

## Manual 15

### Particulars of facilities to citizens for obtaining information

#### Facilities available for obtaining information of Establishment Section

S.No	Facility available	Nature of information available	Working hours
1	Reception Counter/ Information Counter	Inward & Outward	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)

#### Facilities available for obtaining information of Co-ordination Section

S.No	Facility available	Nature of information available	Working hours
1	Information Counter	Information regarding the courses available in the Dept. of Western Music and Faculty of Indian Music & Dance.	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)
2	Website	Prospectus of the Dept. of Western Music, Faculty of Indian Music & Dance and Kala Academy's Music Centre.	24 hours
3	Library	Books related to Indian and Western Music.	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)
4	Notice Board	1) Results of the Aptitude Test of the students admitted in the Faculty of Indian Music & Dance and Dept. of Western Music.  2) Eligibility List of the students appearing for	9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. (Monday to Friday)

		<p>the Final Examination (Indian Music)</p> <p>3) List of the students along with seat nos., appearing for the Final Examination – Written Theory Paper (Indian Music).</p> <p>4) Notice regarding vacations.</p> <p>5) Notice regarding Discretionary and Special holidays.</p> <p>6) Notice for payment of fees.</p>	
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**Particulars of facilities available to citizens for obtaining information  
[Section 4(1)(b)(xv)]**

**Facilities available for obtaining information of Programme & Development section**

S. No	Facility available	Nature of information available	Working hours
1	Inspection of Files & Records	Files, Records pertaining to programmes & activities executed by Programme & Development Section	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 programmes & activities executed by Programme & Development Section	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
3	Attendance Register	Record of attendance of Officers and staff of Programme & Development Section	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
4	File Movement Register	Record 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	Record of financial sanctions order of various programmes and activities	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m

6	Office Orders	Record of financial sanctions order of various programmes and activities	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
7	Bio-datas of various artists	Record of applications received from various artists from all over India for seeking performance opportunities	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m
8	Brochures, Folders	Booklet of artists profiles participating in prestigious festivals like Surashree Kesarbai Kerkar Sangeet Samaroha, 'Nupur' – Classical Dance Festival & Gomant Rangbhoomi Din/World Theatre Day	9.30 a.m to 1.45 p.m & 2.00 p.m to 5.45 p.m

### Facilities available for obtaining information of Rep. Co. and School of Drama Sections

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-data's 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.

### **Contact details of official to get information to citizen**

- Public Information Officer of each section, please refer manual 16 for officials details.

### **Helpline Number of Kala Academy Goa**

- (0832) 2420451/52/53/54