



RIGHT TO INFORMATION

Sangeet Natak Akademi

Rabindra Bhavan

Ferozeshah Road

New Delhi – 110001

Board Number: 011-23387246/ 07/ 08, 23382495,
23385709, 23382706, 23382598, 23387443

Tele Fax: 23381621

Fax: +91-11-23385715, 23387443 E-mail:

sangeetnatak@bol.net.in

Subject to the provisions of this Act, all citizens shall have the right to information.

Obligations of public Authorities

4. (1) Every public authority shall-

(a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability to resources, computerized and connected through a network all over the country on different system so that access to such records is facilitated.

(b) Publish within one hundred and twenty days from the enactment of this Act:

(i)	The particulars of its organization, functions and duties;
(ii)	The powers and duties of its officers and employee;
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;
(iv)	The norms set by it for the discharge of its functions;
(v)	The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions;
(vi)	A statement of the categories of documents that are held by it or under its control
(vii)	The particulars of any arrangement that exit for consolation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
(viii)	A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
(ix)	A directory of its officers and employee;
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programme;
(xiii)	Particulars of recipients of concessions, permit or authorizations granted by it;
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;
(xv)	The particulars of facilities available to citizen for obtaining information including the working hours of a library or reading room, if maintained for public use;
(xvi)	The names, designations and other particulars of the Public Information Officers;
(xvii)	Such other information as may be prescribed and therefore update these Publications every year.

CHAPTER 1 Particulars of organization, functions and duties [Section 4 (1)(b)(i)]

About Sangeet Natak Akademi, New Delhi.

The Sangeet Natak Akademi - India's national academy for music, dance and drama - is the first National Academy of the arts set-up by the Republic of India. It was created by a resolution of the (then) Ministry of Education, Government of India, dated 31 May 1952 notified in the Gazette of India of June 1952. The Akademi became functional the following year, with the appointment of its first Chairman, Dr P.V. Rajamannar, and the formation of its all-India council of representatives, the General Council. The first President of India, Dr Rajendra Prasad, inaugurated it on 28 January 1953 in a special function held in the Parliament House. Maulana Abul Kalam Azad, then Union Minister for Education, in his opening address at the inauguration of the Akademi, said:

“India's precious heritage of music, drama and dance is one which we must cherish and develop. We must do so not only for our own sake but also as our contribution to the cultural heritage of mankind. Nowhere is it truer than in the field of art that to sustain means to create. Traditions cannot be preserved but can only be created afresh. It will be the aim of this Akademi to preserve our traditions by offering them an institutional form...”

“In a democratic regime, the arts can derive their sustenance only from the people, and the state, as the organized manifestation of the people's will, must, therefore, undertake ... maintenance and development [of arts] as one of [its] first responsibilities...”

The Akademi's charter of functions was expanded along the original lines in 1961, when the Sangeet Natak Akademi was reconstituted by the Government as a society and registered under the Societies Registration Act of 1860 (as amended in 1957). These functions are set down in the Akademi's Memorandum of Association, adopted at its registration as a society on 11 September 1961.

Since its inception the Akademi has been functioning as the apex body of the performing arts in the country, preserving and promoting the vast intangible heritage of India's diverse culture expressed in the forms of music, dance and drama. In furtherance of its objectives the Akademi coordinates and collaborates with the governments and art academies of different States and Territories of the Union of India as also with major cultural institutions in the country. The Akademi establishes and looks after institutions and projects of national importance in the field of the

performing arts. The National School of Drama, set up in 1959, was the first of their two national institutions of dance -- Jawaharlal Nehru Manipur Dance Academy in Imphal and Kathak Kendra (National Institute of Kathak Dance) in New Delhi - were set up in 1964 respectively. National Projects of Support to Kuttiyattam - the age-old Sanskrit theatre of Kerala - Chhau dances of eastern India and Sattriya traditions of Assam have been launched subsequently. After ten years of intensive work under the Kutiyattam project, the UNESCO declared Kutiyattam as a Masterpiece of Oral and Intangible Heritage of Humanity in May 2001. It organizes performances of music, dance, and theatre.

The Akademi Awards are the highest national recognition conferred on eminent artistes. The Akademi also confers Fellowships and Scholarship, their numbers being restricted to 30 living recipients. The Fellowship and Awards carries purse money of Rs. 50,000/-, a shawl and Tamrapatra.

To subsidize the work of institutions engaged in teaching, performing or promoting music, dance, or theatre; the Akademi gives grants-in-aid for research, documentation, and publishing in the performing arts; organizes and subsidizes seminars and conferences of subject specialists; documents and records the performing arts for its audio-visual archive.

