

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### **1. Organization and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Cultural Affairs, Chandigarh Administration. <a href="http://www.chdca.gov.in">www.chdca.gov.in</a>
		(ii) Head of the organization	Sh. Sorabh Kumar Arora, PCS Director Cultural Affairs, Chandigarh Administration.
		(iii) Vision, Mission and Key objectives	Promotion of art, culture and literature in the city.

		(iv) Function and duties	<ol style="list-style-type: none"> <li>1. To promote art, culture, literature and performing arts.</li> <li>2. To develop and promote the rich diversity and uniqueness of various artists of the Union Territory of Chandigarh and to update and enrich consciousness of the people about their cultural heritage.</li> <li>3. To lay special emphasis in its activities on the linkages among various areas through evolution of styles and their contribution to the larger composite identity of cultural heritage of India.</li> <li>4. To make special efforts to encourage folk and tribal arts and to frame special programmes for the preservation and strengthening of the vanishing art forms.</li> <li>5. To frame such programmes as would encourage and involve the youth of the Union Territory of Chandigarh amongst themselves and with youth of the rest of the country in creating cultural communications through the process of seminars, exchanges and workshops on matters relating to the cultural heritage of India.</li> <li>6. To advise and co-ordinate the activities of the three Akademis.</li> <li>7. To consider and recommend the budget estimates of the three Akademis to the Chandigarh Administration.</li> <li>8. To provide effective liaison between the three Akademis.</li> <li>9. To Chalk out in broad terms a programme of Activities for the promotion of art, culture, literature and the performing arts by the Akademis.</li> </ol>
--	--	--------------------------	---

		(v) Organization Chart	<b>Annexure- I</b>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<b>Annexure-II</b>
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	As per Central Civil Services Rules.
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	<b>Annexure-III</b>
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	As per Central Civil Services Rules.
		(iv) Time limit for taking a decisions, if any	As per concerned subject
		(v) Channel of supervision and accountability	As per organization Chart ( <b>Annexure-I</b> )
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Promotion of Art, Culture and literature in the city by providing financial help to the Societies/Akademies.
		(ii) Norms/ standards for functions/ service delivery	As per department rules/policies
		(iii) Process by which these services can be accessed	The department does not have any direct public dealing activity.
		(iv) Time-limit for achieving the targets	As per concerned subject matter.
		(v) Process of redress of grievances	Online platform has been prepared for the redressal of grievances under Centralized Public Grievances Redress and Monitoring System (CPGRAMS) and nodal officer has been deputed for this purpose.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/instruction.	Governed by Central Service Rules and instructions received from the Government from time to time
		(ii) List of Rules, regulations, instructions manuals and records.	1. Central Civil Service Rules. 2. General Financial Rules 3. Other Government rules applicable from time to time
		(iii) Acts/ Rules manuals etc.	Central Civil Services Rules applied w.e.f. 01.04.2022

		(iv) Transfer policy and transfer orders	Transfer orders are issued by the Department of Personnel, Chandigarh Administration from time to time under inter departmental transfer policy.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	1. Grant-in-Aid to Akademies. 2. Sponsorship to the Cultural Societies. 3. Cultural programmes 4. Office Routine files
		(ii) Custodian of documents/categories	Dealing Person of the concerned subject matter.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	1. Chandigarh Arts Council. 2. Chandigarh Sangeet Natak Akademi 3. Chandigarh Lalit Kala Akademi 4. Chandigarh Sahitya Akademi
		(ii) Composition	<b>Annexure IV</b>
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<b>Annexure- V</b>
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<b>Annexure-VI</b>  <b>Nil</b>
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>Annexure-VII</b>

	particulars of public information officers [Section 4(1)(b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalized for Minor penalty or major penalty proceedings	nil  nil  0
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Training programme is conducted by the Home Department, Chandigarh Administration from time to time.

