**Manual 2**

**Powers and duties of Officers and employees of Library Staffs of Kala Academy**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr no** | **Designation of Post** | **Powers** |  |  |  | **Duties Attached** |
|  |  | **Administrative** | **Financial** | **Statutory** | **Others** |  |
| 1 | Librarian Grade I,  |  |  |  |  | attached |
| 2 | Librarian Grade II |  |  |  |  | do |
| 3 | MTS |  |  |  |  | do |

**Manual 3**

**Procedure followed in decision making process**

**Flow process Chart for issued of Library card**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr no** | **Activity** | **Level Action** | **Time Frame** |
| 1 | To receive library application form and Library card | Librarian Grade 2/ MTS | Same day |
| 2 | To mark application to concerned inspector | do | do |
| 3 | To visit premises of applicant and verify the facts | do | do |
| 4 | To approve/reject application | If application incomplete is rejected |  |
| 5 | To prepare issued card if approved and submit to Librarian |  |  |
| 6 | To sign and return card | Librarian | Same day |
| 7 | To deliver card to applicant | Librarian | Same day |

**Manual 5**

**Rules, regulations, Instructions, manuals and record for discharging functions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr no** | **Name of the act, rules, regulations etc** | **Brief gist of the contents** | **Reference no if any** | **Price incase of priced publications** | **attached** |
| 1 | Library Rules and regulations | -- | --- | --- | attached |
| 2 | Library Form | --- | ---- | --- | attached |

**Manual 9**

**Directory of Officers and employees**

**Directory**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr no** | **Name and Designation** | **Office Phone No** | **E mail address** |
| 1 | Smt Rupa Govind Kamat, Librarian Grade 1 | 0832-2420452/53/54 | rupakamat15@gmail.com |
| 2 | Smt Anusaya Rajesh Sawant,Librarian Grade 2 | 0832-2420452/53/54 | Sawantanusaya77@gmail.com |
| 3 | Smt Kalpana Vasudev Naik, MTS | 0832-2420452/53/54 | Naikkalpana9823@gmail.com |

**Manual 14**

**Information available in an electronic form**

**Details of information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr no** | **Activities for which electronic data available** | **Nature of Information available** | **Can it be shared with public** | **It is available on website or is being used as back end data base** |
|  |  | **Electronic as well as manual** |  | **Available on the website** |
| 1 | List of books | do |  | do |
| 2 | List of the Cassettes | do |  | do |
| 3 | List of CDs/DVDs | do |  | do |
| 4 | List of the Spools | do |  | do |
| 5 | List of RPM transferred on CDs | do |  | do |
| 6 | List of Artifacts | do |  | do |
| 7 | List of Donated/complimentary copy to Kala Academy Library | do |  | do |
| 8 | List of the Gramaphone Records | do |  | do |
| 9 | **List of the Bank Scripts** |  |  |  |
|  | 1. Tiatr
2. Marathi Ekankika
3. Marathi Drama
4. Konkani Ekankika
5. Konkani Drama
6. English one act play
7. Sangeet Natak Mahostav
 | dododododododo |  | dododododododo |

**Manual 15**

**Particular of facilities available to citizens for obtaining information**

**Facilities available for obtaining information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr no** | **Facilities available** | **Nature of Information available** | **Working Hours** |
| 1 | Information Counter | Oral | 9.40 am to 5.45 pm |
| 2 | Issued and return counter | Manual | 9.45 am to 5.30 p.m. |
| 3 | Notice board | Notice board available |  |