Published in Gazette of India, Part III Section 4, dated 29th September, 1962
(Pages 536 to 542)

**OFFICE OF THE SALAR JUNG MUSEUM BOARD,HYDERABAD**

Hyderabad, dated the 1962

**NOTIFICATION**

No… in exercise of the powers conferred by sub-section (1) of Section 28 of the Salar Jung Museum Act, 1961 (26 of 1961), the Salar Jung Museum Board, Hyderabad, with the previous approval of the Central Government, hereby makes the following Regulations, namely:-

Short Title 1 These regulations may be called the Salar Jung Museum Regulations, 1962.

Definition 2 In these Regulations,

a) "Act" means the Salar Jung Museum Act, 1961 (26 of 1961)

[13]aa) "Appointing Authority" in relation to any post under the Board, means the authority to make appointments to that post under Sub-Regulation (2) of Regulation no.8

b) "Rules" means the Salar Jung Museum Rules, 1961.

Power of Board to exchange, sell and destroy articles in the collection of Museum 3 Subject to the provisions of sub-section (3) of Section 4 of the Act, the Board, from time to time may: -

a) Deliver, by way of loan, to any person the whole or any portion of, or any article contained in, any collection vested in it under the Act.

b) Exchange, or sell duplicates of articles contained in any such collection and take or purchase, in the place of such duplicates, such articles as may in its opinion be worthy of preservation in the Museum;

c) Present duplicates of articles contained in any such collection, to other museums in India and

d) Remove or destroy any article contained in any such collections.

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*13. Inserted Vide Gazette of India, Part III Section 4 dated 24-9-1977*

Transfer of possession of property

4 Where, in pursuance of the powers conferred on the Board by sub-section (2) of section 16, it is proposed to deliver possession of any article contained in any collection vested in it by way of presentation to any other museum or by way of sale or exchange to any other person for a period exceeding one year, it shall be necessary to place the matter before the Board and to obtain the consent of atleast nine members of the Board for such delivery of possession.

Custody and administration of collections in the Museum

5(1) The Board shall not accept any articles or things as gift or on loan unless it is satisfied that such articles or things are worthy of display in the museum

(ii) At the time of acceptance of any article or thing for display in the museum whether by way of loan or a gift , the Board shall keep a record in writing as to the nature and condition of the articles or things so received.

(iii) It shall be in the discretion of the Board whether or not to display any such article or thing or to display is subject to such reservation as the Board may deem fit.

(iv) The Board shall not be responsible for any damage done to such article or things in the normal course or due to some unforeseen happening (like fire, war etc) and for that matter no claim for damage/compensation will lie.

(v) The right of reproduction of any article or thing referred to in Part I or Part II of the schedule of the Act or acquired by the Board under sub-section (2) of section 16 of the Act, shall, so long as the article or thing remains in the museum, vest in the Board.

Classification of posts

6[5] The post in the museum shall be classified into the following five categories, namely:-

(i) Class I (Senior): All posts the minimum of the scale of pay of which is not less than *Rs.10,000/- per month or any other post which may be or has been so classified by the Board as Class I (Senior): post

(ii) Class I (Junior): All posts the minimum of the scale of pay of which is less than[22] *Rs. 10,000/- per month but not less than *Rs. 8,000/- per month or any other post which may be or has been so classified by the Board as a Class I (Junior ) post

(iii) Class II All posts the minimum of the scale of pay of which is less than[22] Rs. 8,000/- per month but not less than *Rs. 5,500/- per month or any other post which may be or has been so classified by the Board as a Class II post

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5. Substituted entire Regulation 6 & (i) to (v) vide Gazette of India Part II Section 4 dated 6-7-68

22. Amendment published in the Gazette of India part-III Sec. 4 dt. 26-12-1998 at Page No.4288 & 4289

(iv) [5]Class III: All posts the minimum of the scale of pay of which is less than[22] Rs.5,500/- per month but not less than *Rs.3,050/- per month or any other post which may be or has been so classified by the Board as a Class III post

(v) [5]Class IV: All posts the minimum of the scale of pay of which is less than *Rs.3,050/- per month or any other post which may be or has been so classified by the Board as a Class IV post

Creation of posts 7 [18]The Board may create such posts as may be necessary for the care or maintenance of the museum and may fix and alter scales of pay and allowances for such posts.

[18]Provided that the necessary provision for the expenditure on such posts has been made in the budget as prepared by the Board and approved by the Government of India and instructions that may be issued by the Central Government, from time to time, in this behalf are also observed.