The Akademi's audio-visual archive comprising audio/video tapes, photographs and films is the largest in the country and is extensively drawn upon by the scholars for research on the performing arts. The Akademi maintains a reference library consisting of books in English, Hindi and some regional languages. The Akademi has a gallery of musical instruments in Rabindra Bhavan, New Delhi, where more than 250 musical instruments are displayed. It also has a documentation unit, which has collected and recorded works of maestros in the field of music, dance and theatre on audio and video to help researchers in the field and a gallery of musical instruments; and publishes literature on relevant subjects on a small scale.

As the apex body specializing in the performing arts of the country, the Akademi also renders advice and assistance to the Government of India in the task of formulating and implementing policies and programmes in the field. Additionally, the Akademi carries a part of the responsibilities of the state for fostering cultural contacts between various regions in India, and between India and the world.

The Sangeet Natak Akademi is presently an Autonomous Body of the Ministry of Culture, Government of India and is fully funded by the Government for implementation of its schemes and programmes.

Aims and Objectives

- To co-ordinate the activities of regional or State Academies of music, dance and drama.
- To promote research in the fields of Indian music, dance and drama and for this purpose, to establish a library and museum, etc.
- To co-operate with such similar Academies as there may be and other institutions and associations for the furtherance of its objects and for the enrichment of Indian culture as a whole.
- To encourage the exchange of ideas and enrichment of techniques between the different regions in regard to the arts of music, dance and drama.
- To encourage the establishment of theatre centres, on the basis of regional languages, and co-operation among different theatre centers.
- To encourage the setting up of institutions providing training in the art of theatre, including instructions in actor's training, study of stage-craft and production of plays.
- To encourage and assist production of new plays by awarding prizes and distinctions.
- To publish literature on Indian music, dance and drama including reference works such as an illustrated dictionary or handbook of technical terms.
- To give recognition to and otherwise assist meritorious, theatrical organizations.
- To encourage the development of amateur dramatic activity, children's theatre, the open-air theatre and the rural theatre in its various forms.
- To revive and preserve folk music, folk dance and folk drama in different regions of the country and to encourage the development of community music, martial music and other types of music.
- To sponsor music, dance and drama festivals, seminars, conferences on an all-India basis and to encourage such regional festivals.
- To award prizes and distinctions and to give recognition to individual artistes for outstanding achievement in the fields of music, dance and drama.
- 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 subjects.
- To foster cultural contacts between the different regions of the country and also with other countries in the fields of music, dance and drama.

CHAPTER 2

No. Admn/2- /2008-09
Sangeet Natak Akademi
New Delhi

Powers and Duties of Officers and Employees [Section 4 (1)(b)(ii)]

Sl No.	Designation Of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	Group 'A'					
1.	Secretary	H.O.D.	Powers as per the SNA Memorandum of association and Rues and Regulations (see Rules & Regulations).	-	-	Overall control and supervision of the SNA as H.O.D.
2.	Dy. Secretary (F&A)		Power delegated by the Socieity	-	-	Overall supervision and control of Finance/Accounts/Audit/Budget & Budgetary Control/ Duties of Head of Section (Accounts & Grants)
3.	Dy. Secretary (Music)	-	-	-	-	Assistance to the Secretary in supervision and control of Music Section
4.	Dy. Secretary (Dance)	-	-	-	-	Assistance to the Secretary in supervision and control of Dance Section
5.	Dy. Secretary (Drama)	-	-	-	-	Assistance to the Secretary in supervision and control of Music Section
6.	Dy. Secretary (Publication)	-	-	-	-	Assistance to the Secretary in supervision and control of Publication Section
7.	Dy. Secretary (Coordination)	-	-	-	-	Assistance to the Secretary in coordination and control of Akademi functions and Cultural Exchange Programmes (National &

