayam		2276510
7	R. Balasandare	O/o. the ALIO		2356881
8	S. Boominathan	Electricity Department		2273190
9	N. Calaiselvy	Bharathidasan Govt. Memorial Museum & Research Centre		2330697
10	N.K. Deivanayagam	Sedarapet		2241856
11	D. Dhandapani	Mudaliarpet		2250788
12	R. Dhevaraj	Kosapalayam		2252174
13	V. Ganapathy	Kirumampakkam		2251275
14	G. Ganeshram	Kizhoor		2242172
15	Giselaine	O/o. the ALIO		2226543
16	N. Indirani	Abishegapakkam		2257372
17	S. Jaganathan	Bahour		2615083
18	D. Jaganathan	Koodapakkam		2359724
19	C. Jayakumar	Karikalampakkam		2221402
20	T. Karthikeyan	Ariankuppam		
21	N. Kalaivanimuthu	Romain Rolland Library		2255541
22	D. Kumari	Pakkamudayanpet		2330592
23	S. Lakshmi	Villianur		2244580
24	M. Manjini	Romain Rolland Library		2250516
25	G. Murugan	Alankuppam		2202726
26	N. Murugavel	Kalapet		2234730
27	T.N. Prasad	Pondicherry Museum		2206091

28	S. Palanisamy	Kuruvinatham		2633833
29	K. Parasuraman	Thengaithittu		2280650
30	S. Peter Francise	Nettapakkam		2667350
31	P. Pushpavathy	Seliamedu		2634043
32	P. Rajaganapathy	Govt. General Hospital		2331060
33	S. Rajarathinam	Reddiarpalayam		2200216
34	N. Rajasegaran	Katterikuppam		2622551
35	B. Sambandam	Romain Rolland Library		9443491578
36	G. Selvaraj	Thirukkanur		2279735
37	V. Senthamarai	Muthialpet		2359830
38	T. Sivaraman	Information & Publicity Department		2238412
39	M. Somsandan	Romain Rolland Library		2228702
40	M. Sumathi	Romain Rolland Library		2256023
41	S. Thirumeniselvam	Romain Rolland Library		9443468638
42	P. Venugopalou	Romain Rolland Library		9443459410
43	T.Venkatachalapathy	Muthirapalayam		9842567296
44	P. Vijayakumar	Thondamanatham		2667147
45	V. Vijayakumar	Lawspet		2201360
46	T. Virammal	Nethaji Nagar		2359761
47	V. Viramouttou	Sellipet		9865137005
48	M. Nagamani			

Place of Work : Romain Rolland Library

Sl.No.	Name	Designation	Phone	
			Office	Residence
1	C. Sivaramakrishnan	Data Entry Operator	2336426	9443216103
2	Kota Noble	Photographer	„	2257997
3	J. Vengadabady @ Balaraman	Book Binder	„	9894692925
4	P. Baskaran	Book Binder	„	5534278
5	G. Venguidasalam	Book Binder	„	9443287939
6	S. Asogan	Attender	„	5530744
7	D. Coulendiran	Attender	„	nil
8	R. Devaraj	Attender	„	2667860
9	N. Muthusamy	Attender	„	2236557
10	M. Egambaram	Attender	„	2250981
11	A. Kuppusamy	Attender	„	2280655(PP)
12	N. Bremnathan	Attender	„	nil
13	C. Vengadesan	Attender	„	nil
14	P. Ramaraj	Peon	„	2274541
15	T. Mahendradevan	Peon	„	2354786
16	Pradaban Marty	Peon	„	9443467907
17	V. Prabavathi	Peon	„	2250880
18	Selvaraj Milan	Peon	„	nil
19	Vedavalli. S	Peon	„	nil

20	R. Vengadesan	J.L.A.	,,	2355844(PP)
21	S. Radhakrishnan	J.L.A.	,,	nil
22	P. Selvarani	Sant. Asst.	,,	nil

Place of Work : Pondicherry Museum

Sl.No.	Name	Designation	Phone	
			Office	Residence
1	Nirmaladevi	Curator		
2	Selvaraj	Artist		
3	John Joseph Devaran	Gallery Asst.		
4	Sheik	Gallery Asst.		
5	Mothi	Gallery Asst.		