Recruitment to posts 8(1) Recruitment to all posts in the museum shall be made (a) by direct recruitment, by advertisement and/ or through the Employment Exchanges or (b) by promotion or (c) transfer on loan or otherwise from Government or Semi-Government Offices or other statutory bodies.

(1-A) [3]The following procedure shall be adopted whenever a vacancy on a [5]Class I (Senior, Class I(Junior), Class II, Class III or Class IV post is to be filled up by direct recruitment namely :-

(a) In the case of [5]Class I (Senior) and Class I(Junior) or Class II post, the vacancy shall be advertised in newspapers and a copy of the advertisement shall be simultaneously sent to the Central Employment Exchange.

***[3,24]***b) In case of Class III or Class IV posts, the vacancy shall be notified to the employment exchange advertised in news paper (including Employment News bulletin) displayed on notice board and announced on radio and Television.

[25] c) The serving employees with the requisite qualifications to apply for the post to be filled by Direct Recruitment for which a requisition is required to be sent to the employment exchange may be given suitable age relaxation in the following manner.

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5 .Inserted Sub-Regulation I.A. (a) and vide Gazette of India, Part III, Section 4, dated 6-7-68

18. Substituted entire Regulation No.7 and provision vide Gazette of India Part III Sec. 4 dt: 31-8-85.

24. Substituted vide Gazette of India Part III Section 4, dated 12-2-2000

25. Incorporation of new Sub-Regulation was made vide Gazette of India No.14 dt.April 3rd to 9th 2004 at page No.1910 & 1911

3. Substituted vide Gazette of India No.52 Part III Sec. dt. 26-12-98 Page No.4288 to 4289 GOI part III Sec 4 Dt.16th July 1966

[25]In case of Departmental candidates of Group "C" & "D" category having 3 years of service, the Age limit may be up to 40 years of age. In case of SC / ST category the age limit may be up to 50 years of age.

In case of Departmental candidates of group "A" & "B" category relaxation of 5 years in the upper age limit for recruitment to group "A" or group "B" posts may be allowed.

The above concessions are subject to the condition that the Direct recruitment posts are in the same line or allied cadres and a relationship could be established that the services already rendered in a particular post will be useful for the efficient discharge of the duties in the other categories of posts, recruitment to which has been advertised.

2 [13]All the appointments to the posts under the Board shall be made by the Board in the case of Class I ( Senior) and Class I [5](Junior) by the [16]Executive Committee in the case of Class II and by the Director of the Museum in case of Class III and Class IV posts on the recommendations of the Selection Committee [27]The recommendations of the Selection committee in respect of Class III and IV posts shall be approved by the Executive Committee the composition of which shall be as given below:-

[6](a) <u>For Class I (Senior) and Class I (Junior) Posts</u>[13]

I) Chairman, Salar Jung museum Board or his nominee – Chairman
ii) A nominee of the Government of India
iii) A member nominated by the Board amongst themselves
iv) An expert on the subject nominated by the Board and
v) Director (Except in the case of the post of Director)

(b) <u>For Class II and Class III posts:</u>

i) Two persons nominated by the Board
ii) A nominee of the Government of India and
iii) Director or in his absence the [26]Joint Director of the Museum

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*5. Substituted vide Gazette of India, Part III Section 4, dated 6-7-68*
*16. Substituted vide Gazette of India, Part III Section 4 dated 28-3-81*
*6. Substituted entire sub-regulation (a) (i) to (v) vide Gazette of India, Part III section dated 22-2-69*
*13. Substituted vide Gazette of India, Part III, Section 4, dated 24-9-77*
*25. Incorporation / Amendment published in the Gazette o India Part-III Sec 4 Dt.3rd April 2004.*
*26. Substituted vide gazette of India part III Sec 4 Dated 5th Nov 2005*
*27. incorporated vide gazette of India part III Sec 4 Dated 4th Feb 2012*

NOTE[5]: Recruitment of staff to Class III Ministerial posts in the museum shall, however, be made by a Committee consisting of the following members, namely:

i) Director, Salar Jung Museum as its Chairman
ii) An Officer nominated by the Chief Secretary to the Government of Andhra Pradesh
iii) An Officer nominated by the Secretary to the Government of Andhra Pradesh, Education Department

(c) For Class IV posts:

Departmental Committee set up by the Executive Committee of the Board.

