

राष्ट्रीय विज्ञान संग्रहालय परिषद
NATIONAL COUNCIL OF SCIENCE MUSEUMS
 ब्लॉक- जी.एन., सेक्टर-व, बिधान नगर
 Block -GN, Sector-V, Bidhan Nagar
 कोलकाता / Kolkata – 700091

Ref. No: I-13019/1/ 3320

Date: 29/03/2023


कार्यालय ज्ञापन / OFFICE MEMORANDUM

On the basis of request received from various institutions to provide relevant artifacts for new or existing galleries / exhibitions of units of NCSM a decision has been taken to devise a format for the Artifact / Object Identification with the nomenclature to up date the records of each artifact alongwith its movement and the record shall be maintained through the online data base mode by a dedicated technical team towards ease of record accessibility. The Nomenclature of the Artifact Archive Management has been devised as under :-

Object / Artifact ID	(XXXX .XXX .XXXX .XXXX .XX-XXX) – 20 Alphanumeric Characters YYYY . 1 2 3 . ABCD . ABCD . YY-1 2 3				
Nomenclature (from left) →	First 4 Characters (from left)	Second 3 Characters	Third 4 Characters	Fourth 4 Characters	Fifth 5 Characters
Characters →	YYYY	123	ABCD	ABCD	YY-123
Its Significance →	The Year of Accession by the corresponding Unit.	The Serial Number of objects / artifacts in the same accession year.	The Category of the object / artifact considering its subject or type of object.	The Unit / Institution / Site of accession or accessioning by the respective unit.	The Serial Number – of objects / artifacts considering the all-documented objects / artifacts by the same unit. Combination of First 2 digits - year of documentation (YY) & next 3 digits – Sl. No. of documented artifacts / objects of the same year.
Example: →	If any object / artifact has been received in 2014 then this is to be written as 2014.	If 10 nos. of artifacts / objects have been received in the same year then it is written as 001, 002, till 999 etc.	MECH - for Mechanical related. COMP - for Computer & its peripherals related. ELEC - for Electrical & Electronics related. GEOL - for Geological related. BIOL - for Biological related. ARCH - for Archeological related. OTHE - for any other / unknown category related.	If the accession is carried out by Unit i.e. CRTL, a unit of NCSM then it is written as CRTL.	If the documentation is done in the year 2018 then it is written as 18. And, if the Serial Number of the said documented artefact is 006 out of 999 nos. of artifacts / objects, received / documented by the same unit then it is written as 006 etc.
Respective Alphanumeric Characters (for an example of object 'Parcel Balance' received as 6 th item in 2014 and documented in 2018):	Year of Accession 2014	Sl. No. in the same Accession Year 006	Category of Object / Artifact MECH	Accession done by the unit CRTL	Year of Documentation 2018 & Sl. No. 6 18-006
Final format of object / artifact ID (for the said example): 2014.006.MECH.CRTL.18-006					

All concerned are requested to ensure uniform object ID of each artifact in the Council.

This issues with the approval of the Director General, NCSM.


(सुब्रत कुमार मिश्रा / Subrata Kumar Mishra)

सचिव/ Secretary

To:

- 1) DDG, NCSM
- 2) All Directors of NCSM/MD, CMD
- 3) Secretary, NCSM
- 4) PPS to DG, NCSM
- 5) CEO, NCSM
- 6) Sr. CoF&A, NCSM
- 7) Suptd. Engineer, NCSM
- 8) PCs of NCSM Units
- 9) DSOs of NCSM Units
- 10) SO(S&P), CRTL
- 11) PRO, NCSM
- 12) Office copy