

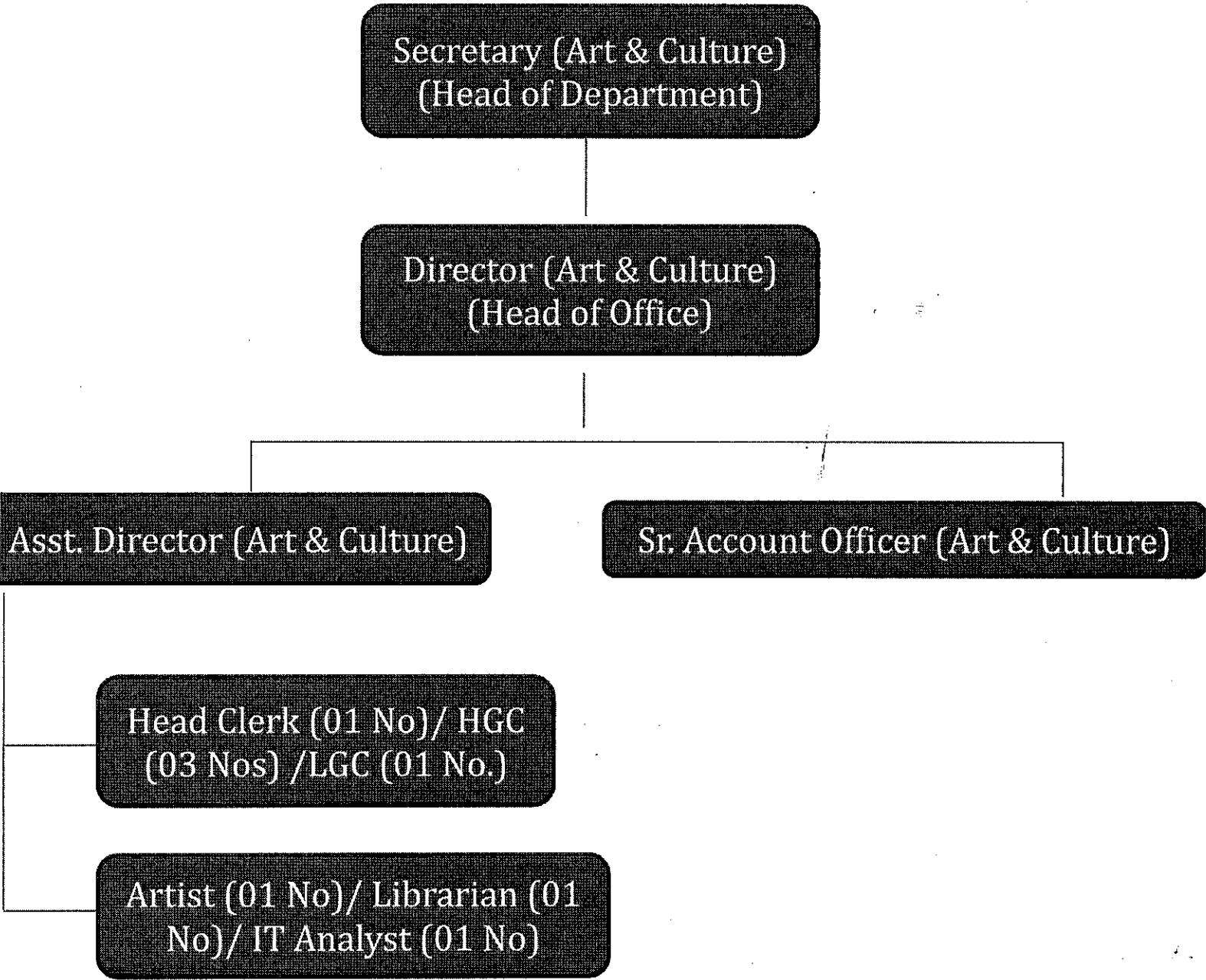
**Information in respect of Directorate of Art & Culture, Sri Vijaya Puram as per the section 4 of manual of RTI Act 2005 for uploading in the official website of Andaman and Nicobar Administration.**

