No. F.12-25/76-CAI(5).—In exercise of the powers conferred by Section 8 of the Indian Museum Act, 1910 (10 of 1910), the Trustees of the Indian Museum, Calcutta, with the previous sanction of the Central Government, hereby make the following bye-laws namely:—

1. **Short title and commencement:**
   (1) These bye-laws may be called the Indian Museum Bye-laws, 1977.
   (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions:**
   In these bye-laws, unless the context otherwise requires—
   (a) "Act" means the Indian Museum Act, 1910 (10 of 1910);
   (b) "Chairman" means the Chairman of the Trustees;
   (c) "Director" means the Director of the Museum;
   (d) "Government" means the Central Government;
   (e) "Museum" means the Indian Museum, Calcutta;
   (f) "Trustees" means the Trustees of the Indian Museum, Calcutta, referred to in sub-section (1) of Section 2 of the Act;
   (g) "Vice-Chairman" means the Vice-Chairman of the Trustees.

3. **Constitution of Sections:**
   The Indian Museum shall consist of—
   (1) Museum Directorate (including Art, Archaeology and Anthropology) and
   (2) three Sections, namely—
      (a) The Geological Section
      (b) Industrial Section
      (c) The Zoological Section

4. **Recognition of the Officers-in-charge of the Section and their obligations:**
   The Director General, Geological Survey of India, the Director, Botanical Survey of India and the Director, Zoological Survey of India shall respectively be the Officer-in-charge of the Geological Section, Officer-in-charge of the Industrial Section and the Officer-in-charge of the Zoological Section and each of them shall furnish an annual report regarding the Galleries and exhibits under his charge to the Trustees.

5. **Procedures for convening Trustees' Meetings:**
   (1) All meetings of the Trustees shall be called by a circular letter specifying the hour, date and place of the meeting and signed by the Honorary Secretary and such letter be sent at least two weeks in advance of the meeting and the agenda papers shall be sent not less than one week in advance of the meeting.
   (2) The Annual General Meeting of the Trustees to elect Office-bearers and to appoint Visitors for the following year shall be held on any day in the month of March subject to one month's notice previously given and any vacancy in the office that may arise thereafter may be filled at an ordinary meeting.
   (3) (a) The Trustees may meet once in two months as far as practicable.
      (b) Decisions on matter of minor importance or urgency may be obtained by circulation of papers to the Trustees.
      (c) If there is no quorum within 15 minutes of the specified hour of the meeting, the meeting shall be cancelled.
6. **Election of Office-bearers of Trustees:**

(1) (a) The names of Trustees proposed for election as Office-bearers, namely, Vice-Chairman, Honorary Secretary and Honorary Treasurer, together with the names of proposers shall be submitted verbally or in writing in the Ordinary Meeting preceding the Annual General Meeting.

(b) All Office-bearers are eligible for re-election.

(2) (a) All Office-bearers shall be elected according to votes recorded on Voting Papers in the form specified in Annexure-I which shall be issued to all members immediately after the ordinary meeting at which the names have been proposed.

(b) Each Trustee after recording his vote shall sign a slip attached to his Voting Paper and shall make over the Voting Paper with the attached slip to the Honorary Secretary at any time before the Annual General Meeting at which the Voting Paper shall be scrutinized and the result declared.

(c) The Chairman shall have the right of voting as a Trustee he shall also have the power of giving a casting vote at the Annual General Meeting in case of an equality of votes.

7. **Powers of Trustees:**

(1) (a) The Trustees shall have the power of appointing at their Annual General Meeting from among the members, Visitors who shall visit the Museum Building and Galleries at least once every year and if necessary, recommend improvements.

(b) The procedure to be adopted in this regard shall be as follows—

(i) The Visitors after going round the Museum shall make their recommendations and send them to the Honorary Secretary.

(ii) The Honorary Secretary may then seek information as he deems proper from the Director.

(iii) The Honorary Secretary shall record his views and place the matter before the Trustees for consideration.

(2) No structural alterations of any kind shall be made in the Museum without the consent of the Trustees.

8. **Functions of the Honorary Treasurer and Director:**

(1) The Office of the Honorary Secretary and the Honorary Treasurer may not ordinarily be held simultaneously by the same person except under unavoidable circumstances and with the approval of the Chairman.

(2) The Honorary Treasurer during his temporary absence from Calcutta shall hand over charge to any other Trustee and shall notify to the Trustees accordingly with the permission of the Chairman or Vice-Chairman.

