

F.No.3/42/2013-SD/AM

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Sutradhara Division (Admn. Unit)

Date: 13th July, 2016

**Standard Operating Procedure (SOP) for Events at/by
Regional Centre, IGNCA**

Introduction

The Regional Centres IGNCA are established to undertake activities in different fields of culture as per IGNCA mandate. The existing financial powers of Regional Director of Regional Centres, is Rs.5,000/- in each case subject to a ceiling of Rs.25,000/- p.m. for recurring expenditure and Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- p.m. for non-recurring expenditure. This is at par with powers of Head of Division at IGNCA HQ. The approval of Director (A)/JS/MS is required for any expenditure beyond these limits. The different divisions of IGNCA are co-located at HQ. and divisions can obtain the financial sanction without delay due to close geographical proximity. However, for Regional Centres, getting approvals may be a time consuming process due to communication delays etc. and therefore, may adversely impact their operational functioning.

In view of the above, this SOP seeks to delegate operational and financial powers to Regional Director and Regional Centre while also laying down other requirements.

A. Programmes (Activities)

Regional Centres would carry out the following programmes with the prior approval of the Head Office at New Delhi. There will be a Link Officer for each Regional Center and all the files of the Centre would route through the Link Officer at the Head Office:-

1. **Public Lectures** : The Regional Centre will conduct Lectures (with or without Film Screenings) related to the Culture and Heritage of Region. These will be conducted in Regional Centre and other cities in for creating awareness of academic work done in the cultural field. The deliverables will be :-
 - a. Lecture can be used by IGNCA for dissemination and the content of the lecture used for research purposes in the cultural domain.
 - b. Regional Centre will maintain a copy---audio/video recording and written transcript, where applicable---for each lecture. In the long run, this will help create a rich database for research utilization for scholars in the Regional Cultural Archives Project.
 - c. Copy of the paper presented at lecture will be uploaded on IGNCA website.
2. **Exhibitions** : The Regional Centre will conduct Exhibitions curated by the H.O and these will travel to Regional Centre and select places in the region. As far as possible such exhibitions may be taken to cities outside Regional Centre also. The main aim of the exhibition will be dissemination of cultural artifacts and outreach for IGNCA curated and researched cultural materials.
3. **Workshops**: Regional Centre will conduct Workshops in and outside so as to provide the audiences an opportunity to interact with the artists and gain first-hand knowledge about the creative process and the art. The main deliverables will be :-

- a. The output of workshops (like painting, sculpture etc) created during the workshop will be donated by the artists to Regional Centre for display and archival purposes.
 - b. Creation of a cultural materials repository.
4. **Seminars & Conferences :** Regional Centre will conduct Academic Seminars/Conferences in other cities in concerned state to foster academic discussion among scholars in the cultural domain. The main deliverables will be:-
 - a. Creation of knowledge in the cultural domain after scholarly discussion and brain-storming.
 - b. The content i.e. papers presented and conference proceedings will be published in e-form and used for research purposes and made available online on Regional Centre website.
 - c. Audio/Video recordings of proceedings will be made available in Library and Cultural Archives of Regional Centre.
5. **Concerts and Performances :** Regional Centre will conduct concerts and performances cutting across Classical Music, Classical Dance and Folk Art forms, both in and other cities in the Regions. These will primarily be of educational value. The main deliverable/condition will be :-
 - a. Concert/performance is to be in line with IGNCA's outreach and dissemination objectives with educational value, especially, for young people.
 - b. Recordings (Audio and Video) of the performances will be preserved at Regional Centre Cultural Archives. These recordings will be also made available to scholars of IGNCA/outside for research and reference.
6. **Specialized Programme:-** Each Regional Centre would be assigned a Specialized area of work for which the Centre is require to carry out programme as the directions of Headquarter.

Important: Prior approval is must for carrying out these programmes. In exceptional cases approval may be sought from Member Secretary/Joint Secretary on mail or phone.

