

Manual 2
Powers and duties of officers and employees
(Section 4 (1) (B) (ii))
Power and duties of officers and staff of Repertory Company

1. Chief of Repertory company

- 1) Planning of annual activities/new play production and its shows of Kala Academy besides of the unscheduled activities/ new play production and its shows organized independently by Kala Academy Goa and also in collaboration with other institutions for approval of the General Council / Executive Board and Competent authorities of Kala Academy.
- 2) Overall supervision and co-ordination of all the play production organized by Kala Academy Goa (Repertory Company) and also in collaboration with other institution. State Academies and State/ National Level NGO's.
- 3) Devising and putting up proposals of new play and arranging tours for approval of authorities of Kala Academy.
- 4) Noting & Correspondence related to organization of the plays productions.
- 5) Press notes and pre-publicity & post publicity of shows of plays in media (Print & Electronic).
- 6) Arrangement of press conferences pertaining to new play and shows of play productions and tours.
- 7) Printing of invitations/brochures/folders and booklets of inaugural shows of play productions.
- 8) Identifying of the play directors and artists for the verse play productions.
- 9) Liaoning with general public, artists, audience in connection with play productions.
- 10) Meeting and discussions with play designers, connection with briefing of rules & regulations of play production produced by Repertory Company.
- 11) Organising Tours of Rep. Co. outside Goa.
- 12) Organising shows at different Theatre festivals in India.
- 13) Adjusting available dates and preparing Time Table accordingly.
- 14) Conducting Theatre workshops of eminent theatre experts from all over India for the Artist and Students of Rep. Co.
- 15) Meetings pertaining to show of play production of Rep. Co.

- 16) Co-ordination & contacting of various personalities for inviting as Chief Guest, Guests of Honor or Special invitees in connection with in guard show of play production.
- 17) Attending meeting of assignment and recruitment committee of Rep. co.
- 18) Monitoring the work of sending of sms of play and its shows of Rep. Co.
- 19) Administrative work of dictation, noting, proposals etc of Rep. Co.
- 20) Proposals for amending, modifying and review of play production as per the decision of General Council, Executive Board and specially constituted Committee's.
- 21) Public Information Officer under RTI Act for Repertory Company of Kala Academy in connection with Right to Information Act, in addition to own duties of Chief of Repertory Company.
- 22) Additional duties as Incharge/ Head of the Repertory.

- **Administrative Power as Section Head.**
- **Financial Power – NIL**
- **Statutory Power – NIL**
- **Other Power not applicable**
- **Duties as above**

2. Asstt. Production Manager

- 1) Execution of the activities and play production/ programmes as per work allocation.
- 2) Maintenance of files pertaining to play production of Repertory Company, and other files and maintenance of personal files of Rep. Co. Artist.
- 3) Preparation of the draft of letters & other correspondence.
- 4) Co-ordination with service Vendors, Suppliers, Artists, Directors, designers.
- 5) Execution of tours within and outside Goa.

3.Asstt. Wardrobe Incharge

- 1) Maintenance of costumes, properties & set of the production of Repertory Company.
- 2) Attending the shows of Repertory Company.
- 3) Any other work assigned by higher authorities from time to time.

4. Multi Tasking Staff

- 1) Reporting Section Head & other sectional staff members of Rep. Co. including A.P.M A.W.I and H.C/U.D.C
- 2) Attending photocopying work of Repertory Company .
- 3) Movement of sectional files/correspondence, noting etc..
- 4) Assisting in various shows of play production in the auditoriums of Kala Academy and also outdoor shows organized by Kala Academy Goa.
- 5) Any other work assigned by higher authorities from time to time.

Manual3
Procedure followed in decision-making process in Repertory Company and School of Drama
 (Section 4(1)(b)(iii))

Flow Process Chart for Correspondence

Sr. No.	Activity	Level of action	Time Frame
1	Correspondence regarding applications received from Artist, students, visiting faculty any other institutions	Inward Clerk to receive correspondence at the Central Registry	Same Day
2.	The Correspondence is forwarded to Member Secretary	Member Secretary marks all the correspondence to P.A to M.S	1 Day
3.	The P.A to M.S. further marks all the correspondence to the respective sections and sends back to the Inward Clerk	The Inward Clerk further gives the correspondence in the respective sections after making entry again the Inward Register.	Same Day
4.	The Correspondence received in Repertory Company and School of Drama respectively is taken in the Correspondence register of the Section	All the correspondence received in Rep. Co respectively is forwarded to Chief of Rep. Co.	Same Day
5	The Chief of Rep. Co. marks the correspondence	The marked correspondence is handed to the Assistant Production manager	Same Day

