

CHANDIGARH SANGEET NATAK AKADEMI

(A subsidiary body of the Chandigarh Arts Council, which is registered under the Registration of Societies Act XXI of 1860)

RULES AND REGULATIONS

1. Short Title

These rules and Regulations may be called Rules and Regulations of Chandigarh Sangeet Natak Akademi.

2. Name

The name of the Akademi shall be the Chandigarh Sangeet Natak Akademi.

3. Headquarter

The headquarter of the Akademi shall be at Chandigarh.

4. Definitions

In these Rules and Regulations, unless the context otherwise requires:

- i) The Akademi shall mean the Chandigarh Sangeet Natak Akademi.
- ii) The General Council shall mean the entire body of members constituting the Chandigarh Sangeet Natak Akademi.
- iii) The Committee shall mean the Executive Committee constituted as such under these rules.

Word imparting the singular number only include the plural number and vice versa.

Word imparting the masculine gender also include the female gender.

5. Aims and Objects

The Aims and Objects of the Akademi shall be as follows:-

- 1) To encourage and assist the theatre-groups for the production of new plays by awarding prizes and distinctions to the deserving participants.
- 2) To promote research in the fields of Indian Music, Dance and Drama and for this purpose to establish a library and a museum etc.
- 3) To give recognition to and otherwise assist outstanding theatrical organizations.
- 4) To encourage the development of amateur dramatic activities, Children's theatre and the rural theatre in its various forms.
- 5) To award prizes and distinctions and to give recognitions to individual artistes for their outstanding achievements in the fields of Music, Dance and Drama.
- 6) To give recognition and to otherwise assist approved art associations.

- 7) To encourage the establishment of the centers/offices of the approved art associations.
- 8) To grant affiliation to educational institutions imparting training in music, dance and drama in accordance with its regulations.
- 9) To encourage the setting up of institutions providing training in the field of theatre, including institutions in actor training, study of stage crafts and production of plays.
- 10) To publish literature on Indian music, Dance and Drama including reference works such as an illustrated dictionary or handbook of technical terms.
- 11) To revive and serve folk music, folk dance and folk drama of different regions of the country and encouragement and development of community music, material music and other types of music.
- 12) To take suitable steps for the maintenance of proper and adequate standards of education in music, dance and drama and with that object, to organize research in the teaching of the said subject.
- 13) To foster cultural contacts between the different regions of the country and also with other countries in the fields of music dance and drama.
- 14) To maintain a fund or funds to which shall be credited:-
 - i) All grants received from the Central Government, Chandigarh Administration and Chandigarh Arts Council.
 - ii) All financial aids received from any other source in any other manner.
- 15) To accept monetary grants, securities of any kind on such terms as may be expedient.
- 16) To acquire by gift, purchase, exchange, on lease or through other source any immovable property, which may be necessary or convenient for the purpose of the Akademi and to build, construct, improve, alter, demolish and repair such building works and construction as may be necessary for quarrying out the objectives of the Akademi.
- 17) To sell, lease, exchange, hire, otherwise transfer all or any portion of the property movable and immovable of the Akademi provided that prior approval in writing of the Chandigarh Administration is obtained for the transfer of that immovable property.
- 18) To invest and with any moneys and securities of the Akademi, not immediately required for any of its activities, in such a manner as may be provided by the rules and regulations of the society as may from time to time be determined.
- 19) To draw, make, accept, endorse and discount cheques, notes or other negotiable instruments.
- 20) To issues appeals for funds in furtherance of the objectives of the Akademi and undertake management of any endowments, trusts, funds or donations not inconsistent with the objects of the Akademi.
- 21) To create any reserve funds, sinking funds, Insurance funds or any other funds whether for depreciation or for repairs, improving, extending or

maintaining any of the properties or rights of the Akademi and/or for recoupment of wasting assets and for any other purposes for which the Akademi deems it expedient or proper to create or maintain any such fund or funds.

22) To borrow and raise money with or without security or on the security of a mortgage, charge or hypothecation or pledge of all or any of the immovable properties belonging to the Akademi or in any other manner whatsoever provided the prior approval in writing of the Chandigarh Administration is obtained in that behalf.

