

Draft containing 17 manuals in respect of NHHM as listed under section 4(1)(b) of Right to Information Act, 2005

(i). The Particulars of Organization, Functions and Duties

The Particulars of Organization:-

The National Handicrafts and Handlooms Museum (NHHM) also known as Crafts Museum, set up in 1952, is a subordinate office under the Development Commissioner for Handlooms, Ministry of Textiles. The main objective of the NHHM is to increase public awareness about the traditions of handicrafts and handlooms in the country and abroad to act as an interactive forum for the crafts persons, designers, exporters, scholars and the general public. Collection of objects, conservation and preservation of crafts specimen, revival, reproduction and relevant published / research material on these aspects, development of art and craft, are the basic activities of the Museum

Function and duties:-

National Handicrafts and Handlooms Museum is a central nodal office to work for :-

- i) Preservation of cultural heritage through collection of arts, crafts and textiles which may disseminate knowledge about these to public at large and serve as reference material for crafts persons and weavers whose hereditary traditions are fading in the face of globalization.
- ii) Socio -Economic upliftment of the crafts persons
- iii) Supplement the efforts of the State governments, NGO and other organizations for promotion and development of handicrafts/ handlooms within the country and abroad
- iv) Qualitative improvement in production and increase in the productivity of crafts persons for augmentation of their income both at individual and group levels.
- v) Higher exports of handicrafts/handlooms from the country.

The main objectives of NHHM are :

- To collect various art and craft objects;
- To acquire relevant published / research materials;
- To provide a referral resource centre;
- To provide demonstration platform to the practicing craftspersons/weavers / performers;
- To conserve craft specimen and select examples of vernacular heritage;
- To assist in revival / reproduction and development of arts and crafts and textile materials.
- To disseminate visual, print, audio information to public through display in permanent galleries, village complex, crafts demonstration programme, temporary exhibitions, library.
- To disseminate non-formal education through educational programme for schools, colleges and technical institutions.

(ii). Powers and duties of its officers and employees

S No	Name of the post	Power and duties
1.	Senior Director(M)	Functions as Head of Department. Sr. Director has all powers of Head of Department under Rule 13(3) of Delegated Financial Power Rules of Central Government. Supervises all activities of NHHM and provides guidance and plays leading and decisive role for proper functioning of the NHHM.
2.	Deputy Director(Design & Documentation)	Looks after Research and documentation work of NHHM, Crafts Demonstration Programme of NHHM and proper functioning/maintenance of Exhibition Galleries of NHHM.
3.	Deputy Director(Museum Collection)	Looks after Museum Collection, Library, Preservation Lab and Village Complex of NHHM.
4.	Administrative & Security Officer	Looks after administrative and accounts related work, maintenance and security of NHHM
5.	Steno Grade B	Stenographic Assistance to Senior Director, NHHM
6.	Steno Grade C	Stenographic Assistance to Officers of NHHM
7.	Sr. Preservation Assistant	Incharge of Preservation Lab of NHHM. Looks after all work related to conservation.
8.	Sr. Accountant	Maintains cash Accounts related work of NHHM. Functions as cashier of NHHM
9.	Security Officer	Incharge of Security Section of NHHM. Responsible for overall security of NHHM.
10.	Maintenance Officer	Looks after overall maintenance of NHHM
11.	Programme and Public relation Officer	Assisting Sr. Director and other officers in public relation work & educational programme.