(i) The particulars of its organization, functions and duties

**ORGANIZATION**

**Presence and Organisational Set up**

**The Department of Art & Culture functions from its office situated in the administrative block of the National Memorial Cellular Jail.**



## **Functions**

The Island population, drawn from different ethnic and linguistic groups, lives here in perfect harmony, promoting growth of a composite culture. As such the main objective of the department and the scheme dealt by the Department is “promotion of art and culture” in its unique form in the islands. In order to achieve this, the Department recognizes the need to foster and co-ordinate activities in Andaman and Nicobar Islands in different cultural fields in close association with artist’s fraternity and cultural organizations of the islands and National Level Cultural Institutions. Besides this, the Department also emphasizes the need to preserve, conserve and document the Islands historical and cultural heritage.

## **Duties**

➤	Administration and maintenance of 3 main buildings – Cellular Jail, Andaman Club and Amphitheatre.
➤	Organizing the programmes launched by GoI – Ek Bharat Shresth Bharat, AKAM, Har Ghar Tiranga, Meri Mati Mera Desh etc.
➤	Organizes activities of different cultural fields in close association with artists’/artistes’ fraternity, local/National cultural organisations, such as ITF, Monsoon Festival, Holi Faag etc.
➤	Management of Kala Kendra (an Organization registered under Society Act)
➤	Releasing GIA to local cultural organizations.

### **(ii) The Powers and Duties of its Officers & Employees:-**

#### **Secretary (Art & Culture)**

- Overall supervision of the activities of the Department, Grant – in – Aid & Kala Kendra.
- Head of the Department
- 1st Appellate Authority for the PIO of the Directorate of Art & Culture

#### **Director (Art & Culture)**

- Overall monitoring of activities of the Department
- Head of Office
- PIO for the Department of Art & Culture

#### **Assistant Director (Art & Culture)**

- Supervision of staff posted to Directorate of Art & Culture
- Providing suitable direction / advise to the subordinate staffs

### **(iii) The procedure followed in the decision making process, including channels of supervision and accountability.**

➤	Grant – in – Aid are being sanctioned to the Local Cultural Organization based on recommendation of Scrutiny Committee and approval of the Chief Secretary with concurrence of the Finance Department of the A & N Administration.
➤	Organizing the programmes launched by GoI – Ek Bharat Shresth Bharat, AKAM, Har Ghar Tiranga, Meri Mati Mera Desh etc. in accordance with the direction of the Ministry and with the concurrence of the Finance Department and approval of the Chief Secretary, A & N Administration.

➤	Organizes activities of different cultural fields in close association with artists'/artistes' fraternity, local/National cultural organisations, such as ITF, Monsoon Festival, Holi Faag etc. with the concurrence of Finance Department and approval of the Secretary (Art & Culture) or Chief Secretary, A & N Administration as the case be.
➤	Decisions are made in accordance with the guidelines, instructions, rules and regulations formed thereto.
➤	For supervision and accountability, there are periodical coordination meeting followed by Audit.
➤	Maintaining prescribed channel for submission of proposal, scrutiny, examination, concurrence and approval.

**(iv) The norms set by it for the discharge of its functions.**

➤	As per the norms laid down by the Govt. of India
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**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

➤	CCS (CCA) Rules, 1965
➤	CCS (Conduct) Rules, 1964
➤	All rules as applicable to Central Govt. Employees.
➤	A & N Islands Rules for Grant – in – Aid to Local Cultural Organizations - 2018
➤	Instruction / Orders / Guidelines issued by the A & N Administration and GOI from time to time.

**(vi) A Statement of the categories of documents that are held by it or under its control.**

1	Budget Estimates
2	Expenditure Statements
3	Other records related to release of funds
4	Details of assets created
5	Service records of the employees
6	Library located in the Administrative block of National Memorial Cellular Jail

**(vii) The particulars of any arrangements that exit for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof.**

➤	Through publishing in newspaper and electronic media
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**(viii) A statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are assessable for the public.**

➤	UT Heritage Committee of Andaman and Nicobar Islands with Hon'ble MP as special invitee
➤	Advisory and Monitoring committee on matters regarding the maintenance and development of National Memorial Cellular Jail which includes Chairperson, SVPNC among others as Non-official members and Hon'ble MP as Special Invitee.