23) To create administrative, technical, ministerial and other posts under the Akademi and to make appointments there to in accordance with the rules and regulations of the Akademi.

24) To make rules and regulations and bye-laws for the conduct of the affairs of the Akademi and to add to, amend, vary or rescind them from time to time with the approval of the Chandigarh Administration.

25) To do all such other acts and things either alone or in conjunction with any other organization or persons as the Akademi may consider necessary, incidental or conducive to the attainment of the above said objectives.

6. Officers of the Akademi

The following shall be the officers of the Akademi namely:

- i) Chairman.
- ii) Vice Chairman.
- iii) Secretary
- iv) Financial Advisor.

7. Chairman

The Adviser to the Administrator, Union Territory, Chandigarh or his nominee shall be the Chairman who shall hold office for a term of two years but shall be eligible for re-nomination. The Executive Committee may by a resolution delegate to the Chairman such office powers for the conduct of the business of the Akademi as it may deem fit, subject to the condition that it should be reported at next meeting of the Executive Committee.

The Chairman may delegate such of his powers as he may consider necessary to the Vice Chairman or to the Secretary.

8. Vice Chairman

The Adviser to the Administrator, Union Territory, Chandigarh or his nominee shall be the Vice Chairman who shall hold office for a term of two years but shall be eligible for re-nomination.

The Vice Chairman shall in the absence of Chairman for whatever reasons exercise all the functions and powers of the Chairman.

9. Secretary

- i) The Secretary shall be the Principal Executive Officer of the Akademi and he shall be appointed by the Executive Committee for two years on such terms and conditions as the Executive Committee may determine.

- ii) The Secretary shall be the Ex-Office Secretary of the General Council, the Executive Committee, the Finance Committee and all other Committees, which may be set up by the Chairman, the General Council, the Executive Committee but shall not be deemed to be member of any of these Committees.
- iii) It shall be the duty of the Secretary:-
 - a) To be the custodian of the records and such other property of the Akademi as the Executive Committee may commit to his charge.
 - b) To conduct the official correspondence on behalf of the authorities of the Akademi.
 - c) To issue all notices regarding convening of meetings of the authorities of the Akademi and of all the committees appointed by any of those authorities.
 - d) To keep the minutes of all meetings of the authorities of the Akademi and of all committees appointed by any of those authorities.
 - e) To maintain accounts of the Akademi.
 - f) Subject to the control of the Executive Committee, to manage the property and investments of the Akademi and be responsible for the preparation of the annual estimates and statement of accounts and for their presentation to the Executive Committee and the General Council.
 - g) Subject to the powers of the Executive Committee, to be responsible for seeing that all moneys are spent for the purpose for which they are granted or allotted.
 - h) To sign all contracts and assurances of property made on behalf of the Akademi after the same have been approved by the Executive Committee.
 - i) To exercise such other powers as may be assigned to him by the Executive Committee or the General Council.
 - j) The receipt of the Secretary or the person duly authorized in this behalf by the Executive Committee for any money paid into the Akademi shall be sufficient discharge for the same.

10. Financial Advisor

- i) The Financial Advisor shall be appointed by the Chandigarh Administration and shall hold office at the pleasure of the Administration.
- ii) The Financial Advisor shall generally advise the Akademi in all matters relating to the management of the properties and investments, accounts and expenditure of funds for the purpose for which they have been granted or allotted.
- iii) In order to ensure efficient management of the finance of the Akademi, the Financial Advisor shall have the following powers and functions namely:-
 - a) To examine and scrutinize the Budget of the Akademi prepared by the secretary.
 - b) To consider all proposals for new expenditure.
 - c) To consider the audit report.

- d) To receive the finances of the Akademi from time to time.
- e) To give advice on any financial question effecting the Akademi either on his own instance or at the instance of the Secretary or any of the committees of the Akademi.

11. Authorities of the Akademi

The following shall be the authorities of the Akademi:-

- i. General Council
- ii. Executive Committee
- iii. Financial Committee
- iv. Any other standing Committee or Committees which the Chairman, General Council or the Executive Committee may set up for discharging any one or more of their functions.

