Manual 1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES
[Section 4 (1)(b)(i)]

1 Aims and objectives of the organization

To promote and propagate performing, plastic and visual arts and to interact with artists/art Institutions for the over all development/growth of the cultural schemes of the Capital.

2 Mission/vision

To make Delhi the cultural Capital of India.

3 Brief history and background

Sahitya Kala Parishad was setup in 1968 to promote literature, art & culture in Delhi as a cultural wing of Govt. of NCT of Delhi. It was established with the creative perception that the common man is unable to share the achievements of various art forms, so it becomes imperative for the art forms to carry themselves to the masses with the intention to introduce themselves. Since its inception, the Parishad has been carrying out various activities in these fields, which are broadly classified under fine arts, music, dance, drama and folk arts.

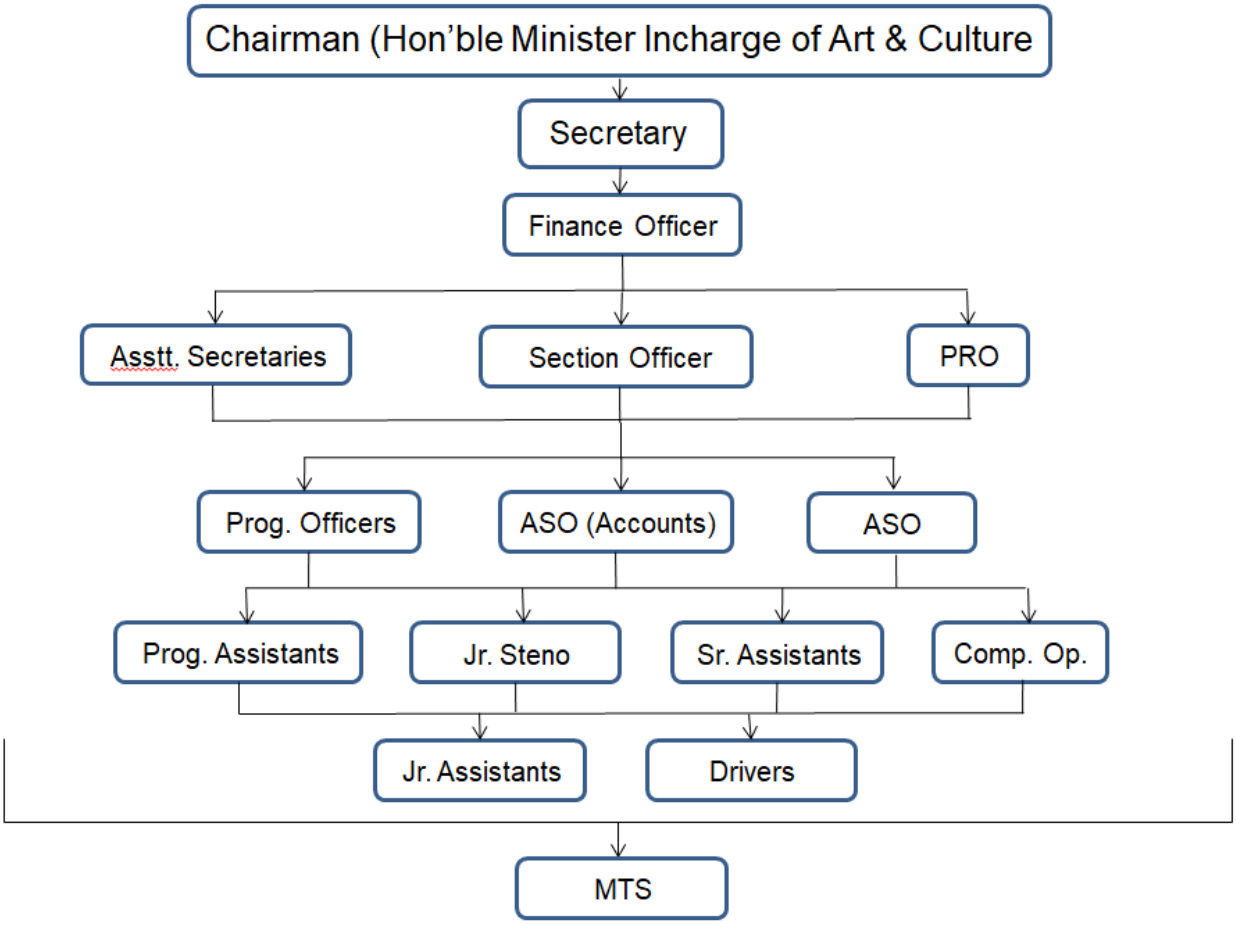
In order to achieve its aim in the field of performing & plastic arts, SKP organizes a variety of programmes/festivals and concerts, which provide appropriate ambience and encouragement necessary for various schools of performing & plastic arts. With the setting up of Language Academies, the main thrust of the SKP has been on music, dance, drama and fine arts. As one of the most inter-active department of the Delhi Government, Sahitya Kala Parishad, for the past more than five decades and more, has been carrying out its mandate with full vigor and dedication. SKP has on the one hand revived and projected the age old time tested traditions of the country and on the other hand it has tried to encourage and provide platform to the new and innovative trends in plastic and performing arts, which represent our lives and times. SKP's programmes are at the same time deep rooted in traditions and also branching out towards open skies crossing the boundaries of caste, creed, colour and geographic limits. Its projects and programmes concentrate more on youth, women and weaker sections of society.