(d) [25]The appointing disciplinary and Appellate Authorities for various categories of posts in the Museum shall be as follows :-

| Sl. No. | Post | Appointing Authority | Disciplinary Authority | Appellate Authority |
|---|---|---|---|---|
| 1. | Director | Salar Jung Museum Board | Salar Jung Museum Board | President of India |
| 2. | Group "A" | Chairman, Salar Jung Museum Board | Chairman, Salar Jung Museum Board | President of India. |
| 3. | Group "B" & "C" | Director, Salar Jung Museum | Director, Salar Jung Museum | Chairman, Salar Jung Museum Board |
| 4. | Group "D" | Joint Director Salar Jung Museum | Joint Director Salar Jung Museum | Director, Salar Jung Museum |

(e) [25]The composition of the Departmental Promotion Committees for various posts under group "A", "B", "C" & "D" categories shall be as follows :-

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*25. Incorporated new sub-regulation vide Gazette of India Part III Sec. 4 dated 3rd – 9th April, 2004 at page No.1909 & 1910*

*5. Inserted Vide Gazette of India Part III sec 4 Dt. 6-7-1968*

**25**

Group "A" Posts

| | | |
|---|---|---|
| 01. | Chairman, Salar Jung Museum Board or his Nominee | Chairman |
| 02. | Member nominated by the Board from amongst the member of the Board | Member |
| 03. & 04. | Two experts (outsiders) to be appointed by Chairman, Salar Jung Museum Board. | Member |
| 05. | Representative of Government of India (DOC) not below the rank of Director / Deputy Secretary. | Member |
| 06. | Director, Salar Jung Museum | Member |

Group "B" Posts

| | | |
|---|---|---|
| 01. | Secretary (Culture) or his nominee not below the rank of Dy. Secretary. | Chairman |
| 02. | Member nominated by the Board | Member |
| 03. | One expert of the concerned discipline. | Member |
| 04. | Director, Salar Jung Museum | Member |

Group "C" Posts

| | | |
|---|---|---|
| 01. | Director, Salar Jung Museum | Chairman |
| 02. | Member nominated by the Board | Member |
| 03. | Joint Director, Salar Jung Museum | Member |
| 04. | Keeper of the concerned section. | Member |

Group "D" Posts

| | | |
|---|---|---|
| 01. | Joint Director, Salar Jung Museum | Chairman |
| 02. & 03. | Two Keeper (one should be from the wing to which the post relates) | Member |
| 04. | Administrative Officer | Member Secretary |

3 For recruitment to all posts in the museum, the Board shall make rules setting out the qualifications prescribed for each post, the means of recruitment and in the case of promotions, the persons who shall be eligible for consideration for promotion, the percentage of vacancies reserved for promotion, etc and these shall be made known to the employees of the Museum and others by notification in the Gazette of India.

4 In regard to posts reserved for departmental promotion, recourse will be had to direct recruitment or appointment by transfer of an employee from another organization only if the Board certifies that none of the candidates eligible for promotion is suitable

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*25. Incorporation / Amendment published in the Gazette o India Part-III Sec 4 Dt.3rd April 20004.*

5[18] i) Recruitment to a post in the museum shall be made subject to the production of a medical certificate of physical fitness and subject to verification of the character and antecedents of the persons concerned. The medical certificate of physical fitness shall be signed by a Medical Board in the case of Officers of Class I (Senior) and Class I (Junior) Posts and by a Civil Surgeon or a District Medical Officer or a Medical Officer of an equivalent status in the case of Class II and Class III posts:

ii) In the case of a female candidate appointed to :

(a) A Class I post, the medical certificate shall be signed by a Medical Board where one of the member is a female medical practitioner:

(b) A Class II or Class III post, the medical certificate shall be signed by a Registered Female Medical Practitioner possessing medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956)

iii) In the case of employees appointed to Class IV posts, the medical certificate shall be signed by the Authorised Medical Attendant possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and when there is no such Medical Attendant by a Government Medical Officer of the nearest Dispensary or Hospital possessing such a qualification.

Relaxation for Scheduled Castes and Scheduled Tribes etc

9 Nothing in these rules shall affect reservations/relaxations of age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of the persons in accordance with the orders issued by the Central Government from time to time in this behalf.

Probation

10 Every person appointed to a post under the Board after the commencement of these regulations whether by promotion or by direct recruitment shall be on probation in such posts for a period of [10]two years.

Provided that the Board may, in any individual case extend the period of probation.

