

1. The particulars of the Organization, Functions and Duties :-

Name of the Organization	West Zone Cultural Centre, Udaipur
Establishment	Society Registered under the Rajasthan Societies Registration act XXVIII of 1958
Address	Bagore Ki Haveli, Gangour Ghat, Udaipur - 313001, Rajasthan
Contact	Phone: +91-0294-2422567 Fax: +91-0294-2523858 e mail:- wzcccom.com
Website	www.wzcccindia.com

Functions:

OBJECTS OF THE SOCIETY

3. The objects of the Society shall be :-

- (a) to preserve, innovate and promote the projection and dissemination of arts of the Zone comprising the States of Maharashtra, Gujarat, Rajasthan and the Union Territory of Goa, Daman and Diu (hereinafter called the Zone) and any other contiguous State/Union Territory that fall under the broad disciplines of Sangeet, Natak, Lalit Kala and Sahitya and to develop and expand a Zonal Centre of excellence in creative arts at Udaipur in the State of Rajasthan to be called the West Zone Cultural Centre ;
- (b) to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage ;
- (c) to lay special emphasis in its activities on the linkages among various areas through evolution of styles and their contribution to the larger composite identity of cultural heritage of India ;
- (d) to make special efforts to encourage folk and tribal arts and to frame special programmes for the preservation and strengthening of vanishing art forms ;
- (e) to frame such programmes as would encourage and involve the youth of the Zone amongst themselves and with the youth of the rest of the country in creative cultural communications through the process of seminars, exchanges and workshops on matters relating to the cultural heritage of India ;
- (f) to pursue such other activities and programmes as would strengthen and promote the cultural interlinkages amongst States including setting up of Sub-Centres within the Zone ;
- (g) to establish, administer, control and manage West Zone Cultural Centre and manage all movable and immovable properties therein ; and
- (h) to grant fellowship and scholarships for carrying out research or study in furtherance of these objects.

2. The powers and Duties of its officers and employees:

<p>6. Controller carries departmentally or through his officers departmentally or through carry out original works and special the control of the Centre and buildings directly under carry out maintenance in the ext- <u>TO SANCTION WORKS EXPENDITURE</u></p>	<p>upto Rs. 1,00,000/- in each case</p>	<p>Full Powers</p>
<p>4. Sanction advances to artists and programmes parties etc</p>	<p>upto Rs. 1,00,000/- in each case by the Director parties and that has been sub- demand from the artists/programme Full powers provided there is such cost of the stores to be purchased its budget provision for meeting the part of any purchase provided there of stores which ever is less in res- upto Rs. 2,00,000/- or 50% of the cost Full Powers</p>	<p>Full Powers</p>
<p>3. Sanction advances for the purchase which the Centre is a party</p>	<p>upto Rs. 10,000/- for any officer/office</p>	<p>Full Powers</p>
<p>1. Sanction permanent advances in respect of subordinate officers/offices <u>TO SANCTION ADVANCES</u></p>	<p>Director</p>	<p>Government body Chairman on behalf of</p>
<p>2. No. Nature of Power</p>	<p>DELEGATION OF FINANCIAL POWERS</p>	
<p>18.8.86 (C.R.)</p>	<p>DEPARTMENT OF WEST ZONE CULTURAL CENTRE:UDIPUR</p>	

(F)

carry out ordinary repairs to West
some Cultural Centre Buildings to West
der. its control either department-
ally or through Contractor

TO SANCTION PURCHASE OF STORES MATERIALS AND EQUIPMENTS ETC
Purchase of all kinds of stores including
furniture and fixtures

Rs. 2,00,000/- in each case after inviting ten-
ders in accordance with the provision of G.F.&
A.R and Rs.1,00,000/- in each case without call-
ing tenders but after verifying market rates by
the Committee consisting of Director, AAO and one
other officer in emergent cases

Full powers

9. Purchase of sound equipment, electric
equipments, photographs instruments,
video recordings and other implements
etc.

10. Purchase of spares of the above imple-
ments and instruments

11. Purchase of films, photography material
etc after inviting tenders

Full powers

12. a) Purchase of stationery after inviting
tenders/quotations as per rules
b) Purchase of stationery without inviting
tenders and observing other due formal-
ities in the case of urgency of the work

Full powers

Full powers

Rs. 10,000/- in each case at lowest market rates
for a particular brand

Full powers

Contd.)/-

A) Purchase of printed forms, registers and get printing work done after inviting tenders as per rules

Full powers

B) Purchase of printed forms, registers & get printing work etc without inviting tenders in the case of Emergency

Rs. 20,000/- in each case at lowest market rate Full powers

14. Purchase of food stuff and other catering material

Full powers

15. Purchase of Building, electric & sanitary materials

Full powers subject to the following provision of P.W.F. & A.R.