B) Items of Expenditure

1. **Travel :** As far as possible only local resource persons are to be called for various programmes and they have to be paid local travel taxi fare. For conveyance of a group of people for performance etc. an appropriate bigger vehicle can be hired. However, if outstation resource persons are called then they may be paid AC-II/III class rail fare for onward and return journey. Economy air fare may be paid to scholars/artists of eminence with prior approval of the Competent Authority.
2. **Accommodation :** Resource persons/artists may be accommodated in the University/ Institution/ Central/ State Govt. Guest Houses and budget hotels upto a maximum of Rs.1500/- per day. Eminent persons may be accommodated in hotels subject to a ceiling of Rs. 3000/- per day.
3. **Hospitality :** Regional Centre may incur expenditure on providing hospitality to scholars/artists invited for the various programmes as per requirement. Tea/light snacks can also be served to audience, if required.
4. **Honorarium for Resource Persons:** Scholars/speakers invited can be paid honorarium subject to maximum of Rs.3000/- per day . For artists, etc. Regional Centre IGNCA can fix the rates as per local conditions.
5. **Venue/Space Charges:** As far as possible, various events and programmes are to be organized by Regional Centre at its own location or with various universities/State/Central government Cultural Organisations and other Institutes to restrict the expenditure. However, if it is unavoidable then hiring charges for private venues/spaces can be paid.
6. **Publicity:** Regional Centre may hire PR agency for undertaking publicity work during major events. The rates and PR agency will be approved by IGNCA Headquarter.

7. **Miscellaneous:** Regional Centre may incur expenditure on hiring of tents /furniture/stage lighting and equipments for audio/video recordings, etc.
8. **Collaboration:** Regional Centre may collaborate with Universities/State/Central Government Cultural Organizations and other Institutes. Such proposals will be examined by the Academic Committee. Memorandum of Understanding should only be signed with the prior approval of the Headquarter.
9. **Financial Limit :** Every efforts is to be made by Regional Centre to keep expenditure to the minimum by being economical and adopting all possible austerity measures. The maximum limit of expenditure which may be incurred for the various types of programmes us as under :-
 - (a) Public Lectures : Rs. 20,000/- (Rupees twenty Thousand only) each
 - (b) Exhibitions : Rs. 1,00,000/- (Rupees one Lakh only) each
 - (c) Workshops : Rs.70,000/- (Rupees seventy thousand only) each
 - (d) Seminars & Conferences : Rs.1,00,000/-(Rupees one lakh only) each
 - (e) Concerts and Performances : Rs.50,000/-(Rupees Fifty thousand only) each
10. **Finalisation of Accounts:** All the bills are to be cleared and the accounts finalised within one month of completion of an event. Final accounts are to be signed by Regional Director
11. **Reports:** While each segment of activity has got its own deliverables, Regional Centre may submit the report to the Head Office within a month of conclusion of the event/programme. These reports will be put up in Head Office to the Member Secretary every month.

C. General Conditions

The various programmes to be a conducted by Regional Centre and expenditure incurred will be subject to the following conditions:-

- (a) All laid down GFR Provisions are to be followed ;
- (b) The Programmes will be a part of the approved Annual Action Plan (as approved by Headquarter, IGNCA);
- (c) The expenditure is subject to allotment of funds;
- (d) The expenditure on transportation of exhibitions curated/arranged by Head Office will be met by Head Office in case it is beyond the financial ceiling of the exhibition; and
- (e) Any expenditure not specifically covered above and is beyond the powers of Regional Director is to be incurred only after obtaining sanction from Headquarter, IGNCA.

D. Academic Committee

There would be an Academic Committee for each Regional Centre comprising of eminent persons of that region to guide the Regional Centre in the various programmes and activities. This Academic Committee would have atleast five and not more than seven members including the Academic Advisor. This Committee would be constituted by the Headquarter in consultation with the Regional Centre. The Committee may be comprised of scholars, academicians, eminent artists, writers, philanthropists and social workers.

Academic Committee would finalize Annual programmes, budget and review ongoing programmes for the Regional Centre which would be sent to Headquarter for final approval. The Academic Advisor would chair the Academic Committee, Regional Director would be Convenor of the Committee.

The Academic Committee would meet atleast twice in a year or can meet on more occasions depending upon the needs.

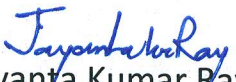
E. **Academic Advisor**

There would be an Academic Advisor at the Regional Centre who would chair the Academic Committee. Academic Advisor would also guide on various academic issues of the Regional Centre and supervise its activities. Academic Advisor would not be a full time salaried officer of the IGNCA but would have an office and support staff at the Regional Centre. Academic Advisor would also be offered honorarium on mutually agreed terms.

F. **Regional Director**

Regional Director would be the overall administrative and academic head of the Regional Centre and could work under the directives of the IGNCA headquarters. Regional Director would normally be in the rank of Associate Professor. In exceptional case, a person of higher or lower rank may be assigned the job of Regional Director. Regional Director would seek guidance from the Academic Advisor from time to time on various academic issues. Regional Director will also have close contact with the Link Officer at the IGNCA headquarter. Regional Director would be drawing and disbursing Officer at the Regional Centre.

Regional Director would be engaged on fixed term contract or on deputation from Academic/Cultural Institutions


(Jayanta Kumar Ray)
Director (Admn.)

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