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*18. Substituted vide Gazette of India Part III, Section 4, dated 31-8-1985*
*10. Substituted vide gazette of India part III Sec 4 dated 1-5-1976*

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|---|---|---|
| [18]Honorarium, special pay, personal pay to the employees | 11 | The Board may, sanction to any Class I or Class II employee and the Finance Committee to any Class III or Class IV employee :-<br>a) Special pay in the consideration of the specially arduous nature of duties or a specific addition to the work or responsibility;<br>b) Personal pay to save an employee from loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure (or in exceptional circumstances on other personal consideration).<br>c) An honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward. (Except when special reasons which should be recorded in writing, exist for a departure from this provision, sanction to the grant of acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the Board and its amount has been settled in advance): and<br>d) The Board may also permit an employee of museum to perform a specified service or series of services for a private person, body or for a public body provided that this can be done without detriment to his official duties and responsibilities and to accept as remuneration therefor a recurring or non-recurring fee, a part of which, if so specified by the Board should be credited to the Museum funds.<br>Provided that if any funds are required for the purpose from the Central Government, prior approval of that Government shall be necessary for the sanction of such pay, honorarium or fee. |
| Termination of service | 12(1) | The service of a temporary employee may be terminated by the Board without assigning any reason:-<br>i) During the period of probation following the first appointment, at any time without notice, and<br>* |

*18. Substituted vide Gazette of India part-III (sec4) dt.22-4-1978*

ii) After such period of probation at any time by notice of one month in writing given by the Board to the employee or at any time without notice on payment of one month's pay or where such notice falls short of one month, by paying the salary for the period of which it falls short by one month.

2 Without prejudice to the provisions of clause (1) the service of a temporary employee shall be terminated

i) if his appointment is made for a specified period, on the expiry of such period: or
ii) if his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.

3 The services of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice fall short of three months or without notice on payment of three months pay if the post to which he is substantively appointed is abolished[1]

4 An employee who is given notice of termination of service under clause (3) may be granted during the period of notice; such earned leave as may be admissible to him and where the leave so admissible and granted is more than three months, his service shall terminate on the expiry of such leave.

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Retirement

13 [23]The age of retirement of the employees of the Board shall be 60 years

[1,12,18]Provided that where the Board is of the opinion that the employee is specially qualified and it is in the interest of the museum to extend his services it may, for reasons to be recorded in writing, extend the services of such employee, by one year at a time for total period of [1]two years. Where it appears necessary so to do, in the interest of the museum the Board may, with the previous approval of the Central Government, extend the services of an employee for such further period, as it may deem necessary beyond the period of two years.

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*1,12,18. Omitted vide Gazette of India, Part III Section 4, dated 13-11-65 & subsequently amended on 13.4.1974 & 31.8.1985*
*23. Amendment published in the Gazette of India part III Sec 4 Dt.20-02-1999*

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| | | [1]Provided further that the Board may require an employee to retire after he attains the age of 55 years on three months' notice without assigning any reason; the employee also may, after attaining the age of 55 years, voluntarily retire after giving three months notice to the Board.<br><br>Provided also that the terms and conditions of service of any person shall not be altered to his disadvantage without the previous approval of the Central Government. |
| Re-employment[2] after retirement or employment of officers who have attained the age of sixty years. | 13-A | Where in the interests of the museum it appears necessary so to do, the Board may, with the previous approval of the Central Government re-employ any employee of the Board who has retired on superannuation or appoint a person of age sixty or above on such terms and conditions as it may deem proper.<br><br>Provided that no person, shall except with the previous approval of the Central Government be so re-employed or appointed or as the case may be, allowed to continued in service after he has attained the age of sixty years. |
| General Provident Fund cum Pension cum Gratuity | 14 | There shall be established a General Provident Fund cum Pension cum Gratuity scheme for the benefits of the employees of the Board, the rules of which shall be made by the Board with the prior approval of the Central Government. |
| Discipline | 15 (1)(a) | [13] "Board or the appointing authority or any other authority superior there to" may place an employee under suspension.<br>i) where a disciplinary proceeding against him is contemplated or is pending or<br>ii) where a case against him in respect of any criminal offence is under investigation or trial. |

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*1. Inserted vide Gazette of India, Part III, Section 4, dated 13-11-65*

*1. Substituted vide Gazette of India, Part III Section 4, dated 13-11-65*

*2. Inserted vide Gazette of India, Part III Section 4 dated 4-12-65, 22-6-69 and 13-4-74*

*13 Substituted vide Gazette of India, dated 24th Sept. 1977*

(b) [13] An employee who is arrested or detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his arrest or detention, by an order of the Board and shall remain under suspension until further orders.

(c.) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Board.

