

ADMINISTRATIVE AND ESTABLISHMENT UNIT

The administrative and establishment units addressed issues relating to management, establishment, service associations and welfare, service matters, personal entitlements and claims of the employees and purchase. The unit was headed by Shri Kumarjib Chakraborty, WBCS (Exe), Administrative Officer. Other members of the unit are Shri Dilip De, Office Superintendent, Sri Dipak Roy, Junior Clerk, Shri Priyabrata Bhattacharjee, Storekeeper, Shri Nityanandya Patla, Duftry, Shri Anjan Barik, Group-D, Shri Samir. Saha, Consultant, Shri Somnath Ghosh, Caretaker, Shri Girish Shaw, Staff Car Driver and R.P. Gautam, Electrician.

A. The work addressed by the units included :

1. Recruitment/ promotion to the vacant posts.
2. Interaction with the NID on matters relating to preparation of Master Plan for the modernization of galleries and stores.
3. Facilitating the work of structural repairs and chemical cleaning of the marble and the sandstone of the Memorial building by ASI.
4. Facilitating the work of repair/renovation of the other structures in the Memorial by CPWD.
5. Providing infrastructure support for seminars, lectures, workshops, educational programmes, exhibitions and outreach activities.
6. Repair and maintenance of the statue of the Angel of Victory on top of the central dome.
7. Maintenance of the garden and visitor facilities.
8. Organizing Board / Executive and Finance Committee meetings
9. Co-ordinating the visit of eminent personalities and visitors.

B. Official Language

Keeping in consonance with the policy of the Government, use of Rajbhasa was encouraged in the office of the Memorial. Following programmes were undertaken for this purpose during this financial year.

1. A Hindi workshop was organized in the Memorial on 25.06.2007. Shri G. D. Keswani, Ex-Dy. Director conducted the workshop wherein 24 staff members of various units practised noting and drafting in Hindi.
2. Shri Dharanidhar, Lecturer of Kanchrapara P. G. College delivered a lecture 'Rajbhasa: Samanaya Parichaya' on 09.08.2007.
3. VMH observed Hindi Week from 14 September 2007 to 21 September 2007 to increase awareness about use of Hindi in the official work. During the Hindi Week, several competitions were held in Hindi and 20 officers / employees were given prizes for their commendable performances.

4. A special Hindi training programme was arranged in the Memorial to give pace to Hindi training. Six staff members attended the training and passed Praveen Examination under Hindi Teaching Scheme.
5. Shri M. Alam, Technical Assistant of the Documentation Unit who was sent to Pragma Course of Hindi Teaching Scheme passed the Pragma examination in November 2007.
6. Shri G. D. Keswani conducted Hindi Workshops in the Memorial on 22.12.2007 and 24.3.2008. Staff members having working knowledge of Hindi attended the workshops and tried to improve their skills in noting and drafting in Hindi.



Hindi workshop on 25.06.2007 at the Memorial being conducted by Shri G. D. Keswani, Ex-Dy. Director, *Raj Bhasha Bibhag*, Govt. of India

C. Legal Matters

Legal matters involving VMH were dealt by the Legal Unit, which consists of Kumarjib Chakraborty, Administrative Officer and Shri Pradip Ghosh. The Unit contested suits filed and pending in different courts of law. During the year 2007-08, VMH contested a number of cases filed against it. The most important being the Public interest litigation W.P. No.7987(W) / 2002 in the matter of Howrah Ganatantrik Nagarik Samity & others vs. Union of India before the Hon'ble Division Bench, High Court, Calcutta and O.P. NO.33 of 2007 (Champabati Mallick & Anr. Vs. Union of India & Ors.) in the Central Administrative Tribunal, Calcutta Branch, Cuttack.

D. Maintenance and development of the building and Garden of Victoria Memorial.

The Victoria Memorial Hall encompasses an area of 57 acres (approx.) which included the garden area, building, tanks, pathways, visitors benches, trees, shrubs, green lawns, cana beds and nursery for growing new plants and experiment. The duty of Caretaking Unit were as follows.

- ◆ Maintenance and development of garden / lawns area
- ◆ The day to day maintenance, cleaning & sweeping of the entire building area including the statues galleries office room etc.
- ◆ Shifting and removal of materials and other objects from one place to another during execution of conservation works, paintings, polishing and to make arrangement for holding exhibitions, lectures, seminars etc. as and when necessary.
- ◆ The maintenance of angel by periodical checking and made it function on its own axis. It would have never been possible to attend all the works particularly those relating to the ASI and CPWD without the help and advice of Mr. A. K. Bandyopadhyay.