						International.
8.	Dy. Secretary (Documentation)	-	-	-	-	Overall supervision & Control of Documentation and Archives.
9.	Dy. Secretary (Admn)	-	-	-	-	Overall supervision and control of Administrative matters
10.	Library & Information Officer	-	-	-	-	Overall supervision and control of the Library & Information.
11.	Director (Kathak Kendra, New Dlehi)	-	-	-	-	Overall control and supervision of Kathak Kendra, & Control of Finance/ Account/ Audio/ Budget and Budgetary Control.
12.	Director (Jawaharlal Nehru Manipuri Dance Academy, Imphal)	-	-	-	-	Overall control and supervision of JNMDA, & Control of Finance/ Account/ Audio/ Budget and Budgetary Control.
13.	Documentation Officer	-	-	-	-	Assistance to Dy. Secretary (Doc) Control & Supervision of documentation of performances/ Spl Recordings/Interviews / Workshops/ Seminars etc.
	Group B.					
14.	Accounts Officer	-	-	-	-	Duties of DDO
15.	Audit Officer	-	-	-	-	Overall supervision and
16.	P.A. to Chairman	-	-	-	-	Secretarial Work/ assistance to Chairman
17.	Technical Officer (Filming)	-	-	-	-	Work related with Video and Photography
18.	Assistant Documentation Officer	-	-	-	-	Work under the supervision of Documentation Officer /Dy Secretary (Doc)
19.	Hindi Officer	-	-	PIO under the RTI Act.	-	Overall supervision & Control of Raj Bhasha
20.	Programme Officer (Music/ Dance/ Drama)	-	-	-	-	Assistance to Dy. Secretaries of respective section
21.	Tech. Officer (Sound Recording)	-	-	-	-	Work related with Sound Recording, Dubbing etc.
22.	Assistant Editor	-	-	-	-	Assistance to Dy. Secy (Publication)

23.	Section Officer (K.K.)	-	-	-	-	Overall supervision and control of the Section
24.	Section Officer-I (Grants)	-	-	-	-	Overall supervision and control of the Section
25.	Section Officer-I (Admn)	-	-	-	-	Overall supervision and control of the Section
26.	Section Officer-II (Admn)	-	-	-	-	Overall supervision and control of the Section
27.	Section Officer (Training Programme)	-	-	-	-	Overall supervision and control of the Section
28.	Asstt. Lib. & Information Officer	-	-	-	-	Assistance to Lib & Information Officer, supervision and control of the Library & Information.
29.	Museum Supervisor	-	-	-	-	Supervision and Maintenance of Museum.
30.	Recording Engineer	-	-	-	-	Assistance to Technical Officer (Sound Recording)
31.	Cameraman	-	-	-	-	To operate Video Camera and Control of Recordings
32.	Documentation Assistant	-	-	-	-	Assistance to A.D.Os and playback for visitors
33.	Publication Assistant	-	-	-	-	Assistance to Asstt. Editor and D.S. (Pub.)
34.	Hindi Translator	-	-	-	-	Translation Work
35.	Photographer	-	-	-	-	Photography and supervision of Photo Section
36.	Computer Operator	-	-	-	-	Supervision of Data Entry work for Archives and maintaining the Hardware & Software.
37.	Assistants	-	-	-	-	Administrative and Accounts Work, maintenance of personal files, service books etc.
38.	Stenographers	-	-	-	-	Stenographic Assistance Personal Assistant's work of related section

39.	Library & Information Asstt.	-	-	-	-	Classification/cataloguing/Accessioning/Diss emination etc of photographs & slides.
40.	Group 'C'					
41.	Tech. Assistant (Film)	-	-	-	-	Assistance to Cameraman
42.	Tech. Assistant (Sound Recording)	-	-	-	-	Assistance to Recording Engineer & Dubbing Work
43.	Senior Clerk	-	-	-	-	Noting drafting the misc work, maintain the service books, files, accounts/administrati ve work etc.
44.	Dark Room Assistant	-	-	-	-	Printing and processing the photographs and slides.
45.	Steno-Typist	-	-	-	-	Dictation and Typing work
46.	-	-	-	-	-	Driving of staff car/office vehicle and maintain the log book.
47.	Disc Lib. Asstt.	-	-	-	-	Play back the records for visitors and maintenance of Disc Library
48.	Jr Clerk-Cum-Typist	-	-	-	-	Clerical & Typing Work
49.	Staff Van Driver	-	-	-	-	Driving of staff van and maintain the logbook.
	GROUP 'D'					
50.	Library Attendant	-	-	-	-	Work of attendant to Library
51.	Dark Room-Cum-Studio Attendant	-	-	-	-	Work of attendant to Dark Room and Studio
52.	Museum attendant	-	-	-	-	Work of attendant of Museum
53.	Daftari	-	-	-	-	Dispatch Work
54.	Attendants	-	-	-	-	Work of attendant of officers
55.	Farash	-	-	-	-	Closing and opening of the office building
56.	Safai Karamchari	-	-	-	-	Cleaning Work
57.	Chowkidar	-	-	-	-	Night & Day duties of chowkidar