12. General Council

A. The General Council shall have a term of two years and consist of the following:-

- i) Chairman
- ii) Vice-Chairman
- iii) Secretary (Ex-Officio Secretary of the General Council)
- iv) Financial Advisor.
- v) Administrative Secretary of the Department of Culture, UT Chandigarh or his nominee.
- vi) One representative from each of the two Akademies namely Chandigarh Lalit Kala Akademi and Chandigarh Sahitya Akademi.
- vii) Twelve eminent persons to be co-opted by the members mentioned above in consultation with organizations, societies, bodies, etc., working in the fields of music, dance, theatre, performing arts, etc.

B. If any vacancy

13. Member of the Akademi

The Akademi shall consist of the following members here in after collectively referred to as the General Council namely:-

- i) Five persons nominated by the Chandigarh Administration.
- v) Up to twelve persons to be co-opted by the members mentioned in item to above in consultation with organization in the fields of music, dance and drama recognized by the Akademi for this purpose in accordance with the rules to be framed by the Akademi provided that the rules should be so framed to ensure where ever possible the representation.
 - a. Not less than two persons with adequate knowledge of Hindustani music.
 - b. Not less than two persons with adequate knowledge of dance.
 - c. Not less than two persons with adequate knowledge of drama.
 - d. Provided that all members except where otherwise provided, shall such members or a period of three years.

14. Poll of Members

The Akademi shall keep all members giving their addresses and occupations and every members shall sign the same. If a member of the Akademi changes his address he shall notify his name address to the members. If the member fails to notify his new address in the roll of members shall be deemed to be his address.

13. Executive Committee:

The General Superintendence, direction and control of the affairs of the Akademi shall be vested in the Executive Committee of the Akademi.

14. The Executive Committee of the Akademi for the purpose of Act. 21 of 1860 shall at the date of registration of the Society consist of the members whose names are set out in (clause 4 of the Memorandum of Association) and thereafter as soon as the necessary election, appointments and nomination have taken place shall consist of the following namely.

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Financial Adviser
- e. Two member to be elected by the Chandigarh Administration from amongst their nominee in the General Council
- f. Two member two be elected by the General Council from
- g. Secretary of the Akademi
- h. Provided that if any member of the Executive Committee cease to be a member of the General Council he shall automatically cease to be member of the Executive Committee.

Note. It would be ensured that 5 persons out of nine in the executive committee shall be closely associated with the performing arts.

15. The Executive Committee shall have the following powers and functions, namely

- i). To exercise the executive authority of the Akademi Subject to policy directives of the General Council.
- ii). To be responsible for the supervision and control of the work of the Akademi and of its offices.
- iii). To consider and prepare programmes of the Akademi and specific projects for the consideration and approval of the General Council.
- iv). To draw up the annual budget of the Akademi subject to the financial limits prescribed by the Finance Committee to be submitted for approval of the General Council.
- v). To prepare the annual report and accounts of the Akademi for the consideration of the General Council.
- vi). To consider and propose to the General Council names of election as fellows and associate fellows of the Akademi.
- vii). Subject to the approval of the General Council to incur expenditure on the establishment as a whole to create such posts as it may consider necessary for carrying on the work of the Akademi and to permeable the terms and conditions of appointment to these posts provided that only the posts the maximum pay of which exceeds Rs. 2,000/- per month may be created and filled with the approval of the Govt. of India.
- viii). To incur all the expenditure subject to the provision of the approval budget the rules prescribed from time to time and policy directives of the General Council.
- ix). To appoint the Secretary of the Akademi and other members of the staff except those the power to appoint whom is delegated to the Secretary.

- x). To consider and propose to the General Council of important organizations and institutions working in the field of music, dance and drama, which are deserving of recognitions by the virtue of their benefit character and important institutions to the promotion of any of these arts.
- xi). Subject to the limit of the budget and the policy directive, if any of the General Council to grant financial or other assistance to cultural orientations and institutions in the field of dance drama and music.
- xii). To prescribe the terms and conditions of service in respect of all posts under the control of the Akademi.
- xiii). To elect one representative to the financial Committee in according with clause 16(iv)
- xiv). Subject to the provision of these rules and regulations to do any and such act as may in its opinion be necessary for that proper management of the affairs of the Akademi.

