



Government of Goa

CITIZEN'S CHARTER

Directorate of Archives and Archaeology

Government of Goa

Ourem Road, Mala, Panaji-Goa 403001

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Historical Background

The Directorate of Archives and Archaeology is the oldest Archives in the country. Established on 25th February, 1595 by the famous historian Diogo do Couto, who was also its first Record Keeper, the Archive was named as "Torre do Tombo do Estado da India".

It contains source material relating to 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, Birth & Death, 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.

Vision

To promote feeling of great pride of Goa's documentary and cultural heritage and preservation of it for posterity.

Our Mission

- Preservation of the documentary heritage of Goa for posterity.
- Conserve and maintain the cultural heritage of the State.
- Encouraging the public for the study of Goa's History.

Organizational Chart of the Directorate of Archives and Archaeology



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.

The record section is open from Monday to Friday from 9.45 a.m. to 1.00 p.m. and 2.15 p.m. 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 of records/files etc. requisitioned by the public/scholars through the Preservation unit. In case of any difficulty, the public can meet the Director.

Management 'B' Unit

The Unit is headed by Archivist (Management). The Unit surveys non-current records lying in various Government departments or record creating agencies, which are to be transferred to the Archives. The Unit receives records as per properly authenticated Transfer List and 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 Unit issues records to the Management 'A' Unit on requests of the public/scholars. The computerization of archival records is already commenced. Travel documents (1954-1961) and Captain of Ports (1916-1965) records are computerized and computer copies of these documents are being issued to the public at Archives Annexe office, Altinho.

<p>The record section is open from Monday to Friday from 9.45 a.m. to 1.00 p.m. for public.</p>

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 and Modi (Marathi) documents, finding aids and reference media.

Two issues of the research journal 'Purabhilekh -- Puratatva' 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. (Please see Annexure 'C').

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. 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 of records to research scholars on CD ROMs.
2. Digital prints of records on Inkjet papers.

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.

LIBRARY

The Unit is headed by the Librarian and has a full - fledged Library. There are 67,000 books in total, 55,000 books in Portuguese and 10,008 books in English and Marathi. The library is open to the research scholars and to the general public.

Library timing - 9.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.30 p.m.

ARCHAEOLOGY

The Archaeology Unit headed by the Assistant Superintending Archaeologist, undertakes village wise survey of the antiquities and also conservation, restoration and vegetation clearance work at the 51 monuments/sites protected under the Goa Ancient Monuments and Archaeological Sites and Remains Act, 1978 and Rules, 1980. Goa has a rich cultural heritage & needs to be explored on scientific line keeping its archaeological importance. In view of this, several restorational works are planned to safeguard the cultural heritage for posterity. Regular participation in academic/research and awareness programs are important activities of the Unit.

List of Protected Monuments

Sr. No.	Name of the Monument/Site	Village	Taluka	Survey No.	Sub-Div.	Owner-ship	Police Station
1	2	3	4	5	6	7	8
1	Ruins of Brahmapuri	Ella	Tiswadi	128		Private	Old Goa
2	Chapel of St. Xavier	Ella	Tiswadi	97		Private	Old Goa
3	Chapel of Our Lady of Monte	Ella	Tiswadi	86		Private	Old Goa
4	Convent of St. Monica and Chapel	Ella	Tiswadi	153	1	Private	Old Goa
5	Ruins of College of St. Populo	Ella	Tiswadi	14		Private	Old Goa
6	Church of St. Peter	Ella	Tiswadi	1	2	Private	Old Goa
7	Casa da Polvora	Panelim	Tiswadi	4	3	Government	Ribandar
8	Fort Naroa	Naroa Divadi	Tiswadi	50		Government	Bicholim
9	Site of the Temple of Saptakoteshwar	Naroa Divadi	Tiswadi	14,15,16	1 (part)	Private	Bicholim
10	Chapel of St. Jeronimus	Madel Chodan	Tiswadi	172		Private	Bicholim
11	British Cemetery at Dona Paula	Dona Paula	Tiswadi	Chalta No.4 Chalta No.1,2,3, Chalta No. 1	PTS No. 182 PTS No. 11 PTS No. 189	Private	Dona Paula