(3) The Director of the Museum shall be responsible to the Honorary Treasurer in the discharge of the following functions—

(i) The Director shall draw and disburse all sums due to and by the Trustees and shall keep account of all receipts and payments.
(ii) The Director shall see that proper vouchers are produced by all disbursements and that they are cancelled so that they cannot be used again.

(iii) Vouchers shall be kept for three years and then destroyed but not before the audit objections relating to these years are disposed of.

(iv) All moneys received by the Director on behalf of the Honorary Treasurer shall be kept deposited in the State Bank of India but an imprest money not exceeding Rs. 200/- may be held for meeting contingent expenses.

(v) The Director may sign cheques for a sum not exceeding Rs. 500/- and the cheques exceeding Rs. 500/- shall be signed jointly by the Director and the Honorary Treasurer.

(4) The receipts of the Indian Museum they may be received by Cheque shall be endorsed by the Honorary Treasurer.

9. Setting up Standing Committee:—

(1) COMMITTEE OF MANAGEMENT

(i) Constitution and functioning:

(a) The Officers-in-charge of the various Sections and the Director of the Museum shall constitute *ex-officio* Committee of Management to help and advise the Trustees regarding the administration of discipline in the respective Galleries in the Museum and the Director shall be the Convener of the Committee.

(b) The Committee of Management shall elect a Chairman annually and in the absence of Chairman at any meeting the Committee shall elect a Chairman for the day from among the members present to preside over the meeting.

(c) The meeting of the Committee of Management shall be held once in two months on Second Monday of the Month at 4 P.M.:

   Provided that in case of urgency, a meeting may be convened on the requisition in writing by any two of the members to be submitted to the Convener at least 15 days before the date to be fixed for the meeting.

(d) (a) The quorum for a meeting of the Committee of Management shall be two.

   (b) If the quorum is not complete within 15 minutes of the scheduled time for the meeting, the meeting for the date shall be cancelled.

   (c) The minutes of the proceedings of all meetings of the Committee of Management shall be submitted to the Trustees.

   (d) Any member of the Committee of Management unable to attend the meeting may depute a responsible officer concerned with the Galleries to represent his Section for the purpose of the said meeting of the Committee.

(ii) Powers: Every member of the Committee of Management shall have the right of inspecting any part of the Museum Galleries at any time and may make recommendation to the Director, regarding security matters and discipline in the Galleries.

(iii) Terms of Business: The following shall be the terms of business of the Committee of Management; namely:—

   (a) The Committee shall consider the development of the Galleries in the respective charges of the Surveys or Directorates concerned and discuss common problems in connection therewith.

   (b) The Committee shall consider day-to-day difficulties in the maintenance of the Galleries in relation to both technical and administrative matters.

(2) FINANCE COMMITTEE

(i) Constitution and functioning:

A Finance Committee shall be constituted with the following members, namely:

(a) Vice-Chairman

Chairman

9
(b) Honorary Secretary
(c) Honorary Treasurer
(d) Accountant-General, West Bengal
(e) Deputy Secretary or Under Secretary concerned in the Department of Culture, Government of India
(f) Deputy Financial Adviser or Assistant Financial Adviser concerned in the Department of Culture, Government of India.
(g) Director, Indian Museum

Convener

(ii) In the absence of the permanent Chairman of the Finance Committee at any meeting, one person from members present shall be elected as the Chairman of the Committee for the day.

(iii) At least 10 days' notice shall be given for holding a meeting of the Finance Committee.

(iv) (a) The quorum for a meeting of the Finance Committee shall be three,
(b) If the quorum is not complete within 15 minutes of the scheduled time for the meeting, the meeting for the day shall be cancelled.

(v) The minutes of all meetings of the Finance Committee shall be submitted to the Trustees.

(vi) Powers: The Finance Committee shall approve all budget proposal and estimates, and give sanction to expenditure proposals put up as and when necessary.

(3) ART PURCHASE COMMITTEE

(i) Constitution: An Art Purchase Committee shall be constituted with the following members,
(a) Vice-Chairman Chairman
(b) Director-General of Archaeology in India Member
(c) Director, Anthropological Survey of India Member
(d) Principal, Government College of Arts and Crafts Member
(e) Director, Directorate of Archaeology, Government of West Bengal Member
(f) Accountant-General, West Bengal Member
(g) Director Member Convener

(ii) The Committee shall have the power to co-opt one or two experts, if necessary, from a panel approved by the Trustees.

(iii) In the absence of the Chairman of the Purchase Committee at any meeting, one person from amongst the members present shall be elected as the Chairman of the Committee for the day.

