

THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

Under Ministry of Culture, Government of India

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietkolkata.org



RIGHT TO INFORMATION ACT

Information published as per the Section 4(I) (b) of the Act

1. ORGANISATION AND FUNCTION

1.1. *The particulars of its organization, functions and duties [Section 4(1)(b)(i)]*

Organization:

The Asiatic Society, Kolkata is the oldest institution of learning in India and has made a seminal contribution in the revival of Indian history and heralding its renaissance. It was founded by Sir William Jones, a revered philologist and scholar of Anglo-Welsh descent on 15 January, 1784 in a meeting held at the Grand Jury Hall of the Supreme Court, Calcutta.

“The Bound of investigations will be the geographic limits of Asia, and within these limits its enquiries will be extended to whatever is performed by man or produced by nature” – a statement contained in the memorandum of Articles of the Asiatic Society was prepared by Sir William Jones in that historic meeting. Thus began the long journey of the Asiatic Society, Kolkata.

Initially, the Society only had European citizens as its members. It was in 1829 that Indians were allowed to be a part of the society. In 1885, Rajendralala Mitra became the first Indian President of this organization. During the early years of establishment, the organization functioned without a building. After the government granted it land in 1805, its official building was built by 1808. The present building of the society was constructed at the same site in 1961 and inaugurated by former Indian President Dr. Sarvapalli Radhakrishnan on 22nd February 1965.

The name of the Society underwent several changes during the last two centuries such as the Asiatic Society of Bengal (1832-1935), The Royal Asiatic Society of Bengal (1936-1951) and in July 1952 it came to be known as the Asiatic Society.

In many ways the Asiatic Society has been the mother institution for the growth and development of many major academic institutions in this country like the School of Tropical Medicine, the Indian Museum, the Geological Survey of India, the Archaeological Survey of India, the Zoological Survey of India, the Botanical Survey of India, and so on and so forth.

In recognition of the Society's importance and its immense contribution in all fields of arts and sciences, Government of India recognized the Asiatic Society as an ***Institution of National Importance*** by an Act of Parliament during its bi-centenary year in 1984. With the enactment of the **Asiatic Society Act of 1984**, the Government of India took over the responsibility of providing the required financial support for its

maintenance and development in future. At present, the Society is an Autonomous Organization under Ministry of Culture, Government of India.

The Registered Office of the Society is at **1 Park Street, Kolkata -700016**.

Objectives:

The main objectives of the Society are:

- To organize, initiate and promote researches in Humanities and Science in Asia,
- To establish, build, erect, construct, maintain and run research Institutions, reading rooms, museums, auditoriums and lecture halls,
- To organize lectures, seminars, symposia, discussions, meetings and award of medals, prizes and scholarships in furtherance of the objectives,
- To acquire, finance or publish any periodicals, books or other literature that the Society may think fit for the promotions of its objects,
- To create endowments or trust funds for the promotion of the objects of the Society.

With the march of time, the Asiatic Society had to expand its range of objectives and consequently the area of research. Of course it has not gone beyond the basic mandate issued by its founder Sir William Jones that it would work with ***“what is performed by Man and produced by Nature.”*** This mandate is being fully adhered to till now, consistent with the requirements of ever-expanding centre in human knowledge in modern times.

Governance:

The Society is registered under the Societies Registration Act, 1860 (the Regulations Act XXI of 1860). It is a members' society. The administration, direction and management of affairs of the Society are vested in a twenty members Council elected by the members of the Society. Election is held every two years. The learned Council members are primarily experts of different academic disciplines. The office bearers and other members of the Council consist of President, four Vice-Presidents, General Secretary, Treasurer, nine Sectional Secretaries and four other members. Besides, there are four nominees of the Govt. of India, one nominee of the Government of West Bengal and one Representative of the Asiatic Society Employees' Union in the Council. The Council meets mandatorily once a month. There are several Standing Committees which help the Council in implementing its mission. Also there is a Planning Board of the Asiatic Society which advises it with respect to the planning and implementation of the developmental programmes of the Society. Similarly, a Standing Financing Committee consisting of Central Govt, State Govt and Council nominees to advise the Council on all matters having financial implications. ***As per Regulation 43(g) the General Secretary exercises general supervision over the employees and affairs of the Society.*** An Organisational Chart is enclosed herewith as Annexure A.

Library:

The pivotal Library services are discharged through the following four divisions with their sectional heads (1) Library (2) Museum (3) Conservation (4) Reprography.