16. FINANCE COMMITTEE

The Financial Committee shall consist of the following members namely:-

1. The Vice-Chairman of the Akademi shall be the Chairman of the finance Committee.
2. Financial Adviser
3. One nominee of the Chandigarh Administration not necessary from amongst the member of the General Council
4. One representative or Executive Board, who shall be nominated by the Board from among its members .
5. Secretary

17. The Finance Committee Shall consider the budget estimate of the Akademi, make recommendations there on the Executive Council and prescribe the total limit for expenditure within a financial year.

18. The meeting of the General Council and the Executive Committee : The General Council of the Akademi shall ordinary meet once in every calendar year at a place and on a date to be fixed by the Chairman. A special meeting of the General Council may be called at any other time by the Executive Committee or by the Chairman either on his own initiative or at the request of not less than two third number of the members of the General Council.

19. QUORUM

One third member of the Akademi shall institute a quorum at any meeting of the General Council the Akademi.

20. In case of difference of opinion among the members, the opinion of the majority shall prevail.

21. each member of Akademi including the Chairman, shall have one vote and if there be equality of votes on any question to be determined by the Akademi the Chairman shall in addition have and exercise a casting vote.

22. Every meeting of the General Council of the Akademi shall be presided over by the Chairman, in his absence, by the Vice-Chairman and in the absence of both by a member chosen by the members present on the occasion.

23. The Executive Committee shall meet on a date and place, fixed by the Chairman ordinarily at least once in every six months. Seven days notice shall be given of any such meeting.

24. Three members of the Executive Committee present shall constitute quorum at any meeting of the Committee in case of difference.

25. A member of the Akademi who has been nominated by the Chandigarh Administration as ex-office be prevented from attending a meeting of the Akademi or Executive Committee shall be at liberty to appoint and authorize a representative to take his place at that meeting of the Akademi or the Committee whatever the case may be and such representative shall have all the rights.

VACANCIES

26. Where a member of the Akademi has been appointed or nominated leaves the office he hold, his membership shall be terminated when he cease to hold that office.

27. A member of Akademi shall cease to be a member if he dies, resigns become of unsound mind has been adjudged insolvent or be convicted of criminal offence involving moral turpitude or accepts a full time appointment on the staff of the Akademi fails to attend three consecutive meetings of the Akademi without leave of the Chairman.

28. Any member of the Akademi including the ex-office members may resign his office by a letter adressed to the chairman and such resignation shall take affect from the date it is accepted by the Chairman.

29. Any vacancy in the General Council in the group of 12 persons co-opted under Rule 4 or in the group of eight eminent persons co-opted under Rule may be filled up by the Executive Committee in consolation with the remaining member of the group concerned and the matter reported at the next meeting of the General Council. Any other vacancy in the General Council shall be filled up by appointment or nomination by the respective entitled to make such appointments to nomination. The term and office of a member so appointed nominated or co-opted shall continue only for the remainder of the term of the member in whose place he has been appointed nominated or co-opted.

30. Any vacancy in the Executive Committee or in the Financial Committee in the group of member elected by the General Council may be filled up by the remaining member of the Executive Committee by election from among the member of the General Council. Any other vacancy of the Executive Committee or in the Finance Committee shall be filled up by appointment nomination or election by the respective authority entitled to make such appointment nomination or election. The term and office of a member so appointed or nominated or elected shall continue only for the remain of the term of the member in whose place he has been appointed nominated or elected.

31. The General Council or Executive Committee shall function notwithstanding any vacancy there in and notwithstanding any effect in the appointment, nomination co-option or election of any member and no act or proceeding of the General Council. If the Executive Committee shall be nullified namely by reason only of the Existence of any vacancy therein or any defection the appointment nomination co-option or election of any member.

32. Any business which may be necessary for the General Council or the Executive Committee to perform may be carried out by circulation among all its membesr in circulation shall be effectual and binding as if such resolution had been passed by a meeting the Akademi or the committee.

33. The Executive Committee may be resolution appoint sub-committee for such purpose and with such power as the Committee may think with power co-opt provided that in cases of emergency, the Chairman shall have the power to appoint such sub-committee.

