

ADMINISTRATIVE CHART



Gandhi Smriti and Darshan Samiti
5, Tees January Marg, New Delhi - 110 011

Vice - Chairperson

Member Secretary

Director

Administrative Officer

Programme Officer

P.A. to Director

LDC/Typist

Jamadar

Research Officer

Librarian

Programme Executive

Programme Co-ordinators

P.A. to Programme Officer

Guides

Hindi Asstt.

Asstt. Library

Library Asstt.

Account Officer

Estate Manager/ Asstt. Estate Manager

P.A. to Admv. Officer

Office Supervisor

Curator

Sr. Photographer

Accountant

Accounts Asstt.-cum-cashier

Accounts Asstt.

Mason

Carpenter

Security Guards

Safai Sevaks

Farash

Mali

Helper

Helper

Store Keeper

Office Asstt.

Asstt. Store Keeper

LDC/Typists

Diary-Desk. Clerk

Electrician

Drivers

Record Keeper

Helper

Guide Lecturers

Sr. Artist

Guides

Pavilion Attendants

Photographic Asstt.

Darkroom Asstt.

Helper

Gandhi Smriti and Darshan Samiti

Citizen's Charter

Gandhi Smriti and Darshan Samiti was formed in September 1984 by the merger of Gandhi Darshan at Rajghat and Gandhi Smriti, at 5, Tees January Marg as an autonomous body, of the Ministry of Culture, Government of India. Gandhi Smriti is the hallowed premises where the Father of the Nation fell to assassins' bullets.

The Samiti, while aiming to preserve the Gandhian heritage and legacy, works to propagate the ephemeral message of the Father of the Nation. As Bapu showed through his own experiments the practical applications of values, responsibilities and ethics, the endeavor of the Samiti is to follow the path of a Gandhian blueprint of an inclusive and just society.

1) Vision

To create a just and peaceful society that aims to imbibe the message, philosophy and life of Mahatma Gandhi.

2) Mission

The overarching mission of Gandhi Smriti and Darshan Samiti is to propagate the life-mission and thought of Mahatma Gandhi amongst different sections of the society so that these can be imbibed by a large number of people.

3) Objectives of Gandhi Smriti and Darshan Samiti:

- i. To plan and carry out activities for the promotion of Gandhian ideals and philosophy.
- ii. To keep Gandhi Smriti and Darshan Samiti open for public as per standard rules related to museum and maintain it to provide maximum convenience to visitors.
- iii. Promote Audience Development and Museum Management Framework in both Gandhi Smriti Museum and Gandhi Darshan Exhibition.
- iv. Promote initiatives to create awareness on the life and message of Mahatma Gandhi through educational media like exhibition, films, Gandhiana, posters, and different forms of Art, Culture and Technology.
- v. To develop and preserve a library of books including rare books, literature, photographs, films and documents etc.
- vi. To collect, preserve and exhibit important relics of Mahatma Gandhi.
- vii. Promotion of volunteerism for Gandhian work and betterment of the society.
- viii. Focus on empowering the marginalized through different activities related to philosophy and ideals of Mahatma Gandhi.
- ix. Developing capacities of children, youth, women and other groups for imbibing Gandhian values and work to bring attitudinal changes/development through practical applications of Gandhian philosophy.

- x. To restore, protect and manage both the complexes at Gandhi Darshan and Gandhi Smriti and all movable and immovable properties therein according to requirement.
- xi. To bring publication for various sections of people to enhance their knowledge about Mahatma Gandhi and the values he propagated.
- xii. To conduct inter-disciplinary research on Gandhian philosophy in the context of contemporary issues.
- xiii. Encourage and promote Gandhian perspectives on education and facilitate education for peace, ecological security, equality and justice.
- xiv. To work extensively with different Universities and Academic Institutions for better and in-depth understanding of Mahatma Gandhi and Gandhian philosophy.
- xv. Empowerment of the weaker sections of the society through vocational training programmes and other livelihood initiatives as part of Gandhian constructive work.
- xvi. Respond and work to address challenging problems of the society.
- xvii. Involving different stakeholders to work for a culture of collective living, collective working, peace and nonviolence.
- xviii. Reaching the unreached with the life and message of Mahatma Gandhi especially in far flung areas.
- xix. To undertake such other activities and to do all the foregoing mandate and to cooperate and seek cooperation from other institutions for the aforesaid purposes.