The Library of the Asiatic Society with its long glorious history of two hundred thirty-six years is the most important component of Society. The Library is enriched with vast collection of books and journals apart from manuscripts and artefacts for Oriental Studies. The library has also a significant collection of rare books, some of which belong to the 15th century when the printing revolution occurred in Europe. There are about 1,35,000 books and 1,09,000 bound volumes of journals in different European, Sino-Tibetan, Russian, South Asian, Persian, Urdu, Arabic Pali, Prakrit, Bengali, Sanskrit and other Indian languages. Its importance lies not in numerical strength but in its rich and unique content. The library still draws attention to scholars from home and abroad.

The Museum of the Asiatic Society is a store-house of priceless and unique collection of manuscripts in different languages and scripts. The total number of manuscripts now possessed by the Society in its Museum is over 50,000. The oldest manuscript possessed by the Society is the 7th century “manuscript” written in Gupta Brahmi Script. The Museum also possesses old coins in various metals, inscriptions inscribed on Copper Plates and has 78 very rich and valuable oil-paintings, mostly portraits. Sculptures and Metal Objects in the possession of the Asiatic Society are rich in respect of number and historical importance. The Brahma [material-Black Basalt Stone, Period 12th C.A.D], Vishnu [material- Black Basalt Stone, Period 11th C.A.D], Brass image of Dhurm Raja,; Brass bearing period 1864, Ashokan Rock Edicts from 250 BC are the precious possession.

The Asiatic Society has its own **Conservation Section** which has been preserving and restoring rare books, manuscripts, plates, maps etc. since 1984 with special care and devotion. The skilled and professionally trained staffs of this division are capable of performing a wide range of treatments on bound materials including medieval manuscripts and old and rare books.

The Reprography Section of the Asiatic Society is entrusted with the work of xerox, digitization and general photography.

Publication:

Just after four years of its inception the Society started its publication in 1788 with the publication of *Asiatick Researches*. In the words of Sir William Jones, ***“It will flourish, if naturalists, chemists, antiquaries, philologists and men of science, in different parts of Asia, will commit their observations to writing and send them to the Asiatic Society at Calcutta, it will languish, if such communications shall be long intermitted; and it will die away, if they shall entirely cease.”*** The Society has been publishing original and noteworthy books and articles to maintain its glory and high academic standard as in the past, and the Society is known to the world of learning for its being the first publication house in the country. The **Publication Division** of the Asiatic Society also claims to be the oldest surviving publication house in South Asia. The total numbers of titles published so far have exceeded 600. The learned Society all over the world cherishes the publication of the Asiatic Society particularly under the Bibliotheca Indica (B.I.) series. The Journal and Monthly Bulletin of the Society is published on regular basis.

Academic activities:

Academic activities include research, national and international seminars and conferences, workshops, endowment/memorial lectures, special lectures and exhibitions. The thrust areas of research include Indian History and Culture– both classical and contemporary, including the history of science and languages, ancient Indian scripts and Indian art. The details are available through our Annual Report, Monthly Bulletin and Website.

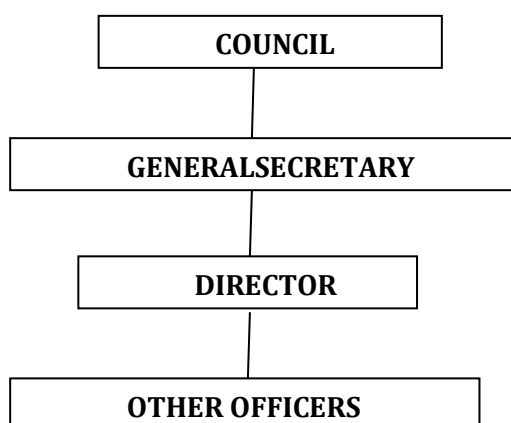
1.2. The powers and duties of its officers and employees [Sec 4(1)(b)(ii)]

The administration, direction and management of affairs of the Society are vested in a twenty members Council elected by the members of the Society. The office bearers and other members of the Council consist of President, four Vice-Presidents, General Secretary, Treasurer, nine Sectional Secretaries and four other members. ***The powers and duties of the Council are specified in Regulation 41 of the Regulations of the Asiatic Society. Regulation 42 prescribes the power and duties of the President. The duties of the General Secretary and Treasurer are contained in Regulation 43 and Regulation 45 respectively.***

The Asiatic Society has both Ministerial and Technical staffs. Ministerial staffs are responsible for rendering such administrative and/or ministerial service as may be assigned from time to time with a view to ensure smooth and efficient discharge of business of the Society. It is the duty of the Technical staffs to render such technical assistance in Library/Publication/Research/etc. as would be necessary and called for, with a view to ensure that the respective establishments function smoothly and efficiently.