16. Purchase of Books, publications relating to the culture activities etc,

Full powers (General guidelines of which are to be provided by panel of eminent qualified personalities in the field with approval of Governor)

17. Purchase of News papers, magazines, books, library books and other printing materials

Full powers

18. Purchase of Tents and camp equipments, water coolers, Air Conditioners, room coolers, refrigerators and gesers etc.

Full powers (S.T. rules of financial propriety after market survey, calling of tenders etc.)

19. Purchase of crockery and cutlery

Full powers

TO SANCTION HIRING OF ALL KINDS OF EQUIPMENT ETC

Hiring of sound equipment, Electric equipments stage equipments, music instruments, tent items, furnitures,

Full powers Subject to the minimum requirement of a particular occasion and after verifying rates by the

fans tube lights fox lights, video, camera etc, without calling tenders

Committee consisting of Director, AAO and one other officer

21. Hiring of all kind of Motor vehicles locally after inviting tenders/quotations etc as per site conditions

Full powers

22. TO SANCTION OF PAYMENT OF REMUNERATION ETC

Payment of remuneration to Artists or Artisans etc,

23. Payment of T.A., D.A and other allowances to Artists and Artisans etc,

Full powers at negotiated rates

TO SANCTION WRITE OFF OF LOSSES

24. Irrecoverable loss of stores or public money

Full powers at negotiated rates 9

25. Losses of revenue or irrecoverable (over) advances

Upto Rs.10,000/- in each case (for losses of stores not due to theft fraud or negligence) Upto Rs.5,000/- (in other case)

Full powers

Upto Rs.5,000/- in each case

Full powers

27. Losses of revenue from the stall established on the eve of festivals and other occasions organised by the various State Governments

Upto Rs.10,000/- in each case

Full powers

Upto Rs.5,000/- in each case

Full powers

Notes: These powers will be exercised subject to the following conditions:-
1) that the loss does not disclose a defect in rules or procedure the amendment of which requires the orders of higher authority, and

Contd.5/-.

2) that there has not been any serious negligence on the part of Government servant or others which may call for disciplinary action by a higher authority.

TO SANCTION PAYMENT OF LEGAL FEE AND OTHER EXPENSES

- 28. Payment of legal fee to the Advocate engaged in the cases of suit filed by the centre in the court of law or for defending the court cases filed by other parties
Full powers -
- 29. Payment of legal expenses in respect the suit files by either of the party
Full powers -
- 30. Payment of decretal charges
Full powers -

TO SANCTION PAYMENT OF COMPENSAION

- 31. Payment of compensation of land, building others acquired for the Centre after ciation
Full powers subject to the condition that prior approval is obtained from the Chairman (Governor of Rajasthan) -
- 32. Payment for purchase land/buildings required by the Centre
Full powers subject to the condition that prior approval is obtained from the Chairman (Governor of Rajasthan) -
- 33. To sanction payment of consultation charges to cultural institution and others
Upto Rs.10,000/- in each case Full powers -
- 34. To sanction payment of consultation and construction supervision charges to Architect
Full powers -

Contd. 6.

35- accounts of Chartered Accountant for audit of accounts at the rates negotiably decided

36.	To grant fellowship, Scholarship or other monetary assistance for the carrying-out of any research or investigation or study in which the society is interested	Full powers	-
37.	To invest the money and vary the investment as and when it may seem necessary or proper	Upto Rs.10,000/- in each case	Full powers
38.	To deposit amount with various schedule banks in the form of FDR and saving accounts etc	Full powers	-
39.	To enter into agreement for and on behalf of the society	Full powers	-
40.	To file suit or defend all legal proceedings on behalf of the society	Full powers	-
41.	To re-delegate any of the power to their subordinate gazetted officer	Full powers	-
42.	To incur expenditure in connection with State festivals or programmes organised by other state.	Full powers	-
43.	To journey by Air and to charge actuals as per transport needs etc	Full powers	-
44.	To permit subordinate gazetted officer to perform journey by air irrespective of their pay in the emergent cases	Full powers	-

35/5/1958
 27/11/58
 (सहायक वरिष्ठ अधिकारी)
 आयुक्त विभाग
 नई दिल्ली
 अध्यापक संघ (संघ)

Note: Other powers as delegated for head of department, Class Ist vide appendix IV & VIII DE of G.F. & A.R.