**(ix) A directory of its officers and employees.**

Sl.No	Officers / Subordinate Officers	Telephone No. (Std Code – 03192)	E-mail ID
1.	Director (Art & Culture)	231399 /	artand.culture@and.nic.in

		234775	
2.	Assistant Director (Art & Culture)	231399	-do-
3.	GTT / Artist (Art & Culture)	-do-	-do-
4.	Head Clerk (on Diverted Capacity)	-do-	-do-
5.	Librarian (on Diverted Capacity)	-do-	-do-
6.	HGC - 03 (on Diverted Capacity)	-do-	-do-
7.	Computer Assistant (Art & Culture)	-do-	-do-
8.	LGC (on Diverted Capacity)	-do-	-do-
9.	MTS (on Diverted Capacity)	-do-	-do-
10.	DRM -02 (on Diverted Capacity)	-do-	-do-

**(x) The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-**

Sl.No	Officers / Subordinate Officers	Designation	Remuneration in Rs. (monthly)
1.	Smti. Jyoti Kumari	Secretary (Art & Culture)	Salary being drawn from A & N Administration, Secretariat
2.	Smti. Priyanka Kumari	Director (A&C)	Salary being drawn at Disaster Management
3.	Smti. Kanak Radha Chatterjee	Chief Editor (The Daily Telegrams)	Salary being drawn at IP&T
4.	Shri. Sujit Kr. Roy	GTT/Artist	Level - 9
5.	Shri. Y. Srinivasan	Head Clerk	Salary being drawn at South Andaman Division, APWD, Sri Vijaya Puram
6.	Shri. V. Damodaran	Librarian	Salary being drawn at GBSSS, Sri Vijaya Puram
7.	Shri. Renosh Willson	HGC	Salary being drawn at South Andaman Division, APWD, Sri Vijaya Puram
8.	Shri. M. Subhash	HGC	Salary being drawn at APWD, Sri Vijaya Puram
9.	Shri. Girish Chandra	HGC	Salary being drawn at Van Sadan, Haddo
10.	Shri. Santosh Kr. Jana	CA	Level - 6
11.	Shri. Swadesh Pandey	LGC	Salary being drawn at Store, Division, APWD, Sri Vijaya Puram
12.	Shri. Shanti Ram	MTS	Salary being drawn at Directorate of Sports and Youth Affairs
13.	Shri. Hema Raju	DRM	DRM @ 1/30 <sup>th</sup> of Basic Pay of Rs.

			18,000/- plus applicable DA
14.	Shri. Attiq Ahmed	DRM	Salary being drawn at IP&T

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements.**

Department of Art & Culture	Rs. In thousands
MAJOR HEAD	BUDGET ESTIMATES 2024-25
2205 REVENUE	
2205.00.102.04.61.01 Salaries	2970
2205.00.102.04.61.02 Wages	350
2205.00.102.04.61.05 Rewards	100
2205.00.102.04.61,06 MT	100
2205.00.102.04.61.07 Allowances	2950
2205.00.102.04.61.08 LTC	100
2205.00.102.04.61.11 DTE	100
2205.00.102.04.61.13 OE	6000
2205.00.102.04.61.16 Printing & Publications	200
2205.00.102.04.61.19 Digital Equipment	200
2205.00.102.04.61.26 Advertisement & Publicity	200
2205.00.102.04.61.31 GIA General	5000
2205.00.102.04.61.49 Other Revenue Expenditure	1000
2205.796.02.00.49 Other Revenue Exp. (TASP)	400
Total (Revenue)	19670
MH 4202 (Capital)	
4202.04.106.09.00.60 Other Capital Exp.	8000
4202.04.106.09.00.71 ITC, equipment	200
4202.04.106.09.00.74 Furnitures & Fixtures	100
4202.04.106.09.00.72 Buildings & Structures	5000
4202.04.106.09.00.76 Upgradation /Procurement of Heritage Assests and n.e.c	2000
Total (Capital)	15300
G. Total (Revenue+ Capital)	34970