4) Details of Services/Transactions offered in Gandhi Smriti

Gandhi Smriti is the sacred place where Mahatma Gandhi's epic life ended on January 30, 1948. Mahatma Gandhi spent the last 144 days of his life from September 9, 1947 to January 30, 1948. The erstwhile Birla House, which is now Gandhi Smriti, was acquired by the Government of India in 1971.

It was converted into a National Memorial of the Father of the Nation and opened to the public on August 15, 1973.

The preserves in Gandhi Smriti include the 'room' where Bapu lived and the 'prayer ground' where he led a mass congregation and inter-faith prayer meetings. Besides, there is the Martyr's Column, the spot where the Mahatma fell to assassin's bullets.

The Memorial consists of:

- a) Visual aspects to perpetuate the memory of Mahatma Gandhi and the noble ideals they represented;
- b) Educative aspects to focus concentrated attention on certain values of life that made Gandhi a Mahatma;

c) Service aspects to introduce activities in order to subserve certain felt needs.

5) Information for the Citizens & facilities at Gandhi Smriti:

Visiting Hours to Gandhi Smriti	10 a.m. to 5.30 p.m. Gandhi Smriti is closed every Monday and on Gazetted holidays
Admission Tickets	Free
Guiding System	A team of volunteer guides takes visitors around the Museum, the Martyr's Column, Multimedia museum, Mini Figures free of cost
Photography	Visitors are allowed to do photography in Gandhi Smriti, there is no costs involved
Book Shop	Visitors can buy books/souvenirs on Mahatma Gandhi at the book shop in Gandhi Smriti
Khadi Shop	Visitors can buy khadi clothes, garments etc at the Khadi Shop
Drinking water	Visitors can avail free purified drinking in two locations in Gandhi Smriti
Cafeteria/refreshments	The Samiti has an outlet of Tihar Jail products and cafeteria
Washroom	Visitors can avail free washroom facilities
Ramp for Persons with Disability	There are ramps and lifts for persons with disability
Parking	There is free parking facilities for visitors to Gandhi Smriti

6) Other services and amenities provided in Gandhi Smriti

- i. There is a reception at the main entrance of Gandhi Smriti. The receptionist guides visitors to different aspects of Gandhi Smriti
- ii. Signboards showing details of the museum, martyr's column and other aspects of Gandhi Smriti are placed in different location for the benefit of the visitors.
- iii. The exhibition has detailed description of the exhibits.

- iv. The museum has an Auditorium with a capacity of 100 people and Kirti Mandap where 500 people can be accommodated.
- v. Signage for drinking water and toilets are provided at appropriate places.
- vi. Wheel chairs are available for physically challenged visitors.

7) Details of Services/Transactions offered in Gandhi Darshan

Gandhi Darshan is situated adjacent to Rajghat. It was 21 years after the Mahatma's martyrdom that it was decided to observe his centenary in 1969. 13 Indian states seven foreign countries joined hands to create the Gandhi Darshan International Exhibition.

Presently, we have two exhibitions *My Life is My Message* and *Freedom Struggle*. At the exhibition, *My Life is My Message*; there are hundreds of archival photographs along brief textual narratives. Some of these images of Gandhiji as a child and young man are rarely seen. Also visitors can see Gandhiji's school report cards, newspaper clippings and cartoons that show contemporary reports and reviews of his activities, the letters exchanged between Gandhiji and Tolstoy, portraits of his wife and parents.

The historic boat used by Mahatma Gandhi during the Dandi March and the gun carriage used to carry his body from Gandhi Smriti to Rajghat is placed in the exhibition hall, *My Life is My Message*.

