

**OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST,  
ARCHAEOLOGICAL SURVEY OF INDIA**  
Dehradun Circle, Dharohar, Tyagi Road, Dehradun-248001

## **Manual-8**

### **Procedure followed in decision making process.**

1. Matters related to the conservation are put up by dealing hand through the ASAE to Superintending Archaeologist.
2. Matters related to Administration section are put up by dealing hand to the Superintending Archaeologist
3. Matters related to Technical, Survey, Drawing & Photo Sections are put up by concerned Assistant Archaeologists/Surveyor/Draftsman to the Superintending Archaeologist.
4. Matters related to Monuments section are put up by the Assistant Archaeologist's to the Superintending Archaeologist.
5. Matters related to Accounts section are put up by dealing hand to the Superintending Archaeologist.
6. The request received for information under RTI Act. Provided by CAPIO to CPIO.
7. 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.
8. The applications pertaining to grant of NOC for construction/mining if received in this office have been referred to the competent Authority/Principal Secretary, Deptt. Of Culture, Uttarakhand for further necessary action at their end.