The SKP has been extending its activities to re-settlement colonies and has also put up performances and training programmes specially for the young and upcoming talents.

The Sahitya Kala Parishad is ceaselessly striving to make Delhi the cultural Capital of the country by managing and organizing various art exhibitions, artist camps, National music/dance/drama festivals, cultural programmes in Universities/Colleges/ Schools, lecture-cum-demonstration programmes and programmes for young and upcoming talents etc. etc.

Sahitya Kala Parishad : Delhi

Organization Chart



4 Allocation of business

Sahitya Kala Parishad is responsible for organizing various cultural activities/events under different schemes:

a) General Scheme

i) Various cultural programmes/events/major festivals on music/dance/ theatre and artist camps/art exhibitions.
ii) Various competitions like Mohan Rakesh Play Writing Competition/ other competitions in performing and plastic arts for children/upcoming artists.
iii) Scholarships for advance training in music and dance.
iv) Financial assistance (sponsored programmes) to the active cultural Institutions of the Capital.
v) Financial assistance to old aged artists in indigent circumstances.
vi) Training workshops in performing and plastic arts for young/upcoming artists and children.
vii) Artist Camps and Art Exhibitions.
viii) Award functions like “Parishad Samman”.
ix) Fellowship for research work in the field of art and culture.

b) District Cultural Centre

With the objective of “taking arts to the people” and to decentralizing the cultural activities of the Capital, the SKP has started to build cultural centres in all the nine districts of Delhi. These centres will house a fully equipped auditorium and will organise various cultural programmes/training workshops/interaction sessions/performing and plastic arts competitions etc. etc. The auditoria will also be available to the NGOs for organizing their cultural events. The first cultural centre at Janakpuri (behind Janak Cinema) has been completed and the design/ /development/ construction of the second cultural centre at Vikaspuri (Village Bodella) is under process.

c) State Functions

National Programmes

i) Functions of the National importance
Events on the occasion of birth/death anniversaries of former Prime Ministers of India.
ii) Mega festivals like Bhakti Sangeet, Delhi Classical music Festival, Qutub Festival etc.
iii) State sponsored events.
iv) Days of National importance like Independence Day/Republic Day functions etc. etc.
v) Any VVIP programme/function.

International Programmes

For the promotion and propagation of rich Indian culture abroad, International cultural exchange programmes are organized time and again, like:

i) Asian Performing Arts Festival.
ii) Cultural programmes at ANMC-21 Plenary Meetings.
iii) London Mela.
iv) Cultural exchange programme with Moscow and St. Petersburg.
v) Any other International cultural event or function as decided by GNCTD.

d) Lok Kala Vibhag

With an objective to promote the folk and traditional arts in the rural areas, SKP organizes various artist camps/training programmes and cultural programmes in rural areas of the capital and conducts various research/training/seminars/ documentation work etc. etc. relating to the folk and traditional arts of our country.