1.3. The Procedure followed in the decision making process, including channels of supervision and accountability [Sec 4(1)(b)(iii)]

The various functions of the Society are carried out as per procedures laid down in the Regulations, Bye-laws and Service Rules of the Society and as per decisions of the Council, Planning Board, Standing Finance Committee and several other Statutory Committees of the Society. The Council is the highest decision making body within the Society. The decision making process of the Society follows the following channel:



1.4. The norms set by it for the discharge of its functions [Sec 4(1)(b)(iv)]

The Asiatic Society, Kolkata follows the norms set out in the Regulations and Bye-laws of the Asiatic Society, the Asiatic Society, Calcutta, Service Rules for Employees, 1991, the General Financial Rules and orders and guidelines issued by the Govt. of India from time to time.

1.5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions [Section 4(1)(b)(v)]

The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Society:

- i. The Regulations and Bye-laws of the Asiatic Society
- ii. The Rules and Regulations, Instructions Manuals etc. as prescribed and published by the Ministry of Personnel, Pension and Public Grievances, Government of India
- iii. Other Service/Establishment Manuals and Instructions, issued by the Govt. of India from time to time
- iv. General Financial Rules
- v. Delegation of Financial Power Rules issued by Department of Expenditure from time to time.
- vi. The Asiatic Society, Calcutta, Service Rules for Employees, 1991
- vii. Recruitment Rules for the employees of the Asiatic Society

Monthly Bulletins and Annual reports of the Society are published and circulated for information and kept for record purpose.

1.6. A statement of the categories of documents that are held by it or under its control [Sec 4(1)(b)(vi)]

The Society has normally the following kinds of documents/files in its different sections:

- I. Files relating to appointment, pay-fixation and promotion of employees; Personal files, ACRs, and Service books of its employees.
- II. Plan, Budget, Expenditure, financial sanction, administrative approval, Audit and Audit of CAG/PAC paras.
- III. Minutes of the meetings of the Council and various committees
- IV. Files on different activities of Library and Publication

Different sections of the Society hold various categories of documents relating to work allocated to them.

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof [Sec 4(1)(b)(vii)]

Asiatic Society, Kolkata is an Autonomous Institution receiving grant-in-aid from Ministry of Culture, Government of India. It is a members' society. It does not have a formal arrangement or committee in which the public can participate in formulating policies pertaining to areas of activities of the Asiatic Society. However, all its policies are formulated in compliance with the basic mandate issued by its founder Sir William Jones that it would work with "***what is performed by Man and produced by Nature.***" Also these policies are formulated following the provisions of applicable statutes and regulations in the country. The members of the Society usually meet once a month in Monthly General Meeting wherein members give various suggestions / advice in relation to the affairs of the Society.

1.7. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public [Sec 4(1)(b)(viii)]

Following are the various constituent bodies of the Asiatic Society, Kolkata:

[Council of the Asiatic Society](#)

[Present Tenure: From 2nd May, 2022 to April, 2024]

President:

Professor Swapan Kumar Pramanick

Vice-President:

Professor Subhas Ranjan Chakraborty

Professor Basudeb Barman

Professor Tapati Mukherjee

Professor Pradip Bhattacharya

General Secretary:

Dr. Satyabrata Chakrabarti

Treasurer:

Professor Sujit Kumar Das

Anthropological Secretary:

Professor Ranjana Ray

Biological Science Secretary:

Professor Asok Kanti Sanyal

Historical and Archaeological Secretary:

Professor Arun Kumar Bandyopadhyay

Library Secretary:

Professor Biplab Chakrabarti

Medical Science Secretary:

Dr. Sankar Kumar Nath

Philological Secretary:

Shri Shyam Sundar Bhattacharya

Physical Science Secretary:

Professor Rajkumar Roy Choudhury

Publication Secretary:

Professor Syamal Chakrabarti

Jt. Philological Secretary:

Dr. M. Firoze

Members:

Professor Nabanarayan Bandyopadhyay

Professor Mahidas Bhattacharya

Professor Atis Kumar Dasgupta

Dr. Arunabha Misra

Representative of the Government of India:

Prof. Bimal Sankar Nanda

Dr. Mallinath Mukherjee

Prof. Alok Kumar Ghosh

Dr. Smritikumar Sarkar

Representative of the Government of West Bengal:

Director of Public Instruction (DPI), Department of Higher Education, Govt of West Bengal

Representative of the Asiatic Society Employees' Union :

Professor Ranjit Sen

Planning Board [Constituted under Section 8(1) of the Asiatic Society Act, 1984]

[Present Tenure: From 10th December, 2019 till to 9th December, 2023]

