

## **Manual 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation**

**[Section 4 (1) (b) (vii)]**

**Details of consultative committees and other bodies with which consultations are held.**

<b>Sr. No.</b>	<b>Name and address of the consultative committees/ bodies</b>	<b>Constitution of the committee/ body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
1.	General Council, Kala Academy Goa	25 members	<ol style="list-style-type: none"><li>1. To elect members of the Executive Board and to prescribe the rules of procedure of the Executive Board.</li><li>2. To approve and adopt the annual report and statement of account presented by the Member Secretary.</li><li>3. To approve the annual budget of the Academy drawn by the Executive Board.</li><li>4. To nominate the auditors.</li><li>5. To consider and approve programmes and specific projects proposed by the Executive Board.</li><li>6. To do any other such acts as may be necessary for the maintenance of the organization and performance of the functions of the Kala Academy.</li></ol>	The General Council shall ordinarily meet once in every six months and on a date to be fixed by the Chairman. A special meeting may be called at any time by the Chairman, or at the request of not less than 2/3 <sup>rd</sup> of the members of the Academy.
2.	Executive Board, Kala Academy Goa	11 members	<ol style="list-style-type: none"><li>1. To exercise the Executive authority of the Academy subject to policy directives of the General Council.</li><li>2. To be responsible for the supervision and control of the work of the Academy and of its office.</li><li>3. To consider and prepare</li></ol>	As decided by the Hon'ble Chairman of Kala Academy for specific purposes as is required for functioning of Kala Academy Goa.

			<p>programmes of the Academy and specific projects for submission to the General Council.</p> <ol style="list-style-type: none"><li>4. To frame its regulations, bye laws, rules of procedure.</li><li>5. To select important dance, drama, music, literature and fine art organizations/ institutions in the State which are to be recognized for the purpose of receiving assistance from the Academy.</li><li>6. To draw up the annual budget of the Academy and to submit for approval of the General Council.</li><li>7. To prepare the annual report and statement of accounts of the Academy for the consideration of the General Council.</li><li>8. Subject to the approval of the General Council to incur expenditure on the establishment as a whole to create such posts as it may consider necessary for carrying on the work of the Academy and prescribe the terms and conditions of appointment to those posts provided the posts with emoluments exceeding Rs. 10,000/- per month may be created and filled with the approval of Financial Advisor/ Finance Secretary.</li><li>9. To appoint the Director, Folk Arts of the Academy and other members of the staff except those the power to appoint whom is delegated to the Member Secretary.</li></ol>	
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## **Manual 8**

### **A statement of boards, council, committees and other bodies constituted**

**[Section 4 (1) (b) (viii)]**

#### **List of boards, council, committees etc.**

<b>Sr. No.</b>	<b>Name and address of the body</b>	<b>Main functions of the body</b>	<b>Constitution of the body</b>	<b>Date of constitution</b>	<b>Date up to which valid</b>	<b>Whether meeting open to public</b>	<b>Whether minutes accessible to public</b>	<b>Frequency of meetings</b>	<b>Remarks</b>
1.	General Council, Kala Academy Goa	<ol style="list-style-type: none"><li>1. To elect members of the Executive Board and to prescribe the rules of procedure of the Executive Board.</li><li>2. To approve and adopt the annual report and statement of account presented by the Member Secretary.</li><li>3. To approve the annual budget of the Academy drawn by the Executive Board.</li><li>4. To nominate the auditors.</li><li>5. To consider and approve programmes and specific projects proposed by the Executive Board.</li><li>6. To do any other such acts as may be necessary for the maintenance of the organization and performance of the functions of the Kala Academy.</li></ol>	<ol style="list-style-type: none"><li>1. Chairman</li><li>2. Vice Chairman</li><li>3. Finance Secretary of Govt. of Goa.</li><li>4. Secretary (Art &amp; Culture), Govt, of Goa.</li><li>5. Director of Art &amp; Culture</li><li>6. Representative of State Education Department.</li><li>7. 5 members nominated by the State Government.</li><li>8. 7 persons selected from important organizations/ institutions in the field of dance, music, literature, fine</li></ol>	29/09/2017	3 calendar years. Valid upto 2019	No	Only under RTI	The General Council shall ordinarily meet once in every six months and on a date to be fixed by the Chairman. A special meeting may be called at any time by the Chairman, or at the request of not less than 2/3 <sup>rd</sup> of the members of the Academy.	