5 Duties to be performed to achieve the mission

Organizing various cultural events/training workshops/exhibitions/camps etc. etc. in the various parts of the Capital throughout the year. Parishad provides scholarships for advanced training in the field of music and dance to encourage young talents. It also recognizes the contribution of artists in their respective fields by awarding prizes and awards.

6 Details of services rendered

Sahitya Kala Parishad provides platform to young and upcoming artists along with senior artists to present their talents. Active cultural Institutions are provided financial assistance for the promotion of their cultural activities. Time and again music/dance/ theatre performances of the various cultural Institutions of the Capital are sponsored and are presented in the different parts of the Capital.

7 Citizens interaction

By and large it is not a public dealing department but public, artists and cultural Institution interacts with Sahitya Kala Parishad in connection with various cultural events/festivals/programmes etc. etc.

8 Postal address of the main office, attached/subordinate office/field units etc.

18-A, Satsang Vihar Marg, Spl.Institutional Area, New Delhi-110067.

9 Map of office location

It is located at Delhi Archive Building on the 3rd floor at 18-A, Satsang Vihar Marg, Spl.Institutional Area, New Delhi-110067. It has no field units.

10 Working hours both for office and public

9:30 a.m. to 6:00 p.m. from Monday to Friday (Lunch 1:30 p.m. to 2:00 p.m.)

11 Public interaction, if any

Public always interacts with the Parishad through various events organized by the Parishad.

12 Grievance redress mechanism

Sahitya Kala Parishad has set up an independent Public Grievances Cell for the effective redressal of grievances.

Manual 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4 (1)(b)(ii)]

Powers and duties of officers and staff

S.No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Secretary, SKP	HOD	Powers as per the constitution of the Parishad/delegated by the Chairman/ General Council of the Sahitya Kala Parishad.	HOD	-	Overall control and supervision of the SKP as HOD.
2	Finance Officer		Duties of DDO	PIO under the RTI Act	-	Overall supervision and control of finance/accounts/audit/budget & budgetary control and duties of Head of Office
3	Asstt.Secy. (Music & Dance)	-	-	-	-	Music, dance and International programmes
4	Asstt. Secretary (Drama)	-	-	-	-	Drama programme/ financial assistance to cultural Institutions/artists etc.
5	Office Superintendent	-	-	APIO under the RTI Act	-	Administration/Personal files/other matters related to staff/drafting of notes and letters for HOD/ RTI matters/Vidhan Sabha Questions/co-ordination for other reports for GNCTD.
6	Public Relations Officer	-	-	-	-	PR works related to programmes.
7	Programme Officer (3)	-	-	-	-	Sponsored Programmes/State Functions/Fine Arts activities/functions in association with NGOs. Two posts vacant.
8	Head Clerk	-	-	Link Officer to	-	Checking of bills fo cultural

				APIO		programmes, processing of files of GIA and Budget/programmes
9	Accountant (presently post is vacant)	-	-	-	-	Maintenance of cash books/ledgers/bank accounts and disbursement of payments/audit.
10	Jr.Steno.(Hindi) (presently post is vacant)	-	-	-	-	Typing Dictation (Hindi)
11	Jr.Steno. (English) (presently post is vacant)	-	-	-	-	Typing Dictation (English)
12	UDC (2)	-	-	-	-	Administrative work/maintenance of personal files, processing of general correspondence/various reports and returns/RTI/Vidhan Sabha Questions (one post vacant)
13	Computer Operator	-	-	-	-	Website, email, social media, mailing list, PGMS / RTI / LG-Listening Post, CPGRMS, other internet / online works, maintenance of computers etc.
14	Programme Assistants(5)	-	-	-	-	Assisting in the organization of cultural programmes. Three posts vacant
15	LDC (8)	-	-	-	-	Cheques writing, processing of files TDS related to his seat, contingency bills, handling of NGOs files of GIA, dispatch work, PBR/CPF passbooks pay bill, bank reconciliation, trial balance, record keeping, store keeping, purchase, care taking work/Assisting in

