

## Manual 2

### Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

#### Power and duties of officers and staff (Establishment Section)

Sr. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Member Secretary	Yes	Yes	Yes	Yes	Head of the Institution
2.	Director (Administration)	Yes	Yes	Yes	Yes	Administrative
3.	Grade I Steno re-designated as Office Superintendent	No	No	No	No	Duties attached.
4.	Head Clerk	No	No	No	No	Duties attached.
5.	Jr. Steno (P.A. to M.S.)	No	No	No	No	Duties attached.
6.	Jr. Steno	No	No	No	No	Duties attached.
7.	L.D.C. (Despatch)	No	No	No	No	Duties attached.
8.	L.D.C.	No	No	No	No	Duties attached.
9.	L.D.C. (Contract)	No	No	No	No	Duties attached.
10.	Multi Tasking Staff (Despatch)	No	No	No	No	Duties attached.
11.	Multi Tasking Staff (Daftari)	No	No	No	No	Duties attached.
12.	Multi Tasking Staff	No	No	No	No	Duties attached.

## **Work allocation of Establishment Section**

### **1. Grade I Steno Est. re-designated as Office Superintendent.**

- a. Recruitment of staff.
- b. Staff matter: Preparing DPC minutes, Service promotions of staff.
- c. Calculation of Pension Sheet of the staff.
- d. Reply to RTI applications with the assistance of Head Clerk and Jr. Steno.
- e. Staff grievances.
- f. Processing of Child Care Leave
- g. Any other work assign to her by superiors.
- h. Staff Vigilance matters.
- i. L.A.Q.
- j. Other work relating staff matters.
- k. Any other work assign to her by their superiors.

### **2. Head Clerk Est.**

- a. Staff grievances.
- b. Appointment of regular staff, including contract, extension of contract of the staff.
- c. Filling up the post and interview.
- d. Processing files of Maternity leave.
- e. Maintenance of files.
- f. Reply to Election letters, Covid - 19 duties & issuing orders to concerned staff.
- g. Maintenance of Roaster of staff.
- h. Preparation of benefit of MACP.
- i. Pay Fixation.
- j. Attending promptly to LAQ.
- k. Performing duties of APIO
- l. Preparation of pensionary benefit of retiring staff.
- m. Preparing of outstanding dues notes & relieving orders of retiring staff
- n. Processing of credit bills of Advertisement.
- o. Any other work assign to her by their superiors.

**3. Jr. Steno (P.A. to M.S.)**

- a. Discharging the duties of P.A. to Member Secretary. Also attend to the work of Vice Chairman and Hon'ble Chairman.
- b. To attend to Visitors, Dignitaries and VVIPs.
- c. Attending to all work attached to the post of Sr. Steno. Taking down dictation and transcribing the same from the following officials.
  - i. Member Secretary
  - ii. Vice Chairman
  - iii. Hon'ble Chairman
- d. Typing, drafting, filing, putting up bills of Member Secretary, Vice Chairman and Hon'ble Chairman, making petty cash expenses.
- e. Attend to the work related to other sections like booking of air tickets, reservation and confirmation of accommodations in hotels.
- f. Putting up proposals/noting etc.
- g. Sending of invitation cards of programme Surashree Kesarbai Kerkar of Vice Chairman and greeting cards of Vice Chairman.
- h. All correspondence related to meetings of Executive Board and General Council of Kala Academy in addition to other meetings like Advisory Committees.
  - i. Maintaining all files relating to the meetings of General Council, Executive Board and Advisory Committees, Sub Committees.
  - j. Dealing with the matter of registration of Kala Academy under the registration of Societies Act 1860.
  - k. To put up proposal for renewal of Membership of Goa International Centre annually.
  - l. To attend to the work of downloading and acknowledging and acknowledging emails received by Kala Academy sending letters, press notes, weekly programme schedule by email.
  - m. Sending of fax as and when required.
  - n. To put up proposal regarding supply of greeting cards for Diwali and New Year purchased for the authorities of Kala Academy.
  - o. Submitting requisite information under R.T.I. and also send reply to the L.A.Qs.
  - p. Filing of Office Orders & Notes, Statement of weekly programmes held in Kala Academy Complex, Sanction Orders, and all other correspondence marked to Member Secretary, Vice Chairman and Hon'ble Chairman.
  - q. Routine duties of P.A. to M.S. such as attending to the telephone, connecting important telephone numbers to the M.S., V.C. and Hon'ble Chairman and other secretarial work.
  - r. Sorting & Marking of files.
  - s. Writing of VIP passes of different programmes.

#### **4. Jr. Steno**

- a. Canteen Tender formalities.
- b. Preparing Security Agreement and processing of Security Bills.
- c. Maintenance of Website-Renewal, Settlement of bills, uploading, etc.
- d. Biometric Attendance System- Daily Printouts, Distribution and adding and deletion of names.
- e. Government Statistics.
- f. Staff information/details regarding CENSUS.
- g. LAQ (Most Immediate & Time Bound).
- h. Engagement of Apprentices under different trades.
- i. Allotment of Kala Academy and Govt. Quarters, Settlement of bills of vacant quarters.
- j. Information relating to filling up of posts/Interviews, etc.
- k. Reply to Government Circulars/Office Memorandum
- l. Processing of staff matters such as issue of ID cards to staff.
- m. Performing duties of APIO.
- n. Information related to RTI Manual.
- o. Any other work assign to them by their superiors.

