

By Speed Post

F.No.4-123/2015-M.II
Ministry of Culture
M-II Section

Shastri Bhawan, New Delhi
Dated the 19th September, 2017

To

As per list enclosed

Subject: "Certificate of Excellence" Scheme for Museums Professionals –reg.

Sir,

I am directed to say that Ministry of Culture, Government of India has decided to introduce a "Certificate of Excellence" Scheme for Museums employees in the country and to acknowledge the achievements made by the employees of the Museums in order to encourage them to work in pursuit of excellence in their respective field. A copy of the Concept Note with details is annexed herewith.

2. **Nominations of the eligible museum officials who have done extraordinary work, as per the Concept Note of the "Certificate of Excellence" Scheme for Museums employees, for the financial year 2016-17 are invited duly recommended by the Head of the respective museums.** The nominations from museums should reach to the Under Secretary (Museums), Ministry of Culture, Room No. 209, D-wing, Shastri Bhawan, New Delhi by 30th September, 2017.

Encl: As above

Yours faithfully

(A.N. Mishra)

Under Secretary to the Govt. of India
Tel: 23388169

Forwarded to:

1. Administrator, National Museum, Janpath, New Delhi-110011
2. Director General, National Council of Science Museums, Sector V Block G N, Bidhan Nagar, Kolkata-700091
3. Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delh-110003.
4. Director, National Gallery of Modern Art, Manikyavelu Mansion, 49 Palace Road, Bangaluru-560052.
5. Director, National Gallery of Modern Art, Sir Cowasji Jahangir Public Hall, M.G. Road, Fort, Mumbai-400032.
6. Director, Salar Jung Museum, Hyderabad-500002 (Andhra Pradesh)
7. Director-in-charge, Allahabad Museum, Chandrashekhar Azad Park, Kamla Nehru Road, Allahabad-211001
8. Registrar, National Museum Institute, Janpath, New Delhi-110011
9. Director General, National Research Laboratory for Conservation of Cultural Property (NRLC), Sector E /3, Aliganj Scheme Lucknow-226024
10. Director, Indian Museum, 27, Jawaharlal Nehru Road, Kolkatta -700016
11. Secretary & Curator, Victoria Memorial Hall, 1, Queen's Way, Kolkata – 700071.
12. Director, Indira Gandhi Rashtriya Manav Sangrahalaya, Shamla Hills, Bhopal, Madhya Pradesh - 462013.
13. All Ministries/Departments of Government of India with a request to circulate the scheme to all the Museums within their administrative control.
14. Secretary, Ministry/Department of Culture of State Governments/UTs with a request to circulate the scheme to all the Museums within their respective States/UTs.
15. NIC Cell, Ministry of Culture with a request to post the Scheme in the Website of the Ministry at the appropriate place giving wide publicity to the Scheme.

“Certificate of Excellence” Scheme for Museum Professionals.

Objective of the Scheme:

The objective of the Scheme is to acknowledge the achievements made by the employees of the Museums in order to encourage them to work hard in the pursuit of excellence.

General Criteria for consideration of the names of the Museum Staff

1. The official to be considered for the award should be a regular employee working in any of the museums covered under the Scheme.
2. The official should have done extraordinary work in museum related field/subject or should be pivotal in the evolution of an exemplary best practice.
3. The extraordinary work done or the best practice evolved by the officer/official must have a direct link in the required increase either of the number of visitors or in the revenue generation or resulting in public acclaim of the Museum concerned.
4. The work done or the practice evolved by the concerned officer/official resulting in the desired result in the previous financial year will be duly recommended by a Screening Committee, at the level of the Museum, and will have the following composition –
 - i. Head of Organisation
 - ii. Two senior most curators/Museum professionals
5. The recommendation by the Screening Committee will be duly certified by the Head of the Organisation with respect to the work done or the practice evolved by the concerned officer/official resulting in the desired result, before being forwarded to the Ministry for consideration. It should be noted that not more than five names should be sent by a Museum in that given year.
6. The entries for the previous financial year should be sent to the Ministry by 15th of May of the current year. The Selection Committee should

finalise and submit its recommendation to the Secretary (Culture) by the 15th of July. The Certificates should be awarded on 15th of August.

7. An official who has been awarded under this component of the Scheme would not be eligible for nomination during the successive 3 years counted from the year in which the award was bestowed upon him/her, except when there are extraordinary reasons existing which have to be duly recorded by the Screening Committee, e.g. an official who is awarded in the year 2015-16 would not be eligible for applying for next award before 2019-20.

IMPLEMENTATION OF THE SCHEME.

The scheme will be implemented annually. Nominations will be invited from all the museums in the country duly recommended by the Head of the respective museum.

CONSTITUTION OF SELECTION COMMITTEE

The nominations for the certificate of excellence received under the signature of HoD of the various Museums in the Country will be scrutinized by a Selection Committee with the following composition.

1. Joint Secretary (Museums)
2. Director (Museums)
3. Director (IFD)
4. Two Heads of organisation of the Museum/Institutions under Ministry of Culture (by annual rotation).

After the consideration of the names of the staff received from various Museums the Committee will recommend names which in the opinion of the Committee deserve to be awarded the Certificate and submit the recommendation to the Secretary (Culture) for final approval.

The "Certificate of Excellence" will be issued under the signature of Secretary (Culture).