2 The following penalties may, for good and sufficient reasons and hereinafter provided be imposed on an employee[13] by the appointing authority or any other authority superior thereto".

i) Censure;
ii) Withholding of increments or promotion;
iii) Recovery from pay of the whole or part of any pecuniary loss caused to the museum by negligence or breach of the rules or regulations of the museum or orders or directions of superior authorities.
iv) Reduction to a lower post or a lower time scale; or to a lower stage in a time scale
v) Compulsory retirement;
vi) Removal [1] from service which shall not be a disqualification for future employment, and
vii) [1] Dismissal from service which shall ordinarily be a disqualification for further employment.

3 No order imposing any penalty on an employee shall be passed, except after;-

a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and ;

b) such representation, if any is taken into consideration by the Board;

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*13. Added vide Gazette of India, Part III, Section 4, dated 24-9-1977*
*1. Substituted vide Gazette of India, Part III Section 4, dt. 13-11-1965*

4 (a) Where an order of suspension is made or a disciplinary proceeding is commenced against an employee, whose services have been borrowed from the Government or an authority subordinate thereto or a local or other authority, the authority lending his services shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.

(b) In the light of the findings in the disciplinary proceeding taken against such employee;

i) if the Board is of the opinion that any of the penalties specified in sub-clauses (iv) to (vi). of clause (2) should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary;

ii) if the Board is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it may be necessary;

Provided that, in the event of a difference of opinion between the lending authority and the Board, the services of the employee shall be replaced at the disposal of the lending authority.

[13]5 An appeal shall lie from any original order made:-

i) by the Director of the museum to the [16]"Executive Committee"
ii) by the [16]"Executive Committee" to the Board
iii) by the Board to the Central Government

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13,16. Substituted vide Gazette of India, Part III, Section 4, dated 24-9-1977 and *28-3-1981*

16(1) The whole time of an employee shall be at the disposal of the Board and he may be employed by it for the performance of such duties as may be assigned to him.

(2) Every person holding a post under the Board at the commencement of these regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations to the corresponding post and shall draw the pay drawn by him immediately before such commencement.

3 (a) The Board [1]"caused to be maintained" a Service Book and a Character roll of each employee in such form and setting out such particulars as may be prescribed by it, provided that the form of service book shall be determined in consultation with the Accountant General, Andhra Pradesh.

(b) The entries in the Service Book of an employee shall be made by the authority specified by it in this behalf.

(c.) The entries in the Character Roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the next higher authority with his remarks.

Provided that where any such authority is the Board or where the authority to which such employee is immediately subordinate is the Board, the function of that authority shall be performed by the Chairman of the Board.

[1] Note: Subject to the provisions mentioned above, the Board shall decide who is the authority to whom an employee is immediately subordinate and who is the next higher authority for the purpose of clause (c) of sub-regulation 3 of Regulation 16.

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1. Substituted *vide Gazette of India, part III Section 4, dated 13-11-1965*

*1. Inserted vide Gazette of India, Part III, Section 4, dated 13-11-1965*

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| Other terms and conditions of service | 17 | [18]1). Where the Board is of the opinion that it is necessary or expedient so to do, it may by orders and for reasons to be recorded in writing relax any of the provisions of these regulations with respect to any class or category of employees.<br><br>[1]2). Where a doubt arises as to the interpretation or application of all or any of the provisions of the rules or regulations made under the Act, the decision of the Central Government thereon shall be final.<br><br>3). Any matter relating to the conditions of service of officers and other employees of the Board for which no provision is made in these regulations, shall be determined by the Board, by general or special orders, with the approval of the Central Government. |
| Restrictions regarding marriage | [18]17-A | i) No employee shall, enter into, or contract, a marriage with a person having a spouse living, and<br>ii) Having a spouse living, enter into, or contract, a marriage with any person.<br><br>Provided that the Board may permit an employee to enter into or contract, any such marriage as it referred to in clause (i) or (ii) if it is satisfied that<br><br>a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage, and<br>b) there are other grounds for so doing. |
| | 18 | The Director or in his absence the [26]Joint Director of the museum shall be the Secretary of the Board and of all Committees set up by it, but he shall not be a member of the Board. |

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18. Substituted entire sub-regulation (1) vide Gazette of India, Part III, Section 4, dated 31-8-1985
1. Substituted entire sub-regulation (2) vide Gazette of India, Part III, Section 4, dated 13-11-1965
18. Added regulation 17 A vide Gazette of India, Part III, Section 4, dated 31-8-1985
26. Substituted vide gazette of India part III sec 4 dated 5-11-2005

Meetings of the Board

19 (1) The Board shall meet as often as may be necessary, but shall meet at least four times in a year.

(2) The Chairman shall fix the date, time and place of the meeting of the Board and approve the agenda of the said meeting notice of which shall be given by the Secretary to all the Members.