Flow Process Chart for Staging of Model Plays

Sr. No.	Activity	Level of action	Time Frame
1	Correspondence regarding request application received from different institutes for staging of model plays/ programme	Inward Clerk to receive correspondence at the Central Registry	Same Day
2.	The Correspondence is forwarded to Member Secretary	Member Secretary marks all the correspondence to P.A to M.S	1 Day
3.	P.A to M.S. further marks all the correspondence regarding staging of Model play to the A.P.M	The marked correspondence is handed over to A.P.M for further compliance.	1 Day

Flow Process Chart for Right to Information

Sr. No.	Activity	Level of action	Time Frame
1	R.T.I. Applications	Inward Clerk to receive entry at the Central Registry.	Same Day
2.	The Applications are forwarded to Member Secretary	The Member Secretary initializes the applications and the same is forwarded to P.A to M.S	Next Day
3.	The P.A to M.S. further marks the Public Information Officer of Rep. Co. and sends back to the Inward Clerk	The Inward Clerk further gives the applications to Chief of Rep. Co. who is the designated Public Information Officer for Repertory Company of Kala Academy through LDC accepting Sectional dak of Repertory Company.	Same Day
4.	The Public Information Officer/ CRC solicits the related information/ documents from the concerned officials of Repertory Company Section who are the deemed P.I.O'S within prescribed time limit.	The information furnished by deemed P.I.O'S is then furnished to the applicant after sending communication via email/letter to deposit the prescribed fees at the cash counter of Kala Academy. On production of the money receipt by the applicant, the relevant information is furnished by the P.I.O/ CRC with a covering letter.	Maximum 30 Days
5.	In case of information/ documents covered under 6(3) of RTI Act where information is in domain/ purview of PIO of other Department, the application under RTI is forwarded with covering letter by the PIO to the respondent department.	The same is forwarded vide postal service or by hand delivery as may be convenient and reliable mode for delivery.	Within 5 days from the date of receipt of RTI application to PIO of Repertory Company Section.

Flow Process Chart for Sanction Orders

Sr. No.	Activity	Level of action	Time Frame
1	Proposal for obtaining Financial Sanction related to the Rep. Co and School of Drama, activities.	The dealing hand Asstt. Production Manager, Head Clerk prepare the proposal/ estimates for Financial Sanction in Form No. 1 with the assistance UDC .	Minimum 1 month in advance of the proposed activity *incase of emergent activities proposal is moved at least a week's time in advance.
2	The proposal is submitted to Sectional Head/ C.R.C	The proposal is scrutinized at the level of C.R.C and forwarded to Accounts Sections	1 Day
3	Proposal received in Account Section is scrutinized at the level of Accountant considering budgetary provision and previous years expenditure	The same is forwarded to Accounts Officer for his scrutiny and remarks	3 days
4	The Accounts Officer submits the same to the Internal Auditor for his remarks	Proposal are scrutinized by Auditor and after putting his remarks forwarded to Director (Administration)	3 days
5	Director (Administration) further scrutinizes and sends to Member Secretary of Kala Academy	Member secretary approves the proposal at his level, if the amount of expenditure proposal is not exceeding Rs. 5,00,000/- Where the amount exceed Rs. 5,00,000/- the same is forwarded for approval & Sanction of Chairman of Kala Academy	3 days
6	The approval accorded file is sent back to Chief of Rep. Co.	Sanction Order is prepared with the assistance of UDC and the file is sent to Member Secretary for his initials on the Sanction Order	2 days
7	After initial of Member Secretary on the Sanction Order, the file is send back to Rep. Co. Section	The sanction order is handed over to dispatch clerk for putting outward number and distribution of the copies to all concerned officials.	1 day

Manual 4
Norms set for discharge of function
 (Section 4(1) (b) (iv))