1	2	3	4	5	6	7	8
12	The Site of Fortress at St. Estevam	St. Estevam	Tiswadi	114	1, 2, 3, 4, & 5	Government	Marcel
13	Site where the ancient image of Buddha was discovered at Colvale	Colvale	Bardez	244	16	Private	Colvale
14	Fortress of Colvale	Colvale	Bardez	74	23	Government	Colvale
15	Reis Magos Fort	Reis Magos	Bardez	90	1 & 2	Government	Betim-Vere
16	Church of Reis Magos	Reis Magos	Bardez	88	B,6,7 & 8	Private	Betim-Vere
17	Chapora Fort	Chapora (Kaisuv)	Bardez	357		Government	Siolim
18	The Fortress of Khorjuve	Khorjuve	Bardez	102,104,103	1 to 21	Government	Siolim
19	Caves at Naroa	Naroa	Dicholi	155		Private	Bicholim
20	Temple of Saptakoteshwar	Naroa	Dicholi	1	1 to 39	Private	Bicholim
21	Site of Gujir	Kudnem	Dicholi	75 & 76		Private	Sanquelim
22	Fort of Sanquelim	Sanquelim	Dicholi	31	41 & 44	Private	Sanquelim
23	Namazgah	Dicholim	Dicholi	78	2	Private	Sanquelim
24	The Cave of Siddhanath at Tar Surla	Surla	Dicholi	1	1 (Part)	Government	Sanquelim
25	The Mosque and Tank at Tar Surla	Surla	Dicholi	4	1 (Part)	Private	Sanquelim
26	Site of Ruins of Manguesh Temple	Cortalim	Salcete	1	1 & 2	Private	Cortalim
27	Site of Ruins of Shantadurga Temple	Quelossim	Salcete	215		Private	Verna
28	Site - Ruins of Ramnath Temple	Loutolim	Salcete	223	5	Private	Cortalim
29	Ruins including Tank of the Temple of Mahalsa	Verna	Salcete	38 & 39	3, 107	Private	Verna
30	Ruins including Tank of the Temple of Mahalsa	Verna	Salcete	38 & 39	3, 107	Private	Verna
31	Gate of Rachol Fortress	Rachol	Salcete	74	1	Private	Margao
32	Caves of Aquem	Margao	Salcete	54	227	Private	Margao

1	2	3	4	5	6	7	8
33	Frontispiece of Sancoale	Sancoale	Mormugao	226	83	Private	Cortalim
34	The Fort of Marmagoa	Vasco	Mormugao	PTS no 7	Ch No.13	Government	Mormugoa
35	The Site of Kaivailya Math at Consua	Cortalim	Mormugao	162	1 (part)	Government	Mormugoa
36	Shri Chandranath Temple	Paroda	Quepem	85	6 (part)	Private	Quepem
37	Site of Rock Carvings of Kazur	Kazur - Cavare	Quepem	10	18	Devasthan	Quepem
38	Cabo de Rama Fort	Cabo de Rama	Canacona	259,260,262,263	All Sub.-Div.	Government	Canacona
39	Caves at Rivona	Rivona	Sanguem	60	54	Private	Sanguem
40	Site of Rock Carving at Pansaimol Colomb	Rivona	Sanguem	107, 108 & 109	Includin g all sub div.	Government	Sanguem
41	The Cave at Shigao	Shigao	Sanguem	2	1 (Part)	Private	Sanguem
42	The Site of Narayandev at Vichundre	Vichundre	Sanguem	11	2,4,8 & 10(part)	Private	Sanguem
43	Caves at Khandepar	Khandepar	Ponda	170	2	Private	Ponda
44	Cave at Ishwarbhat	Khandepar	Ponda	30	(Part)	Private	Ponda
45	Cave at Mangueshi	Mangueshi	Ponda	45	(Part 0)	Private	Mardol
46	Shri Nagesh Temple	Bandora	Ponda	1	1 & 2	Private	Ponda
47	Shri Kamakshi Temple	Shiroda	Ponda	1		Private	Shiroda
48	Shri Saptakoteshwar	Khandepar	Ponda	157	(part)	Private	Ponda
49	Shri Mahadeva Temple	Agapur	Ponda	82	2	Private	Ponda
50	Ruins of Jaina Basti	Bandora	Ponda	5	1,2,3 & 4	Private	Ponda
51	Fort of Alorna	Alorna	Pernem	242 & 253		Government	Pernem
52	Fort of Terekhol	Terekhol	Pernem	1		Government	Pernem

Services of the Department

- Department provides Birth, Death, Baptism, Marriage, travel documents to the general public and to the research scholar (Please see Annexure 'A').
- Department also holds Land records, Inventory files and Notarial records (Please see Annexure 'B').
- Apart from the above mentioned documents, there are Judicial records, Tribunal Military Territorial files, a collection of Modi Marathi documents available for the general public and to the research scholars.
- To make it simpler there is '**Roteiro** dos Arquivos da India Portuguesa' by Dr. Pandurang S.S. Pissurlekar – a catalogue of archival documents and a guide to the collections of records from Goa Archives by Dr. V. T. Gune.