(3) Ten clear days notice of every ordinary meeting of the Board shall be given to all the members present in India. List of Business to be conducted at the meeting shall be dispatched alongwith the notice.

Quorum

(4) Presence of four members shall be necessary to form the quorum for the transaction of the business at a meeting of the Board.

(5) Decision on matters of minor importance may be obtained by circulation of papers to the members of the Board

(6) If there is no quorum half an hour after the specified hour of the meeting, the meeting shall be dissolved.

(7) In case of extreme urgency, the Chairman may at his own initiative, and shall at any time at the request in writing of not less than four members, call a meeting of the Board.

(8) The Chairman or in his absence, any member chosen by the members present from among themselves shall preside at a meeting of the Board.

(9) The minutes of every meeting of the Board shall be circulated to all the members and shall be read at the next meeting and after approval by the members present be signed by the Chairman,

(10) If any member considers that any matter on the agenda is in his opinion, of sufficient importance to be referred to the whole body of the Board, he shall inform the Secretary, who shall refer the matter to each member. The matter shall then be postponed to some future meeting at which the opinions of the members submitted in writing shall be read and discussed.

(11) A copy of the minutes of every meeting of the Board shall be sent to the Central Government.

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Appointment of Sub-committee 20 The Board shall have the following sub-committees for day to day administration of the museum: -

i) Executive Committee
ii) Finance Committee
iii) Building Advisory Committee

Executive Committee 21 The Executive Committee shall consist of :

i) The Vice chancellor of the Osmania university as Chairman and
ii) Four nominees of the Board

Finance Committee 22 The Finance Committee shall consist of :-

i) The Accountant General, Andhra Pradesh, as Chairman, and

[25]ii) Member of the Board to be nominated by the Chairman, Salar Jung Museum Board Member

[25] iii) Vice-Chancellor, Osmania University, Hyderabad Member

[11,14,25] iv) Financial Advisor of the Department of Culture or his representative not below the rank of Dy. Financial Advisor - Member

[25] v) Nominee of Department of Culture - Member

[25] vi) Director, Salar Jung Museum, Member / Secretary

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11,14, 25. Published in the Gazette of India part III Sec. 4 dated 30.10.1976 and subsequently amended on 22.4.78 and 3rd – 9th April 2004

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| Museum Development Committee | 23 | [17] The Museum Development Committee shall consist of :-<br>i) The Chief Secretary to the Government of Andhra Pradesh – Ex-officio Chairman and<br>ii) Six nominees of the Board |
| Meetings of the Sub-Committee | 24 | (1) The Committee may meet as often as necessary but shall, at least meet, twice a year.<br><br>2) At least two members of the Committees, excluding co-opted experts, shall form a quorum of the meeting.<br><br>3) The Chairman of the Committee, if present, shall preside at every meeting of the Committee. In his absence the members present, excluding co-opted experts, shall elect one from amongst themselves to preside at the meeting.<br><br>4) The provisions in these regulations regarding notices of meetings, inclusion of items in the agenda and confirmation of the minutes applicable to meetings of the Board shall, so far as may be, be followed in connection with the meetings of the Committee.<br><br>5) A copy of the minutes of every meeting of the Committee shall be sent to the Board.<br><br>[1]6) The provisions regarding traveling allowance and other allowances admissible to members under the Salar Jung Museum Rules 1961 for attending the meetings of the Board shall apply Mutatis mutandis to members attending the meetings of Sub-committees constituted by the Board as also to the members co-opted by the Board for such sub- committees. |
| Administrative and Financial powers of Chairman and other authorities | 25 (1) | a) The Chairman of the Board shall have the power to fix on the recommendation of the Selection of Committee appointed under regulation 8(2), the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of post to which appointment can be made by the Board under the provisions of these regulations. |

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17. Amended vide Gazette of India Part III, Section 4, dated 7-8-1982.
1. Inserted vide Gazette of India Part III, Section 4, dated 13-11-1965.

b) [18]The Chairman of the Board shall have the power to send employees of the Museum for training or for a course of instruction in India or with the approval of the Central Government, outside India, provided that :

a) The training or course of instruction would equip the employee to discharge his duties in the museum in a more scientific and efficient manner.

b) The employee is not to retire within a period of three years after his return from the training of course of instruction,

c) The employee furnishes a bond to serve the museum at least for a period of three years on the return from the training or course of instruction.

c). [1]The Head of the museum shall be his own controlling officer for the purpose of Travelling Allowance and Medical Attendance Rules.

