

Manual 2

Power and Duties of Officers and Employees (Section 4(1) (b) (ii)

Details of the powers and duties of officers and employees of the organisation:

Sr. No.	Designation	Power/Duties
1.	Member Secretary	<ul style="list-style-type: none">- Head of the Institution- Administrative Powers- Financial Powers- Statutory Powers- Others Powers
2.	Director (Administration)	<ul style="list-style-type: none">- Administrative- Administrative Powers- Financial Powers- Statutory Powers- Others Powers
3.	Director, Department of Western Music/ Faculty of Indian Music and Dance	<ul style="list-style-type: none">- Handling administrative work- Processing files, allotment of students, Teaching, performances, Planning Examination, Setting Theory Papers Reviewing Syllable.
4.	Theatre Manager	<ul style="list-style-type: none">- Section Head of the Accommodation and Technical section.- Overall In-charge of the maintenance and smooth functioning of the auditoriums and complex premises.
5.	Accounts Officer	<ul style="list-style-type: none">- All the function of DDO/AO as section head of Accounts section.- Overall supervision and control over Accounts Section.- Operation of Bank Accounts as one of the signatory- To interact and compliance with Internal Auditors, Statutory Auditors, as well as auditors from Office of the Accountant General (Audit)-Goa-- Preparation of Draft Budget Estimates and Revised estimates in consultation with Superiors and different section heads and performing the function of budget control.
6.	Programme & Development Officer	<ul style="list-style-type: none">- Section Head of the Programme & Development Section.- Planning of annual activities/ programmes of Kala Academy besides of the unscheduled activities/ programmes organized independently by Kala Academy Goa and also in collaboration with other institutions for approval of the General Council/Executive Board and

		<p>competent authorities of Kala Academy.</p> <ul style="list-style-type: none"> - Overall supervision and co-ordination of all the activities/ programmes organized by Kala Academy Goa (PDS) and also in collaboration with other institutions including local organizations, Central Academies, Zonal Cultural Centres, State Academies and State/ National Level NGO's.
	Chief of Repertory company	<ul style="list-style-type: none"> - 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. - 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. - Devising and putting up proposals of new play and arranging tours for approval of authorities of Kala Academy.
8.	Office Superintendent	<ul style="list-style-type: none"> - Supervise work of all employees of the Section as per the work allocation. - To guide, help and train the staff. - Follow-up action on all the major decisions relating to the work of the Section. -
9.	Assistant Theatre Manager	<ul style="list-style-type: none"> - Section In-charge of the Accommodation Section. - To assist the Theatre Manager in day to day functioning of auditoriums and its Booking.
10.	Asstt. Production Manager	<ul style="list-style-type: none"> - Execution of the activities and play production/ programmes as per work allocation - Maintenance of files pertaining to play production of Repertory Company.
11.	Junior Engineer	<ul style="list-style-type: none"> - Overall In-charge of maintenance and repairs of equipments such as cinema projectors, air conditioning plant, Electrical Substation, sound system, all electrical equipments, Transforms, VCB, ACB, D. G. set switch gears, STP, HBD pump for water supply in the complex premises, Fire Fighting and Fire Alarm system, UPS system, plumbing, civil repairs, etc.
12.	Lecturer/Teacher	<ul style="list-style-type: none"> - Teaching
14.	Music Trainer	<ul style="list-style-type: none"> - Teacher (Foundation –I to Madhyama –III)

15.	Accompanist	<ul style="list-style-type: none"> - Accompaniment
16.	Head Clerk	<ul style="list-style-type: none"> - Scrutiny of files and cases independently handled in the section. - Guide, help and train the staff. - Follow-up actions on all major decisions relating to the section.
17.	Programme Executive	<ul style="list-style-type: none"> - Execution of the activities and programmes as per work allocation - Maintenance of files pertaining to Programmes & Activities - Comparing of the programmes and assisting in the organization of other programmers as and when desired by the authorities e.g. Receiving of VIPs, guests, arties ect.
18.	Librarian Grade – I	<ul style="list-style-type: none"> - Overall in charge for Library section. - Implement the collection development process and planning and developing of the library. - Arranging for stock verification of library collection and weed-out/write-off books. - Documentation and stock register of paintings.
	Librarian Grade – Grade – II	<ul style="list-style-type: none"> - Manage library data and reports utilizing library software systems. - Maintaining accession registers for:- Books, Paintings, artifact, ds/dvd's/cassettes/spools/musical disks etc., Photographs.
19.	Accountant	<ul style="list-style-type: none"> - Assist Accounts Officer for day to day correspondence and proposal of Accounts Section. - Assisting Accounts Officer for preparation of Budget Estimate and Revised Budget Estimate. - Coordinating with Internal and statutory auditors by providing requisite information during the course of audit and furnishing the details. - Checking/Scrutiny of cash book and Bank statement.
20.	Theatre Assistant	<ul style="list-style-type: none"> - Daily reporting to Asstt. Theatre Manger regarding the regular Maintenance of auditorium stage craft auditorium seats, upholstery, curtain mechanism and all other theatre related maintenance work. - Pre-arrangement of programmes and post programmes in all the auditoriums and other premises for smooth organizing of the programmes.
21.	Junior/ Senior Stenographer	<ul style="list-style-type: none"> - Take dictation from Officers to whom attached and produce in long hand. - Provide secretarial support to the Officer to whom attached. - Maintain files/records as instructed by the Officer to

		whom attached.
22.	Technical Assistant (S.T.A./T.A.)	- Operation & maintenance
23.	Asstt. Wardrobe In charge	- Maintenance of costumes, properties & set of the production of Repertory Company. - Attending the shows of Repertory Company.
24.	Store Keeper	- procurement of stationery items stores & spares for machineries and other store items electrical consumable store plumbing material, procurement of Diesel for Generator etc. - Stock verification of dead stock and consumable store. - Issue of materials/Store Items. -
25.	Upper Division Clerk	- Putting up of notings on files and preparing draft replies to letters. - performing duties in all section
26.	Junior Cultural Assistant	- Assisting in organizing programmes/competitions organised by Programme & Development Section of Kala Academy. - Execution of activities/ programme independently assigned. - Looking after the organizational aspects of the activities/programmes in absence of concerned programme in charge. - Indoor/Outdoor programmes duties and late night duties of various competitions organized by Kala Academy.
27.	Lower Division Clerk	- Inward and outward of letters and files. - Typing and data entry. - Putting up notings on files and preparing draft replies. - To assist the section head with reference to matters dealt in the concerned section.
28.	Cashier	- Accepting cash, Cheques, Demand Drafts and preparation cash receipt and Bank receipts, Payment of cash based duly approved Cash Vouchers and making necessary entries the Tally accounting package.
29.	Multi Tasking Staff	- Reporting Section Head & other sectional staff members of Establishment Section. - Attending photocopying work of Establishment. - Maintenance & movement of sectional files/correspondence, file movement register, settlement of credit bills register, noting register etc. - Attending & assisting dispatch work in absence of the concerned staff. - Any other work assigned by higher authorities from time

		to time.
30.	Driver	- drivers are attached to the vehicle of Member Secretary, Director(Admin.), Programme duties & Office staff.