E. Civil Deposit works by ASI & CPWD :

The civil deposit works as undertaken by ASI and CPWD during the period under review were as under:

(a) Structural repair of the monuments by ASI

The ASI, carried out structural repair and chemical treatment of the outer marble and inner sandstone casings.

The ASI, Kolkata Circle took up the following major works during the period under report:

- ◆ Special repair to pointing to the colonnades, plastering, painting and polishing of the office rooms and library of the Memorial.
- ◆ Repair to the checkered tiled pathway has been completed and taken up the work of replacing the damaged stone slabs of the terraced floor and polishing the entire surface as per original is going on along with other items under Annual Maintenance of the Building.
- ◆ The ASI, Chemical Branch, Bhubaneswar has completed thorough chemical cleaning of an exterior surface of the Central Dome and the frontal part of the building on the northern side.

(b) Development and maintenance work executed by the Central Public Works Department at the Memorial.

- ◆ Repaired the damaged portion of the perimeter wall on the South-western side.
- ◆ Restored the damaged barbed wire fencing on the North-east and western sides with the stitching.
- ◆ Taken up the work of laying the G.I. pipelines to provide drinking water facility to the visitor on the north and southern sides near the entrance.

(c) Development of Horticulture work by the Central Public Works Department (Hort.) in the VM campus

- ◆ Developed the garden to the plot Nos. 3 to 7 under Phase I covering an area of 1,674 sq. mtr. on the north-west, south-west and western sides adjacent to the perimeter wall.
- ◆ Development of the garden under Phase II and III was taken up with due trenching and de-weeding of old surface and filling the area with good earths and manures on the north-east and south-western area of the VM campus.
- ◆ The garden as developed under Phase I was maintained by the CPWD (Hort.).

F. Electrical Unit

The Electrical unit was headed by Shri R. P. Gautam, Electrician. Electrical Helpers Shri Pradip Kr. Das and Shri Kishor Rai and Lift Operator Shri Balaram Ghosh, assisted him in the work of this unit.

The following works were attended during the year:

- ◆ Operation & maintenance of 6.6 KVA electric substation along with two Nos. of Transformer of 250 KVA and 400 KVA respectively and L.T./H.T. switchgears.
- ◆ Operation & maintenance of 07 Nos. of air conditioners installed at Calcutta Gallery of the Memorial of 7.5 tonne.
- ◆ Operation & maintenance of illumination of garden lighting of the Memorial, which had hitherto maintained by the PWD, Govt. of West Bengal.
- ◆ Provisions for electrical infrastructure for various exhibitions, lectures and seminar held at VMH.
- ◆ Operation & maintenance of pump motor set for lifting / distribution of water to VM Building, duty quarters, canteen, garden, ponds and public toilet.
- ◆ 05 Nos. of air conditioners were installed at chamber of the Secretary & Curator, CCTV control room and Telephone exchange at VM.
- ◆ Installation of electrical wiring and accessories undertaken by CPWD (E) under the supervision and guidance of Electrical unit, at the chamber of the Secretary & Curator, the chamber of Administrative Officer's, Documentation Unit, Education Officer's chamber, Security unit, Photography unit and High Court room.
- ◆ Job of providing and laying of dedicated earthing specifically for computers at VM is under progress.
- ◆ Replacement of two Nos. electrical distribution panels at the Memorial.
- ◆ Inter-connection of piped water supply by KMC, with existing hydrant line for gardening purpose.
- ◆ Operation & maintenance of the Lift at VMH.
- ◆ Supervision of operation & maintenance of Son-et-Lumiere project at VM.
- ◆ Attending various electrical maintenance work as well as electrical emergencies at VMH.



Woman with Flower by A.N. Tagore, Water Colour, VM Collection

SECURITY UNIT

The Security unit of Victoria Memorial, Kolkata were manned by 48 personnel including 01 Security Officer, Mr. D. K. Kundu from Kolkata Police (on deputation), 01 Assistant Security Officer, Mr. S. N. Das, Ex-Sergeant of Indian Air Force, 06 Inspectors (Ex-Servicemen), 07 Jamadar Guards (Ex-Servicemen), 01 Guard (Ex-servicemen), 29 Group 'D' personnel, and 03 casual workers.