[1]NOTE: The Head of museum shall take the permission of the Chairman before proceeding on tour.

[21](2) "The Director, Salar Jung Museum shall exercise such financial powers as of the Head of the Department as envisaged in the General Financial rules, 1963 and other relevant rules of Government of India in following matters:-

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*18. Substituted vide Gazette of India, Part III Section 4, dated 31-8-85*
*1. Substituted vide Gazette of India, Part III Section 4, dated 13-11-65*
*4,15,21. Inserted vide Gazette of India, Part II, Section 3, dated 28.10.67 subsequently amended 14.6.80 & 18-02-95*

a) for incurring of expenditure on any item.
b) to reappropriate funds between different heads within a Major Head without affecting the total sanction of grant within that Budget Head and to report the matter to the Board for comments to the Govt. of India
c) to waive recovery of over payment to a member of staff
d) to write off irrecoverable losses
e) in all other cases the Director will seek the approval of the Board through Finance Committee.

(3) in cases where Budget sanction has been accorded by the Board Director is competent to incur expenditure not exceeding the amount sanctioned under different head of the budget, provided detailed estimates have also been approved by the Board and all codal formalities are followed as per instructions from time to time.

(4) The Executive Committee shall have power:

i) to send members of the staff classified as Class III or Class IV for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time.

ii) Subject to availability of funds;

**3** "to employ technicians and workman on a job which is of a casual nature and who are paid from contingencies of the museum [14] as per the existing Government Schedule of rates for the area"

b) to create temporary posts in Class III and Class IV cadre, of not more than one year's duration on approved scales of pay under report to the Board

(5) i). subject to the budget provisions made for specific purposes by the Finance Committee and approved by the Board, the Director/Joint[26] Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

ii). The Director/Joint Director[26] shall formulate proposals for the proper administration and reorganization of the museum for consideration by the various Committees of the Board before these are placed before the Board.

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26. Amendment published vide Gazette of India part II Sec 3 Dt. 05-11-2005
14. Amendment published in the gazette of India part III sec 4 Dt.22-4-1978

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| Maximum amount to be kept in current account | 26 | A Sum of money not exceeding Rs. 1,00,000/- at any time may be kept in the current account of the Board, with the State Bank of India, Hyderabad |
| Accounts and Audit | 27 (1) | The Board shall ordinarily cause to be :-<br>i) prepared bills for various items of expenditure;<br>ii) compiled the monthly and annual accounts<br>iii) maintained and conducted all accounts and matters pertaining thereto |
| | (2) | Primary accounts of the Board shall be maintained in registers in the prescribed forms as listed below:<br>i) cash<br>ii) subscription<br>iii) Maintenance grant of the Central Government<br>iv) Grant of Central Government for development of the museum<br>v) Building Fund of the museum which may include grant from the Central Government, State Government or any other body for this purpose.<br>vi) Grants from State and other Governments other than for the building fund<br>vii) Contributions from other sources other than for the building fund<br>viii) Other receipts such as entrance fees, other fees, sale of publications etc<br>ix) Pay of officers and establishment<br>x) Traveling and other allowances<br>xi) Other charges, such as contingencies, leave salaries, etc<br>xii) Contribution Provident Fund accounts of the employees<br>xiii) Securities and other capital investments<br>xiv) Stock of cheque books<br>xv) Stock of receipt books<br>xvi) Stock of furniture and office equipment<br>xvii) Stock of stationary<br>xviii) Stock of publications<br>xix) Library accession registers<br>xx) Museum accession registers<br>xxi) Miscellaneous stocks<br>xxii) Other forms prescribed from time to time by the Board and/or the Central Government |
| | (3) | The accounts of the transactions for each month shall be compiled or caused to be compiled by the Board in a monthly abstract of receipts and payments under the prescribed heads of accounts. The monthly abstract will show the figures for the current month as well as progressive totals to the end of the month. This abstract |

will be submitted to the Board or such authority as may be designated by it in this behalf monthly for review.

(4) The Board will conduct or cause to be conducted a pre-check of all payments from the funds of the Board and will maintain an observation/objections which might be raised against proposed expenditure. This book will be submitted to the Board or the authority designated by it and orders recorded against all items of expenditure under objection. [1]"such payments shall only be made if the orders of the Board or the authority designated by it to which the book is submitted so recorded permit".