#### **5. L.D.C.**

- a. All types of leave i.e. Earned Leave, Maternity Leave, Extra Ordinary, Paternity Leave, maintaining Casual leave register. Sending leave records to Directorate of Art & Culture of their staff.
- b. Preparation of Attendance certificate and sending it to Accounts Section.
- c. Permission to participate in the programmes (Outside Kala Academy).
- d. Receiving correspondence of Establishment Section.
- e. To process request for permission to travel abroad.
- f. Processing of files for issue of certificate like No Objection Certificate – Passport service certificate, permission for high studies etc.
- g. Any other work assign to them by their superiors.

#### **6. L.D.C. -Despatch Clerk (Reception Counter)**

- a. Inward/ Outward (distribution of letters)
- b. Maintenance of logbook of Two Wheeler – Activa.
- c. Register A.D./Speed Post – Credit and advance bills, distribution of invitation of different programmes.
- d. Typing Work as and when required.
- e. Receiving Telephone Calls.

## Manual3

### Procedure followed in decision-making process in Administrative Section

(Section 4(1)(b)(iii))

#### Flow Process Chart for Correspondence

<b>Sr. No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time Frame</b>
1	Any Correspondence received	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 or Next Day
4.	The Correspondence received is taken in the Correspondence register of the Section	In the Section, Section Head marks the correspondence to the respective Clerk/Steno.	Same or Next Day

## Process Chart for Right to Information

<b>Sr. No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time Frame</b>
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 application to Public Information Officer of concerned section.	The Inward Clerk further gives the application to Concerned Section head who is the designated Public Information Officer of concerned Sections through LDC accepting Sectional dak of concerned Section.	Same or Next Day
4.	The Public Information Officer solicits the related information/ documents from the concerned officials of Establishment Section 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.'s of concerned sections 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 concerned sections

## Manual 4

### Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

**Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Processing of File	Depends on matter	2 or 3 days.
2.	Advertisement for different posts	15 days or above.	15 days are given to receive applications.
3.	Canteen Tender	15 days or above.	15 to 20 days to receive Tender Documents online through E-Tender.

## Manual 5

### Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1)(b)(v)]

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

#### List of regulations, instructions, manuals and records.

Sr. No.	Name of the act, rules, regulations etc	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	Different Posts	Advertisement on Newspapers	Nil	-
2.	Canteen Tender	Floating of Tender on I.T. Website	Nil	As per Govt. rates.



## Manual 6

### A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

#### A statement of the categories of documents held

<b>Sr. No</b>	<b>Nature of Record</b>	<b>Details of Information available</b>	<b>Unit/ section where available</b>	<b>Retention period, where available</b>
1.	Personal files	Personal information of the staff	Establishment Section	Permanent
2.	ACR Files	Staff performance details	Establishment Section	Permanent
3.	Recruitment Files	Recruitment Rules pertaining to different posts	Establishment Section	Permanent
4.	DPC/DSC Files	Staff promotion, Staff Selection processing	Establishment Section	Permanent
5.	MACP files	Staff MACP for 10, 20 & 30 years	Establishment Section	Permanent
6.	Security Services File	Deployment of Security Staff at Kala Academy	Establishment Section	Permanent
7.	Website File	Website Maintenance, updation from time to time	Establishment Section	Permanent
8.	Canteen File	Floating of Tender on Govt. Website	Establishment Section	Permanent
9.	Biometric File	Biometric repairs and maintenance	Establishment Section	Permanent
10.	Increment File	Annual increment of all regular staff	Establishment Section	Permanent
11.	LAQ Files	Compiling of all LAQ's	Establishment Section	Permanent

## Manual 15

### Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]

#### Facilities available for obtaining information

<b>Sr. No</b>	<b>Facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
1.	Website	All Programmes, Advertisement, Tenders, Staff details etc.	24 hours
2.	Information Counter	Inward/Outward and others	9.30 a.m. to 5.45 p.m. (excluding lunch break)

**Manual 16****Name, designation and other particulars of Public Information Officers**

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

**List of Public Information Officers**

<b>No</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone Nos.</b>	<b>e-mail address</b>	<b>Demarcation of Area/Activities, if more than one PIO is there</b>
1	Programme & Development Officer	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Programme & Development Section
2	Chief of Repertory Company	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Repertory Section
3	Director, Dept. of Western Music	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Dept. of Western Music
4	Director, Faculty of Indian Music & Dance	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Faculty of Indian Music & Dance
5	Accounts Officer	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Accounts Section
6	Grade I Steno	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Administrative Section
7	Theatre Manager	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Accommodation & Technical Section
8.	Librarian Grade I	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Library Section

### List of Assistant Public Information Officers

<b>Sr. No</b>	<b>Designation of the officer designated as Assistant PIO</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>e-mail address</b>
1.	Head Clerk (Est.)	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>

### First appellate authority within the department

<b>Sr. No</b>	<b>Designation of the officer designated as first appellate authority</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>E-mail address</b>	<b>Demarcation of Area/Activities, if more than one appellate authority is there</b>
1.	Member Secretary	Campal, Panaji - Goa	2420450/51/52/53/54 2432544	<a href="mailto:kalaacademygoa@yahoo.com">kalaacademygoa@yahoo.com</a>	Head of the Institution