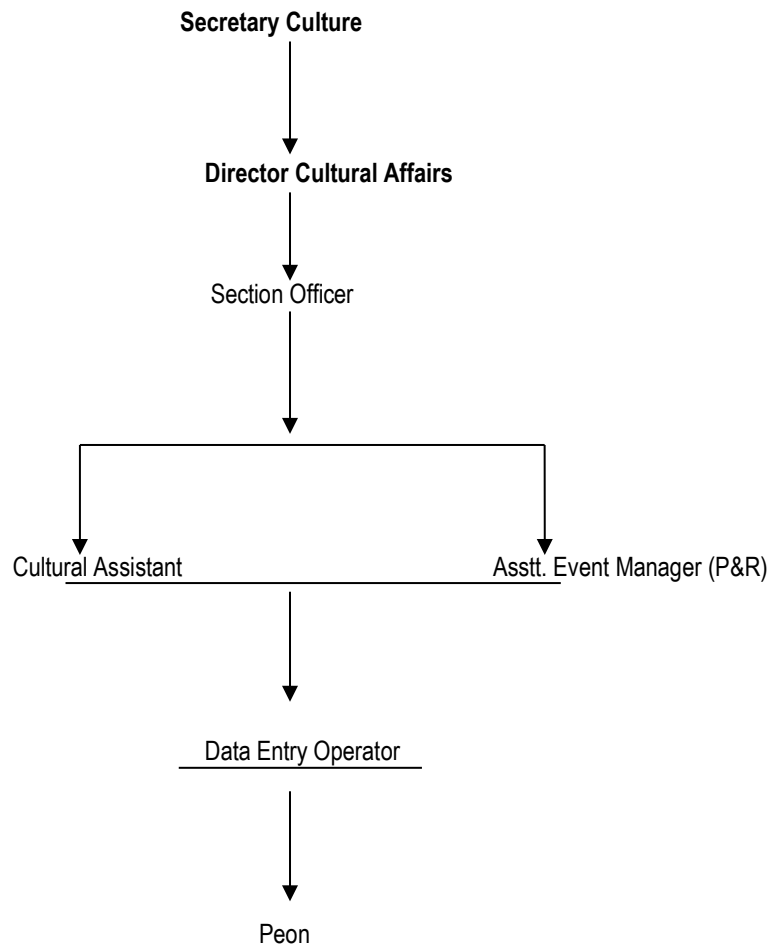


1. Organization and function

| S. No. | Item | Details of disclosure | | | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|---|-----------------------|--------------------------------------|---|---|
| 1.1 | Particulars of its organization, functions and duties [Section 4(1)(b)(i)] | (i) | Name of the Organization its website | Department of Cultural Affairs, Chandigarh Administration. www.chdca.gov.in | |
| | | (ii) | Head of the organization | Director Cultural Affairs. | |
| | | (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"> 1. To promote art, culture, literature and performing arts. 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. 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. 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. 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. 6. To advise and co-ordinate the activities of the three Akademis. 7. To consider and recommend the budget estimates of the three Akademis to the Chandigarh Administration. 8. To provide effective liaison between the three Akademis. 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. | |

| | | | |
|--|------|---|--|
| | (iv) | To maintain effective liaison with the Indian Council of Cultural Relations and other bodies engaged in similar pursuits, the encourage international exchange of cultural troupes and delegations and to sponsor inter-state cultural troupes and delegation to and from Chandigarh. | |
|--|------|---|--|

1.1. Section 4(1)(b)(i) Organization Chart



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

| Sr.No. | Name of the Post | Powers and duties (in brief) |
|--------|---------------------------|--|
| 1. | Secretary Culture | Administrative Head |
| 2. | Director Cultural Affairs | Overall Incharge for monitoring the day-to-day working of the Department. |
| 3. | Section Officer | <ul style="list-style-type: none"> To look after the budget and establishment work of the Department and put up the same to the officers. |
| 4. | Cultural Assistant | <ul style="list-style-type: none"> 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. To attend various activities relating the cultural programmes. |
| 9. | Data Entry Operator | <ul style="list-style-type: none"> To lookafter the typing work of the Department. Maintaining the office file records. To attend various activities during the events. |

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 |

| | | |
|-------|---|--|
| (ii) | Final decision making authority | At Administrative level: Secretary Culture |
| (iii) | Related provisions, acts, rules etc. | Not Applicable |
| (iv) | Time limit for taking a decisions, if any | Not Applicable |
| (v) | Channel of supervision and accountability | Section Officer |

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 Socieites/Akademies. |
| (ii) | Norms/standards for functions/service delivery | Not Applicable |
| (iii) | Process by which these services can be accessed | Not Applicable |
| (iv) | Time-limit for achieving the targets | Not Applicable |
| (v) | Process of redress of grievances | Online portal has been setup. |