CHAPTER 3

Procedure Followed in Decision – Making Process {Section 4 (1)(b)(iii)}

Sl. No.	Activity	Level Action	Time Frame
1.	a) Akademi Fellowships and Awards presentation function and festival. b) Assistance to Young Theatre Workers c) Playwrights' Workshops d) Promotion and Preservation of Puppetry e) Organizing Festival of Music and Dance. f) Yuva Utsavs g) Financial Assistance to Cultural Institutions. h) Research Grants in Performing Arts i) Inter-State Cultural Exchange Programmes j) Support to Kuttiyattam, Chhau and Sattriya k) Seminar and Workshops on Music and Dance l) Support to Contemporary Choreographers m) Cultural Exchange between Indian and Other Countries. n) Training and Preservation of Traditional Performing Arts. o) Study and Promotion of Tribal Culture.	Staff/Concerned officials/ Project officer/Dy Secretaries/ Secretary.	From daily to yearly
2.	Financial Control/maintaining accounts/Preparation of the annual budget/grant-in-aid/audit related jobs/handling other financial matters	Accounts staff/ Accounts Officer/ Dy Secretary (F&A)	From daily to Yearly
3.	Maintaining Personnel records/ Leave records/Other administrative matters/various meetings.	Assistant/Deputy Secretaries/ Secretary	Daily basis

1. LDC enters the Diary No. in the Dak and sends to Dak to the Secretary/Dy. Secretaries for marking it to the concerned officers/Sections (on daily basis)
2. Distribution of the Dak to the concerned officers/sections by the Diary Clerk
3. Concerned officers marks the Dak to the Dealing Assistants.
4. Dealing Assistant puts up the Dak in the concerned files for the action of the concerned officers training/ finance/ administration/ workshops/ seminars/ festival etc.
5. The concerned officers send the file to the head of the department/Dy. Secretaries/ Secretaries for a approval/decisions.

CHAPTER 4

Norms Set for The Discharge of Functions {Section 4 (1)(b)(iv)}

Sl. No.	Activity	Time Frame/Norms	Remarks
1.	Planning and execution of Training/programmes/ festivals/workshops/seminars/ meetings etc.	As per the norms suggested by various Advisory Committees and decided by the Finance Committee/ Executive Board and Society of the SNA	-
2.	Financial matters	As per the norms of GFR and the norms set by the Finance Committee/ Executive Board and Society of SNA adopted for implementation of the various cultural activities of the SNA	-
3.	Administration	As per norms of FRSR and the norms set by the Finance Committee/Executive Board and Society of the SNA	-

CHAPTER 5

Rules, Regulations, Instructions, CHAPTERs and Records. {Section 4 (1)(b)(v)}

List of regulations, instructions, Chapters and records:

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the content	Reference No. If any	Price in case of priced publications
1.	Societies Registration Act 1860, Memorandum of Association and Rules and Regulations of the SNA. Various decisions taken by the Executive Board/Finance Committee and Society.	Policy matters/ management/ Financial control and setting up of the norms/ directions for organizing various cultural activities.	-	-
2.	Right to Information Act 2005.	To seek and give information	-	-
3.	Public Grievance Commission Resolution	Redressal of public grievances	-	-
4.	CHAPTER of office procedure	Hand Book for guidance to the Govt. officers and staff in their day-to-day official work	-	-
5.	GFR/FR/SR	Rules set by the Govt. of India for finance, establishment and administration	-	-

CHAPTER 6

A Statement of the Categories of Documentations that are Held by it for under its Control {Section 4 (1)(b)(vi)}

A statement of the categories of documents held:

Sl. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available.
1.	Training/ Workshops/ Festivals files etc.	-	Concern Sections	5 year or till audit is completed/audit paras, if any are settled.
2.	Personnel Files	-	SNA	Till death of pensioner and settlement of family pension.
3.	Service book	-	SNA	Till death of pensioner and settlement of family pension.
4.	CR files of employees	-	SNA	Permanent records
5.	Cash books/ledgers/pay bills/ registers/GPF registers etc.	-	SNA	Permanent records
6.	Dispatch/Diary registers Peon books/ log books	-	SNA	Till audit is completed/audit paras, if any, are settled or remain forever.
7.	Stock registers	-	SNA	Till audit is completed/audit paras, if any, are settled or will remain forever.
8.	Equipment stock register	-		Will remain forever
9.	Miscellaneous correspondence files.	-	SNA	5 to 10 years