Secretary, Ministry of Culture, Government of India	Chairman
Additional Secretary & Financial Advisor, Ministry of Culture, GoI	Member
Director General, National Council of Science Museum, Kolkata	Member
Director General, Raja Ram Mohan Roy Library Foundation, Kolkata	Member
Secretary & Curator, Victoria Memorial Hall, Kolkata	Member
Principal Secretary, Department of Higher Education, GoWB	Member
President, The Asiatic Society, Kolkata	Member
General Secretary, The Asiatic Society, Kolkata	Convenor

Standing Finance Committee [Constituted as per Regulation 4A (1)]

Additional Secretary & Financial Advisor, Ministry of Culture, GoI	Chairman
Director General, National Council of Science Museum, Kolkata	Member
Director, Eastern Zonal Cultural Centre	Member
Director of Public Instruction (DPI), Department of Higher Education, GoWB	Member
General Secretary, The Asiatic Society	Member
Treasurer, The Asiatic Society	Member
Professor Asok Kanti Sanyal, Biological Science Secretary, The Asiatic Society	Member

Library Committee [Constituted as per Bye-Laws V]

1. Professor Swapan Kumar Pramanick
2. Dr. Satyabrata Chakrabarti
3. Dr. Sujit Kumar Das
4. Professor Biplab Chakrabarti
5. Professor Arun Kumar Bandyopadhyay
6. Professor Syamal Chakrabarti
7. Sri Shyam Sundar Bhattacharya
8. Dr. Sankar Kumar Nath
9. Professor Asok Kanti Sanyal
10. Professor Rajkumar Roy Choudhury
11. Professor Ranjana Ray
12. Dr. M. Firoze
13. Professor Tapati Mukherjee

14. Dr. Ramkrishna Chatterjee
15. Professor Sachindranath Bhattacharya

Publication Committee [*Constituted as per Bye-Laws XXXVII*]

1. Professor Swapan Kumar Pramanick
2. Dr. Satyabrata Chakrabarti
3. Dr. Sujit Kumar Das
4. Professor Tapati Mukherjee
5. Professor Subhas Ranjan Chakraborty
6. Professor Syamal Chakrabarti
7. Professor Arun Kumar Bandyopadhyay
8. Sri Shyam Sundar Bhattacharya
9. Professor Ashok Kanti Sanyal
10. Dr. Sankar Kumar Nath
11. Dr. M. Firoze
12. Dr. Ramkrishna Chatterjee
13. Professor Ram Ahlad Chowdhury
14. Dr Ram Kumar Mukhopadhyay
15. Shri Nirbed Roy
16. Dr. Nirmal Bandyopadhyay
17. Dr. Rajat Sanyal
18. Dr. Sabyasachi Chatterjee

Bibliotheca Indica Committee [*Constituted as per Bye -Laws XXXVIII*]

1. Professor Swapan Kumar Pramanick
2. Dr. Satyabrata Chakrabarti
3. Dr Sujit Kumar Das
4. Professor Tapati Mukherjee
5. Professor Biplab Chakrabarti
6. Sri Shyam Sundar Bhattacharya
7. Dr. M. Firoze
8. Professor Nabanarayan Bandyopadhyay
9. Professor Mahidas Bhattacharya
10. Professor Badiur Rahaman
11. Professor Mrinal Gangopadhyay
12. Professor Bijoya Goswami
13. Professor Amit Bhattacharya
14. Professor Mou Dasgupta

Academic Committee

1. Professor Swapan Kumar Pramanick
2. Dr. Satyabrata Chakrabarti
3. Dr Sujit Kumar Das
4. Professor Basudeb Barman
5. Professor Subhas Ranjan Chakraborty
6. Professor Tapati Mukherjee
7. Professor Pradip Bhattacharya
8. Professor Arun Kumar Bandyopadhyay
9. Professor Ranjana Ray
10. Sri Shyam Sundar Bhattacharya
11. Dr M Firoze
12. Dr. Sankar Kumar Nath
13. Professor Syamal Chakrabarti
14. Professor Ashok Kanti Sanyal
15. Professor Rajkumar Roy Choudhury
16. Professor Biplab Chakrabarti
17. Professor Atis Kumar Dasgupta
18. Professor Nabannarayan Bandyopadhyay
19. Professor Mahidas Bhattacharya
20. Dr. Arunabha Misra
21. Dr. Ramkrishna Chatterjee
22. Professor Satyabati Giri
23. Professor Susnata Das
24. Professor Musaraf Hossain
25. Dr Ram Kumar Mukhopadhyay
26. Professor Uma Chatterjee
27. Dr. Chandramalli Sengupta
28. Dr. Satarupa Dutta Majumder

Whether their meeting are open to the public?

No

Whether the minutes of the meetings are open to the public?