Sr. No.	Activity	Time frame/ Norm	Remarks
1	Master Roll for attendance	5 minutes for recording attendance of all the sectional staff	Attendance in the morning & afternoon sessions on the muster roll as well as bio-metric
2	Correspondence Register for sectional inward entry	30 minutes	Letters/ email with subject matter of play productions , visiting faculty, students, Artist are marked to the concerned dealing hands by the Chief of Rep. Co.
3	Movement of File Register	30 minutes	Sectional Movement of Inward & OUTWARD Files/ noting
4	Compensatory Leave Records	1 day	Compensatory leave availed against working on holiday/ working day after office hours for play production and shows.
5	Processing & Scrutiny of play production, Tours and other proposals.	6 days	Play productions Tours and other proposal, noting relevant communication by email, letter, approvals of competent authorities
6	Printing of Invites, Banners, programme Boards, Brochures, leaflets, posters	20 days	All Publicity & informative material related to play productions
7	Photography, Videographer	20 days	Documentation/ Archival record

Manual 5
Rules, regulation, instruction, manuals and records for discharging functions
(Section 4(1)(b)(v))

Prepare a list of rules, regulations, instructions, manual and records for discharging function available with the public authority for the smooth discharge of its functions.

Sr. No	Name of the act, rules, regulation etc.	Brief list of the content	Reference No. if any	Price in case of priced publications
1	Rules and Regulation for directing a play	Rules /regulation governing conduct for directing new play production of Rep. Co for visiting Play Directors	NIL	NIL

Manual 6

**A statement of the categories of documents that are held by it for under its control
(Section 4(1) (b) (vi))**

A statement of the categories of documents held

Sr. No.	Nature of Record	Details of Information available	Unit/ section where available	Retention period where available
1.	Files pertaining to play productions, visiting faculty, Tours, convocation ceremony,, and other miscellaneous files	Information pertaining to various play productions visiting faculty tours, etc.	Repertory Company and School of Drama.	10 years
2.	Personal files of Artist, Students	Personal records of Artist and students	Repertory Company and School of Drama.	Permanent

Manual 9
Directory of officers and employees
(Section 4(1)(b)(ix))

Directory of Officers & Employees of Repertory Company

Sr. No.	Name and designation	Office Phone No.	E-mail address
1.	Shri. Premanand A. Polle Assistant Production Manager	0832-2420452/53/54 Mob No:9689052875	kalaacademygoa@yahoo.co.in
2.	Sanjay D. Gaonkar Assistant Wardrobe Incharge	0832-2420452/53/54 Mob No: 9420689904	kalaacademygoa@yahoo.co.in
3.	Smt. Anita A. Naik Multy Tasking Staff	0832-2420452/53/54 Mob No: 8806238419	kalaacademygoa@yahoo.co.in

Manual 14
Information available in an electronic form
(Section 4(1)(b)(xiv))

Details of information

Sr. No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	Kala Academy's Repertory Company	Information regarding working	Yes	Yes, It is available on Website of Kala Academy Goa kalaacademygoa@yahoo.co.in

Manuel 15
Particular of facilities available to citizens for obtaining information
(Section 4(1)(b)(xv))

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information available	Working Hours
1	Inspection of Files & Records	Files, Records pertaining to play productions and other activities executed by Rep. Co. and School of Drama Sections	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
2	Information & Photocopies of Documents	Files, Records pertaining to plays and visiting faculty of Rep. Co. and School of Drama	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
3	Attendance Register	Records attendance of Officers and staff Rep. Co and School of Drama	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
4	File Movement Register	Records of Sectional file movement Register	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
5	Sanction Orders	Records of financial sanctions order of various plays and shows and other activities	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
6	Office Orders	Records office order of plays and shows and other activities	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
7	Bio-datas of play directors, visiting faculty	Record of applications and biodata received	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
8	Brochures, Folders	Brochures of various new play productions of Rep. Co and School of Drama	9.30 a.m. to 1.45 p.m. & 2.00 p.m. to 5.45 p.m.

Manual 16
Name designation and other particulars of Public Information Officers
(Section 4(1)(b)(xvi))

Public Information Officer for Repertory Company

No	Designation of the officer designed as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one PIO is there
1	Chief of Repertory Company & Director Incharge School of Drama	Kala Academy Goa, Opp. Military Hospital, Campal Panaji - Goa	Office No. 0832- 2420452/53/54	kalaacademygoa @yahoo.co.in	Information, Document in domain of Repertory Company