CHAPTER 7

The particulars of any arrangement that exit for consolation with, or representation by, the members of the public in relation to the formulation of its policy or implementation {Section 4 (1)(b)(vii)}

Details of consultative committees and other bodies with which consultations are held

No.	Name and address of the consultative committees/bodies	Constitution of the committee/body		Role and responsibility	Frequency of meeting
1.	SNA Society (Apex Body)	a) Chairman:	Chairman to be appointed by the President of India.	Supervision and control of the work of SNA	At least three in a year or as and when required.
		b) Financial Advisor	Financial Advisor, to be appointed by the Govt. of India		
2.	General Council				
3.	Executive Board				
4.	Finance Committee				
5.	Grants Committee				
6.	Documentation Advisory Committee				
7.	Music Advisory Committee				
8.	Dance Advisory Committee				
9.	Drama/puppet Advisory Committee				
10.	Kathak Kendra Advisory Committee				
11.	JNMDA Advisory Committee				
12.					

CHAPTER 8

A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

{Section 4 (1)(b)(viii)}

Under construction

CHAPTER 9
Directory of officers and employees
{Section 4 (1)(b)(ix)}

	Intercom No.	Office Phone No(s).
<u>CHAIRMAN</u>		
	101	23386648
Chairman's Office		
Sh. Ravinder Kirar	102	23386648
<u>VICE CHAIRMAN</u>		
Sh. Ratan Thiyam	103	23382059
		Tele Fax:0385-2410578(O)
<u>SECRETARY</u>		
Sh. Jayant Kastuar	104	23381833
PA to Secretary		
Smt. Renu Nagpal	105	23381833
<u>ADMINISTRATION</u>		
Deputy Secretary		
Sh. J.C.Chawla	108	23385969
Administrative Officer		
Sh. P.K.Shukla	113	
Section Officer (Admn.)		
	111	
Staff	112,114	
Store	169	
Diary/Dispatch	115	
<u>HINDI SECTION</u>		
Consultant		
Sh. S.C.Bhutani	136	23387246/47
Hindi Officer		
Smt. Shushil Jain	106	
Staff	122	
<u>FINANCE & ACCOUNTS</u>		
Deputy Secretary		
Sh. S.M.Sachar	107	23382060
Section Officer (Accounts)		
Smt. Meena Johri	109	23382060
Audit Officer		
Sh. Ram Babu	183	
Cashier	174	
Staff	110,185	

GRANTS SECTION**Section Officer**

Smt. Janak Rani 116

Staff 141**TRAINING PROGRAMME & SCHOLARSHIP****Section Officer**

Smt. Vinodi Sharma 186

COORDINATION**Deputy Secretary**

Smt. Tarlochan Bhatia 106 23382684

Staff 168,182**MUSIC SECTION****Deputy Secretary**

Smt. Rita Swami Choudhary 178 23387247

P.O. 171**Staff** 123,124**DANCE SECTION****Deputy Secretary**

Smt. Helen Acharya 120 23387246/47

P.O.

Smt.Y.Theba Devi 150

Sh. K.S.Pillai 172

Staff 123,124**DRAMA SECTION****Deputy Secretary**

Smt. Kiron Bhatnagar 118 23387246/47

P.O.

Sh. Vijay Singh 146

Sh. Pawan Kant Jha 146

Puppet Cell

Smt. Shubha Saxena 175

Staff 140,146**PUBLICATION SECTION****Deputy Secretary**

Sh. Abhijit Chatterjee 119 23387246/47

Consultant

Sh.S.P.Saxena 121

Staff 124

DOCUMENTATION/PHOTO UNIT**Deputy Secretary**

Sh. P.Joseph.D.Raj 180 23387247/48

D.O.

Sh. B.N. Singh 134

T.O.(Film) Sh.Sanjay Kumar 128

T.O.(Record) Sh. Ragesh Pandey 130

ADO(I,II) 138,133

Computer Room 134

Photo Unit 132

Control Room 131

Dubbing Room 139

Dark Room 129

Photographer

MUSEUM**CONSULTANT**

(Museum Consultant) 176 23385969

Museum Supervisor

Sh Jayant Raj Choudhary 144

LIBRARY**Acting Library & Information Officer**

Smt. Swatantra Bogra 125 23387247/48

Astt. Librarian & Information Officer 126

Audio/Visual Library 117

Photo Libray 173

Staff 173

ICR DIVISION**OSD**

Sh. Upendro Sharma 127

Staff 187 23387247/48

SALES COUNTER 184

Store For CD's 143

RECEPTION(Ground Floor) 177

GUARD ROOM(Meghdoot) 135

RABINDRA RANGASHALA

Deputy Secretary

Sh. B.B. Chugh

23074472

KATHAK KENDRA

Director

Dr. Chetana Jyotishi Beohar

23385158,23073897

Deputy Secretary

Sh. B.B.Chugh

23074472

Staff

23385065, 23388681, 23387182(F)