No

1.8. A directory of its officers and employees [Sec 4(1)(b)(ix)]

Employees of the Asiatic Society as on 01.09.2023

1. Lt. Col Anant Sinha	Director
2. Dr Pritam Gurey	Librarian
3. Shri Dhiman Chakraborty	Controller of Finance
4. Shri Arupratan Bagchi	Administrative Officer
5. Shri Pradip Kumar Saha	Accounts Officer
6. Smt. Sujata Misra	Assistant Librarian
7. Smt. Amita Bhattacharya (Ghosal)	Assistant Librarian
8. Shri Arpan Ghosh	Security Officer
9. Shri Sanjoy Roy Choudhury	Section Officer (Officiating)
10. Shri Amit Ghosh	Maintenance Engineer
11. Shri Swarup Manna	Accountant
12. Ms. Swarnali Pal	Accountant
13. Shri Nanda Roy	Assistant Security Officer
14. Shri Sushil Kumar Roy	Assistant Security Officer
15. Smt. Bandana Bhattacharyya	Senior Assistant
16. Smt. Dipa Ghatak	Senior Assistant
17. Shri Saroj Kumar Maity	Senior Assistant
18. Shri Murarai Bhattacharya	Senior Assistant
19. Riyaz Ahmed	Senior Assistant
20. Shri Debasis Dutta	Senior Assistant
21. Shri Murari Majumder	Junior Assistant
22. Shri Swapan Kumar Das	Junior Assistant
23. Shri Paresh Chakraborty	Junior Assistant
24. Shri Rathindranath Bhattacharyya	Stenographer
25. Shri Palash Kanti Dutta	Stenographer
26. Shri Sukhendu Bikash Pal	Senior Publication Assistant
27. Dr. Shakti Mukherjee	Senior Publication Assistant
28. Shri Samik Biswas	Senior Publication Assistant
29. Shri Tanmoy Das	Assistant Maintenance Engineer
30. Smt. Rupa Mukhopadhyay	Senior Technical Assistant
31. Shri Shabbir Ahmed	Senior Technical Assistant
32. Shri Jayanta Sikdar	Senior Technical Assistant
33. Dr. Keka Adhikari (Banerjee)	Curator
34. S.S.F.I Alquaderi	Cataloguer
35. Dr. Archana Ray	Cataloguer
36. Ms Farhin Saba	Cataloguer
37. Ms. Salma Khan	Library Information Assistant
38. Shri Swapananil Chatterjee	Library Information Assistant

39. Smt Uma Rakshit	Library Information Assistant
40. Smt. Gouri Mitra	Conservation Assistant (LIA)
41. Sri Dibakar Maity	Conservation Assistant (LIA)
42. Smt. Anita Roy	Conservation Assistant (LIA)
43. Shri Tamal Ghosh	Junior Assistant
44. Shri Anupam Chowdhury	Junior Assistant
45. Shri Supravat Majumder	Junior Assistant
46. Shri Tapas Karmakar	Junior Assistant
47. Shri Rampravesh Kumhar	Junior Assistant
48. Shri Ashim Krishna Roy	Junior Assistant
49. Smt. Mala Chatterjee	Junior Assistant
50. Shri Satrughna Manik	Junior Assistant
51. Shri Bhaskar Ghosh	Junior Assistant
52. Smt. Pranati Mitra	Junior Assistant
53. Smt. Chhanda De	Junior Assistant
54. Smt. Satarupa Banerjee	Lower Division Clerk
55. Ms. Sudipta Naskar	Lower Division Clerk
56. Shri Krishnendu Dutta Chowdhury	Lower Division Clerk
57. Shri Pranab Majee	Lower Division Clerk
58. Shri Prasanta Ganguly	Reprography cum Photography Assistant
59. Ms Sagarika Sur	Publication Assistant cum Proof Reader
60. Ms. Medhashree Ghosh	Publication Assistant cum Proof Reader
61. Shri Alope Dolui	Data Entry Operator
62. Shri Tapan Ghatak	Lower Division Clerk
63. Shri Kashinath Guin	Lower Division Clerk
64. Shri Sandeep Rajoriya	Lower Division Clerk
65. Shri Rahul Dolui	Lower Division Clerk
66. Shri Akash Das	Lower Division Clerk
67. Shri Atim Kumar Mondal	Lower Division Clerk
68. Shri Jyotirmay Tudu	Lower Division Clerk
69. Shri Sujoy Bhowmick	Lower Division Clerk
70. Shri Tithi Paul	Lower Division Clerk
71. Shri Ritesh Pradhan	Lower Division Clerk
72. Shri Rajesh Polai	Lower Division Clerk
73. Shri Chandan Hela	Lower Division Clerk
74. Shri Bhagyajay Satapathy	Lower Division Clerk
75. Shri Subhajit Saha	Lower Division Clerk
76. Shri Arpan Chakraborty	Lower Division Clerk
77. Shri Sourav Das	Lower Division Clerk
78. Shri Surajit Manna	Lower Division Clerk