	Public relation Officer	
12.	Weaver Grade I	Functioning as Collection Incharge and one Weaver Grade I also functioning as Gallery Incharge.
13.	Store supervisor	Maintenance of records related to stores and miscellaneous work.
14	Exhibition Officer	Assisting Senior Officers in holding important exhibitions and supervision of exhibition Galleries and Crafts demonstration programme.
15	Library Information Assistant	Incharge of Library of NHHM, located opposite to the temple gallery of NHHM.
16.	Junior Hindi Translator	Translation work in the administrative section of NHHM.
17.	Junior Accountant	Assisting Senior Accountant in accounts related matter.
18.	Security Assistant	Assisting security officer in maintenance of security.
19	Preservation Assistant	Responsible for work related to preservation/conservation of art objects.
20	Guide Lecturer	Providing information about the Museum to the visitors and also functioning as Incharge of one of the gallery.
21	Textile repairer	Repairing and maintaining Textile objects in Preservation Lab.
22	Technician	Providing Technical assistance to Preservation Assistant in Preservation related work.
23	Compilation Assistant	Compiling data relating to Crafts demonstration Programme of NHHM and also functioning as Incharge of one of the exhibition gallery
24	Gallery Assistant	Incharge of exhibition Gallery
25	Lettering Artist	Preparation of invitation cards, sign boards and banners etc.
26	Bromide Printer	Photographic coverage of Crafts Demonstration Programme, art and textiles collections of museum and important events of NHHM.
27	Junior Technician	Assisting Preservation Assistant in work related to Conservation and Preservation.
28	Security Man	Assisting Security Assistant in maintaining security of NHHM
29	Receptionist	Providing information about the Museum to the visitors.

30	Library Clerk	Assisting Library Information Assistant in maintaining records of Library and attending readers.
31	Store clerk	Maintaining records of stores.
32	Typist	Providing clerical assistant to Senior Accountant in preparation of bills etc.
33	Driver	Driving Staff Car of Senior Director
34	UDC/LDC	Providing Clerical assistance in the administrative section
35	Carpenter	Carpentry work in NHHM
36	Documentation Assistant	Assisting Deputy Director(DD) in research and documentation work.
37	Painter	Painting work of gates and boundaries and inner walls of buildings of NHHM
38	Book Binder	Work related to book binding in NHHM
39	Glazer cum Trimmer	Assisting Bromide Printer in taking and developing photographs.
40	Lab Attendant	Assisting Technician and Junior Technician in Preservation Lab of NHHM
41	Gallery Attendant	Guarding/Dusting objects displayed in the Exhibition Galleries of NHHM
42	Mud Plasterers	Mud Plastering work of the huts in the open area and Village complex of NHHM
43	Chowkidars	Providing round the clock security to NHHM
44	Peon	Attending the Dak duties and miscellaneous work.
45	Safai Karamcharis	Responsible for cleanliness and maintenance of NHHM

(iii) The procedure followed in the decision making process, including channels of supervision and accountability

- The dealing officials submit their files related to Administration, Accounts, Maintenance, photography, art work and Security to Administrative Officer. The Administrative Officer further submits these files to Sr. Director for taking appropriate decision. Depending on the subject and its financial implications, Sr. Director takes decision at his level or submits the files to DC (HL) / Secretary (Textiles) for taking decision.
- The dealing officials submit their files related to Crafts Demonstration Programme, Exhibition Galleries, R & D Work to Dy. Director (DD). Dy. Director (DD) further submits these files to Sr. Director for taking appropriate decision. Depending on the subject and its financial implications, Sr. Director takes decision at his level or submits the files to DC (HL) / Secretary (Textiles) for taking decision.

Permission for photography is obtainable from the Reception Counter. For general photography in open areas no charge is levied.

Publications : These are on sale at the Crafts Museum Shop.

Gate-Pass : Except for a regular handbag or briefcase, all items taken out of the premises will need a gate-pass which is obtainable from the Reception Counter.

Guide : Guided Tours for groups are arranged upon prior request.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

The organization follows all rules, regulations, instructions applicable to Central Govt. offices and maintains all files, manuals and records as required to be kept by a Central Govt. office and follows all guidelines issued by Department of Personnel & Training and Ministry of Finance from time to time.

(VI) A statement of the categories of documents that are held by it or under its control.

The following documents are mainly kept in NHHM:-

- a) Administrative files;
- b) R&D documents / files.
- c) Stock registers;
- d) Library books & documents

Item No.(VII) The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof;

The Museum has an Advisory Committee for this purpose. The Advisory Committee of the Museum has, on its panel, nominated non-official members (representatives of public) who actively participate in policy making process for NHHM.

Item No. (VIII) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sits 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.