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Annexure VIII
2.2	Foreign and domestic tours during 2022-23	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>a)Tender for Manpower contract</p> <p>b)Bid Awarded to M/s Sherwal Enterprises SCO No. 68, Sec. 40-C, Chandigarh for providing manpower service</p> <p>c) –Not Applicable</p> <p>d) @ 3.85 service charges on wages</p>
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature / scale of subsidy / amount allotted	
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) For each concessions, permit or authorization granted <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorizations</p> <p>d) Date of award of concessions /permits of authorizations</p>	

<b>2.6</b>	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Not Applicable
------------	-----------------	---	----------------

### 3. Publicity Band Public interface

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of  [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	Not applicable

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy.	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<a href="http://www.chdca.gov.in">www.chdca.gov.in</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not Applicable
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Not applicable

#### 4. E. Governance

S No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	Not Applicable
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	Not Applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Profile of Department / Akademies, activities, telephone directory <a href="http://www.chdca.gov.in">www.chdca.gov.in</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Department of Cultural Affairs, Chandigarh Administration, Deluxe Building, Sector 9, Chandigarh
		(ii) Details of information made available	As per official decision.
		(iii) Working hours of the facility	9:30 am to 5:30 pm
		(iv) Contact person & contact details (Phone, fax email)	Sh.Chander Hass Sharma, Section Officer Ph.0172-2740056 email: <a href="mailto:dca@gmail.com">dca@gmail.com</a>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressed mechanism	Govt. of India has Setup online portal under CPGRAM
		(ii) Details of applications received under RTI and information provided	Total received : 04 Information provided: 04
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not applicable
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		c) Six monthly reports loaded on the website or not	

		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	received : 04 Disposed : 04
		(ii) Details of appeals received and orders issued	0
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	0 (As and when Parliament questions are received, it is addressed adequately).

### 5. Information as may be prescribed

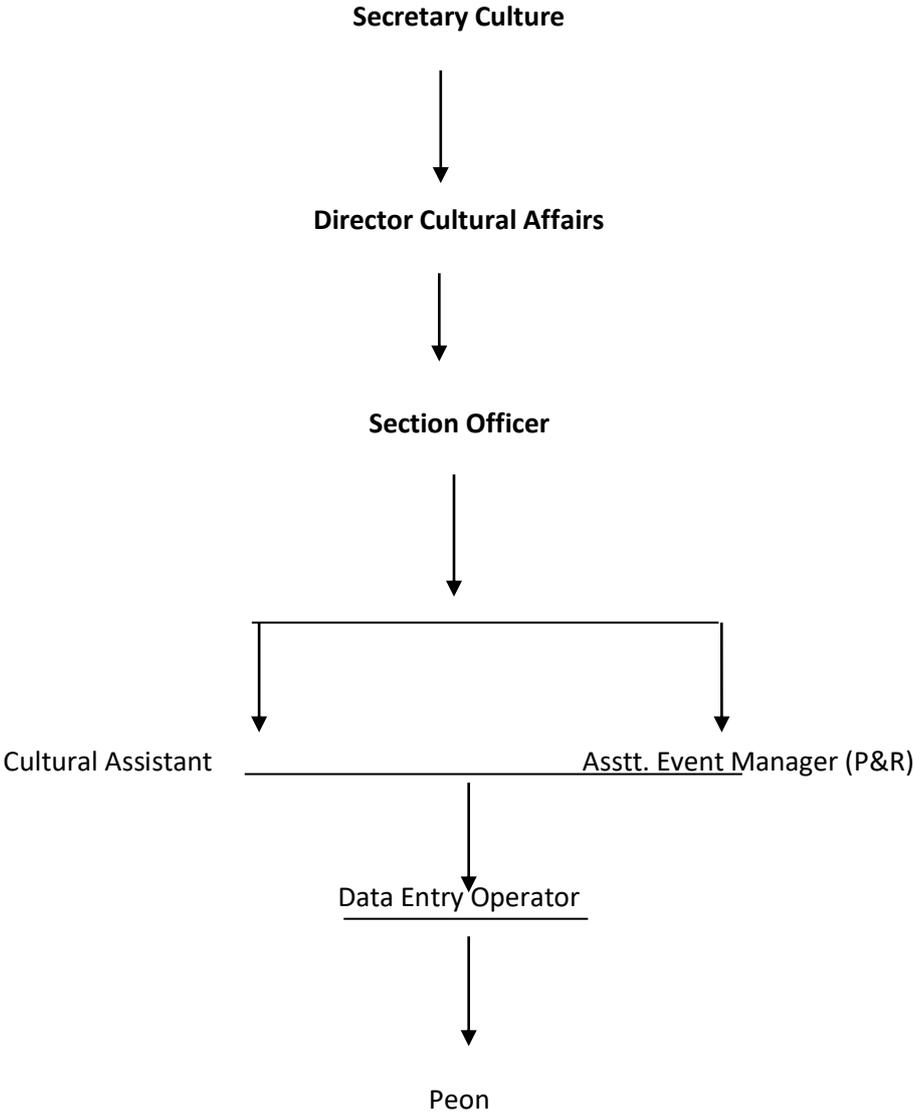
S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<b>Current CPIO:-</b> Sh.Chander Hass Sharma, Section Officer  <b>First Appellate Authority:-</b> Sh.Sorabh Kumar Arora, Director Cultural Affairs  Earlier CPIO w.e.f. 1.1.2015:- i.Sh.Rajesh Monga, S.O. ii.Sh.Mandeep Kumar, S.O.  Earlier Appellate Authority w.e.f. 1.1.2015:- i. Smt. Amandeep Kaur, PCS ii.Sh.Jitender Yadav, IAS
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit has been carried out on 29/08/2023
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Sh. Sorabh Kumar Arora, PCS Director Cultural Affairs, Chandigarh Administration. 14/09/2019
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable

		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Not Applicable
			(a) Dates from which constituted (b) Name & Designation of the Officers	

#### 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		On the official website of Department of Cultural Affairs, Chandigarh Administration i.e. <a href="http://www.chdca.gov.in">www.chdca.gov.in</a> :- 1. Profile of Department and employee's details 2. Directory of Officers/officials 3. Tender/Public Notice/ Appointment Notice etc. 4. Details of events.

**1.1 (v) Organization Chart**



## ANNEXURE-II

### 1.2 Power and duties of its officers and employees [Section 4(1) (b) (ii)]

i)	Powers and duties of officers (administrative, financial and judicial)	Administrative and financial
a)	Secretary Culture	Administrative Head
b)	Director Cultural Affairs	Overall Incharge for monitoring the day-to-day working of the Department.
c)	Section Officer	<ul style="list-style-type: none"> <li>• To look after the budget and establishment work of the Department and put up the same to the officers.</li> </ul>
ii)	Powers and duties of other employees	
	Cultural Assistant	<ul style="list-style-type: none"> <li>• To put up the various files relating to the programmes, events and grant-in-aid to the Akademies and other misc works of the Department.</li> <li>• To attend various activities relating the cultural programmes.</li> </ul>
	Data Entry Operator	<ul style="list-style-type: none"> <li>• To lookafter the typing works of the Department.</li> <li>• Maintaining the office file records.</li> <li>• To attend various activities during the events.</li> </ul>
iii)	Rules/orders under which powers and duty are derived and	<ol style="list-style-type: none"> <li>1. Civil Services Rules.</li> <li>2. General Financial Rules</li> <li>3. Other government rules applicable from time to time</li> </ol>
iv)	Exercised	
v)	Work allocation	

## Annexure-III

### 1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

#### (i) Process of decision making. Identify key decision making points

Sr. No	Nature/Type of work	Level at which the case is initiated.  (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1.	Office matter	Cultural Assistant	Section Officer	Director Cultural Affairs.
2.	Cultural Activities	Cultural Assistant/Assistant Event Manager (P&R)	Section Officer	Director Cultural Affairs/Secretary Culture

**ANNEXURE-IV**

(i)	Name of Boards, Council, Committee etc.	Chandigarh Arts Council Chandigarh Sangeet Natak Akademi Chandigarh Lalit Kala Akademi Chandigarh Sahitya Akademi			
(ii)	Composition				
		Chandigarh Arts Council	Chandigarh Sangeet Natak Akademi	Chandigarh Lalit Kala Akademi	
		General Council  Executive Committee	1. General Council  2. The Executive Board  3.The Financial Committee	1. General Council  2. The Executive Board  3.The Financial Committee	
(iii)	Dates from which constituted				
		Chandigarh Arts Council	Chandigarh Sangeet Natak Akademi	Chandigarh Lalit Kala Akademi	Chandigarh Sahitya Akademi
		17/2/1995	27/6/1990	16/5/1980.	27/6/1990
(iv)	Term/ Tenure	Chandigarh Arts Council	Chandigarh Sangeet Natak Akademi	Chandigarh Lalit Kala Akademi	Chandigarh Sahitya Akademi
		General Council for three years  Executive Committee	1. General Council for two years.  2.The Executive Board  3.The Financial Committee	1. General Council for two years.  2.The Executive Board  3.The Financial Committee	1. General Council for two years.  2.The Executive Board  3.The Financial Committee