34. The Committee may be such resolution delegate to a committee or the chairman such of its powers for the conduct of the business of the Akademi as it may deem fir subject to the

condition that action taken by any committee or the Chairman under the powers delegated to them by this rule shall be placed for confirmation at the next meeting of the Committee.

35. The Akademi shall prepare accounts and shall submit annually within six months of the closing of the previous financial year to the central Govt. A report on the working of the Akademi in the previous year together with an audit statement of accounts showing the receipts and expenditure in the previous year.

36. Any rule or decision taken by the Executive Committee or by any other authority of the Akademi may be amended or set aside by any other authority of the Akademi be amended or set aside by the General Council.

37. The Executive Committee shall have the powers to make bye-laws for the regulations of the procedure of them things of the General Council of the Executive Committee, of the several committees in the appointment in accordance with the rules above mentioned.

38. Subject to the provision of the Societies Registration Act 1860, and subject to the prior approval of the Chandigarh Administration of the General Council may alter, extend or abridge any purpose or purposes for which the Akademi is established.

39. Subject to the approval of the Chandigarh Administration General Council may alter the Rules and Regulations of the Akademi at any time by a resolution passed by a majority of three fourth of the members presents and voting at any meeting of the General Council which shall have been convened for the purpose after giving due notice of such resolution to the members of the General Council.

40. The Executive Committee shall provide a seal, also provide its custody and the seal shall never be used except by the authority of the Executive Committee previously given and one member of the Executive Committee shall sign instrument to which the seal is affixed and every such instrument shall be countersigned by the Secretary or by some other person.

Appointment by the Executive Committee.

The Akademi shall be a corporate body shall have the perpetual seal may sue and be sued in its corporate name.

OPERATION OF ACCOUNTS

The funds of the Akademi shall be deposited in a bank approved by the Akademi and shall be operated under the signatures any two of the three persons appointed by the Akademi for this purpose.



एक ही परिवार
ONE EARTH - ONE FAMILY - ONE FUTURE



**DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION,
DELUXE BUILDING, GROUND FLOOR, SECTOR 9, CHANDIGARH.
PH.0172-2740025 e-mail: chd.dca@gmail.com, www.chdca.gov.in**

PUBLIC NOTICE

Applications from willing persons of Chandigarh, who have contributed to diverse fields like Arts, Culture, Dance, Theatre, Music etc., are hereby invited for nominations of suitable Chairman on honorary basis for Chandigarh Sangeet Natak Akademi. Applicants must give reasons for their applications and how they will contribute to the Akademi. The Constitution of Akademi and Financial Guidelines to be followed is available on the website of i.e. www.chdca.gov.in or www.chdpr.gov.in. The last date for the receipt of Applications in the Department is 28th April, 2023 upto upto 5:00 pm.

Sd/
Director Cultural Affairs,
Chandigarh Administration

DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION

ORDER

The Adviser to the Administrator, Union Territory, Chandigarh is pleased to frame the following Financial Rules / Guidelines in respect of the three Akademies of Cultural Affairs Department, Chandigarh Administration i.e. Chandigarh Sangeet Natak Akademi, Chandigarh Lalit Kala Akademi and Chandigarh Sahitya Akademi :-

1. The Akademies shall adhere to the provisions contained in the General Financial Rules, 2005 and instructions issued by the Chandigarh Administration on financial matters from time to time;
2. The Akademies shall seek the concurrence of Financial Adviser in all the financial matters of the Akademi and in case, no concurrence is received within 20 days, it is presumed to have been allowed;
3. The Audit of the Accounts of the Akademies shall be audited by the Examiner, Local Fund Accounts, U.T., Chandigarh on yearly basis;
4. The Akademies shall submit complete budgetary requirements, future plans and norms of expenditure (component-wise) based on the category of artists and objective criteria;
5. There should be a yard-stick for day-to-day and administrative expenses which shouldn't be too distant from the Government norms;
6. There should be auditing and record be kept about how many people came to attend various programmes / events organized by the Akademies from time to time;
7. The Bank Accounts of the Akademies shall be operated by either two of the three authorized signatories;
8. The investment of surplus funds, if any, may be kept in the Fixed Deposits after following due procedure;
9. The Akademies will ensure compliance of various provisions of applicable laws which includes Income Tax also;
10. The Chairman, Vice-Chairman, Secretary / Joint Secretary of all the three Akademies are entitled to the following maximum norms on account of

Conveyance Allowance, Honorarium, Mobile / Internet facility, Refreshments per month:-

Chairman	-	Rs.20,000/- P.M.
Vice Chairman / Joint Secretary	-	Rs.12,000/- P.M.
Secretary	-	Rs.12,000/- P.M.
Total:-	-	Rs.44,000/- P.M.