There are five Committees of NHHM:-

- Advisory Committee
- Art Acquisition Committee
- Research & Documentation Committee
- Implementation Committee
- Book Purchase Committee.
- Meeting of each of these committees is usually held once a year. The meetings of the above committees are not open to the public. However, minutes of such meetings may be provided to public on request.

Item No. (IX) A directory of its officers and employees :

S.No.	Name and Designation	Telephone Number
1.	Shri S.K.Samal, Senior Director (M)	23371817,23371641
2.	Shri Mushtak Khan , Deputy Director	23378876
3.	Dr(Mrs.) C. S. Gupta, Deputy Director (MC)	23370265
4.	Shri C. L. Guleria, Administrative Officer	23371607
5.	Smt. Pushpa Rani Rao, Private Secretary	23371641
6.	Shri A. C. Binodi, M.O.	23371607
7.	Smt. Renu mathur, PPRO	23371641
8.	Shri B. B. Meher, Weaver Grade-I	23371370
9.	Shri Shahjahan Ansari, Weaver Grade-I	23371370
10.	Smt. Sneh Prabha Grover , E.O.	23371641
11.	Smt. Rajni Sharma LIA	23378876
12.	Smt. Rachna Kumari, Jr. Hindi Translator	23371607
13.	Shri R.D.Bhowmick, Textiles Repairer	23371370
14.	Smt. Bina Pani Burman, Technician	23371370
15.	Shri Kishan Lal Dhyani, Comp. Asstt.	23371370
16.	Shri Brij Mohan Joshi, Gallery Asstt.	23371607
17.	Shri Kunwar Singh, Havaladar	23371370
18.	Smt. Indu Sharma, Receptionist	23371370
19.	Shri Vijendra Singh, Library Clerk	23371370
20.	Shri Vijay Pal Singh, Store Clerk	23371607
21.	Smt. S. Nagalakshmi, Typist	23371607
22.	Shri Tej Bir Singh, Driver	23371370
23.	Shri Rajender Singh, Doc. Asstt.	23378876
24.	Shri T.C. Gupta, P.A.	23370265
25.	Shri Som Dutt, Sr. Accountant	23371607
26.	Shri Ram Charan Sati, Store Supervisor	23371607
27.	Shri Satish Chandra Sharma, Security Asstt.	23371370
28.	Shri Rakesh Kumar Kaushik, Pres. Asstt.	23371370
29.	Shri Mahipal, Guide Lecturer	23371370
30.	Smt. Sunita Marwah, Gallery Asstt.	23371370
31.	Shri Rajender Singh Tanwar, Lettering Artist	23371370
32.	Shri Anil Bhardwaj, Bromide Printer	23371370
33.	Shri Sumit Verma, U.D.C.	23371370
34.	Shri Shiv Kumar Sharma, L.D.C.	23371607