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 Punjab Civil Services Rules, and Centre Government Rules. |
| (ii) | List of Rules, regulations, instructions manuals and records. | 1. Punjab Civil Services Rules. 2. General Financial Rules 3. Other government rules applicable from time to time |
| (iii) | Acts/ Rules manuals etc. | Not Applicable |
| (iv) | Transfer policy and transfer orders | As per instructions issued by the Department of Personnel, Chandigarh Administration. |

1.6. Categories of documents held by the authority under its control [Section 4(1)(b)(vi)].

| | | |
|-----|-----------------------|---|
| (i) | Category 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 |
|------|-----------------------------------|----------------|

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. | 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 for three years 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 |
| | | Annexure A | Annexure 'B' | Annexure 'C' | Annexure 'D' |
| (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 |
|--------|--|----------------|

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 | 01725004112 | chd.dca@gmail.com |

ESTABLISHMENT SECTION

| Sr.No. | Name of Officers/Official | Designation | Telephone | Email ID |
|--------|---------------------------|----------------------|------------|--|
| 1 | Sh.Rajnish Malhi | Section Officer | 8054010399 | chd.dca@gmail.com |
| 2 | Sh.Dinesh Singh | Senior Assistant. | 9814655721 | chd.dca@gmail.com |
| 3 | Sh.Kulwinder Singh | Asstt. Event Manager | 9056771771 | chd.dca@gmail.com |
| 4 | Sh.Vinod Joshi | Data Entry Operator | 9780047191 | chd.dca@gmail.com |
| 5. | Sh. Amit | Peon | 7340864251 | |

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

List of employees of Public Relations Department with Gross monthly remuneration.

(as on September 2020)

| Sr. No. | NAME AND DESIGNATION | AMOUNT TO BE CREDITED (Rs.) |
|---------|--|-----------------------------|
| 1. | Sh. Sorabh Kumar Arora, | - |
| 2. | Sh.Rajnish Malhi, Section Officer | 77185/- |
| 3. | Sh. Dinesh Singh, Sr. Asstt | 59011/- |
| 4. | Sh. Kulwinder Singh, Asstt. Event Manager (through outsource) | 35704/- |
| | Sh. Vinod Joshi Data Entry Operator (through outsource) | 21863/- |
| 5. | Sh. Amit Kumar, Peon (through outsource) | 15003/- |

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

| Sr No. | Name of the State Publication Information Officer | Designation | Telephone No. (office/residence) | Residential address | Assistant State Publication information Officer | Telephone number (office / residence) | Residential address |
|--------|---|--|----------------------------------|-------------------------------------|---|---------------------------------------|---------------------|
| 1 | Sh.Rajnish Malhi | Section Officer | 0172-2740056 | H.No.5311/B Sector 38(W) Chandigarh | Sh. Dinesh Singh, Sr.Asstt. | 0172-2740056 | 2004/27, Chd. |
| 2. | -- | Chairman, Chandigarh Sangeet Natak Akademi | - | - | Vice Chairman | | |

| | | | | | | | |
|----|--|---|---|---|---------------|--|--|
| 3. | | Chairman, Chandigarh Lalit Kala Akademi | - | - | Vice Chairman | | |
| 4. | | Chairman, Chandigarh Sahitya Akademi | - | - | Vice Chairman | | |

1.10 No. of employees against whom Disciplinary has been proposed/taken (Section 4(2))

| | | |
|----|---|-----------------------|
| 1. | No. of employees against whom disciplinary action has been taken. | 0 |
| 2. | Pending for Minor penalty or major penalty proceedings | Not applicable |
| 3. | Finalised for Minor penalty or major penalty proceedings. | Not Applicable |

1.11 Programmes to advance understanding of RTI (Section 26)

| | | |
|-------|--|---|
| (i) | Educational programmes | Training programme is conducted by the Home Department, Chandigarh Administration from time to time. - |
| (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 | |

2. Budget and Programme Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

| DETAILED HEAD WISE REPORT OF SHOWING BE 2020-2021 | |
|--|---------------|
| (Amount in Thousands) | |
| | B.E. |
| DEPARTMENT : 190 - PUBLIC RELATION | |
| 2205 - Art and Culture. | |
| 102 - Promotion of Arts and Culture. | |
| 04 - Oher Schemes | |
| 04 00 02 - Wages | 7000 |
| 04 00 31 - Grants-in-aid - General | 25500 |
| 04 00 50 - Other Charges | 30000 |
| TOTAL : 04-Oher Schemes | 62500 |
| TOTAL : 2205 | 62500 |
| 2220 - Information and Publicity. | |
| 01 - Films. | |
| 001 - Direction and Administration. | |
| 01 - Public Relation | |
| 01 00 01 - Salaries | 15000 |
| 01 00 02 - Wages | 3000 |
| 01 00 06 - Medical Treatment | 100 |
| 01 00 11 - Domestic Travel Expenses | 33 |
| 01 00 13 - Office Expenses | 27000 |
| TOTAL : 01-Public Relation | 45133 |
| 60 - Others. | |
| 101 - Advertising and Visual Publicity. | |
| 03 - Establishment | |
| 03 00 26 - Advertising and Publicity | 3467 |
| TOTAL : 2220 | 48600 |
| TOTAL : 190 - PUBLIC RELATION | 111100 |