In addition, 46 Kolkata Police personnel looked after the security and surveillance. All the three gates of the VM Garden were manned round the clock by the Reserve Force, Kolkata Police. Eight numbers Kolkata Armed Police are engaged for night patrolling duty on the Terrace of the Museum building from 2030 hours to next day 0630 hours. Four Kolkata Armed Police were engaged for the gallery duties during museum hours. Two Reserve Force personnel one in the gallery and other one in the garden in front of the Queen's statue were engaged during museum hours.

Also 6/8 security guards from a reputed private security agency were deployed on contract to meet the additional requirement.

Considering the recent threat perceptions, the authorities reiterated that CISF personnel be deployed at VMH with the approval of the Ministry for more effective security and surveillance.

Senior Kolkata Police officials also monitored security and surveillance with modern security gadgets.

During the year under review the unit attended all aspects of security. The unit took utmost care to the properties of the Memorial Hall, Gardens and other installations. Located in the Kolkata Maidan, the Victoria Memorial gardens remains an easily accessible shelter to anti-social elements lurking in the deserted Maidan area after dark. The security unit with inadequate staff did their best to combat the problems and curbed the activities of Anti-socials. The unit devoted considerable time and energy to carry out effective crowd control both in the garden and hall, punching of admission tickets at the garden and hall entrances, regulate entry / exit of the visitors and their vehicles within the precinct of the vast complex of 64 acres. A close liaison was maintained with the local police station for dealing with the cases of vandalism, obscene acts, pick-pocketing, drowning and accidents etc.

Apart from the above the security unit along with the local police made security arrangements for VIP visits, cultural programmes, seminars, sit and draw competitions and ASI's special repairing work etc.

The CCTV system, an extended eye of the unit, installed in May 1990 was recently upgraded with coloured cameras and coloured monitors for better surveillance by ECIL and the system was effectively utilized for watching galleries and gardens.

Thirteen sets of Walkie-Talkie were being used for better & alternative communication within the compound of the Memorial and outside.

The Victoria Memorial Hall Security personnel and the Kolkata Police personnel jointly did their best to tackle the associated problems of surveillance, hawking, drug peddling, eveteassing and snatching etc.



Flower by Binod Behari Mukherjee, Water Colour, VM Collection

ACCOUNTS UNIT

The Accounts Team lived up to the challenge of the increased volume of work consequent to modernization programmes (garden and campus development by CPWD, repair and renovation by ASI), outreach activities, and strengthening of security arrangements. The additional workload was conducted with the existing available working hands. M/s. Sen & Roy, Internal Auditor, undertook the audit for the year 2007-08 with effect from 06.08.2008 and submitted their internal audit report on 30.12.2008.

The office of the Principal Director of Audit, Central, Kolkata conducted the audit of the Accounts for the year 2007-08 under Section 20(i) of C&AG's (DPC) Act 1971 from 02.02.2009 to 02.03.2009.

Apart from the compilation of Annual Accounts in the format for the Central Autonomous Bodies by the Team, the following work were also done:

- (a) Compilation of Annual Budget
- (b) Compilation of Annual Action Plan
- (c) Preparation of Performance Budget
- (d) Compilation of quarterly expenditure statements for submission to the Ministry for re-appropriation of funds in respect of North East Region.
- (e) Compilation of monthly expenditure statement for submission to the Ministry of Culture, New Delhi.
- (f) Compilation of separate annual account for the Victoria Memorial Hall General Provident Account.
- (g) Compilation of Annual Statement of Victoria Memorial General Provident Fund Account.
- (h) Verification of service of all officers / staff of Victoria Memorial.
- (i) Compilation and submission of Annual GPF statement of all members and staff of VM.
- (j) Arrangement for remittance of Foreign Service Contribution in respect of Deputationists.
- (k) Maintenance of records for advance payment to CPWD / ASI and other agencies for deposit work.
- (l) Finalization of all cases of pension and other retirement benefits of superannuated employees etc.
- (m) Depositing all sale proceeds (daily) with the bank and its recording in the book.
- (n) Control over the expenditure against the allotment of funds made by the Ministry under Plan and Non-Plan Heads.

- (o) Scrutiny and collection of expenditure statements and utilization certificate from different bodies against financial support extended by VM including North Eastern states.
- (p) Initiated the Physical Verification of Assets except library books and Art Objects.
- (q) Submission of Annual Return of Income Tax.
- (r) Deposits of monthly deduction of Income Tax, P. Tax etc. and submission of monthly challans & quarterly returns.
- (s) Maintaining the investment register.
- (t) Fixation of pay on promotion and placement under ACP Scheme & drawal of arrear bills for payment.