79. Shri Pratyay Dhar	Lower Division Clerk
80. Shri Debargha Saha	Lower Division Clerk
81. Ms Soumili Pramanick	Lower Division Clerk
82. Shri Amit Biswas	Lower Division Clerk
83. Shri Santanu Roy	Lower Division Clerk
84. Shri Shyamal Chakraborty	Head Security Guard
85. Shri Badal Chatterjee	Head Security Guard
86. Shri Shibaji Pandey	Head Security Guard
87. Shri Chakradhar Bera	Driver
88. Shri Dulal Chandra Dey	Driver
89. Shri Tapan Kumar Dolui	Driver
90. Shri Lakshan Chandra Manik	Carpenter
91. Shri Shyamal Mondal	Liftman
92. Shri Arghya Das	Liftman
93. Shri Guddu Prasad	Generator operator cum pump operator
94. Shri Rabindranath Dey	Binder/Mender
95. Shri Sankar Das	Binder/Mender
96. Shri Gopal Chandra Sinha	Binder/Mender
97. Shri Rakesh Sharma	Binder/Mender
98. Shri Rajesh Kumar Panday	Binder/Mender
99. Shri Sushil Chanda	Attendant
100. Shri Radhyshyam Mishra	Attendant
101. Shri Kali Charan Shaw	Attendant
102. Shri Goutam Das	Attendant
103. Smt. Sabitri Dasgupta	Attendant
104. Shri Prakash Ghosh	Attendant
105. Shri Sanjoy Paridha	Attendant
106. Shri Bidyadhar Shaw	Junior Attendant
107. Shri Tapan Ghorai	Junior Attendant
108. Shri Debnarayan Saha	Junior Attendant
109. Shri Biswajit Ghosh	Junior Attendant
110. Smt. Tultul Dey	Junior Attendant
111. Shri Amit Kumar Ghosh	Junior Attendant
112. Shri Sanjit Singh	Junior Attendant
113. Shri Ranjit Singh	Junior Attendant
114. Smt. Lina Banerjee	Junior Attendant
115. Shri Prem Sankar Singh	Junior Attendant
116. Smt. Dipali Dey	Junior Attendant
117. Shri Kashinath Nandy	Junior Attendant
118. Shri Bharat Kumhar	Junior Attendant
119. Smt. Sarmistha Laha	Junior Attendant

120. Shri Surojit Das	Junior Attendant
121. Shri Rakesh Kumhar	Junior Attendant
122. Shri Sourav Majee	Junior Attendant
123. Ms Shrabani Dutta Chowdhury	Junior Attendant
124. Shri Utpal Ghosh	Junior Attendant
125. Shri Prasenjit Bhadra	Junior Attendant
126. Shri Soumya Kanti Maitra	Junior Attendant
127. Ms Jyoti Sharma	Junior Attendant
128. Shri Chandan Adhikary	Junior Attendant
129. Shri Chhattu Sarkar	Junior Attendant
130. Shri Abhijit Das	Junior Attendant
131. Shri Uttam Das	Security Guard
132. Shri Tarakeswar Chowbey	Security Guard
133. Shri Bansi Bewra	Security Guard
134. Shri Raj Kumar Prasad	Security Guard
135. Shri Amal Pal	Security Guard
136. Shri Shiboprasad Banerjee	Security Guard
137. Shri Manik Mukherjee	Security Guard
138. Shri Pradip Chakraborty	Security Guard
139. Shri Bibhas Dutta	Security Guard
140. Shri Swapan Sarkar	Security Guard
141. Shri Rabindranath Das	Security Guard
142. Shri Rajkisore Prasad	Security Guard
143. Shri Sudarshan Bera	Security Guard
144. Shri Atanu Batabyal	Security Guard
145. Shri Basudeb Das	Security Guard
146. Shri Uttam Santra	Safaiwala
147. Shri Nihar Ranjan Majumder	Safaiwala
148. Shri Bharat Hela	Safaiwala
149. Smt. Laxmi Hela	Safaiwala
150. Safiq Ali Khan	Safaiwala
151. Ms Parul Debi	Safaiwala

Contractual/Casual Workers:

1. Shri Banibrata Bhattacharya	System Engineer
2. Smt. Suranjana Choudhury	Publication Assistant cum Proof Reader
3. Shri Ratan Dutta	Casual Worker
4. Ekramul Haque	Casual Worker
5. Shri Bikesh Kumar Singh	Casual Worker
6. Ms Shilpa Kar	Casual Worker

Phone : 2229-0779, 2249-7250,2229-7251

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(5) museum-ask@asiaticsocietykolkata.nic.in (6) gs.asiatic@gmail.com

1.9. The monthly remuneration by each of its officers and employees, including the system of compensation as provided in its regulations [Sec 4(1)(b)(x)]

As on 01.09.2023

Sl. No	Designation	Level in Pay Matrix
Ministerial Posts:		
Group A :		
1	Director	13
2	Controller of Finance	11
3	Administrative Officer	10
Group B :		
4	Accounts Officer	7
5	Section Officer	7
6	Public Relation Officer	7
7	Security Officer	7
8	Accountant	6
9	Asstt. Security Officer	6
Group C :		
10	Senior Assistant	6
11	Stenographer	4
12	Asst. Superintendent (Watch & Ward/Maintenance)	6
13	Junior Assistant	4
14	Lower Division Clark	2
15	Head Security Guard	2
16	Electric Mistry	2

17	Telephone Operator	2
18	Carpenter	2
19	Cook	2
20	Lift Man	1
21	Driver	2
22	Attendant	1
23	Jr. Attendant	1
24	Security Guard	1
25	Safaiwala	1
26	Generator Operator-cum-pump Operator	1
27	Gardener/Mali	1
Non-Ministerial Posts:		
Group A :		
28	Librarian	12
Group B :		
29	Assistant Librarian	7
30	Conservation Officer	7
31	Publication Officer	7
32	Reprography-cum-Photography Officer	7
33	Sr. Publication Assistant/ Publication Supervisor Officer	6
34	Research Officer	7
35	Senior Technical Assistant	6
36	Maintenance Engineer	6
37	Curator	6
Group C :		
38	Scholar Documentation Officer (Documentation Officer)	6
39	Project Assistant	6
40	Senior Cataloguer	6
41	Cataloguer	6
42	Assistant. Maintenance Engineer	6

43	Library Information Assistant	6
44	Conservation Assistant	6
45	Repro/Photography/Assistant	4
46	Publication Assistant./Proof Reader	4
47	Dark Room Assistant	2
48	Binder/Mender	2
49	Data Entry Operator	4

- System of compensation as provided in its regulations

As per Central Government Rules/ Policy of the Asiatic Society

1.10 The names, designations and other particulars of the Public Information Officers [Sec 4(1)(b)(xvi)]

Appellate Authority

Dr. S. B. Chakrabarti
 General Secretary
 The Asiatic Society, Kolkata
 1 Park Street, Kolkata -700016
 Ph: 033-22290779
 E mail : gs.asiatic@gmail.com

Central Public Information Officer [CPIO]

Shri Arupratan Bagchi
 Administrative Officer
 The Asiatic Society, Kolkata
 1 Park Street, Kolkata -700016
 Ph: 033-22170143
 E-mail : arupratan.asiatic@gmail.com

1.11 No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

- No of employees against whom disciplinary action has been pending for minor penalty or major penalty proceedings as on 31.08.2023 : **NIL**
- No of employees against whom disciplinary action has been finalized for minor penalty or major penalty proceedings as on 31.08.2023 : **NIL**

1.12 Programmes to advance understanding of RTI [Section 26]

- Education Programmes
Workshops are planned to be conducted to apprise on RTI Act
- Efforts to encourage public authority to participate in these programmes
Related information regularly displayed in General Notice Board
- Training of CPIO/APIO
As required from time to time
- Update & publish guidelines on RTI by the Public Authorities concerned
Provided

1.13 Transfer Policy and Transfer Orders [F. No 1/6/2011-IR dt.15.04.2013]

The Asiatic Society, Kolkata is an Autonomous Organization with only one office in Kolkata. As per prevailing Rules of the Society, inter department transfer of an employee (non technical) is channeled on regular basis for efficiency and smooth conduct of administration by issuing order (s) to that effect. Hence, employees of the Asiatic Society are not transferred elsewhere.