**(xii) The manner of executive of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

➤ An amount of Rs. 25,000/- per annum is sanctioned as Grant – in – Aid to Local Cultural Organization based on recommendation of Scrutiniv
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	Committee and approval of the Chief Secretary with concurrence of the Finance Department of the A & N Administration.
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**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

➤	Local Cultural Organization of A & N Islands
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**(xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

➤	Important notices, tenders and vacancy notification are being uploaded in the websites followed by publication in the local New Papers. These are also available in the notice board. Library of the Cellular Jail is open from 08.30 AM to 05.00 PM for citizens.
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**(xv) The names, designations and other particulars of the Public information Officers.**

The Director of Art & Culture, Sri Vijaya Puram is the 1<sup>st</sup> Appellate Authority for the Directorate.

The details of PIOs & APIOs are as under:-

Sl.No	Name of Establishment	Name of PIOs	Name of APIOs
1)	Directorate of Art & Culture	Director (Art & Culture)	Assistant Director (Art & Culture)

Secretary (Art & Culture), A & N Administration is the 1<sup>st</sup> Appellate Authority.

**(xvi) Such other information as may be prescribed and thereafter update these publications every year.**

The information shall be updated every year and uploaded in the official website.

प्रियंका

निदेशक/Director  
कला एवं संस्कृति, अं एवं नि प्रशासन  
Art & Culture, A & N Administration, Port Blair

अण्डमान तथा  
Andaman And



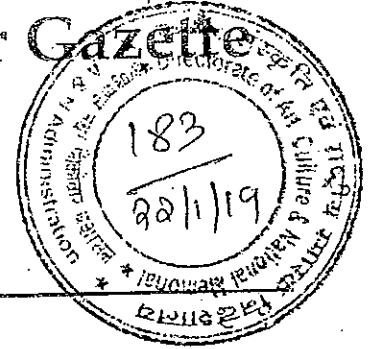
असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

निकोबार राजपत्र  
Nicobar Gazette



सं. 279, पोर्ट ब्लेयर, सोमवार, 03 सितम्बर, 2018  
No. 279, Port Blair, Monday, September 03, 2018

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
कला एवं संस्कृति निदेशालय  
DIRECTORATE OF ART & CULTURE

**NOTIFICATION**

Port Blair, dated the 03<sup>rd</sup> September, 2018.

No. 273/2018/F.No. 10-17/Art & Culture/2017/GIA Rules.— In supersession of Notification No. 144/2017/F. No. 10-17/Art & Culture/2017 dated 2<sup>nd</sup> August, 2017 and in pursuance of Rule 20 of the Delegation of Financial Power Rules, 1978 read with Rule 148 of General Financial Rules, 1963, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby revise the Grant-in Aid Rules regulating the procedure for sanction of Grant-in-Aid to Local Cultural Organizations functioning in Andaman & Nicobar Islands to promote activities concerned with Art & Culture of the Union Territory of Andaman & Nicobar Islands.

**1. SHORT TITLE AND COMMENCEMENT :**

- (i) These Rules may be called the "Andaman & Nicobar Islands Rules for Grant-in-Aid to Local Cultural Organizations" applicable to such organization as are functioning in Andaman & Nicobar Islands to promote activities connected with Art & Culture.
- (ii) These Rules shall come into force on their publication in the Official Gazette.

**2. IN THESE RULES, UNLESS THE CONTEXT OTHERWISE REQUIRES :**

- (a) 'Cultural Organization' means Local Cultural Organization registered under Societies Registration Act, 1864 and involved in activities contributing to promotion of Art & Culture, National Integration of Communal Harmony in Andaman & Nicobar Islands.
- (b) 'Lt. Governor' means the Lieutenant Governor of Andaman and Nicobar Islands.
- (c) 'Administration' means the Andaman and Nicobar Administration.
- (d) 'Rules' means the rules, as may be amended from time to time by the Administration with the approval of Govt. of India.
- (e) 'Year' means financial year from the month of April to March of the following year.

