

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Sl. No.	Name of section	Procedure	Decision Making Authority
01.	Administration	SO/ Jt.Dir (A/c)/ Jt. DG/ ADG	Director-General
02.	Budget and Account	SO-AO / Dy. Dir. (A/c) / Dir.(Admn.) / Jt. DG / ADG	Director-General
03.	CDN	SO/ Jt. Dir. (A/c)/Dir. (Admn.) / ADG	Director-General
04.	CEP	SO - AO /Dir. (CEP)/ Jt.DG / ADG/ (for Financial matter) DG/IFD/FA (Culture) /Secretary (Culture)	Director-General Minister of Tourism and Culture
05.	Conservation	SAEs/ Dir. (Con.)/ Jt. DG / ADG	Director-General
06.	Excavation and Exploration	AO (EE)/ Dy.SA (EE)/ Dir (EE)/ Jt. DG/ ADG	Director-General Minister of Tourism and Culture
07.	General	AO/Jt.Dir.(A/c)/Dir.(Admn.)/ ADG(Adm)	Director-General
08.	Monument	AO/ Asst. Dir./SA /Dir / Jt.DG/ ADG	Director-General Minister of Tourism and Culture
09.	National Cultural Fund	A.A. /Dir. (Admn.) /ADG	Director-General
10.	Publication	SO (Production Officer)/SA (Pub.) /Dir. (Pub.) /Jt. DG /ADG	Director-General
11.	Underwater Archaeology Wing	A. A. /SA/Dir. (EE)/Jt. DG	Director-General
12.	Vigilance	A.O./Jt.DG Joint Director General has been declared as Chief Vigilance Officer in ASI.	Director-General
13.	Website	A.A. / Dy.SA /SA /ADG	Director-General
14.	World Heritage	Dy.SA/SA/ Dir.(W.H)/ Jt.DG/ADG	Director-General

In important cases or in cases where a decision is to be taken by the Ministry, if necessary, the files are sent for approval of Secretary/IFD/ Minister of Tourism and Culture.

Abbreviations

AA-Assistant Archaeologist, AO – Administration Officer, ADG – Additional Director-General, Dir. (Pub.) - Director (Publication), Dir.(W.H) – Director (World Heritage), Dir. (Con.) – Director (Conservation), Dir.(Admn.) – Director (Administration), Jt. Dir (A/c) – Joint Director Accounts, Dy.SA- Deputy Superintending Archaeologist, Jt DG – Joint Director-General, SO – Section Officer, SA- Superintending Archaeologist , SA (Pub.)- Superintending Archaeologist (Publication), SAE – Superintending Archaeological Engineer, CEP – Cultural Exchange Programme, CDN – Coordination, IFD - Integrated Financial Department, FD – Finance Department.