Following are the charges for the acquiring the documents from the Archives:

Sr. No.	Type of Services	Minimum Charges for Public records & Rate per Image	Minimum Charges for Research Scholars & Rate per Image	
			Indian	Foreign
1	Digitally Processed Images on CD-ROMs	-NA-	Rs. 25/-	Rs. 40/-
2	Digital Prints on Inkjet Paper, A4 size	Rs. 50/-	-NA-	-NA-
3	Photocopies (facility only available in the library)	-NA-	Rs. 3/-	Rs. 6/-

Expectation from Service Recipients

- To use the Goa Archives the scholars/Public should first enter their name in the visitor's book and should deposit their belongings at the reception counter.
- After depositing their belonging 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.
- Mobile phones should be switched off before entering the reading room.
- While referring to the records, documents must be handled with great care.
- Public/Scholars should maintain silence in the reading room.
- 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.

Complaint Handling Mechanism

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

Where to lodge a complaint:

- ✚ In person or post at the Directorate of Archives and Archaeology, Ourem Road, Mala, Panaji – 403 001.
- ✚ Complaints received in person/telephone will be acknowledged instantly.
- ✚ Complaints received through email will be acknowledged within one day.
- ✚ Complaints received through post will be acknowledged within five days.

Within 30 working days from the date of receipt complaint will be resolved.

In case the complaint is not resolved in 30 working days time or the resolution is not to the satisfaction of the complainant, the same can be escalated to the Director of Archives and Archaeology for review. It will be resolved within 15 days from the date of escalation.

List of Officials

Smt. Blossom Medeira

Director – Directorate of Archives

And Archaeology

Contact – 0832 2435321

Shri Vasu Usapkar

(Public Information Officer & Liaison Officer)

Archivist (Management)

Contact – 2226692

Shri Balaji Shenvy

(Public Relation Officer)

Archivist (Publication)

Contact – 2226692

Shri Varad Sabnis

(Public Relation Officer)

Assistant Superintending Archaeologist

Contact – 2226692

Smt. Gayatri Ghatwal

(Public Grievance Officer)

Scientific Officer

Contact – 2226692

Public Information Officers

Smt. Blossom Medeira

Director- Directorate of Archives

And Archaeology

Contact – 0832 2435321

First Appellate Authority

Shri Vasu Usapkar

Archivist (Management)

Contact – 2226692

Public Information Officer

Shri Rajiv Kudke

Assistant Programming Officer

Contact – 2226692

Assistant Public Information Officer

The Directorate of Archives and Archaeology
Government of Goa,
Ourem Road,
Panaji-Goa 403 001

Annexure A

Public Records at Directorate of Archives and Archacology Mala Panaji

	1	2	3	4	5	6	7	8	9	10	11	12
	Baptism /Birth		Marriage		Death		Extract Birth [†]		Extract Marriage [†]		Extract Death [†]	
	From	To	From	To	From	To	From	To	From	To	From	To
Pernem	1852*	1913*	1855*	1913*	1850*	1913*	NA		NA		NA	
Bardez	1801**	1913**	1764**	1913**	1800**	1913**	NA		NA		NA	
Bicholim	1876*	1913	NA		1891	1913	NA		NA		NA	
Sattari	NA		NA		NA		NA		NA		NA	
Tiswadi	1766**	1913	1782*	1920*	1767*	1913*	NA		NA		NA	
Ponda	1847*	1913	NA		1865*	1913*	NA		NA		NA	
Sanguem	1866*	1913	1865	1913	1899	1913	1914	1960	1918	1951	1914	1916
Quepem	1864**	1913	1914	1957	1865*	1913*	1914	1955	1914	1955	1914	1955
Salcete	1762	1906	1678	1913	1702**	1913**	1914	1962	1912	1976	1892	1962
Mormugao	1890**	1913	NA		1889*	1913*		-				
Canacona	NA		NA		NA		1914	1957	1916	1957	1914	1957

* Catholic and non-catholic records

** Only Church Records

† Records from Civil Registrar cum Sub Registrar

Disclaimer: This is an overview of the records available at the Directorate of Archives and Archacology in Mala, Panaji and also records are available at its Annex office at the IPIIB building, Altinho. There are gaps in the above mentioned record and it is not a complete series . For more details visit Directorate of Archives and Archacology, Mala, Panaji-Goa.

