

Manual 3

Procedure followed in decision-making process in Establishment Section

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

Flow Process Chart for Correspondence

Sr. No.	Activity	Level of action	Time Frame
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

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 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

Procedure followed in decision –making process in Co-ordination Section

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

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow process charts can give a comprehensive process as may be seen from the following illustration.

Flow process Chart

S.No	Activity	Level of action	Time Frame
1. (a)	To receive applications for Admissions	Inward Clerk	Same day
(b)	Application forwarded to DA/MS	Inward Clerk	Same day
(c)	Application marked to the Director, Western Music/Indian Music	DA/MS	1 to 2 days
(d)	To receive all the Applications	Head Clerk, Co-ordination	15 - 20 days time is given to receive all the applications
(e)	Aptitude Test is fixed and test conducted accordingly	DIM/DWM	3 to 4 days
(f)	Results are submitted to the office	Lecturers/teachers FIM& D and WM	3 to 4 days
(g)	File is put up to the authorities for approval.	Head Clerk, Co-ordination	3 days
(h)	After approval list is prepared and placed on the Notice Board	Head Clerk, Co-ordination	Next day
2. (a)	To receive applications for issue of Identity Card.	Faculties Co-ordination Section	Same day
(b)	Preparation of Identity Card	Faculties Co-ordination Section	1 – 2 days
(c)	Obtaining signature of the concerned Director and the Member Secretary	Director (Indian Music/Western Music) and Member Secretary	Same day
(d)	Issue of Identity card	Faculties Co-ordination Section	Same or next day
3. (a)	To receive application for issue of Bonafide certificate	Inward Clerk	Same day
(b)	To mark the application to the Director (Admn.)/Member Secretary	Inward Clerk	Same day