**3. ELIGIBILITY FOR GRANT-IN-AID AND SANCTIONING AUTHORITY :**

- 3.1 All registered organizations/associations having its registered office in and functioning within the geographical jurisdiction of Andaman and Nicobar Islands, having as its objective propagation of Art, Culture, National Integration and Communal Harmony and are active in such works for a period of not less than one year, preceding the date of application for release of Grant-in-Aid shall be considered eligible under these rules.
- 3.2 The Chief Secretary, Andaman and Nicobar Islands shall be the authority to sanction Grant-in-Aid out of the Union Territory fund or funds released by the Government of India.

- 3.4 All Organizations - Non-Government Organization (NGOs)/Voluntary Organizations (VOs) should be registered on the NGO-PS Portal (NGO-DARPAN): [www.ngo.indiagov.in](http://www.ngo.indiagov.in) (alongwith the PAN of the entity/NGO; and PAN and Aadhaar Numbers of the board members/office-bearers of the NGO concerned) to obtain a system generated Unique ID before applying for grant under any scheme of the Central Government Ministry/Department. This Unique ID has to be quoted invariably by the NGO/VO in its application seeking Grant-in-Aid from the Administration.

#### 4. TERMS AND CONDITIONS OF THE GRANTS :

- 4.1 Grant-in-Aid shall be sanctioned on the annual (financial year) basis. The Cultural Organization shall submit Annual Report and Certificate of Utilization of the Grant-in-Aid to the Director (Art & Culture). The funds will be spent exclusively for the purpose for which they are released.
- 4.2 The Grant-in-Aid shall be utilized for expenditure on the following items :-
- (a) Cultural Programmes;
  - (b) Audit Fee;
  - (c) Purchase of equipments/instruments for Art & Cultural Shows/Activities;
  - (d) Expenditure on various activities directly connected with activities under Art & Culture, National Integration or Communal Harmony.
- 4.3 The Grant-in-Aid will not be used for religious, communal or political propaganda violation of the same will be entail recovery of the grant amount with interest.
- 4.4 The "Cultural Organizations" will execute a bond on non-judicial Stamp Paper of Rs. 10/- in favour of President of India to the effect that it will abide by terms and conditions attached to the grant and that in case of its failure to abide by the same, it will refund to the Administration the total Grant-in-Aid sanctioned to it for the purpose with interest accrued thereon.
- 4.5 The "Cultural Organizations" will maintain separate accounts in respect of grants released under this rule. The accounts will remain open for inspection by the officers/representatives from the office of the Comptroller and Auditor General of India/Government of India /Union Territory Administration of Andaman and Nicobar Islands with or without notice.
- 4.6 The "Cultural Organizations" will have the accounts of the Grant-in-Aid audited either by the Government Auditor of Registered Chartered Accountants and submit the complete set of copies of the following Audited Statement of Accounts to the Administration by the 30<sup>th</sup> September in respect of Grant-in-Aid sanctioned during previous year.
- (a) The Receipt and Payment Statement of Accounts.
  - (b) The Income and Expenditure Statement of Accounts.
  - (c) The Balance Sheet.
  - (d) The Utilization Certificate in the prescribed form (GFR 19-A) alongwith the item-wise expenditure actually incurred.
  - (e) A statement in the prescribed form (GFR-19) on assets created from out of non-recurring grants in terms of the instruction contained in Rule 151 of the General Financial Rules as amended from time to time.
- 4.7 The "Cultural Organizations" shall submit performance-cum-achievement report for which it received Grant-in-Aid.
- 4.8 The "Cultural Organizations" will not obtain grant for the same purpose from any other source, including the Government source and in case it receives grant for the same purpose the same will be intimated to this Administration.
- 4.9 The "Cultural Organizations" will not divert Grant-in-Aid to another organizations or institution; nor shall it utilize the Grant-in-Aid for any purpose other than for which it has been released.
- 4.10 The "Cultural Organizations" will refund any unspent balance of Grant-in-Aid



- 4.11 No assets acquired wholly or substantially from out of the Grant-in-Aid will be disposed off or encumbered and/or otherwise utilized for the purpose other than for which sanctioned.
- 4.12 In matters, not specifically covered in these Rules the provision of G.F.R. be followed as amended from time to time relating to sanction of Grant-in-Aid and utilization thereof.

