

GOVERNMENT OF GOA

CITIZEN'S CHARTER

FOR

**DIRECTORATE OF ARCHIVES AND
ARCHAEOLOGY**

Issued by:

The Directorate of Archives and Archaeology
Government of Goa,
Rua de Ourem,
Panaji – Goa.

DO'S FOR THE PUBLIC

To use the Archives the scholars/public should enter their name in the visitor's book and fill in the entry slip at the reception.

After depositing their belongings at the reception, the scholars/public should contact Archivist (General) for search/research of records, the Librarian if they desire to use the Library for reference work.

Scholars/public wishing to purchase publications of the Directorate may please contact Archivist (Publication).

In case of any difficulty the scholars/public can contact the Director.

HISTORICAL BACKGROUND

The Directorate of Archives & Archaeology is the oldest Archives in the country. Established on 25th February, 1595 by the famous historian Diogo do Couto, also its first Records Keeper, the Archives was named as "Torre do Tombo do Estado da India". The oldest Portuguese record is of the year 1498. Currently the Goa Archives is designated as Directorate of Archives & Archaeology headed by Shri M. L. Dicholkar.

SERVICES PROVIDED BY THE DEPARTMENT OF ARCHIVES

It contains source material relating to the history of European expansion in Asia & Africa especially the rise, fall, and decay of the Portuguese sea-borne empire of India (1510-1961) and the attempts made by the Asian & African powers to oust the Europeans from Asia & Africa. Besides, there are records pertaining to Village Communities, a good collection of files pertaining to the freedom struggle of Goa, registers of Baptism, Births & Deaths, Deeds & Wills as well as some very useful records from churches in Goa.

Most of the records are in Portuguese & Marathi (Modi) though quite a few documents are also in Sanskrit, Persian, English, French & Vietnamese.

There are some Canarese records in the Goykanadi script, though the language is Marathi. There are also Swahili letters penned almost 300 years ago which comprise the oldest corpus of Swahili prose so far discovered.

MANAGEMENT 'A' UNIT

The Unit, which is headed by the Archivist (General), issues records/volumes/files required by the public/scholars in the research room/reading hall.

Application forms are available for use of the reading room.

The record section is open from Monday to Friday from 9.45 a.m. to 12.45 p.m. and 2.15 to 4.00 p.m. for Indian and foreign public/scholars.

Reference aids such as General Inventory "Roteiro", (Guide of Archives), Guide to Archives by Dr. V. T. Gune and various other lists are available for reference to scholars/public. New lists are being added to the existing ones so as to facilitate quick retrieval of records.

Necessary arrangements are made for photo duplication, digital copies of records/files etc. requisitioned by the public/ scholars through the Preservation unit.

In case of any difficulty, the public can meet the Director, Shri M. L. Dicholkar.

MANAGEMENT 'B' UNIT

The Unit, which is headed by the Archivist (Management), surveys non-current records lying in various Government departments or record creating

agencies, which are to be transferred to the Archives. The Section receives records as per properly authenticated Transfer List. The Section checks the received records as per Transfer List and discrepancies noted are pointed out in the Check List. Inspection of records in different departments, courts etc as per Archival norms are being carried out from time to time. The Management 'B' Unit issues records to the Management 'A' Unit on requests of the public/scholars.

This Unit has started computerization of archival records. The Records of Documentos Para Vaigem, Captain of Ports, Land Records are scanned and preserved from any further damage. At IPHB Building, Altinho, the Computerised Records of Documentos Para Vaigem and Captain of Ports are issued to public.

RESEARCH & PUBLICATION UNIT

The Unit is headed by the Archivist (Publication) and is mainly engaged with the research work of selecting documents, transcribing old Portuguese documents, finding aids and reference media.

Two issues of the research journal 'Purabhilekh-Puratatva' (Archives-Archaeology) are published every year. It covers research articles on Indo-Portuguese history, historical churches & temples of Goa, Archaeological topics, historical records (Portuguese & Modi). It also touches upon Portuguese, British, French and Dutch colonialism. The copies are available for sale at the Directorate of Archives & Archaeology.

Archives Week is organized every year by holding an exhibition of old Portuguese and Modi documents, throwing light on various aspects of history-politics, social life etc. A cyclostyled booklet is published giving summaries in English of the old Portuguese & Modi documents which are exhibited.

An annual local history seminar is jointly organized by the Directorate of Archives & Archaeology and the Department of History, Goa University.

PRESERVATION UNIT

The Unit, which is headed by the Scientific Officer, offers the following services to the public/scholars on the advice of the management “A” Unit.

1. Digital images on C.D..
2. Digital prints in varying sizes on inkjet papers.
3. Xerox prints on photocopier machine.

The Unit provides these services to the public within one week on the receipt of the application.

Besides reprographic services, the Preservation Unit of the Directorate is engaged in scientific treatment, repair and rehabilitation of old, brittle documents, with a view of safeguarding the archival heritage for posterity. The Unit also offers services/advise on preservation, maintenance of records to other Government agencies, Institutions, public etc. on requests.

Sr. No	Type of Service	Indian Public/ Scholars	Charges in Rs. Foreign Scholars
1	2	3	4
1.	Digitally processed Images on CD-ROMs	Rs. 250/- Rs. 25/-	Rs. 400/- Rs. 40/-
2.	Digital Prints on Inkjet Paper, A4 size	Rs. 50/-	Rs. 80/-
3.	Copies on Xerox paper	Rs. 3/-	Rs. 6/-

ARCHAEOLOGY

Goa has a rich cultural heritage & needs to be explored on scientific line keeping its archaeological importance. In view of this, several developmental works are planned to safeguard the cultural heritage for posterity and also to limelight the protected area as a tourist spot.

The Archaeological Unit headed by the Asst. Superintending Archaeologist, undertakes village wise survey of the antiquities village wise survey of the antiquities as also conservation and vegetation clearance work at the forts and the monuments under the control of this Directorate.

LIBRARY

We have full-fledged Library headed by Librarian. There are 54,008 books in total, approximately 55,000 books in Portuguese and 10,008 books in English and Marathi. The details of the same are given below: -

1. Library timing – 9.30 a.m. to 1.00 p.m. & 2.00 p.m. to 5.30 p.m.
2. Newspaper – 4 English & 2 Marathi.
3. Periodicals – 10 monthly, quarterly.
4. Official Gazette – Weekly.

TELEPHONE

The Directorate of Archives and Archaeology is open on all working days from Monday to Friday between 9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. However, the timings for consultation of records is 9.45 a.m. to 12.45 p.m. and 2.15 to 4.00 p.m.

The telephone numbers are provided below: -

2226692

2435321

PUBLIC GRIEVANCES

There will be occasions when our services will not be up to your expectations, please do not hesitate to register your complaint. It will only help us to serve you better.

Every grievance will be duly acknowledged.

We aim to settle your genuine complaints within 10 working days of its receipt.

Suggestions/complaint boxes are provided.

PUBLIC INFORMATION OFFICERS

Shri. M.L.Dicholkar

First Appellate Authority

Director of Archives &
Archaeology
Tel. No. 2435321 (0)

Smt. Blossom Medeira

Public Information Officer

Archivist (General)
Tel. No. 2226692 (0)

Shri. Shaikh Mahamdul A.

Assistant Public Information Officer

Archivist (Publication)
Tel. No. 2226692 (0)