			arts. 9. 9 persons working in the field of dance, drama, music, literature and fine arts to be elected in their individual capacity by the General Council.						
2.	Executive Board, Kala Academy Goa	1. To exercise the Executive authority of the Academy subject to policy directives of the General Council. 2. To be responsible for the supervision and control of the work of the Academy and of its office. 3. To consider and prepare programmes of the Academy and specific projects for submission to the General Council. 4. To frame its regulations, bye laws, rules of procedure. 5. To select important dance, drama, music, literature and fine art organizations/ institutions in the State which are to be recognized for the purpose of receiving assistance	1. Chairman 2. Vice Chairman 3. Finance Secretary of Govt. of Goa. 4. Secretary (Art & Culture), Govt, of Goa. 5. Director of Art & Culture 6. Representative of State Education Department. 7. Seven members amongst General Council members (State Govt. nominated members, persons from	30 <sup>th</sup> January, 2018	The term of the Executive Board is co-terminus with the term of General Council therefore, validity is 31 <sup>st</sup> December 2020.	No	Only under RTI	As decided by the Hon'ble Chairman of Kala Academy for specific purposes as is required for functioning of Kala Academy Goa.	

		<p>from the Academy.</p> <p>6. To draw up the annual budget of the Academy and to submit for approval of the General Council.</p> <p>7. To prepare the annual report and statement of accounts of the Academy for the consideration of the General Council.</p> <p>8. Subject to the approval of the General Council to incur expenditure on the establishment as a whole to create such posts as it may consider necessary for carrying on the work of the Academy and prescribe the terms and conditions of appointment to those posts provided the posts with emoluments exceeding Rs. 10,000/- per month may be created and filled with the approval of Financial Advisor/ Finance Secretary.</p> <p>To appoint the Director, Folk Arts of the Academy and other members of the staff except those the power to appoint whom is delegated to the Member Secretary.</p>	<p>important organizations/ institutions, persons working in the field of dance, music, literature, fine arts and elected in individual capacity) as per clause 9 (vii, viii, ix).</p>						
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## **Manual 16**

### **Name designation and other particulars of Public Information Officers**

**[Section 4 (1) (b) (xvi)]**

#### **List of Public Information Officers**

<b>Sr. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal Address</b>	<b>Telephone No.</b>	<b>e-mail address</b>	<b>Demarcation of Area/ Activities, if more than one PIO is there</b>
1.	Director, Dept. of Western Music	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Department of Western Music Section
2.	Director, Faculty of Indian Music & Dance	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Faculty of Indian Music & Dance Section
3.	Chief of Repertory Company/Incharge-School of Drama	Kala Academy Goa, Campal, Panaji- Goa	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Repertory Section
4.	Theatre Manager	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Accommodation & Technical Section
5.	Programme & Development Officer	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Programme & Development Section
6.	Accounts Officer	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Accounts Section
7.	Grade I Stenographer Establishment/ Co-ordination	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Establishment Section
8.	Librarian Grade I	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Library Section
9.	Head Clerk	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	College of Theatre Arts Section

**List of Assistant Public Information Officers**

<b>Sr. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal Address</b>	<b>Telephone No.</b>	<b>E-mail address</b>	<b>Demarcation of Area/ Activities, if more than one PIO is there</b>
1.	Head Clerk (Establishment)	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Kala Academy Goa
2.	Upper Division Clerk	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:collegeoftheatrearts.ka@gmail.com">collegeoftheatrearts.ka@gmail.com</a>	Kala Academy Goa's College of Theatre Arts

**First Appellate Authority within the Department**

<b>Sr. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal Address</b>	<b>Telephone No.</b>	<b>E-mail address</b>	<b>Demarcation of Area/ Activities, if more than one PIO is there</b>
1.	Member Secretary	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:kalaacademygoa@yahoo.co.in">kalaacademygoa@yahoo.co.in</a>	Kala Academy Goa
2.	Principal	Kala Academy Goa, Campal, Panaji	0832-2420451/52/53/54 Fax No.2420457	<a href="mailto:collegeoftheatrearts.ka@gmail.com">collegeoftheatrearts.ka@gmail.com</a>	Kala Academy Goa's College of Theatre Arts