(Signature)

2.1 Foreign and domestic tours during 2019-2020.

| | |
|---|------|
| (i) Budget | Nil |
| (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 : | N.A. |
| (iii) Information related to procurements a) Notice/tender enquires, and corrigendum if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed : | Nil |

2.2 Manner of execution of subsidy programme [Section 4 4(i)(b)(xii)].

| | |
|---|----------------|
| (i) Name of the programme of activity | Not Applicable |
| (ii) Objective of the programme | Not Applicable |
| (iii) Procedure to avail benefits | Not Applicable |
| (iv) Duration of the programme/ scheme | Not Applicable |
| (v) Physical and financial targets of the programme | Not Applicable |
| (vi) Nature/ scale of subsidy /amount allotted | Not Applicable |
| (vii) Eligibility criteria for grant of subsidy | Not Applicable |
| (viii) Details of beneficiaries of subsidy programme (number, profile etc.) | Not Applicable |

2.2.1 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 | Not Applicable |
| (vii) Eligibility criteria for grant of subsidy | Not Applicable |
| (viii) Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable |

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

| | | | |
|-----|--|--|----------------|
| 2.5 | Particulars of recipients of concessions, permits or 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 a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions / permits of authorizations | Not Applicable |
| 2.6 | 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

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met) |
|--------|--|--|--|
| 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 thereof [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 | Not Applicable |
| | | (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 | Not Applicable |
| | | (ii) Detailed project reports (DPRs) | Not Applicable |
| | | (iii) Concession agreements. | Not Applicable |
| | | (iv) Operation and maintenance manuals | Not Applicable |
| | | (v) Other documents generated as part of the implementation of the PPP | Not Applicable |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government | Not Applicable |
| | | (vii) Information relating to outputs and outcomes | Not Applicable |

| | | | |
|-----|---|--|--|
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) | Not Applicable |
| | | (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 | Not Applicable |
| | | (ii) Outline the Public consultation process | Not Applicable |
| | | (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) : | www.chdpr.gov.in www.chdca.gov.in www.csnachd.org www.lalitkalachandigarh.com www.csa.org.in |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format : | Information pertaining to department / Akademis in electronic format is available on the websites. |
| | | (ii) Printed format: | Not available |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost : | Not available |
| | | (ii) At a reasonable cost of the medium : | Not available |

4. E Governance

| S.No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met) |
|-------|---|-----------------------------------|--|
| 4.1 | Language in which Information Manual/Handbook Available | (i) English : | English |
| | | (ii) Vernacular/ Local Language | -- |
| 4.2 | When was the information Manual/Handbook last updated? | Last date of Annual Up-dation : - | Day to day activities of the Department are updated on the website of Department/Akademis. |

| | | | |
|-----|--|---|---|
| 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 |
| | | (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 | N.A. |
| | | (ii) Details of information made available | |
| | | (iii) Working hours of the facility | 9 am to 5 pm |
| | | (iv) Contact person & contact details (Phone, fax email) | Sh.Rajnish Malhi, Section Officer, Ph.01722740056 Emai:chd.dca@gmail.com |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) Grievance redressal mechanism | Online grievance portal |
| | | (ii) Details of applications received under RTI and information provided | Total : 3 Information provided : 3 |
| | | (iii) List of completed schemes/ projects/ Programmes | Not applicable |
| | | (iv) List of schemes/ projects/ programme underway | Not applicable |
| | | (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 | Not applicable |
| | | (vii)Frequently Asked Question (FAQs) | Not applicable |
| 4.6 | Receipt & Disposal of RTI applications & appeals | (i) Details of applications received and disposed | 03 |
| | | (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 | No |

5. Information as may be prescribed:

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met /partially met / not met- Not applicable will be treated as fully met/partially met) |
|--------|---|--|---|
| 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 | Current CPIO:- Sh.Rajnish Malhi, Section Officer First Appellate Authority:- 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 | Yes Audit has been carried out |
| | | (iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director | |
| | | (a) Date of appointment : As per joining (b) Name & Designation of the officers : | Sh. Sorabh Kumar Arora, PCS Director 14.9.2019 |
| | | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure | Not applicable |
| | | (a) Dates from which constituted (b) Name & Designation of the officers | |
| | | (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

| Sr.No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|---|---|--|
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | The following details are available on the official website of Cultural Affairs Department:- <ol style="list-style-type: none">1. Profile of Department and employee's details2. Activities3. Directory of Officers/officials4. Public Notice | |

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.