(iv) Terms of business: The following shall be the terms of business of the Art Purchase Committee, namely:
(a) The Committee shall be empowered to select and purchase museum objects as considered suitable mainly for the Sections under the Museum Directorate.
(b) (i) The said Committee may meet twice or thrice in a year at Calcutta or any other place in India as may be decided by the Committee.
(ii) Due notification in the newspapers advertising for inviting required museum objects may be made for each meeting.
(iii) The said Committee may, however, decide to hold a meeting for considering any special item or collection without such advertisement, if necessary.

(v) Powers:
(a) The Committee shall make recommendation for purchase within the funds sanctioned by the Government in the budget.
(b) While exceeding budgetary sanction in case of any item which is rare and worthy of acquisition for the museum and purchase of which cannot be postponed with the apprehension of losing the item, the Committee may recommend the purchase subject to ex-post facto sanction of funds by the Government on such special situation or reallocation of funds to be recommended by the Finance Committee.
10. **Annual Report:**
The annual administrative report of the Trustees shall be read at the Ordinary Meeting held in the month of September every year.

11. **Opening and closing hours and fees of Museum and conduct of the Museum staff, etc.:—**
   (i) The opening and closing hours of the Museum Galleries shall be
   (a) 10.00 A.M. to 5.00 P.M. daily during the period from March to November.
   (b) 10.00 A.M. to 4.30 P.M. during the period from December to February on all days in the week except Mondays and other holidays as declared for this purpose.
   (ii) On Mondays the Museum shall be closed to the public.
   (iii) Museum Galleries shall remain closed to the public on three National Holidays that is to say the 26th January, 15th August and 2nd October and on any other holiday to be specially notified by the Trustees in that behalf.
   (iv) (a) On Fridays the Museum shall be open to the general public free and on other days (Tuesday to Thursday and Saturday and Sunday) on payment of such fees as may be fixed by the Trustees from time to time, except certified students, scholars and military personnel who shall always be admitted free.
   (b) Persons possessing permission issued by the Director shall be deemed to be certified students, scholars and military personnel.
   (c) Children under 12 years shall be exempted from paying entrance fees and in case of doubt or dispute in respect of the said exemption, the same shall be decided by the Director.
   (v) A daily register of the number of visitors shall be kept by an official deputed on this duty.
   (vi) (a) No smoking or spitting, or making any other nuisance shall be permitted in the Museum Galleries, Gallery Corridors or any other places as may be declared for this purpose by the Director.
   (b) The Director shall have also the right to eject all persons behaving in an objectionable manner in the Public galleries.
   (vii) No servant of the Museum shall, on any pretext whatsoever, accept any fee or gratuity from a visitor.

12. **Common seal and deed:**
   (i) The Common Seal and Deeds of the Museum Trust shall be kept in a safe, the key of which shall be kept in a safe, the key of which shall be under the charge of the Honorary Secretary.
   (ii) The Common Seal shall not be affixed to any Deed or Writing, except at a meeting of the Trustees, and by their authority, after the affixing of the Seal such Deed or Writing shall be signed by the Chairman of the Meeting and by the two other Trustees present.

13. **Travelling allowance and daily allowance for members:**
   (i) Travelling allowance for attending meetings shall be payable by the Trustees who are non-resident in Calcutta.
   (ii) Travelling allowance shall also be payable to non-resident and non-official members of any other Committee that may be set up the Trustees for attending meetings at Calcutta, provided that such members are not eligible to get travelling allowance from their own Departments or Institution or such members though eligible as aforesaid do not actually draw from their own Departments or Institutions, as the case may be.
   (iii) The rates of travelling allowance and daily allowance shall be as given in Annexure-II.

14. **Repeal and Savings:**
   Any bye-laws corresponding to these bye-laws and in force immediately before the commencement of these bye-laws are hereby repealed.

Provided that any order made or action taken under the bye-laws so repealed shall be deemed to have made or taken the corresponding provisions of these bye-laws.

A. L. DIAS, Chairman
Board of Trustees
Indian Museum

Calcutta
Dated:
ANNEXURE-I
VOTING PAPER
[See bye-law 6(2)]
TRUSTEES’ INDIAN MUSEUM

<table>
<thead>
<tr>
<th>Office</th>
<th>Names proposed</th>
<th>Proposer</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Chairman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorary Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorary Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B.: You are requested to make a cross opposite the proposed name of any Trustee for whom you wish to vote. Fold and seal the paper, sign the attached slip, and either bring it to the election meeting yourself or send it to the Honorary Secretary in time for Annual General Meeting.

Signature of Voter................................

