

## **DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION**

### **ORDER**

The Adviser to the Administrator, Union Territory, Chandigarh is pleased to frame the following Financial Rules / Guidelines in respect of the three Akademies of Cultural Affairs Department, Chandigarh Administration i.e. Chandigarh Sangeet Natak Akademi, Chandigarh Lalit Kala Akademi and Chandigarh Sahitya Akademi :-

1. The Akademies shall adhere to the provisions contained in the General Financial Rules, 2005 and instructions issued by the Chandigarh Administration on financial matters from time to time;
2. The Akademies shall seek the concurrence of Financial Adviser in all the financial matters of the Akademi and in case, no concurrence is received within 20 days, it is presumed to have been allowed;
3. The Audit of the Accounts of the Akademies shall be audited by the Examiner, Local Fund Accounts, U.T., Chandigarh on yearly basis;
4. The Akademies shall submit complete budgetary requirements, future plans and norms of expenditure (component-wise) based on the category of artists and objective criteria;
5. There should be a yard-stick for day-to-day and administrative expenses which shouldn't be too distant from the Government norms;
6. There should be auditing and record be kept about how many people came to attend various programmes / events organized by the Akademies from time to time;
7. The Bank Accounts of the Akademies shall be operated by either two of the three authorized signatories;
8. The investment of surplus funds, if any, may be kept in the Fixed Deposits after following due procedure;
9. The Akademies will ensure compliance of various provisions of applicable laws which includes Income Tax also;

10. The Chairman, Vice-Chairman, Secretary / Joint Secretary of all the three Akademies are entitled to the following maximum norms on account of Conveyance Allowance, Honorarium, Mobile / Internet facility, Refreshments per month:-

Chairman	-	Rs.20,000/- P.M.
Vice Chairman / Joint Secretary	-	Rs.12,000/- P.M.
Secretary	-	Rs.12,000/- P.M.
<b>Total:-</b>	<b>-</b>	<b>Rs.44,000/- P.M.</b>

However, the General Council of the respective Akademies are at liberty to fix the norms below the aforesaid limit at their own level;

11. All the Akademies shall spent atleast 30% of the total G.I.A. on dissemination, workshops, exhibitions, events for local budding artist and other events relating to promotion of art and culture during a financial year;
12. The Akademies shall not spend more than 12% of the total G.I.A. as administrative expenses which includes various facilities to Chairpersons/Vice Chairpersons/Secretaries, Payment to Staff/Coordinators, day to day office / petty expenses etc. etc. during a financial year;
13. The Akademies shall publish a book-let highlighting various achievements and activities undertaken by the respective Akademi during a Financial Year which includes event-wise expenditure incurred, income and expenditure report, balance sheet, audit and inspection report etc. etc.;
14. For outstation journeys for Akademi purpose, the Chairpersons of the Akademies shall require the approval of Tour Programme from Adviser to the Administrator, U.T., Chandigarh;
15. The payment of remuneration to the facilitators / resource persons made in Akademi shall be as close as possible to the norms fixed by the Department of Cultural Affairs;
16. TA/DA Norms for Akademies

The following norms are applicable only in those cases where the TA/DA is not borne by the organizers of any event outside Chandigarh.

(a) Rail Journey

- (i) The payment is limited to AC Chair Car / Second AC Railway fare, as the case may be;
- (ii) The reimbursement of Shatabdi Express – AC Chair Car Fare except Executive Class which is not admissible, where journey is actually undertaken by this train;
- (iii) The reimbursement of Rajdhani Express – AC – 3 tier / AC 2 tier fare where journey is actually undertaken by these trains;

(b) By Bus – Actual Fare

(c) For journey within municipal limits, performed by taxi / autorikshaw:

- (i) From the residence to the nearest railway station / airport / bus-stand, at the prescribed rate notified by the State Transport Authority, U.T., Chandigarh;
- (ii) Between stations not connected by train may be reimbursed @ Rs.6/- per km or train fare by AC Chair Car / AC 2 Tier which ever is less;
- (iii) Between stations connected by train, the reimbursement shall be restricted to II AC / AC Chair Car only. No claim shall be allowed to travel by taxi / private vehicle.
- (iv) (\*\*) No DA will be admissible for outstation journeys;

(\*\*) Note – No DA has been proposed for the Chairpersons or any other member of the Akademies in the Draft financial rules on the basis that these are honorary posts and the Department of Cultural Affairs, Chandigarh Administration do not depute any member of the Akademi including the Chairpersons for outstation journeys.

This issues with the concurrence of Finance Department, Chandigarh Administration vide U.O. No. 334(M)-UT FII (10)-2015/3670 dated 24.4.2015.

**Dated, Chandigarh the  
11<sup>th</sup> May, 2015**

**ANURAG AGARWAL, IAS  
Secretary Cultural Affairs,  
Chandigarh Administration.**

**Endst. NO. 283-287/DCA/2015**

**Dated:- 14.5.2015**

A copy is forwarded to the following for information and necessary action:-

- (1) The Finance Secretary, Chandigarh Administration.
- (2) The Additional Examiner, Local Fund Accounts, Municipal Corporation, U.T., Chandigarh.
- (3) The Chairpersons
  - (a) Chandigarh Sangeet Natak Akademi, Chandigarh;
  - (b) Chandigarh Lalit Kala Akademi, Chandigarh;
  - (c) Chandigarh Sanitha Akademi, Chandigarh.

**Sd/-**  
**Director Culture Affairs,**  
**For Secretary Cultural Affairs,**  
**Chandigarh Administration.**