(v)	Powers and functions	Chandigarh Arts Council	Chandigarh Sangeet Natak Akademi	Chandigarh Lalit Kala Akademi	Chandigarh Sahitya Akademi	
		Note 1	Note 2	Note 3	Note 4	
(vi)	Whether their meetings are open to the public?	No				
(vii)	Whether the minutes of the meetings are open to the public?	No				
(viii)	Place where the minutes if open to the public are available?	Not Applicable				

**Chandigarh Arts Council**

**FUNCTIONS**

- i) All the powers of the Council shall vest in the General Council, it may, however, delegate any of its powers to its Executive Committee or any of its office-bearer for the effective function of the Council.
- ii) To make efforts to achieve eve the objects of the Chandigarh Arts Council.

**Chandigarh Sangeet Natak Akademi**

**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.

**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 fianacial year.

**Chandigarh Lalit Kala Akademi**

**1. FUNCTIONS OF THE GENERAL COUNCIL**

The general council shall have the following functions and powers namely:

- a) To elect members for the Executive Board in accordance with paragraph 13(vi) and prescribe the rules of procedure of the Executive Board.
- b) To approve the annual budget of the Akademi drawn up by Executive Board
- c) To appoint auditors
- d) To elect on the recommendation of the Executive Board, eminent outstanding artists or eminent art critics eminent art historians or those who have rendered outstanding service to the cause of art, as Fellows of the Akademi by a majority of at least, three fourth the members present and voting provided the number shall at no time exceed 5.
- e) To grant recognition on the recommendations of the Executive Board to organization and institutions rendering useful, service to art.
- f) To consider and approve programmers proposed by the Executive board.
- g) To frame its regulations, by-laws and rules of procedure
- h) To lay down the rules and regulations for registrations
- i) To do any other such acts as may be necessary for the maintenance of the organization and performance of the functions of the Akademi

**2. FUNCTIONS OF THE EXECUTIVE BOARD**

The Executive Board shall have the following functions and powers namely:

- a) To be responsible for the supervision and control of the work of the Akademi and of its office
- b) To prepared the programmers of the Akademi for the consideration and approval of the General Council
- c) To draw up the annual budget of the Akademi subject to the total financial limits prescribed by the finance Committee, to be submitted for the approval of the General Council.
- d) To prepare the annual report and accounts of the Akademi for the Consideration of the General Council
- e) Subject to the provision of item of (5) of paragraph 11 of this constitution to consider and propose to the General Council names of eminent writers and others for election is follows of the Akademi.
- f) To incur all expenditure subject to provision of the approved budget, the rules prescribed form time to time and policy directives of the General Council
- g) To consider and propos to the General Council names of important literacy organizations and institutions deserving recognition by the Akademi.
- h) Subject to the budgetary limits and policy directive if any of the General Council to grant financial assistance to organizations and institutions recognized by the Akademi.
- i) To nominate a member of the Finance Committee in Accordance with item(4) of paragraph 16 of this Constitution.
- j) To nominate a person or persons to represent the Akademi in national and international conference or organization.

**3. FUNCTIONS OF THE FINANCE COMMITTEE**

The Finance Committee shall consider the budget estimates of the Akademi make recommendations there on the Executive Council and prescribe the total limits for expenditure within a financial year.

**Chandigarh Sahitya Akademi**

**1. FUNCTIONS OF THE GENERAL COUNCIL**

The General Council shall have the following and powers, namely:

- A. To elect members of the Executive Board in accordance with rules of procedure of the Executive Board.
- B. To approve the annual budget of the Akademi drawn up by the Executive Board.
- C. To appoint auditor.
- D. To elect, on the recommendation of the Executive Board eminent outstanding writers, eminent literary critics, eminent scholars or those who have rendered outstanding service to the cause of literature, as fellows of the Akademi by the majority of at least three-fourth of the members present and voting provided that the fellows shall at no time exceed 10.
- E. To grant recognition, on the recommendation of the Executive Board to organizations and institutions rendering useful service to literature.
- F. To consider and approve programmes proposed by Executive Board.
- G. To form its regulations, by-laws and rules of procedure.
- H. To lay down the rules and regulations for registration of writers and literary organizations.
- I. To do any such acts as may be necessary for the maintenance of the organization and performance of the functions of the Akademi.