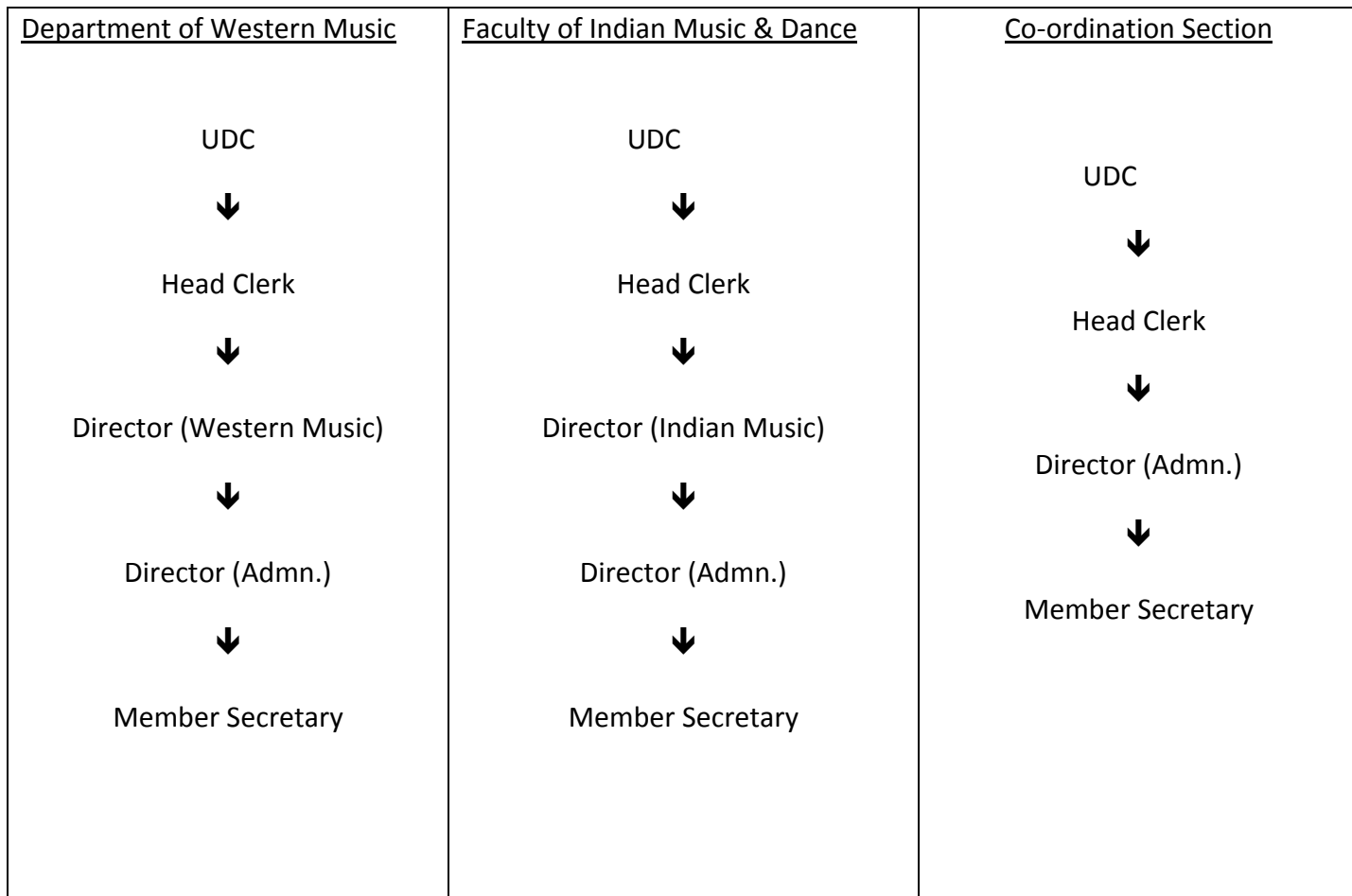
(c)	The application is returned back to the Inward Clerk by marking to the Faculties Co-ordination Section	Director (Admn.)/Member Secretary	1 – 2 days
(d)	The application is sent to the Faculties Co-ordination Section	Faculties Co-ordination Section	Same day
(e)	Details regarding the year of passing/results to be confirmed.	Faculties Co-ordination Section	1 – 2 days
(f)	File is processed along with the certificate to be issued to the concerned student, for obtaining signatures of the authorities.	Member Secretary	Same day
(g)	Certificate is sent to the Outward Clerk for issue of the same.	Outward Clerk	1 day
4.	Programmes of Dept. of Western Music (a) Annual Day (b) Founders Day (c) Students Programmes (d) Christmas celebration	Files for the said programmes are processed for administrative and financial approval through Director (Western Music), Director (Admn.) and Member Secretary and then to the Accounts Section for financial approval.	Around 8 days
5.	Programmes of Faculty of Indian Music & Dance and Kala Academy's Music Centres (a) Annual Day (b) Guru Pournima (c) Sangeet Melawa (d) Students Classroom Productions	Files for the said programmes are processed for administrative and financial approval through Director (Indian Music), Director (Admn.) and Member Secretary and then to the Accounts Section for financial approval.	Around 8 days
6.	Matters related to vehicles		
(a)	Servicing and repairs of vehicles	Inward Clerk Processed on the same day after receipt of the	1 day Around 3 -4 days

		letter from the concerned Drivers through the Inward Section. The file is forwarded to the D.A. and M.S. for administrative approval and then forwarded to the Accounts Section for financial approval.	
(b)	Insurance of vehicles	Renewal notice received by the Inwards Section. File processed for approval through D.A. and M.S. and then sent to the Accounts Section for drawing of cheque towards the premium.	1 day 2-3 days
(c)	Settlement of bills pertaining to fuel and repairs of the vehicles	Bills received by Inward Clerk. Processed on the same day after receipt of the bills from the Inward Section and forwarded to the Accounts Section.	1 day 1 day
(d)	Sparing of vehicles to the Dept. of Art & Culture on various occasions and to the Office of the Mamlatdar during elections.	Inward Clerk Processed on the same day after receipt of the letter and forwarded to D.A. and M.S. for approval.	1 day 1 day

Such charts may be prepared for major Functions.

Flow Chart of Co-ordination Section (which includes Western and Indian Music

Section)



Procedure followed in decision-making process in Programme & Development Section

Flow Process Chart for conducting drama& tiatr of competitions and musical play festivals (Sangeet Natak Mahotsav)