**Admiral D.K. Joshi**  
**PVSM, AVSM, YSM, NM, VSM (Retd.)**  
**Lieutenant Governor,**  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,  
Andaman & Nicobar Islands.

Sd./-  
**(Dr. Navlendra Kumar Singh)**  
**Director (Art & Culture)**



अंडमान तथा निकोबार प्रशासन  
Andaman & Nicobar Administration  
कला एवं संस्कृति निदेशालय  
Directorate of Art and Culture  
\*\*\*\*\*

Port Blair, Dated 29<sup>th</sup> August 2017

ORDER 120

Department of Art & Culture, A&N Administration is pleased to enhance the existing 'remuneration to Cultural Organizations of Andaman & Nicobar Islands' from Rs 8,000/- (Rupees Eight thousand) to Rs 10,000/- (Rupees Ten Thousand) per day per programme to meet expenses on transportation, costumes, make-up, accompanists charges and other miscellaneous expenditure for their performances during various programmes organized by the Department of Art & Culture at National, State and District Level throughout the year for the promotion of Art and Culture, National Integration and Communal Harmony.

This issue with the approval of the Competent Authority and concurrence of Finance Department.


  
Geetika Sharma  
Director (Art & Culture)

F.No.10-30 /Art & Culture/2017/Cultural Org.

e/c

OFFICE ORDER BOOK:-

1. PS to Secretary (Art & Culture) for kind information of Secretary (A&C), A&N Administration.
2. Joint Secretary (Finance), A&N Administration for information.
3. PAO, Port Blair
4. Sr. AO (A&C) for information.

  
Director (Art & Culture)



अण्डमान तथा  
Andaman And



सत्यमेव जयते  
असाधारण

EXTRAORDINARY  
प्राधिकार से प्रकाशित  
Published by Authority

निकोबार राजपत्र  
Nicobar Gazette

सचिव ( )  
Secretary ( )  
आ.डा.सं. दिनांक  
R.D. No. 1032 Date 29/8

सं. 116, पोर्ट ब्लेयर, बृहस्पतिवार, 14 अगस्त, 2014  
No. 116, Port Blair, Thursday, August 14, 2014

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
कला एवं संस्कृति निदेशालय  
DIRECTORATE OF ART & CULTURE

NOTIFICATION

Port Blair, dated the 14<sup>th</sup> August, 2014.

No.111/2014/F.No.11-3/NM/Art & Culture/2012.— In supersession of Notification No. 261 dated 23<sup>rd</sup> October, 2012, the Lt. Governor, Andaman and Nicobar Islands is pleased to re-constitute the UT Heritage Committee of Andaman and Nicobar Islands as under:—

- |   |                    |
|---|--------------------|
| 1. Chief Secretary, A & N Administration                    | — Chairman         |
| 2. Secretary (Urban Dev.), A & N Administration             | — Member           |
| 3. Secretary (Art & Culture), A & N Administration          | — Member           |
| 4. Director (Tourism), A & N Administration                 | — Member           |
| 5. Dr. Rohinder Lall, Eminent Citizen, Port Blair           | — Member           |
| 6. Shri Aberdeen Blair, Chairman, Tribal Council, C/Nicobar | — Member           |
| 7. Dr. Francis Xavier — HOD (Eng.), JNRM                    | — Member           |
| 8. Shri Mukeshwar Lall, Archival Collector, Aberdeen Bazaar | — Member           |
| 9. Ms. Samhita Veda Acharya — Co-Convenor, INTACH           | — Member           |
| 10. Jt. Secretary (A&C), A & N Administration               | — Member Secretary |

Special Invitee

1. Hon'ble member of Parliament, A & N Islands

By order and in the name of the Lieutenant Governor,  
Andaman and Nicobar Islands.