**FUNCTIONS OF THE EXECUTIVE BOARD.**

The Executive Board shall have the following functions and powers namely:-

1. To be responsible for the supervision and control of the work of the Akademi.
2. To prepare the programmes of the Akademi for the consideration and approval of the General Council.
3. To draw up the annual budget of the Akademi subject to the total financial limits prescribed by the Finance Committee, to be submitted for the approval of the General Council.
4. To prepare the annual report and accounts of the Akademi for the consideration of the General Council.
5. Subject to the provision of item of (5) of paragraph 11 of this constitution to consider and propose to the General Council names of eminent writers and others for election as fellows of the Akademi.
6. To incur all expenditure subject to the provision of the approved budget, the rules prescribed from time to time and the policy directives of the General Council.
7. To consider and propose to the General Council the names of important literary organizations and institutions deserving recognition by the Akademi.
8. Subject to the budgetary limits and policy directive if any of the General Council to grant financial assistance to organizations and institutions recognized by the Akademi.
9. To nominate a member of the Finance Committee in accordance with item (4) of paragraph 16 of this constitution.

10. To nominate a person or persons to represent the Akademi in national and international conferences and organizations.
11. Subject to the provision of the rules and regulations to do any and all such other acts as may in its opinion be necessary for the proper management of the affairs of the Akademi.

#### **FUNCTIONS OF THE FINANCE COMMITTEE**

The Finance Committee shall consider the budget estimates of the Akademi, make recommendations thereon to the Executive Board and prescribe the total limits for expenditure within a Financial Year.

## ANNEXURE V

1.8 Directory of officers and employees [Section 4(1) (b) (ix)].

### HEAD OF THE DEPARTMENT

Sr.No.	Name of Officers/Official	Designation	Telephone	Email ID
1.	Sorabh Kumar Arora, PCS	Director	0172-2740025	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>

### ESTABLISHMENT SECTION

Sr.No.	Name of Officers/Official	Designation	Telephone	Email ID
1	Sh.Chander Hass Sharma,	Section Officer	9876450525	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>
2	Sh.Dinesh Singh	Senior Assistant.	9814655721	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>
3	Sh.Kulwinder Singh	Asstt. Event Manager	9056771771	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>
4	Sh. . Atul Sharma	Data Entry Operator	9988964363	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>
5.	Sh. Amit	Peon	7340864251	<a href="mailto:chd.dca@gmail.com">chd.dca@gmail.com</a>

## ANNEXURE VI

### 1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

(as on August 2023)

<b>Sr. No.</b>	<b>NAME AND DESIGNATION</b>	<b>AMOUNT TO BE CREDITED (Rs.)</b>
1.	Sh. Sorabh Kumar Arora,	Salary not paid by this Deptt.
2.	Sh. Chander Hass, Section Officer	
3.	Sh. Dinesh Singh, Sr. Asstt	
4.	Sh. Kulwinder Singh, Asstt. Event Manager (through outsource)	38203/-
	Ms. Chandni Luthra Data Entry Operator (through outsource)	28,250/-
5.	Sh. Amit Kumar, Peon (through outsource)	20,000/-

## ANNEXURE VII

## 1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

S. N.	Name of the State Publication Information Officer	Designation	Telephone No.	Assistant State Publication information Officer	Telephone number (office)
1	Sh.Chander Hass Sharma,	Section Officer	9876450525	Sh. Dinesh Singh, Sr.Asstt. 9814655721	0172-2740025
2.	Sh. Sudesh Sharma,	Chairman, Chandigarh Sangeet Natak Akademi	9417011651		0172-2686422
3.	Sh. Bheem Malhotra,	Chairman, Chandigarh Lalit Kala Akademi	9878459300		0172-2686422
4.	Sh. Madhav Kaushik	Chairman, Chandigarh Sahitya Akademi	9888535393		0172-2686422

## DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION

## Detailed Head wise Report of Showing B.E. 2022-23

<b>2205- Art &amp; Culture</b>		<b>(Amount in thousands)</b>
<b>102 –Promotion of Arts and Culture</b>		
<b>04- Other Schemes</b>	<b>Actual Expenditure 31/3/2023</b>	
<b>04- 00 02 Wages</b>	<b>7509</b>	
<b>04 00 31 Grants-in-Aid</b>	<b>25500</b>	
<b>04 00 50 Other Charges</b>	<b>18518</b>	
<b>Total</b>	<b>51527</b>	