S. No	Activity	Level of action	Time Frame
1	Competitions & Festivals – Press Notes in local print & electronic media for inviting entries.	Inward Clerk to receive entry at the Central Registry	Same Day
2	Entry applications initialled by the Programme Executive and sent to Cashier in Accounts Section.	Cashier receives the entry fee amount by Cash remittance and issues money receipt	Same Day
3	The applicant submits the application to Programme Executive Incharge of the competition along with duly filled in Entry Form and money receipt for cash remittance of security Deposit and entry fee amount	The application is inwarded at the Central Registry.	Same Day
4	The application is marked by Member Secretary to Programme & Development Officer	Programme & Development Officer marks to concern Programme Executive	Same Day
5	The entry application is filed in the concerned file for records and further work	The final programme is chalked out by concerned Programme Executive with the assistance of Senior Stenographer/Devnagri Typist/Junior Cultural Assistants/Lower Division Clerk and forwarded through Programme & Development Officer for approval of Member Secretary & Chairman	10 days
6	The finalized programme is forwarded to the concerned participating institutions/individuals	Dispatch Clerk dispatches the letters to the concerned institutions/individuals	2 Days

Flow Process Chart for State Art Exhibition of competitive nature

S. No	Activity	Level of action	Time Frame
1	Visual Art in Artist & Students Category-Release of Press Note in local print and electronic media for inviting entries.	Entry forms made available at Kala Academy and entries along with exhibits are accepted in Programme & Development Section	After release of press Note, 5 Days time to collect the prospectus containing entry forms and rules & regulations
2	The duly filled in entry forms of the participants are then forwarded to cashier for accepting the cash	After the cash is deposited the forms are sent back to Programme & Development Section	2 days time for submitting entries
3	The exhibits are selected and judged by the judges	After selection of exhibits the paintings are kept for display	Same Day
4	Prize Distribution & Inaugural function with special programme is held for giving away the prizes to the winners	The exhibition is on display for the general public	Prize Distribution & Inaugural function -1Day Exhibition on view for 4 days

Flow Process Chart for Cultural Programmes and Music Dance Festival

S. No	Activity	Level of action	Time Frame
1	Selection of artists	Constituting Selection committee to recommend artists	3 days
2	Meeting of the committee	Minutes of the committee meeting	3 days
3	Submission of minutes for approval	Minutes report approved by competent authorities of Kala Academy	3 days
4	Soliciting inquires from the shortlisted artists regarding availability and the expected concert fees/honorarium and travel expenses	Collection of the requisite details after replies from the concerned artists	8 days
5	Preparation of tentative draft programme	Submission of the tentative programme for approval of the competent authorities	3 days
6	Administrative approval of the competent authorities	Artists intimated via letter/email about the final programme and their date of performance and time along with mention of concert fees & travel agreed by Kala Academy	3 days
7	Confirmation from the artists side	Proposal for financial sanction submitted before competent authorities	5 days
8	Issue of financial Sanction Order	Office order for work allocation and process of inviting quotations and tenders for goods and services initiated	8 days
9	Quotations/Tenders are scrutinized and the concerned committee recommends names of successful bidders for works including supply of goods and services	Work Order/Supply order issued to the respective vendors	4 days
10	All organizational aspects initiated	Programme executed as per the approval	15 days

Flow Process Chart for Children Drawing Competition

S. No	Activity	Level of action	Time Frame
1	Proposal moved for Financial sanction for Children Drawing Competition	Form No.1 – proposal for sanction moved before competent authorities and sanction order issued after approval/sanction	10 days
2	Entries invited in local media after identifying regional centres/venues of High Schools and Educational institutions	Entry forms made available at Kala Academy and Respective regional centres/venues	8 days
3	Scrutiny of entry forms and preparation of final programme	Works related to procurement of stationery, refreshments & vehicles on hire basis is carried out	8 days
4	Office Order issued to staff entrusting duties	The Competition is held on the scheduled date and time at the Regional Centres/venues	3 days
5	Works received are judged by the experts panel	Result prepared & submitted for approval and finally declared in local media for knowledge of all concerned.	4 days
6	State Level Competition is held consisting of the winners from Taluka Level	Result prepared & submitted for approval and finally declared in local media for knowledge of all concerned	6 days
7	Prize Distribution & Inaugural function is held for giving away the prizes to the winners	The exhibition is on display for the general public	Prize Distribution & Inaugural function -1Day Exhibition on view for 3 days

Flow Process Chart for Correspondence

S. No	Activity	Level of action	Time Frame
1	Correspondence reg request applications received from artists/institutions for performance opportunities or for staging programmes	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	1day
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 Programme & Development Section is taken in the Correspondence register of the Section	All the correspondence received in Programme & Development Section is forwarded to Programme & Development Officer .	Same Day
5	The Programme & Development Officer marks the correspondence	The marked correspondence is handed over to the respective Programme Executives/Junior Cultural Assistant's/Sr. Steno/Devnagri Typist/LDC	Same Day