However, the General Council of the respective Akademies are at liberty to fix the norms below the aforesaid limit at their own level;

11. All the Akademies shall spent atleast 30% of the total G.I.A. on dissemination, workshops, exhibitions, events for local budding artist and other events relating to promotion of art and culture during a financial year;
12. The Akademies shall not spend more than 12% of the total G.I.A. as administrative expenses which includes various facilities to Chairpersons/Vice Chairpersons/Secretaries, Payment to Staff/Coordinators, day to day office / petty expenses etc. etc. during a financial year;
13. The Akademies shall publish a book-let highlighting various achievements and activities undertaken by the respective Akademi during a Financial Year which includes event-wise expenditure incurred, income and expenditure report, balance sheet, audit and inspection report etc. etc.;
14. For outstation journeys for Akademi purpose, the Chairpersons of the Akademies shall require the approval of Tour Programme from Adviser to the Administrator, U.T., Chandigarh;
15. The payment of remuneration to the facilitators / resource persons made in Akademi shall be as close as possible to the norms fixed by the Department of Cultural Affairs;
16. TA/DA Norms for Akademies

The following norms are applicable only in those cases where the TA/DA is not borne by the organizers of any event outside Chandigarh.

(a) Rail Journey

- (i) The payment is limited to AC Chair Car / Second AC Railway fare, as the case may be;
- (ii) The reimbursement of Shatabdi Express – AC Chair Car Fare except Executive Class which is not admissible, where journey is actually undertaken by

- (iii) The reimbursement of Rajdhani Express – AC – 3 tier / AC 2 tier fare where journey is actually undertaken by these trains;

(b) By Bus – Actual Fare

(c) For journey within municipal limits, performed by taxi / autorikshaw:

- (i) From the residence to the nearest railway station / airport / bus-stand, at the prescribed rate notified by the State Transport Authority, U.T., Chandigarh;
- (ii) Between stations not connected by train may be reimbursed @ Rs.6/- per km or train fare by AC Chair Car / AC 2 Tier which ever is less;
- (iii) Between stations connected by train, the reimbursement shall be restricted to II AC / AC Chair Car only. No claim shall be allowed to travel by taxi / private vehicle.
- (iv) (**) No DA will be admissible for outstation journeys;

(**) Note – No DA has been proposed for the Chairpersons or any other member of the Akademies in the Draft financial rules on the basis that these are honorary posts and the Department of Cultural Affairs, Chandigarh Administration do not depute any member of the Akademi including the Chairpersons for outstation journeys.

This issues with the concurrence of Finance Department, Chandigarh Administration vide U.O. No. 334(M)-UT FII (10)-2015/3670 dated 24.4.2015.

Dated, Chandigarh the
11th May, 2015

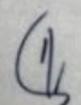
ANURAG AGARWAL, IAS
Secretary Cultural Affairs,
Chandigarh Administration.

Endst. NO. 283-87 /DCA/2015

Dated:- 14-5-15

A copy is forwarded to the following for information and necessary action:-

- (1) The Finance Secretary, Chandigarh Administration.
- (2) The Additional Examiner, Local Fund Accounts, Municipal Corporation, U.T., Chandigarh.
- (3) The Chairpersons
- (a) Chandigarh Sangeet Natak Akademi, Chandigarh;
- (b) Chandigarh Lalit Kala Akademi, Chandigarh;
- (c) Chandigarh Sanitha Akademi, Chandigarh.


Director Culture Affairs,
For Secretary Cultural Affairs,
Chandigarh Administration.

Arvind Kumar
Date 14.5.15