Designation : Junior Library Attendent. (Govt. Branch Libraries)

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	A. Annalakshmi	Ariyur		
2	A. Anandavalli	Muthirapalayam		
3	S. anjammal	Kalmandapam		
4	L. Arikrishnan	Puranankuppam		
5	S. Aranganathan	Govt. Museum		
6	V. Arilingam	Veemacoundanpalayam		
7	C. Boubady	Katterikuppam		
8	P. Coumarassamy	Pondy Museum		
9	A. Coulaselvy	Nethaji Nagar		
10	S. Rajendiran	Eripakkam		
11	G. Ellappan	Thiruvandarkoil		
12	K. Elakalai	Sedarapet		
13	Angalan	Romain Rolland Library		
14	K. Gowri	Pannithittu		
15	D. Kasinathan	Kizhur		
16	M. Ramachandran	Govt. Museum		
17	S. Shanthi Brema	Muthialpet		
18	V. kannagi	Abishegapakkam		
19	Arunachalam	Shanmugapuram		
20	Joseph Devaraj	Nehru Science Centre		
21	D. Rajathi	Periaveerampattinam		
22	S. Radhakrishnan @ Suryaprakash	Pitchaiveerampet		
23	P. Anandan	Bharathidasan Museum		
24	V. Selvam	Nallavadu		
25	A.Mouthoulatchoumy	Embalam		
26	A. Meena	Mudaliarpet		
27	A. Meenatchi	Govt. Museum		
28	R. Padmanaban	Thirubuvanai		

29	R., Padmavathy	Toy Museum		
30	P. Raja	Settipet		
31	R. Pajany	Karikalampakkam		
32	R. Venkadesan	Romain Rolland Library		
33	I. Umaiyal	Sellipet		
34	S. Valli	Nettapakkam		
35	S. Vasantha	Maducarai		
36	S. Vinayagam	Lawspet		
37	N. Vasantha	Reddiarpalayam		
38	G. Venu	Seliamedu		
39	P. Packiam @ Packiavathy	Villianur		
40	S. Rajasekaran	Bharathiar Museum		
41	K. Govindan	Thengaithittu		
42	P. Ramalingam	T.N. Palayam		
43	D. Maran	Sivaranthagam		
44	D. Perumal @ Maran	Melparikkalpet		
45	K. Chandirasekaran	Karayamputhur		
46	G. Manogaran	Thirukkanji		
47	R. Sacrebany	Uruvaiyar		
48	S. Saroja	Thirukkanur		
49	S. Sekar	Ariyankuppam		
50	N. Rajalakshmi	Alankuppam		
51	S. Sagastiranamam	Kalitheerthalkuppam		
52	G. Krishnamurthy	Kirumampakkam		
53	R. Sellapillai	Murungapakkam		
54	P. Thevaradjou	Bahour		
55	C. Ayyavu	Thondamanatham		
56	K. Kuttaiyan	Kuruvinatham		
57	M. Balaraman	Kalapet		
58	R. Ganesan	Pakkamudayanpet		
59	J. Selvam	Kuyavarpalayam		

9.2 Karaikal

Designation : Assistant Library & Information Officer

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	R. Subramanian	S.R. Ranganathan Pub. Library, Karaikal	221472	

Designation : Library Information Assistant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	R. Vetriseivam	T.R. Pattinam		265779
2	V. Rajendiran	Melaiyur		233666
3	S. Amalorpavamary	Neravy		223547
4	T. Arumainathan	Oozhiyapathu		223559
5	K. Kavanamani	Vizthiyur		224604
6	K. Sangaralingam	Nehru Nagar		261794
7	V. Ambigapathy	Kottucherry		265193
8	Sarajaramamurthy	Poovam		230867
9	N.T. Sundaramurthy	Thirunallar		261051
10	A. Arokiamary	Surakudy		230125
11	G. Saravanane Selvakumar	Sellur		230258
12	J. Muthukumaran	Ambagarathur		230096
13	K. Govindarassou	Nedungadu		265002
14	R. Saroja	Kurumbagaram		261861
15	L. Ellappan	Karaikalmedu		266082

Designation : Library Clerk

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	P. Senthilvelan	S.R. Ranganathan Pub. Library, Karaikal		265923

Designation : Attender

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	P. Swaminathan	S.R. Ranganathan Pub. Library, Karaikal	--	--

Designation : Peon

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	B. Anbalagan	T.R. Pattinam	--	--
2	A. Kaliyaperumal	O/o. the ALIO, Kkl	--	--

Designation : Junior Library Attendant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	N. Amirthavally	T.R. Pattinam	--	--
2	M. Mahalingam	Melaiyur	--	--
3	P. Vengadachalam	Neravy	--	--
4	M. Subramanian	Oozhiyapathu	--	--
5	T. Sliuvainathan	Vizthiyur	--	--
6	K. Krishnaveny	Nehru Nagar	--	--
7	S. Kesavan	Kottucherry	--	--
8	M. Ayyaru	Poovam	--	--
9	S. Sandanasamy	Surakudy	--	--
10	A. Annappan	Ambagarathur	--	--
11	G. Thennavan	Nedungadu	--	--
12	R. Ganapathy	Kurumbagaram	--	--
13	V. Kennedydasse	Karaikalmedu	--	--

Designation : Sanitary Asst.