Flow Process Chart for Right to Information

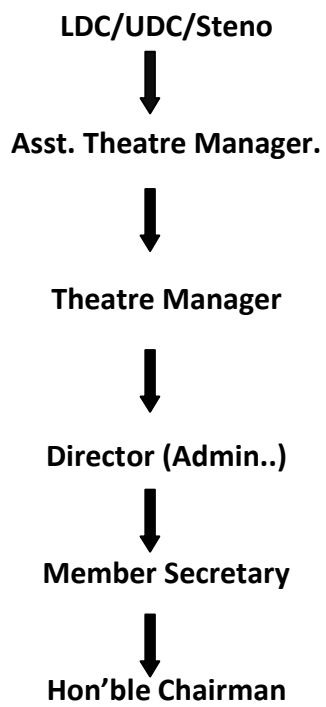
S. No	Activity	Level of action	Time Frame
1	R.T. I Applications	Inward Clerk to receive entry at the Central Registry	Same Day
2	The Applications are forwarded to Member Secretary	The Member Secretary initializes the applications and the same is forwarded to P.A to M.S	Next Day
3	The P.A to M.S further marks the applications to the Public Information Officer of Programme & Development Section and sends back to the Inward Clerk	The Inward Clerk further gives the applications to Programme & Development Officer who is the designated Public Information Officer for Programme & Development Section of Kala Academy through LDC accepting Sectional dak of Programme & Development Section	Same Day
4	The Public Information Officer/ Programme & Development Officer solicits the related information/documents from the concerned officials of Programme & Development 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/P.D.O with a covering letter.	Maximum 30 days
5	Incase 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 Programme & Development Section.

Flow Process Chart for Sanction Orders

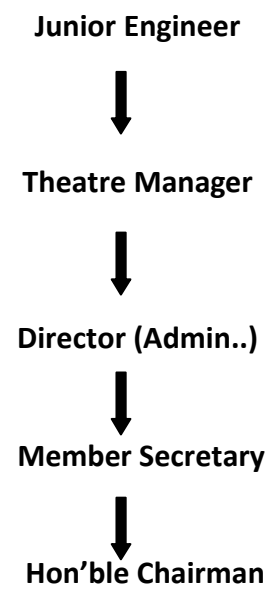
S. No	Activity	Level of action	Time Frame
1	Proposal for obtaining Financial Sanction related to the Programmes & activities	The dealing hand/programme in charge including JCA's & Programme Executives prepare the proposal/estimates for Financial Sanction in Form No.1 with the assistance of Sr. Stenographer/JCA's/LDC, based on previous year expenditure.	Minimum 1 month in advance of the proposed activity. *incase of emergent activities proposal is moved at least a weeks time in advance.
2	The proposal is submitted to Sectional Head /Programme & Development Officer	The proposal is scrutinized at the level of Programme & Development Officer and forwarded to Accounts Section`	1 day
3	Proposal received in Accounts 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	Proposals 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 proposed 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 send back to Programme & Development Officer & the concerned Programme In charge	Sanction Order is prepared with the assistance of Sr. Stenographer/JCA'S/LDC and the file is sent to Member Secretary for his initials on the Sanction Order	2 days
7	After initials of Member Secretary on the Sanction Order, file is send back to Programme & Development 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

Procedure followed in decision making process in
ACCOMMODATION SECTION & TECHNICAL SECTION

ACCOMMODATION SECTION



TECHNICAL SECTION



Procedure followed in decision-making process in

Accommodation/ Technical Section

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

Flow Process Chart for Correspondence

Sr. No.	Activity	Level of action	Time Frame
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.	same 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 Jr.Eng / Asst. TM	Same Day

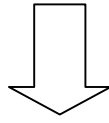
Process Chart for Right to Information

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 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

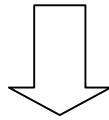
ACCOUNTS SECTION

Files of Accounts Section routed through:

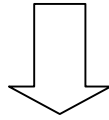
DEALING HAND



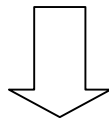
ACCOUNTANT



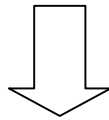
AUDITORS (concerned files)



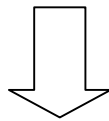
ACCOUNTS OFFICER



DIRECTOR (ADMIN.)



MEMBER SECRETARY



HON'BLE CHAIRMAN (concerned files)

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 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

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