Sd./-  
(Lucas Robert)  
Joint Secretary (Art & Culture)





(12)

अंडमान तथा निकोबार प्रशासन  
Andaman & Nicobar Administration  
कला एवं संस्कृति निदेशालय  
Directorate of Art and Culture  
\*\*\*\*\*

Port Blair, Dated <sup>th</sup>11 September 2012

ORDER NO:- 23

In supersession of Administration's Order No.4384 dated 22.11.2000, Order no. 3656 dated 22.8.2005 and Order No. 2169 dated 29<sup>th</sup> May 2006, the Hon'ble Lt. Governor, Andaman and Nicobar Islands has been pleased to reconstitute the Committee to advise and monitor on matters regarding the maintenance and development of National Memorial Cellular Jail as under:-

Chief Secretary, A&N Administration

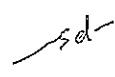
-Chairman

Official Members

- |   |                  |
|---|------------------|
| 1. Pr. Secretary (Fin.), A&N Administration     | -Member          |
| 2. Secretary (Sports/A&C), A&N Administration   | -Member          |
| 3. Secretary (Tourism), A&N Administration      | -Member          |
| 4. Chief Engineer, APWD, A&N Administration     | -Member          |
| 5. Director (IP&T), A&N Administration          | -Member          |
| 6. Director (Art & Culture), A&N Administration | -Special Invitee |
| 7. Curator, National Memorial Cellular Jail     | -Special Invitee |

Non-Official Members

- |   |         |
|---|---------|
| 1. Hon'ble Member of Parliament, A&N Islands  | -Member |
| 2. Chairperson, Port Blair Municipal Council  | -Member |
| 3. Shri Pratap Singh, Freedom Fighter (INA)   | -Member |
| 4. Shri A. Dasgupta, Working President,<br>Ex-Andaman Political Prisoner's Fraternity Circle, Kolkata | -Member |
| 5. Shri Prakash Mathur, Vice President,<br>Ex-Andaman Political Prisoner's Fraternity Circle, Kolkata | -Member |
| 6. Shri G.S.Pandey, Port Blair  | -Member |
| 7. Shri Mukeshwar Lall, Aberdeen Bazar, Port Blair  | -Member |
| 8. Shri Sushil Kumar Mondal, Diglipur   | -Member |
| 9. Shri Puran Chand- President,<br>Homfraygunj Martyr's Memorial Committee                            | -Member |
| 10. Dr. Rohinder Lall, Eminent Citizen, Port Blair  | -Member |

  
(Lucas Robert)  
Joint Secretary (Art & Culture)  
F. No. 3-15/NM/A&C/2009/PF

OFFICE ORDER BOOK:-

Copy to:-

1. Hon'ble Member of Parliament, A&N Islands
2. Chairperson, PBMC
3. Sr.PS to CS, A&N Administration for information.
4. PS to Pr. Secretary (Fin.), A&N Administration.

5. PA to Secretary (Sports/A&C), A&N Administration
6. PA to Secretary (Tourism), A&N Administration
7. Director (IP&T), A&N Administration
8. Chief Engineer, APWD, A&N Administration
9. Director (Art & Culture), A&N Administration
10. Shri Pratap Singh, Freedom Fighter (INA)
11. Shri A. Dasgupta, Working President, Ex-And.Pol.Pris. Frat.Circle,
12. Shri Prakash Mathur, Vice President, Ex-And.Pol.Pris. Frat.Circle,
13. Shri G.S.Pandey, Port Blair
14. Shri Mukeshwar Lall, Aberdeen Bazar, Port Blair
15. Shri Sushil Kumar Mondal, Diglipur
16. Shri Puran Chand-President, Homfraygunj Martyr's Memorial Committee
17. Dr. Rohinder Lall, Eminent Citizen, Port Blair
18. Curator, National Memorial Cellular Jail

11/9/12  
(Lucas Robert)  
Joint Secretary (Art & Culture)  
F. No. 3-15/NM/A&C/2009/PF