2. BUDGETS AND PROGRAMMES

2.1. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Sec 4(1)(b)(xi)]

Budgetary outlay for the year 2023-24 for The Asiatic Society, Kolkata is Rs **2,437.00** Lakhs under following Object Heads:

<u>Object Head / Budget Head</u>	<u>Amount in Rs (BE 2023-24)</u>
• Grants-in-aid - General	275.00 Lakhs
• Grants-in-aid - Creation of Capital Assets	10.00 Lakhs
• Grants-in-aid- Salaries	2,150.00 Lakhs
• Grants-in-aid - SAP – General	2.00 Lakhs
• Total	2,437.00 Lakhs

Proposed Expenditure during 2023-24

<u>Budget Head</u>	<u>Amount in Rs</u>
• Grants-in-aid - General	275.00 Lakhs
• Grants-in-aid - Creation of Capital Assets	10.00 Lakhs

• Grants-in-aid- Salaries	2,150.00 Lakhs
• Grants-in-aid - SAP – General	2.00 Lakhs
• Total	2,437.00 Lakhs

2.2. Foreign and Domestic Tours [F. No 1/8/2012-IR dt.11.09.2012]

- Budget : **Not Applicable**
- Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit : **Not Applicable**
- Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed : **The details are available in the website of the Society and the Central Public Procurement Portal of Govt. of India**

2.3. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Sec 4(1)(b)(xii)]

The Asiatic Society, Kolkata does not execute any subsidy programme.

2.4. Discretionary and Non- Discretionary Grants [F. No 1/6/2011-IR dt.15.04.2013]

Not applicable

2.5. Particulars of recipients of concessions, permits or authorizations granted by it [Sec 4(1)(b)(xiii)]

Not applicable

2.6. CAG and PAC Paras [F. No 1/6/2011-IR dt.15.04.2013]

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament : **Not Applicable**

3. Publicity Band Public interface

3.1. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

Not Applicable

3.2. Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]

There are four nominees of the Govt. of India and one nominee of the Government of West Bengal in the Council. Also there is a Planning Board of the Asiatic Society consisting of Central Govt, State Govt and Council nominees which advises it with respect to the planning and implementation of the developmental programmes of the Society. Similarly, a Standing Financing Committee consisting of Central Govt, State Govt and Council nominees to advise the Council on all matters having financial implications. Hence, members of the public by virtue being a member of any authorities of the Society have involvement in policy formulation.

3.3. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

Mostly through the website and social media platforms of the Society.

<https://www.facebook.com/people/The-Asiatic-Society-Kolkata/100057496058166/>

https://twitter.com/asiatic_society

<https://www.youtube.com/c/TheAsiaticSociety>

3.4. Form of accessibility of information manual/ handbook [Section 4(1)(b)]

The Asiatic Society Act, 1984, Rules, Regulations, By-laws and Annual Reports and Audited Accounts of the Society are available online as well as in printed format.

3.5. Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

Since, the documents are available online, it is free of cost.

4. E-GOVERNANCE

4.1. Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

Annual Reports and Audited Annual Accounts are available in both English and Hindi. Other reports are available in English only.

4.2. When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

Updated in every financial year after completing due process of approval.

4.3. Information available in electronic form[Section 4(1)(b)(xiv)]

The Asiatic Society Act, 1984, Rules, Regulations, By-laws , Annual Reports and Audited Accounts, Office Orders, Notices and Circulars of the Society are available in electronic form.

4.4. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

The Society provides all relevant information through its website (www.asiaticsocietykolkata.org) and Social media platforms..

The reading Room of the Library is open to readers from Monday to Friday from 9.45 a.m. and to 7.00 p.m. and on Saturday from 10.00 a.m. to 5.00 p.m.

The Museum is open from Monday to Friday from 09:45 a.m. to 06:15 p.m.

Contact person & contact details (Phone, email) are available on the website of the Society. (www.asiaticsocietykolkata.org)

4.5. Such other information as may be prescribed under Section 4(i) (b)(xvii)

Annual Reports and Audited Annual Accounts of the Society are available on the Website of the Society.

4.6. Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

Details of RTI applications received and disposed of

<i><u>Financial Year</u></i>	<i><u>No of RTI Received</u></i>	<i><u>No of RTI disposed of</u></i>
2019-20	11	11

2020-21	13	13
2021-22	24	24
2022-23	67	67

Details of RTI appeals received and disposed of

<u>Financial Year</u>	<u>No of appeals Received</u>	<u>No of order issued</u>
2022-23	13	13

4.7. Replies to questions asked in the Parliament [Section 4(1)(d)(2)]

Not Applicable

5. Information as may be prescribed

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

First Appellate Authority [FAA]

Dr. S. B. Chakrabarti, General Secretary, Ph: 033-22290779 e mail: gs.asiatic@gmail.com

Central Public Information Officer [CPIO]

Shri Arupratan Bagchi, Administrative Officer, Ph: 033-22170143,
email : arupratan.asiatic@gmail.com ; adminofficer-ask@asiaticsocietykolkata.nic.in

6. Information Disclosed on own initiative

6.1. Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

All pertinent information is made available on the website of the Society so that public can access the information without resorting to RTI Act.