Regd

3. The procedure followed in the decision making process, including channels of supervision and accountability:-

1. The Governing Body and
2. The Executive Board
3. The Programme Committee
4. The Finance Committee

4. The norms set by it for the discharge of its functions:-

The norms set for the function of west zone cultural centre are laid down in Memorandum of Association and Rules of the Society in print.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

Laid down in Memorandum of Association and Rules of the Society in print.

6. A statement of the categories of documents that are held by it or under its control:-

- a) Programme Files
- b) Case Files
- c) Annual Reports
- d) File related to establishment
- e) Accounts File
- f) Files related to procurements/tender
- g) Service by-laws
- h) Memorandum of Association and Rules of the Society

7. The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof:-

To achieve the objects of the organization polices and goals are framed by the following bodies. There are executive bodies:-

1. The Governing Body and
2. The Executive Board
3. The Programme Committee
4. The Finance Committee

8. A statement of the boards, councils, committees 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 meetings are accessible for public:-

The society follows the rules laid down in memorandum of association & rules of the society.

9. A directory of its officers and employees

S.No.	Name of the post	Names	Remarks
1	Director	Sh. Furqan Khan, RAS	Deputation
2	Addl. Director	Sh. Sudhanshu Singh, RAS	Deputation
3	Programme Officer	Sh. Laique Hussian	
4	Programme Officer	Sh. T.S. Sodha	
5	Protocol Officer	Sh. S.Singh	
6	P.A.	Sh. S.C.Pandey	
7	Accountatant	Sh. D.Chandwani	
8	J.En.	Sh. Heeralal Audichya	
9	Steno- II	Sh. Simon M.J.	
10	Librarian	Smt. M.Lodha	
11	Asstt. Prog. Officer	Sh. N.S.Ranawat	
12	Asstt. Prog. Officer	Sh. Pankaj Nagar	
13	Astt. P.R.O	Sh. Praven Bhatnagar	
14	Computer Programmer	Sh. Hemant Mehta	
15	Storekeeper	Sh. Bhupendar Singh	
16	Steno-III	Ms. Shantamma P.	
17	UDC	Sh. K.S. Chundawat	
18	UDC	Sh. Ahmed Sayed	
19	UDC	Sh. B.L.Nalwaya	
20	UDC	Sh. Dinesh Bapna	
21	LDC	Sh. Manoj Mehta	
22	LDC	Sh. P. Gayari	
23	Dirver	Sh. Ramudan	
24	Dirver	Sh. Rameshwar	
25	Dirver	Sh. Mangi Lal Nath	
26	Dirver	Sh. Mukesh Kumar	
27	Prog. Assistant	Sh. Rakesh Mehta	
28	Munshi	Sh. Akbar Mohd.	
29	Caretaker	Smt. Lali Bai	
30	Caretaker	Smt. Panki Bai	
31	Caretaker	Smt. Hemti Bai	
32	Caretaker	Smt. Khemraj	
33	Class IV	Sh. Chainsingh	
34	Class IV	Sh. Mangi lal Kumhar	
35	Class IV	Sh. Bhagwati lal Dangi	
36	Class IV	Sh. Kanhaiya lal Dangi	
37	Class IV	Smt. Savli Bai	
38	Class IV	Sh. Liluram Gameti	
39	Class IV	Sh. Shakeel Mohd.	
40	Class IV	Sh. Bheru Singh	
41	Security Guards	Sh. Nathu Singh	
42	Security Guards	Sh. Bhur Singh	
43	Assistans	Sh. Narayan Lal Dangi	
44	Assistans	Sh. Uma Shankar Dangi	
45	Assistans	Sh. Badrilal Nath	
46	Assistans	Sh. Shankarlal Teli	
47	Assistans	Sh. Shankarlal Gameti	
48	Assistans	Sh. Murli	
49	Assistans	Sh. Ravindra Singh	
50	Helper to Carpenter	Sh. Mahmud Ahmed.	