35.	Shri Amit Kumar Jaiswal, L.D.C.	23371607
36.	Shri Sahib Ram, Carpenter	23371370
37.	Shri Bir Singh, Painter	23371370
38.	Shri Ravinder Lal Karna, Book Binder	23371370
39.	Shri Harish Chandra, G/Trimmer	23371370
40.	Shri Kalyan Singh, Lab-Attendent	23371370
41.	Smt. Sulochana Devi, Gallery Attendent	23378876
42.	Shri Dwarka Singh, Gallery Attendent	23371370
43.	Shri Jagbir Singh, Gallery Attendent	23371370
44.	Shri Rajendra Prasad, Gallery Attendent	23371370
45.	Shri Rattan Singh, Gallery Attendent	23371370
46.	Shri Mohan Singh, Gallery Attendent	23371370
47.	Shri Sadhu Ram, Gallery Attendent	23371370
48.	Shri Sant Ram, Gallery Attendent	23371370
49.	Shri Man Singh, Gallery Attendent	23371370
50.	Shri Kishan Singh, Gallery Attendent	23371370
51.	Shri Sant Bahadur, Galery Attendent	23371641
52.	Shri Sunder Lal, Gallery Attendent	23371370
53.	Shri Sunder Lal, Gallery Attendent	23371370
54.	Shri Ashok Kumar, Gallery Attendent	23371370
55.	Shri Manohar Dutt, Gallery Attendent	23371370
56.	Shri Devendra Singh, Gallery Attendent	23371370
57.	Shri Surgiani Meena, Gallery Attendent	23371370
58.	Shri Hazari Lal Meena, Gallery Attendent	23371370
59.	Shri Suresh Chand, Gallery Attendent	23371370
60.	Shri Puran Singh, Gallery Attendent	23371370
61.	Smt. Badami, Mud-Plasterer	23371370
62.	Shri Mahesh, Mud-Plasterer	23371370
63.	Shri Dharma Nand, Chowkidar	23371370
64.	Shri Bhawan Singh, Chiwkidar	23371370
65.	Shri Jagbir, Chowkidar	23371370
66.	Shri Keshav Dutt, Chowkidar	23371370
67.	Shri Mukesh Ranjan, Chowkidar	23371607
68.	Shri Jagdish Singh, Chowkidar	23371370
69.	Shri Bharat Shah, Chowkidar	23371370
70.	Shri Lachman Dass, Chowkidar	23371370
71.	Shri Name Singh, Chowkidar	23371370
72.	Shri Ishwar Chand Sharma, Chowkidar	23371370
73.	Shri Suresh Kumar, Chowkidar	23371370

74.	Shri Bhatti Lal, Chowkidar	23371370
75.	Shri Gir Raj Prasad Meena, Chowkidar	23371370
76.	Shri Naresh Chand, Chowkidar	23371370
77.	Shri Kishan Lal, Chowkidar	23371370
78.	Shri Jaman Singh, Chowkidar	23371370
79.	Shri Puran Singh, Chowkidar	23371370
80.	Shri Sri Chand. Chowkidar	23371370
81.	Shri Chet Ram, Chowkidar	23371370
82.	Shri Chandan Singh, Chowkidar	23371370
83.	Shri Mangal Ram, Sweeper	23371641
84.	Shri Rishi Ram, Sweeper	23371370
85.	Shri Dal Chand, Sweeper	23371370
86.	Smt. Murti Devi, Sweeper	23371370
87.	Shri Vinod Singh, Sweeper	23371607
88.	Shri Sewa Ram, Sweeper	23371370
89.	Smt. Balwant Rani, Sweeper	23371370
90.	Shri Rajbir, Sweeper	23371370
91.	Shri Nawab Singh, Sweeper	23371370
92.	Shri Sat Pal, Sweeper	23371370
93.	Shri Ram Bhaj, Sweeper	23371370
94.	Shri Hem Singh, Peon	23370265
95.	Shri Lakhpat Singh, Peon	23371607
96.	Shri Radhey Shyam, Jr. Technician	23371370
97.	Shri Mohinder Singh, Sweeper	23371370

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Statement showing the gross salary received by the officers/staff Of NHHM In July'2005:

SL. No.	Name and Designation	Gross Salary (In Rupees)
1.	Shri Mushtak Khan , Deputy Director	35003
2	Dr(Mrs.) C. S. Gupta, Deputy Director (MC)	30491
3	Shri C. L. Guleria, Administrative Officer	15640
4.	Smt. Pushpa Rani Rao, Private Secretary	14214
5.	Shri A. C. Binodi, M.O.	9965
6	Smt. Renu mathur, PPRO	11597
7	Shri B. B. Meher, Weaver Grade-I	14352
8	Shri Shahjahan Ansari, Weaver Grade-I	14352
9	Smt. Sneha Prabha Grover , E.O.	14402
10	Smt. Rajni Sharma LIA	10648

