

Manual-8
Procedure followed in decision making process.

1. Matter related to the conservation are put up by dealing hand to the ASAE, Dy. S.A and then to Superintending Archaeologist.
2. Matter related to Administration section is put up by dealing hand to the Head Clark, A.O, Dy. SA and to Superintending Archaeologist.
3. Matter related to Technical, Survey, Drawing & Photo Sections are put up by concerned Assistant Archaeologists/ Surveyor/ Draftsman/ Photographer to the Deputy Superintending Archaeologist and to Superintending Archaeologist.
4. Matter related to Monuments section is put up by dealing hand to the UDC, Deputy Superintending Archaeologist and to Superintending Archaeologist.
5. Matter related to Accounts section is put up by dealing hand to the UDC, Head Clerk Dy. SA and to Superintending Archaeologist.
6. The applications pertain to NOC for Construction/Repairs to the Building are forwarded by the Competent Authority/Commissioner, Agra for site inspection report are put up by dealing Assistant to Assistant Engineer/Deputy Superintending Archaeologist and the Superintending Archaeologist.
7. The request received for information under RTI Act. Provided by CAPIO to CPIO.
8. The information received from sub circle offices are put up by dealing hand and routed through above mentioned procedure depends on information related to the concerned section.