8) Information for the Citizens & facilities at Gandhi Darshan:

Visiting Hours to Gandhi Darshan	10 a.m. to 5.30 p.m. Gandhi Darshan is closed every Sunday and on Gazetted holidays
Admission Tickets	Free
Guiding System	A team of volunteer guides takes visitors around the Pavilions free of cost
Photography	Visitors are allowed to do photography in Gandhi Darshan, there is no costs involved
Drinking Water	Visitors can avail free purified drinking in Gandhi Darshan Campus
Khadi Shop	Visitors can buy khadi clothes, garments etc at the Khadi Shop
Book Shop	Visitors can buy books/souvenirs on Mahatma Gandhi at the book shop in Gandhi Darshan
For refreshments	There are outlets for refreshments in Gandhi

	Darshan
Washroom	Visitors can avail free washroom facilities
Ramp for Persons with Disability	There are ramps and lifts for persons with disability

9) Other services and amenities provided in Gandhi Darshan

- i. Signboards showing details of different spots are placed in Gandhi Darshan for the benefit of the visitors.
- ii. The exhibition has detailed description of the exhibits.
- iii. Gandhi Darshan has five auditoriums of different capacities and one open air auditorium.
- iv. It has dormitory facilities for students and others.
- v. Gandhi Darshan has an international guest house for research scholars and other senior people.
- vi. It runs Srijan- Gandhi Smriti and Darshan Samiti's Skill Development Centre. There are pottery unit, sewing and embroidery unit, computer and charkha spinning.
- vii. Gandhi Darshan houses an exclusive Gandhiana library. The library is open to all and can read and consult in the library.
- viii. There is a nursery section in Gandhi Darshan.
- ix. The Programme Unit runs from Gandhi Darshan.
- x. The Administrative Unit runs from Gandhi Darshan.

10) Programmes of Gandhi Smriti and Darshan Samiti

- i. GSDS organizes programmes as per its mission and objectives all across the country amongst different sections of the society.
- ii. The programmes are organized all around the year.
- iii. The programme plan of the Samiti is put up in the website, www.gandhismriti.gov.in.
- iv. The Samiti works in association with different Universities/Colleges/Government institutions/ Gandhian organizations and reputed voluntary organizations.

11) Grievance Address Mechanism

The Samiti ensures total transparency in its activities and programmes. All citizens are open to approach the Samiti with their views and suggestions.

The thrust is provide quality public services to the citizens which is hassle-free and work to ensure that there is elimination of the cause of grievances. The grievances received in Gandhi Smriti and Darshan Samiti are forwarded to the concerned unit head.

Structure of Grievance Redress Mechanism in Gandhi Smriti:

- i. The grievances of citizens are received at various points in Gandhi Smriti.
- ii. For Administrative issues: Mr S A Jamal, Administrative Officer
- iii. For issues related to Programmes: Dr Vedabhyas Kundu
- iv. For issues related to Gandhi Smriti: Dr Sailaja Gullapalli
- v. If a citizen is not satisfied with any issues after approaching the above officers, they can further contact the Director, Gandhi Smriti and Darshan Samiti, Shri Dipanker Shri Gyan, 23392710.
- vi. Further if the citizen is still not satisfied, she/he can approach the Vice Chairman, Gandhi Smriti and Darshan Samiti for redress of grievances.
- vii. Every month the Director convenes a meeting on the grievances received and the action taken. All efforts are made to deal with every grievance in a fair, objective and just manner & issue reasoned speaking reply for every grievance rejected.
- viii. All grievances are analyzed in order to identify the problem areas. Following this measures are taken to ensure the problem areas are plugged.
- ix. There are time limits for disposal of public grievances and are strictly adhered to.
- x. All grievances are acknowledged within a week of receipt indicating the name, designation and telephone number of the official who is processing the case. The time frame in which a reply would be sent is also indicated.
- xi. There is a staff forum and its meeting is held every quarter for quick disposal of public as well as staff grievances.
- xii. There is a social audit panel for examine areas of public interface to continuously suggest procedures to ensure Gandhi Smriti and Darshan Samiti becomes more people-friendly.