

Standard Operating Procedure (SOP) for operations and building maintenance of the Regional Centres of IGNC A

Dated - 03-05-2018

The Regional Centres of IGNC A are established to undertake activities in different fields of culture as per IGNC A mandate. The financial powers of Regional Director for operations and building maintenance of the Regional Centres of IGNC A will be Rs.50,000/- in each case subject to a ceiling of Rs.2,50,000/- p.m. for recurring expenditure and Rs.1,00,000/- in each case subject to a ceiling of Rs.5,00,000/- p.m. for non-recurring expenditure. The approval of Director (A)/JS/MS is required for any expenditure beyond these limits.

SOP for Events/Programmes at/by Regional Centre IGNC A (SOP-18) has already been issued vide Order No.3/42/2013-SD/AM dated 13th July, 2016.

I INFRASTRUCTURE EXPENDITURE

- (i) **Rent:** Maximum rent for rented building should not be more than Rs.50,000/- per month (excluding taxes) and subject to CPWD/PWD hire charges rates.
- (ii) **Maintenance:** First time maintenance at the time of initial occupation of the rented building may be fixed as Rs. 2.00 lakhs and subsequently the annual maintenance of rented building may be fixed at Rs. 50,000/- per annum.
- (iii) **Communication:** One-line of MTNL/BSNL may be installed for telephone / internet/fax by Regional Director.
- (iv) **Transport:** One vehicle may be hired from local vendors on competitive rates for day to day use of the Regional office.
- (v) **Furniture & Fixtures:** All the furniture items like table chair etc, to be procured on need basis for the staff through GEM Portal by Regional Director.

II STAFF

In the 70th meeting of the Executive Committee of IGNC A held on 16th August, 2016 the following staff on contract basis has been approved:

Sl.No.	Post	Proposed Consolidated Remuneration
1.	Advisor (Scholar)	Rs. 50,000/- p.m.
2.	Regional Director	Rs. 1,00,000/- p.m.
3.	PS to RD	Rs. 20,000/- p.m.
4.	Accounts Officer	Rs. 25,000/- p.m.
5.	Assistant	Rs. 20,000/- p.m.
6.	MTS	Rs. 10,000/- p.m.
	Total	Rs.2,50,000/- p.m.

III INTERNS

Interns may be engaged for specific work as per the IGNSA guidelines with the approval of Director (Admn.).

IV STATIONERY ITEMS

The day to day stationery and other items may be procured locally by the Regional Director as per the need through GEM portal.

V Computer and Peripherals

The computer may be procured by the Regional Director as per the requirement with the approval of Headquarter.

VI LIBRARY BOOKS

The purchase of Library books be procured by the Regional Director with the approval of Headquarter.

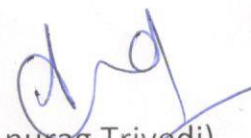
VII SECURITY AND HOUSEKEEPING STAFF

Security and Housekeeping staff has to be engaged from the agency appointed by the HQ on need basis as per the minimum wages rates applicable in the State.

VIII ACCOUNTS

All accounts of the Regional Centre will be maintained by the Accounts Officer so appointed in consultation with Accounts Division of headquarter after opening a bank account for the Regional centre and the powers delegated to the Regional Director.

An imprest amount of Rs.5000/- per month should be available for day to day expenditure as per GFR.


(Anurag Trivedi)
Director (A)
IGNCA