ANNEXURE-II
TRAVELLING ALLOWANCE AND DAILY ALLOWANCE
(See bye-law 13)

(A) Travelling Allowance :

(i) In respect of journeys by Air

(a) Actual fares paid.
(b) Incidental charges as admissible to the first grade Government Officers.

(ii) In respect of journeys by Rail

(a) Actual railway fares excluding air-conditioned fares paid provided that air-conditioned class may be authorised in special cases.
(b) Incidental charges as admissible to the first grade Government Officers.

(iii) In respect of journeys by Road

Rate of mileage allowance admissible to the first grade Government Officers.

In the case of members residing at Calcutta (that is to say the place of meeting) as per diem allowance of Rs. 10/- shall be admissible.

(B) Daily allowance for each day of halt :

At the maximum rate for the time being admissible to First Grade Central Government Officers in Calcutta. The allowance shall be paid for each day of meeting and for one day previous to the commencement of the meeting if the member arrives on the forenoon of that day, and for one day following the end of the meeting if the member leaves in the afternoon of that day. In case the member arrives in the afternoon of the day previous to the day of the meeting or leaves in the forenoon of the day following the end of the meeting, he shall be entitled to receive half of the daily allowance for that day.
OFFICE OF THE TRUSTEES OF THE INDIAN MUSEUM
Calcutta, the March 1981

No. F. 11-8/79-C.H.-5. In exercise of the powers conferred by Section 8 of the Indian Museum Act, 1910 (10 of 1910), the Trustees of the Indian Museum with the previous sanction of the Central Government, hereby amend the Indian Museum Bye-laws, 1977, as follows:

1. The Bye-laws may be called the Indian Museum (Amendment), Bye-laws, 1981.

2. In the Indian Museum Bye-laws, 1977—

1. for the words "Honorary Secretary", wherever they occur, the word "Secretary" shall be substituted;

2. in bye-law 2, after clause (g) the following shall be inserted, namely:
   "(h) "Secretary' means the Secretary of the Trustees";

3. after bye-law 4, the following shall be inserted, namely:
   "4-A Secretary of the Trustees the Director, Indian Museum shall also function as Secretary of the Trustees, ex-officio."

4. in bye-law 5, in clause (2), for the words "Office bearers" the word "Vice-chairman" shall be substituted;

5. in bye-law 6,—
   (i) in clause (1),—
      (A) for paragraph (a), the following shall be substituted, namely:
      "(a) The names of the Trustees proposed for election as Vice-Chairman together with the names of the proposers shall be submitted verbally or in writing in the Ordinary Meeting preceding the Annual General Meeting."

   (B) in paragraph (b), for the words "All Office-bearers are", the words "The Vice-Chairman shall be", shall be substituted;

   (ii) in clause (2), in paragraph (a), for the words "All Office bearers", the words "The Vice-Chairman" shall be substituted.

6. in bye-law 7, in clause (1), in paragraph (b), sub-paragraph (ii), shall be deleted and sub-paragraph (iii) shall be renumbered as sub-paragraph (ii);

7. in bye-law 8,—
   (i) for the heading, the following shall be substituted, namely:
      "Function of the Director, Administrative Officer and Accounts Officer";

   (ii) clauses (1) and (2) shall be deleted and clauses (3) and (4) shall be renumbered as clauses (1) and (2) respectively;

   (iii) in clause (1) so renumbered,—
      (a) for the words "Honorary Treasurer", the words "Trustees" shall be substituted;
(b) for paragraph (v), the following shall be substituted, namely:

''(v) All cheques shall be signed by the Administrative Officer and countersigned by the Director."

(iv) in clause (2) so renumbered, for the words 'Honorary Treasurer', the words 'Accounts Officer' shall be substituted.

(8) in bye-law 9, in clause 2, in paragraph (i), for items (b) and (c), the following shall be substituted, namely:

''(b) two members of the Trustees nominated by the Trustees."

and items (d) to (g), shall be renumbered as items (c) to (f), respectively;

(9) for Annexure I, the following shall be substituted, namely:

ANNEXURE-I

VOTING PAPER FOR ELECTION OF VICE-CHAIRMAN, INDIAN MUSEUM, CALCUTTA

[ See bye-law 6(2) (a) ]

<table>
<thead>
<tr>
<th>Names proposed</th>
<th>Proposer</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Voter..................................

"N.B. 1. Make a cross opposite the proposed man of any Trustee for which you wish to vote.

2. Fold, seal and sign the paper and either bring it to the election meeting yourself or send it to the Secretary in time for Annual General Meeting."

T. N. SINGH,
Chairman, Board of Trustees,
Indian Museum, Calcutta.