11	Smt. Rachna Kumari, Jr. Hindi Translator	12087
12	Shri R.D.Bhowmick, Textiles Repairer	10053
13	Smt. Bina Pani Burman, Technician	8473
14	Shri Kishan Lal Dhyani, Comp. Asstt.	10984
15	Shri Brij Mohan Joshi, Gallery Asstt.	11977
16	Shri Kunwar Singh, Havaladar	6999
17	Smt. Indu Sharma, Receptionist	7881
18	Shri Vijendra Singh, Libraryb Clerk	8514
19	Shri Vijay Pal Singh, Store Clerk	8845
20	Smt. S. Nagalakshmi, Typist	8104
21	Shri Tej Bir Singh, Driver	7882
22	Shri Rajender Singh, Doc. Asstt.	7687
23	Shri T.C. Gupta, P.A.	15618
24	Shri Som Dutt, Sr. Accountant	13067
25	Shri Ram Charan Sati, Store Supervisor	10303
26	Shri Satish Chandra Sharma, Security Asstt.	12810
27	Shri Rakesh Kumar Kaushik, Pres. Asstt.	15284
28	Shri Mahipal, Guide Lecturer	11977
29	Smt. Sunita Marwah, Gallery Asstt.	10102
30	Shri Rajender Singh Tanwar, Lettering Artist	13906
31	Shri Anil Bhardwaj, Bromide Printer	11646
32	Shri Sumit Verma, U.D.C.	11184
33	Shri Shiv Kumar Sharma, L.D.C.	9441
34	Shri Amit Kumar Jaiswal, L.D.C.	6311
35	Shri Sahib Ram, Carpenter	11866
36	Shri Bir Singh, Painter	9992
37	Shri Ravinder Lal Karna, Book Binder	8349
38	Shri Harish Chandra, G/Trimmer	5052
39	Shri Kalyan Singh, Lab-Attendent	8598
40	Smt. Sulochana Devi, Gallery Attendent	6253
41	Shri Dwarka Singh, Gallery Attendent	5765
42	Shri Jagbir Singh, Gallery Attendent	8533
43	Shri Rajendra Prasad, Gallery Attendent	6859
44	Shri Rattan Singh, Gallery Attendent	7783
45	Shri Mohan Singh, Gallery Attendent	6859
46	Shri Sadhu Ram, Gallery Attendent	7386
47	Shri Sant Ram, Gallery Attendent	5946
48	Shri Man Singh, Gallery Attendent	5946
49	Shri Kishan Singh, Gallery Attendent	5946

50	Shri Sant Bahadur, Galery Attendent	5976
51	Shri Sunder Lal, Gallery Attendent	5946
52	Shri Sunder Lal, Gallery Attendent	5946
53	Shri Ashok Kumar, Gallery Attendent	5946
54	Shri Manohar Dutt, Gallery Attendent	7386
55	Shri Devendra Singh, Gallery Attendent	5029
56	Shri Surgiani Meena, Gallery Attendent	7386
57	Shri Hazari Lal Meena, Gallery Attendent	7386
58	Shri Suresh Chand, Gallery Attendent	7121
59	Shri Puran Singh, Gallery Attendent	6262
60	Smt. Badami, Mud-Plasterer	8533
61	Shri Mahesh, Mud-Plasterer	7706
62	Shri Dharma Nand, Chowkidar	6859
63	Shri Bhawan Singh, Chiwkidar	6859
64	Shri Jagbir, Chowkidar	8533
65	Shri Keshav Dutt, Chowkidar	6859
66	Shri Mukesh Ranjan, Chowkidar	6939
67	Shri Jagdish Singh, Chowkidar	6859
68	Shri Bharat Shah, Chowkidar	6859
69	Shri Lachman Dass, Chowkidar	6736
70	Shri Name Singh, Chowkidar	6051
71	Shri Ishwar Chand Sharma, Chowkidar	5946
72	Shri Suresh Kumar, Chowkidar	6078
73	Shri Bhatti Lal, Chowkidar	6078
74	Shri Gir Raj Prasad Meena, Chowkidar	6006
75	Shri Naresh Chand, Chowkidar	7121
76	Shri Kishan Lal, Chowkidar	6397
77	Shri Jaman Singh, Chowkidar	5450
78	Shri Puran Singh, Chowkidar	6317
79	Shri Sri Chand. Chowkidar	6157
80	Shri Chet Ram, Chowkidar	7386
81	Shri Chandan Singh, Chowkidar	6051
82	Shri Mangal Ram, Sweeper	8588
83	Shri Rishi Ram, Sweeper	6736
84	Shri Dal Chand, Sweeper	8533
85	Smt. Murti Devi, Sweeper	6989
86	Shri Vinod Singh, Sweeper	5134
87	Shri Sewa Ram, Sweeper	6859
88	Smt. Balwant Rani, Sweeper	7850
89	Shri Rajbir, Sweeper	7706
90	Shri Nawab Singh, Sweeper	7706
91	Shri Sat Pal, Sweeper	7706
92	Shri Ram Bhaj, Sweeper	6086
93	Shri Hem Singh, Peon	7386
94	Shri Lakhpat Singh, Peon	8533