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

S.No.	Names	Name of the post	Basic Pay (PB+GP) as on 31-03-16	Remarks
1	Sh. Furqan Khan, RAS	Director	50390	Deputation
2	Sh. Sudhanshu Singh, RAS	Addl. Director	30250	Deputation
3	Sh. Laique Hussian	Programme Officer	40300	
4	Sh. T.S. Sodha	Programme Officer	32300	
5	Sh. S.Singh	Protocol Officer	31050	
6	Sh. S.C.Pandey	P.A.	27210	
7	Sh. D.Chandwani	Accountatant	28210	
8	Sh. Heeralal Audichya	J.En.	17780	
9	Sh. Simon M.J.	Steno- II	24130	
10	Smt. M.Lodha	Librarian	24130	
11	Sh. N.S.Ranawat	Asstt. Prog. Officer	16760	
12	Sh. Pankaj Nagar	Asstt. Prog. Officer	15150	
13	Sh. Praven Bhatnagar	Astt. P.R.O	19710	
14	Sh. Hemant Mehta	Computer Programmer	15150	
15	Sh. Bhupendar Singh	Storekeeper	19710	
16	Ms. Shantamma P.	Steno-III	20750	
17	Sh. K.S. Chundawat	UDC	17270	
18	Sh. Ahmed Sayed	UDC	17270	
19	Sh. B.L.Nalwaya	UDC	17270	
20	Sh. Dinesh Bapna	UDC	15150	
21	Sh. Manoj Mehta	LDC	14940	
22	Sh. P. Gayari	LDC	11450	
23	Sh. Ramudan	Dirver	14940	
24	Sh. Rameshwar	Dirver	14650	
25	Sh. Mangi Lal Nath	Dirver	14940	
26	Sh. Mukesh Kumar	Dirver	9600	
27	Sh. Rakesh Mehta	Prog. Assistant	14940	
28	Sh. Akbar Mohd.	Munshi	13200	
29	Smt. Lali Bai	Caretaker	7890	
30	Smt. Panki Bai	Caretaker	7890	
31	Smt. Hemti Bai	Caretaker	7890	
32	Smt. Khemraj	Caretaker	7890	
33	Sh. Chainsingh	Class IV	11460	
34	Sh. Mangi lal Kumhar	Class IV	11460	
35	Sh. Bhagwati lal Dangi	Class IV	11120	
36	Sh. Kanhaiya lal Dangi	Class IV	11120	
37	Smt. Savli Bai	Class IV	11450	
38	Sh. Liluram Gameti	Class IV	8640	
39	Sh. Shakeel Mohd.	Class IV	7000	
40	Sh. Bheru Singh	Class IV	5740	
41	Sh. Nathu Singh	Security Guards	10460	
42	Sh. Bhur Singh	Security Guards	10760	
43	Sh. Narayan Lal Dangi	Assistans	8640	
44	Sh. Uma Shankar Dangi	Assistans	8640	
45	Sh. Badrilal Nath	Assistans	8640	

46	Sh. Shankarlal Teli	Assistans	8640	
47	Sh. Shankarlal Gameti	Assistans	8640	
48	Sh. Murli	Assistans	8640	
49	Sh. Ravindra Singh	Assistans	8640	
50	Sh. Mahmud Ahmed.	Helper to Carpenter	11120	

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

No allocation of Budget and disbursement of funds is done by wzcc.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

N/A

13. Particulars of recipients of concessions, permits or authorizations granted by it

N/A

14. Details in respect of the information, available to or held by it, reduced in an electronic form

All the relevant details by the WZCC from time to time are made available on the website.

15. 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:

Working Hours :	9.30 AM to 6.00 PM (Monday to Friday) 1:30 PM to 2.00 PM Lunch
Museum Bagore Ki Haveli Hours:	9.30 AM to 5.30 PM (Open throughout the week) Tickets : Adult : 40/-, Child- 20/- Foreigner- 80/- Camera – 50/-
Shilpgram Hours:	11.00 AM to 7.00 PM (Open throughout the week) Tickets : Adult : 40/-, Child- 20/- Foreigner- 80/- Camera – 50/-
Dharohar Prog. Hours:	07.00 PM to 08.00 PM (Daily) Tickets : Adult : 60/-, Child- 30/- Foreigner- 100/- Camera – 100/-

16. The names, designations and other particulars of the Public Information Officers:

1. Sh. Sudhanshu Singh, RAS, Additional Director – CPIO

17. Such other information as may be prescribed

The annual report of the West Zone Cultural Centre is submitted to the Ministry of Cultural which is subsequently laid down before the both houses of parliament.