JNMDA IMPHAL

Director

Sh. Dilip K.S. Mayengbam

0385-2450297,2449119

0385-2440863(F)

KUTTIYATTAM KENDRA

Director

Sh. P. Balashankar

0471-2352787

0471-2354987(F)

Project Assistant

Sh. Yashpal

SATTRIYA CENTRE

Project Director

Sh. Dulal Roy

0361-2229464

P.O.

Sh. Raju Dass

0361-2229465(F)

NORTH-EAST CENTRE

Deputy Secretary

Sh.O.P.Bharati

0364-2590319

Project Assistant

Sh.Deepak Joshi

0364-2590323(F)

CHAPTER 10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
{Section 4 (1)(b)(x)}

STATEMENT INDICATING SANCTIONED POSTS IN SANGEET NATAK AKADEMI, NEW DELHI AS ON 30.09.2008 (according to Vth Pay Commission)

S.No.	Designation	No. of Sanctioned Posts	Sanctioned scale of pay	Name of persons	Remarks
1	2	3	4	5	6
GROUP "A" (13)					
1.	Secretary	1	12000-375-16500	Sh. J.P. Kastuar	
2.	Dy. Secretary (F&A)	1	10000-325-15200	Sh. B.B. Chugh	
3.	Dy. Secretary (Music)	1	10000-325-15200	Smt. Rita Swami Choudhary	
4.	Dy. Secretary (Dance)	1	10000-325-15200	Smt. Helen Acharya	
5.	Dy. Secretary (Drama)	1	10000-325-15200	Smt. Kiron Bhatnagar	
6.	Dy. Secretary (Publication)	1	10000-325-15200	Sh. Abhijeet Chatterjee	
7.	Dy. Secretary (Coordination)	1	10000-325-15200	Vacant	
8.	Dy. Secretary (Documentation)	1	10000-325-15200	Sh. J.P. Bengeri	
9.	Dy. Secretary (Admn.)	1	10000-325-15200	Smt. Trilochan Bhatia	
10.	Library & Information Officer	1	10000-325-15200	Vacant	
11.	Director (Kathak Kendra)	1	10000-325-15200	Sh. D.Dasgupta	

12.	Director (JNMDA, IMPHAL)	1	10000-325-15200	Sh. Yembem Laba
13.	Documentation Officer	1	8000-275-13500	Sh. P. Joseph Dhairia Raj
<u>GROUP "B" (45)</u>				
14.	Accounts Officer	1	7450-225-11500	Smt. Sushma Tandon
15.	Audit Officer	1	7450-225-11500	Sh Ram Babu
16.	P.S. to Chairman	1	6500-200-11500	Sh. Ravinder Kirar
17.	Technical Officer (Filming)	1	6500-200-10500	Sh. Sanjay Kumar
18.	Assistant Documentation Officer	2	6500-200-10500	1. Smt. Parkash Tata Anand 2. Smt. Piyali De
19.	Hindi Officer	1	6500-200-10500	Smt. Sushil Jain
20.	Programme Officer Music/Dance/Drama	3	6500-200-10500	1. Smt. Y. Theba Devi (Dance) 2 Vacant 3. Sh. Raju Das (Music)
21	Tech. Officer (Sound Recording)`	1	6500-200-10500	Sh. Ragesh Kumar Pandey
22.	Assistant Editor	1	6500-200-10500	Vacant
23.	Section Officer	5	6500-200-10500	1. Sh. P.K. Shukla (KK) 2. Smt. Meena Johri 3. Smt. Janak Rani 4. 5. Sh. J.C. Fangu 5. Smt. Vinodi Sharma
24.	Asstt. Lib. & Information Officer	1	6500-200-10500	Smt. Swatanter Bogra