95	Shri Radhey Shyam, Jr. Technician	7687
96	Shri Mohinder Singh, Sweeper	6859

(xi) The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure and the reports on disbursement made:-

The budget of NHHM is entirely of non-plan nature.

Budget estimates and expenditure of NHHM for the last 3 years is as under :

Sl.No.	Year	Budget estimate (Rs. in lacs)	Expenditure incurred
1	2002-03	291.00	220.00
2	2003-04	297.00	253.00
3	2004-05	297.00	249.00

Item No. (XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

There are no subsidy programmes being implemented by NHHM.

Item No. (XIII) Particulars of recipients of concessions, permits or authorizations granted by it. No concessions, permits or authorizations are granted by NHHM.

Item No. (XIV) Details in respect of the information, available to or held by it, reduced in an electronic form.

- a. The information pertaining to library of NHHM is available in electronic form.
- b. The information pertaining to its art / craft collection, is under process of reduction in electronic form.

Item No. (XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The exhibition galleries, village complex and library are open for public having the following timings :-

- Exhibition Galleries,
Village Complex and Library 10.00A.M. to 5.00P.M.
- Crafts Demonstration Programme 10.00 A.M. to 5.30 P.M.
- Exhibition Galleries remain closed on Mondays., Republic Day, Holi, Independence Day, Diwali & Gandhi Jayanti.
- Library Remains closed on Sunday.
- Village complex --- Remains closed for public from 1st July to 30th September.
- Entry No entry fee is charged.

Item No. XVI LIST OF CENTRAL PUBLIC INFORMATION OFFICERS/ALTERNATE CENTRAL PUBLIC INFORMATION OFFICERS AND OFFICERS SENIOR TO CENTRAL PUBLIC INFORMATION OFFICERS/ALTERNATE CENTRAL PUBLIC INFORMATION OFFICER IN THE NATIONAL HANDICRAFTS & HANDLOOMS MUSEUM O/O DEVELOPMENT COMMISSIONER FOR HANDLOOMS.

S.No.	Name & Designation of Central Public Information Officer.	Complete Address of Central Public Information Officer	Name & Designation of Alternate Information Officer with Address.	Area of Work	Officer Senior to Central Public Information Officer.
1.	Sh. Mushtak Khan, Deputy Director(DD)	NHHM, Pragati Maidan, Bhairon Road New Delhi Tel : 23378876	Dr. C.S.Gupta Deputy Director(MC), NHHM, Pragati Maidan, Bhairon Road New Delhi Tel: 23370265	All activities of NHHM, including Design and display, Documentation, Museum Collection, Preservation, Crafts Demonstration Programme, Exhibition Galleries, Library, Educational Programmes etc.	Sh. S.K.Sa Sr. Director

Item No. (XVII) Such other information as may be prescribed and thereafter update these publications every year.

The National Handicrafts and Handlooms Museum (NHHM) which is also known as Crafts Museum is a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles. The institute is committed to :-

1. Recognize the needs and welfare of Craftsperson and weavers.
2. Organize live display and demonstration of Art and Craft Objects, Craftsmanship and Craft Literature.
3. Entertain and educate visitors, delegates, scholars and all those who are interested in the fields of Handicrafts and Handlooms, with reference material.