(5) As soon as practicable after the accounts for a given year are closed, but not later than the [1]1st of May, the Board will cause to be compiled annual accounts for the preceding year of the Board's funds showing:-

i) Receipts and Payment account
ii) Income and expenditure accounts and
iii) Balance sheet and capital account

28(1) The Director/[26]Joint Director or Accounts Officer as authorized by the Board, shall draw and disburse all sums due to and by the Board, and shall keep account of all receipts and payments. He shall see that proper vouchers are produced for all the disbursements and that they are cancelled so that they can not be used again. Vouchers shall be kept for three years and then destroyed but not before the audit objections relating to these years are disposed of.

(2) All moneys received on behalf of the Board shall be lodged at the State Bank of India, Hyderabad; but an imprest money not exceeding [25]Rs.5,000/- may be held for meeting contingent expenses.

29(1) No structural alterations of any kind shall be made in the existing building of the museum without the consent of the Board. Such alterations may be carried out by the Central Public Works Department or any other authority specified by the Board.

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1. Substituted vide Gazette of India, Part III, Section 4, dated 13-11-1965.
26. Substitution of word in gazette of India part III Sec 4 Dt.5-11-2005
25. Substitution in gazette of India part III sec 4 dated 3-4-2004

(2) Every member of the Board shall have the right of inspecting any part of the museum buildings at any time

(3) No employee of the museum shall, on any pretence whatsoever, accept any fee or gratuity from a visitor. Any employee of the museum asking or taking any fee or gratuity shall be liable to such punishment as the Board may decide upon.

(4) Persons unconnected with the museum and families of the employees of the museum shall not live on the premises except as may be permitted in writing by the Director/[26]Joint Director for a period not exceeding 15 days. Permission to live in the museum premises for a period exceeding 15 days may be given with the prior approval of the Chairman.

(5) [1]The museum shall be kept open to the public during such hours as may be decided by the Board from time to time.

(6) A daily record of the number of visitors shall be kept.

(7) No smoking or spitting shall be permitted in the museum. The museum staff shall exclude all persons behaving in an objectionable manner or shall cause them to withdraw.

Employment of Foreign Expert

30 No foreign expert shall be employed in connection with the affairs of the museum without prior approval of the Government of India.

Compilation of catalogues

31 [1]The Director shall take such steps as may be deemed necessary for preparing scientific catalogues and inventories of books, manuscript and other articles and things in the museum and also for the proper preservation, subject to the general approval of the Board.

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1. Substituted vide Gazette of India, Part III, Section 4, dated 13-11-1965.
1. Substituted vide Gazette of India, Part III, Section 4, dated 13-11-1965
* Amendment made vide Gazette of India part III Sec. 4 dated 3rd – 9th April 2004 at page No. 1912.
26. Substitution of word in gazette of India part III Sec Dt. 5th Nov.2005

Levy of fees

32 Subject to the approval of the Finance Committee, the Director may levy such fees as may be necessary for purposes other than admission to the museum.

[18] Medical Certificate

Refer Sub-regulation 5 in Regulation 8)

I hereby certify that I have examined Shri/Kumari/ Smt _____ a candidate for employment in the Salar Jung Museum, and cannot discover that Shri/Kumari/Smt_____ Has any disease (communicable or otherwise) constitutional weakness or bodily infirmity except _____. I do not consider disqualification for employment in the office of the Salar Jung Museum.

Signature
Designation with office stamp

Dated:

The Salar Jung Museum Regulation, 1962, were published in the *Gazette of India, Part III Section 4 under Government notification No. Nil dated 29-9-1962 at pages 536 to 539 and were subsequently amended by the following notifications made in Gazette of India, Part III Section 4.*

1. *dated 13-11-1965*
2. *dated 4-12-1965*
3. *dated 30-6-1966*
4. *dated 28-10-1967*
5. *dated 6-7-1968*
6. *dated 22-2-1969*
7. *dated 30-1-1973*
8. *dated 13-4-1974*
9. *dated 13-4-1976*
10. *dated 1-5-1976*
11. *dated 30-10-1976*
12. *dated 20-8-1977*
13. *dated 24-9-1977*
14. *dated 22-4-1978*
15. *dated 14-6-1980*
16. *dated 28-3-1981*
17. *dated 7-8-1982*
18. *dated 31-8-1985*
19. dated 27-8-1987
20. dated 16-4-1988
21. dated 18-2-1995
22. dated 26-12-1998
23. dated 20-2-1999
24. dated 12-2-2000
25. dated 3-4-2004
26. dated 5-11-2005
27. dated 4-2-2012

*Chairman*
*Salar Jung Museum Board*
*Hyderabad*

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1. Added vide Gazette of India, Part III, Section 4, dated 13-11-1965.
18. Added at Regulation 32 vide Gazette of India Part III, Section 4, dated 31-8-1985.