Annexure B

Public Records at Directorate of Archives and Archaeology Mala Panaji

	Land Registration Record	Notorial Record	Court files			Comunidade Record*	Taluka Revenue Record
			Civil	Criminal	Inventories		
Pernem	1883-1965	1895-1951				1973-1904	NA
Bardez		1836-1957	1844-1960	1864-1952	1859-1960	1769-1958	NA
Bicholim	1883-1965	NA			1865-1977		1889-1968
Sattari	NA	NA	NA	NA	NA		NA
Tiswadi	1884-1972	1836-1967	1822-1962	1810-1966	1825-2005	1882-1962	1927-1964
Ponda		1864-1874 1914-1962			1877-1985	1861-1956	NA
Salcete	NA	1835-1957	1934-1957	1934-1957	1777-1990	1769-1958	NA
Mormugao	NA	1910-1930			1895-1959		NA
Quepem	NA	1864-1958			1856-1985		NA
Sanguem	NA						NA
Canacona	NA					1882-1958	1903-1962

* Records are as per *Comunidade*. For details check General Inventory.

Disclaimer: This is an overview of records available at the Directorate of Archives and Archaeology at its headquarters in Mala, Panaji and also records are available at its Annex office at the IPHB building Altinho. There are gaps in the above mentioned record and it is not a complete series. For more details visit Directorate of Archives and Archaeology, Mala, Panaji-Goa.

Annexure C

PURABHILEKH - PURATATVA

The back issues available, can be obtained from the
Directorate of Archives and Archaeology

Government of Goa

Qurem Road, Panaji-Goa. 403001.

Sr. No.	Vol. Nos.		Period		Price (old)	Price per copy
1	Vol. I	No. 1	July - Dec	1983		Rs. 15/-
2	Vol. II	No. 1	Jan - June	1984		Rs. 18/-
3	Vol. II	No. 2	July - Dec	1984		Rs. 23/-
4	Vol. III	No. 1	Jan - June	1985		Rs. 23/-
5	Vol. III	No. 2	July - Dec	1985		Rs. 28/-
6	Vol. IV	No. 1	Jan - June	1986	Rs. 34/-	Rs. 120/-
7	Vol. IV	No. 2	July - Dec	1986	Rs. 34/-	Rs. 100/-
8	Vol. V	No. 1	Jan - June	1987		Rs. 34/-
9	Vol. V	No. 2	July - Dec	1987		Rs. 29/-
10	Vol. VI	No. 1	Jan - June	1988		Rs. 50/-
11	Vol. VI	No. 2	July - Dec	1988		Rs. 27/-
12	Vol. VII	No. 1	Jan - June	1989		Rs. 34/-
13	Vol. VII	No. 2	July - Dec	1989	Reprint	Rs. 50/-
14	Vol. VIII	No. 1	Jan - June	1990	Reprint	Rs. 50/-
15	Vol. VIII	No. 2	July - Dec	1990		Rs. 34/-
16	Vol. IX	No. 1	Jan - June	1991		Rs. 36/-
17	Vol. IX	No. 2	July - Dec	1991		Rs. 32/-
18	Vol. X	No. 1	Jan - June	1992		Rs. 40/-
19	Vol. X	No. 2	July - Dec	1992		Rs. 45/-
20	Vol. I	No. 1	Jan - June	2000		Rs. 50/-
21	Vol. I	No. 2	July - Dec	2000		Rs. 100/-
22	Vol. II	No. 1	Jan - June	2001		Rs. 100/-
23	Vol. II	No. 2	July - Dec	2001		Rs. 100/-
24	Vol. III		Jan. - Dec	2010		Rs. 150/-
25	Vol. IV	No.1 & 2	Jan- Dec	2011		Rs. 60/-

1	Goa Cultural Trends (Seminars Papers)		Rs. 150/-
2	Goa's External Relations (Seminars Papers)	Reprint	Rs. 250/-
3	Goa : Trade and Commerce (Seminars Papers)		Rs. 250/-
4	Goa : In the Indian Sub Continent (Seminar papers)		Rs. 250/-
5	Fourth Centenary Volume of The Goa Archives		Rs. 200/-
6	Goa : Educational Institutions Through The Ages		Rs. 200/-
7	Role of Woman in Goa Through The Ages		Rs. 150/-
8	Sources for the study of Goan History		Rs. 150/-
9	Roteiro : dos Arquivos da India Portuguesa		Rs. 230/-
10	A Guide : to the collections of records from Goa Archives		Rs. 100/-