25.	Museum Supervisor	1	5500-175-9000	Sh. Jayant Raj Choudhari
26.	Recording Engineer	1	5500-175-9000	vacant
27.	Cameraman	1	5500-175-9000	Vacant
28.	Documentation Assistant	1	5500-175-9000	Vacant
29.	Publication Assistant	1	5500-175-9000	Vacant
30.	Hindi Translator	1	5500-175-9000	Sh. Tejswaroop Trivedi
31.	Photographer	1	5500-175-9000	Vacant
32.	Computer Operator	1	5500-175-9000	Vacant
33.	Assistants	9	5500-175-9000	1 Smt. Asha Srivastava 2. Smt. Saroj Bagga 3. Smt. Vinod Bala 4. Sh. K.S. Pillai 5. Smt. Hema Ramesh 6 Sh. Sundeep Gandhi 7. Sh. Rakesh Batra 8 Sh. Anil Goyal 9 Sh. Urvashi Chopra 10.
34.	Stenographer	7	5500-175-9000	1. Smt. Kusum Dhingra 2. Smt. Renu Nagpal 3 Smt. Praveen Anand 4 Smt. Sreelatha Nair 5 Smt. Shashi Budhiraja 6. Smt. Jaishree Chandhok 7. Vacant

35.	Library & Information Asstt.	1	5500-175-9000	Smt Sneh Lata
36.	Library & Information Asstt.	1	5500-175-9000	Sh. Pritpal Singh
37.	Library & Information Asstt.	1	5500-175-9000	Sh. Praveen Kr. Dureja
<u>GROUP "C" (33)</u>				
38.	Tech. Assistant (Film)	1	4500-125-7000	Vacant
39.	Tech. Assistant(Sound Recording)	1	4500-125-7000	Vacant
40.	Senior Clerk	16	4000-100-6000	<ol style="list-style-type: none"> 1. Smt. Lalita Bajaj 2 Smt. Amarjeet Kaur 3. Smt. Sarla Jaswal 4. Sh. Yash Paul 5. Sh. Harish Kr. Handa 6 Smt. Kiran Ahuja 7 Km. Kamlesh Bisht (RTO) 8 Sh. Mool Chand 9 Sh. Om Prakash 10 Sh. Manohar Lal 10 Sh. Deepak Joshi 11 12 Smt. Rani Kain 12 13 Sh. R.N. Mishra 14. Vacant (one adjusted in the post of LDC Sh. M.S. Rao) 15. Vacant 16 Vacant
41.	Dark Room Assistant	1	4000-100-6000	Sh. Harpal Singh Rana

42.	Steno-Typist	4	4000-100-6000	1. Smt. Babita 2. Vacant 3. Vacant 4. Vacant
43.	Staff Car Driver	1	4000-100-6000	Sh. M.V. Bhaskar Rao
44.	Disc Library Assistant	1	3050-75-3950-80-4500	Sh. Rajesh Gaur
45.	Junior Clerk-cum-Typist	7	3050-75-3950-80-4500	1. Sh. S.D. Pant 2. Sh. Dilip Buswala 3. Sh. Gopi Chand 4. Sh. Jaideep Gandhi 5. Sh. Jagat Ram 6. Sh. Shankar Singh 7. Sh. Kirpal Singh 8. Sh. M.S. Rao (adjusted against the Post of Sr. Clerk)
46.	Staff Van Driver	1	3050-75-3950-80-4500	Sh. Ashok Kumar
<u>GROUP "D" (20)</u>				
47.	Library Attendant	2	2610-60-2910-65-3300-70-4000	1. Sh. Inder Singh 2. Vacant
48.	Dark Room-cum-studio Attendant	1	2610-60-2910-65-3300-70-4000	Vacant
49.	Museum Attendant	1	2610-60-2910-65-3300-70-4000	Sh. Tika Ram
50.	Daftari	4	2610-60-2910-65-3300-70-4000	1. Sh. Lallan Mehto 2. Sh. Ramesh Chand 3. Sh. Narender Ballabh 4. Sh. Surya Rao

51.	Attendants	6	2550-55-2660-60-3200	<ol style="list-style-type: none"> 1. Sh. Lal Singh 2. Sh. Sanjay Baloni 3. Sh. Surender Singh 4. Sh. Mohan Singh 5. Sh. Raghunathan Pillai 6. Vacant
52.	Farash	2	2550-55-2660-60-3200	<ol style="list-style-type: none"> 1. Sh. Devender Rai 2. Vacant
53.	Safai Karamchari	3	2550-55-2660-60-3200	<ol style="list-style-type: none"> 1. Smt. Santosh 2. Smt. Parmeshwari 3. Sh. Bijender Singh
54.	Chowkidar	1	2550-55-2660-60-3200	Vacant

Total number of sanctioned posts : 111
Vacant post : 21
Man on position : 90

CHAPTER 11

**The budget allocated to each of its agency, indicating the particulars of all plans,
proposed expenditures and reports on disbursements made
{Section 4 (1)(b)(xi)}**

Under construction

CHAPTER 12

The Manner of Execution of Subsidy Program {Section 4 (1)(b)(xii)}

Sl. No	Name and address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
--------	-------------------------------------	------------------------------------	----------------------	-------------------	-------------------------------------	-----------------------------

No subsidy programmes executed by the SNA.

