राष्ट्रीय विज्ञान संग्रहालय परिषद
NATIONAL COUNCIL OF SCIENCE MUSEUMS
(संस्कृति मंत्रालय, भारत सरकार/
MINISTRY OF CULTURE, GOVT OF INDIA)
कोलकाता/KOLKATA – 700091

फ़ाइल सं/File no. I-13019/1/**848**   दिनांक/Dated 18/09/2020
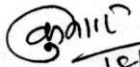
कार्यालय ज्ञापन /OFFICE MEMORANDUM

**Sub: Maintenance of Database of Artefacts displayed
in the galleries of Science Museums/Science Centres under NCSM**

In order to uniformly maintain and update the database of Artefacts in the science museums/science centres under NCSM, it has been decided to initiate following measures immediately:-

(i)   All national level units under NCSM shall maintain and update records of all including new acquisitions during a financial year in respect of their zone with an intimation to NCSM Hqrs.;

(ii)   All national level units under NCSM shall send a *'condition report'* of all the Artefacts in possession and displayed in the galleries of science museums/centres in their respective zone to NCSM Hqrs., as on 31st March of each financial year by 30th of April of the next financial year for records;

(iii)   All national level units under NCSM shall take necessary steps for proper preservation/conservation of the Artefacts in their possessions on regular basis;

(iv)   At the time of superannuation/transfer/resignation of an official in whose custody the artefacts are being held, proper handing over of the artefacts may be undertaken in the respective centre/museum;

A consolidated list of Artefacts displayed in various galleries of science museums and science centres under NCSM is enclosed for reference. The artefacts may be used as part of exhibitions, wherever possible with adequate safety measures.

This issues with the approval of DG, NCSM.

18/09/2020
(समरेन्द्र कुमार/Samarendra Kumar)
निदेशक (मु.) व प्रभारी सचिव/
Director (Hqrs.) & Secretary-in-Charge

Encl: List as stated

To,

    01. Directors of all NCSM Units & MD, CMD
    02. PPS to DG, NCSM
    03. CoAs & Dy. CoAs of all NCSM units
    04. PCs & DSOs of all NCSM units
    05. Dy. CoAs & Dy. CoSPs of all NCSM units
    06. PRO & Hindi Cell, NCSM
    07. Office copy