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	T. Sundarambal	S.R. Ranganathan Pub. Library, Karaikal	--	--
2	S. Pappathy	Thirunallar	--	--

9.3 Mahe

Designation : Library Information Assistant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	M.A. Krishnan	Chalagara	0490-2334654	
2	Valsan Kulangara	Pandakkal		

Designation : Peon

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	K.M. Chandran			

Designation : Junior Library Attendant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	K. Baskaran			
2	O. Murali			
3	Aroquina Fernandez			

9.4 Yanam

Designation : Library Information Assistant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	Matta Grissa Vijaya Rao	Kanagalapet	0884-323630	
2	C.H. Satyanarayana Rao	Darialithippa		

Designation : Junior Library Attendant

Sl.No.	Name	Place of Work	Phone	
			Office	Residence
1	Duma Suriyanarayane	Yanam		
2	S. China Appa Rao	Kanakelpet		
3	Edukondelu	Darialtippa		

CHAPTER – 11 (Manual – 10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Standard Scales of Pay as per orders of Government of India are
applicable.

11	Setting of Reading Room Movements in the Union Territory of Pondicherry	0.85	0.85
12	Promotion of Open air cultural activities/promotion of traditional martial and heroic arts such as kalari payattu, silambam etc in the UT. of Pondicherry	1.50	0.30	1.50	0.30
13	Promotion of Voluntary Cultural activities	6.00	6.00
14	Construction of auditorium in Pondicherry
15	Grant in aid to M/s. INTACH for protection of arts and cultural heritage of Pondicherry	5.25	5.25
	GRAND TOTAL Bldg.	450.00	5.10	412.47	2.90	22.52	1.50	5.11	9.90	0.70
		(85.00)		(78.75)		(3.25)				(3.00)	

CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions

The following Norms are set for the smooth and efficient functioning of the Department. :

The employees are categorised into four groups i.e. Group A, Group B, Group C and Group D. All matters regarding Group A posts are being dealt with by the Secretariat (Art & Culture) Pondicherry and matters regarding Group C and Group D are dealt with by the Department of Art & Culture

Recruitment to the posts of Group B and C ministerial posts are dealt with by the DP&AR / Finance Department and that of Group C and D posts of Technical in nature are dealt with by the Department of Art & Culture. Recruitment to any posts shall be made as per Recruitment Roaster / Recruitment Rules prescribed by the Govt.

The Technical staffs who are all in charge of Libraries and the Scheme Section of this Directorate are attached to the Assistant Library & Information Officer and the Museum staffs are attached to the Curator. Further the ministerial staff of the dept. are working in three sections viz. Establishment, Accounts and Scheme Section.

The Establishment Section, which is headed by an Officer Supdt. Gr.I, deals with all subject matters in respect of all technical and ministerial staff of the department. The Account section, under a Grade II Supervisory staff, is in charge of claiming salary of all staff, GPF advances, filing of Income Tax budgeting etc of the department.

The Scheme section which is also under a grade II Supervisor staff, is in charge of conducting various vizhas, cultural programmes, memorial functions, grant of award to writers / artists etc. In addition to that this section is also dealing with the renewal of rent agreement for all the rented buildings where Govt. Branch Libraries are accommodated.

The Accounts Section is under the control of the Junior Accounts Officer, who is also functioning of the Drawing and Disbursing Officer of the department.

All the files and proposals are routed through the Assistant Library & Information Officer and the Junior Accounts Officer as the case may be and shall be submitted to the Director of Art & Culture, for final approval before its disposal. The proposal shall be submitted to the Secretary to Govt. (Art & Culture) through the Deputy Secretary (Art & Culture) if Govt. sanction / order is necessary.

CHAPTER – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

Methods of facilitations available to the public which are adopted by the department for dissemination of information

Officer Library : Various Programmes / Conduct of functions / festivals of this department will be brought to the knowledge of the public through advertisements at the entrance of all libraries by placing thatties and by sticking bills.

Dramas & Shows : Dramas & Shows are being conducted periodically throughout the year in places where general public will gather with a view to bring to their knowledge about the activities of the department.

Newspapers : Various programmes / conduct of functions / festivals will be advertised in local dailies to make available of the information about the date, venue and participants of the programme etc.

Notice Board : All the activities which are to be brought to the knowledge of the public will be displayed in the Notice Boards of the department as well as in all the sub-offices / libraries / branch libraries.

Others : The conduct of various programmes / functions / festivals are being advertised through audio by playing Auto throughout the city. Further, the programmes of this department are broad-casted through AIR. In addition to this, conduct of programmes are brought to the knowledge of the public through local channel in the TV.

CHAPTER – 18 (Manual – 17)

Other Useful Information

1. Maintaining of the Complaint Box
2. Notice Board for the information to the public about the awareness of the Vigilance.