However, SNA provides grants to the registered institutions for music/dance/theatre/puppet etc. for the promotion and propagation of their cultural activities. Grants committee evaluate the proposals/status of the groups/institutions.

Detail of the various schemes under grants scheme is mention in website's home page in **programmes** column.

List of individuals is given subsidy:

Sl. No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No. of time subsidy given in part with pupose.
--------	-------------------------------------	------------------------------------	-------------------	------------------------------------	--

This years institutions and individual are available in Annual Report at Home page of website.

CHAPTER 13

Particulars of Recipients of Concessions, permits or Authorizations Granted {Section 4 (1)(b)(xiii)}

List of beneficiaries:

Sl. No	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No. of times similar concession given in the past with purpose.
<p>Railway Travel Concession to Professional Artistes/Groups are provided to the artistes for their performance related journey all over India. For issue of the necessary travel concession facilities in terms of Govt. of India, Ministry of Railway (Railway Board)'s Wireless No. T.C. II/2055/62 (i) (ii) dated 24th December 1963 as amended from time to time by the Ministry of Railways for troupe of Professional artistes for their journey in All over India only.</p>					

CHAPTER 14

Information available in an electronic form {Section 4 (1)(b)(xiv)}

Details of information

Sl. No	Activities for which electronic data available	Nature of information available	Can it be share with public	Is it available on website or is being used as back end database.
1.	Tender notice and tender documents are available in the SNA's website	Details of work/job for which tenders are invited	Information is meant for the prospective tender	Available in SNA's website under Advertisements (Tender/Quotations/Auction) on Home page
2.	Activities of the SNA	About the SNA Rules & Regulations Annual Report (current published) Members (GC/EB/Akademi Officials List of Akademi Fellows & Awardees and Ustad Bismillah Khan Yuva Puraskar. Schemes and Grants of SNA Facilities Events Address and telephone numbers of office Feed back Scroll news Various forms About constituent units of SNA Guidelines for Award nominations etc. Press Release Advertisements (Tender/Quotations/Auction)	Public can access information from the website	Available on website i.e. www.sangeetnatak.org or www.sangeetnatak.net

CHAPTER 15

Particulars of Facilities Available to Citizens For Obtaining Information {Section 4 (1)(b)(xv)}

Facilities available for obtaining information:

S.No.	Facility available	Nature of information available	working hours
1.	Information Counter	Information about the activities of SNA	9.30 am to 6.00 pm Working days
2.	Notice Board	Notices which are meant for the staff	9.30 am to 6.00 pm Working days
3.	Website: www.sangeetnatak.org or www.sangeetnatak.net	About the SNA Rules & Regulations Annual Report (current published) Members (GC/EB/Akademi Officials List of Akademi Fellows & Awardees and Ustad Bismillah Khan Yuva Puraskar. Schemes and Grants of SNA Facilities Events Address and telephone numbers of office Feed back Scroll news Various forms About constituent units of SNA Guidelines for Award nominations etc. Press Release Advertisements (Tender/Quotations/Auction)	Round the clock

CHAPTER 16

Name, Designation and Other Particulars of Public Information Officer {Section 4 (1)(b)(xvi)}

Public Information Officer(s)

S.NO.	Designation of the officer designated as PIO	Postal address & Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is here.
1.	Mrs. Sushil Jain, Hindi Officer	Rabindra Bhavan, Ferozeshah Road, New Delhi-110001 Tel: 23387246 ext no. 122	sangeetnatak@bol.net.in	Whole Sangeet Natak Akademi

First appellate authority with in the Department

S.NO.	Designation of the officer designated as PIO	Postal address & Telephone No.	E-mail address	Demarcation of area/ activities, if more than on appellate authority is there.
1.	Secretary, SNA	Rabindra Bhavan, Ferozeshah Road, New Delhi-110001 Tel: 23387246 ext no. 105, and 23381833	sangeetnatak@bol.net.in	Whole Sangeet Natak Akademi

CHAPTER 17

Other Information as May be prescribed {Section 4 (1)(b)(xvii)}

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled and provided in the form of CHAPTER from time to time.