						Activities at Janakpuri Auditorium/ Obtaining permissions from various Govt. Departments.
16	Driver (HMV) (presently post is vacant)	-	-	-	-	-
17	Driver (LMV) (3)	-	-	-	-	Driving of staff car/office vehicles. One Driver is presently working GAD, GNCTD on diverted capacity
18	Motor Cycle Messenger	-	-	-	-	Distribution of letters/files to other departments/persons.
19	Peon (3)	-	-	-	-	Works of peon and photocopier operation. One Post vacant.
20	Chowkidar (3) (one post is vacant)	-	-	-	-	Day duties of chowkidar.
21	Sweeper-cum-Farash	-	-	-	-	Cleaning of office.
22	Sweeper-cum-Peon	-	-	-	-	Cleaning of office and works of peon.

Note: In addition to the above duties, all the officers and staff are assigned programme related duties.

Manual 3

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS
[Section 4 (1)(b)(iii)]

S.No.	Activity	Level of Action	Time Frame
1	Planning and execution of cultural programmes/training workshops/artist camps/exhibitions/budget estimates for the cultural programmes etc. etc.	Staff/concerned programme incharge/Office Superintendent/Secretary	District level 1 month National/State level 3 months International level 4-6 months
2	Financial control/maintaining accounts/preparation of the annual budget/grant-in-aid/audit related jobs/handling other financial matters	Accounts staff/Office Superintendent/Finance Officer/Secretary	From daily to yearly
3	Maintaining personnel records/leave records/other administrative matters/various meetings.	Office Superintendent/Finance Officer/Secretary	Daily basis

1 LDC/Receipt Clerk enters the Diary No. in the Dak and sends the Dak to the Secretary for marking it to the concerned officers/sections (on daily basis).
2 Distribution of the Dak to the concerned officers/sections by the Receipt Clerk.
3 Concerned officers marks the Dak to the Dealing Assistants.
4 Dealing Assistant puts up the Daks in the concerned files for the action of the concerned officers (programme/finance/administration).
5 The concerned officers send the file to the Secretary for approval/decision.

Manual 4

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

[Section 4 (1)(b)(iv)]

S.No.	Activity	Time Frame/Norms	Remarks
1	Planning and execution of cultural programmes/festivals/events etc. etc.	As per the norms suggested by various Advisory Committees and decided by the Finance Committee/Executive Board/General Council of the Parishad and the norms of Central and State Akademies.	
2	Financial matters	As per the norms of GFR and the norms set by the Finance Committee/General Council of the Parishad and norms of the Central and State Akademies adopted for implementation of the various cultural activities of the Parishad.	
3	Administration	As per the norms of FRSR and the norms set by the Finance Committee/General Council of the Parishad and the norms of the Central and State Akademies.	

Manual 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS
FOR DISCHARGING FUNCTIONS
[Section 4 (1)(b)(v)]

List of regulations, instructions, manuals and records:

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No., if any	Price in case of priced publications
1	Societies Registration Act 1860, Memorandum of Association of the Parishad, various decisions taken by the General Council/Executive Board/Finance Committee	Policy matters/management/ financial control and setting up of the norms/directions for organizing various cultural activities	-	-
2	Delhi Right to Information Act, 2001	To seek and give information	-	-
3	Right to Information Act, 2005	To seek and give information	-	-
4	Public Grievance Commission Resolution	Redressal of public grievances	-	-
5	Manual of Office Procedure	Hand book for guidance to the Govt. officers and staff in their day-to-day official work	-	-
6	Citizen's Charter	Activities, mission, types of services provided and commitment towards citizens	-	-
7	A Compendium of Record Retention Schedules	Guidelines for record retention prescribed by Govt. of NCT of Delhi	-	-
8	GFR/FRSR	Rules set by the Govt. of India for finance, establishment and administration.	-	-

Manual 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL

[Section 4 (1)(b)(vi)]

A statement of the categories of documents held:

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1	Programme files	-	Sahitya Kala Parishad	3 years or till audit is completed/audit paras, if any, are settled.
2	Personal files	-	Sahitya Kala Parishad	5 years after the retirement of the concerned person
3	Service book	-	Sahitya Kala Parishad	5 years after the retirement of the concerned person
4	ACR folders of employees	-	Sahitya Kala Parishad	-
5	Cash books/ledgers/pay bill registers/CPF registers	-	Sahitya Kala Parishad	Permanent record
6	Dispatch/diary registers/peon books/log books	-	Sahitya Kala Parishad	Till audit is completed/audit paras, if any, are settled
7	Stock registers	-	Sahitya Kala Parishad	Till audit is completed/audit paras, if any, are settled
8	Miscellaneous correspondence files	-	Sahitya Kala Parishad	1 year

Manual 7

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 OF IMPLEMENTATION
[Section 4 (1)(b)(vii)]

Details of consultative committees and other bodies with which consultations are held:

S.No.	Name and address of the consultative committees/bodies	Constitution of the committee/body		Role and responsibility	Frequency of meetings
1	General Council	1 2 3 4 5 6 7	Chairman (Minister of Art, Culture & Languages) Vice Chairman (Minister of Education) Financial Advisor Secretary (SKP) Ex-Officio members of Govt. of NCT of Delhi and Govt. of India and 3 National Akademies (11 members) Nominated members (17) – Prominent artists in the field of music, dance, drama and fine arts, literature and others. Nominated members (4) of leading cultural Institutions of Delhi	Apex body	At least once in a year or as and when required.
2	Executive Board	1 2 3 4 5 6 7 8	Chairman (Minister of Art, Culture & Languages) Vice Chairman (Minister of Education) Secretary (Finance) Secretary (Art & Culture) Director (Education) Financial Advisor Secretary (SKP) 5 members elected by the General Council	Supervision and control of the work of the Parishad	At least once in a year or as and when required
3	Finance Committee	1 2 3 4 5 6	Addl. Secretary (Finance) One representative from the Deptt. Of Art & Culture Financial Advisor 2 elected representatives from General Council. 1 elected representative from Executive Board Secretary, SKP	Consideration of budget estimates and all financial matters of SKP and to make recommendations thereon to the Executive Board and to prescribe overall limit for the expenditure for the financial year.	At least once in a year or as and when required.

4	Award Committee	Members are elected by the General Council and chaired by Hon'ble Dy. Chief Minister (Chairman, SKP).	To finalize the award of "Parishad Samman" (State Award which is given to the eminent artists/scholars/cultural institution for their outstanding contribution in their respective fields).	At least once in a year or as and when required.
5	Programme Committee/Advisory Boards	Members are elected by the General Council and chaired by the Secretary, SKP	To decide about the yearly cultural calendar of the Parishad and recommending remuneration to the artists and all the other matters regarding the cultural programmes/events/ festivals etc. etc.	As and when required.
6	Purchase Committee/Tender Committee	Constituted by the Chairman, SKP and chaired by the Secretary, SKP	For finalizing various purchase/tender	As and when required

* Meetings are not open to the public.

Manual 8

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED

[Section 4 (1)(b)(viii)]

List of boards, councils, committees etc.:

S.No.	Name and address of the body	Main functions of the body	Constitution of the body		Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4		5	6	7	8	9	10
1	General Council	Apex body	1	Chairman (Minister of Art, Culture & Languages)	Constitution of new General Council is under process.	-	No	No	At least once in a year or as and when required.	
			2	Vice Chairman (Minister of Education)						
			3	Financial Advisor						
			4	Secretary (SKP)						
			5	Ex-Officio members of Govt. of NCT of Delhi and Govt. of India and 3 National Akademies (11 members)						
			6	Nominated members (17) – Prominent artists in the field of music, dance, drama and fine arts, literature and others.						

			7	Nominated member (4) of leading cultural Institutions of Delhi						
2	Executive Board	Supervision and control of the work of the Parishad	1	Chairman (Minister of Art, Culture & Languages)	Constitution of new Executive Board is under process.	-	No	No	At least once in a year or as and when required.	
			2	Vice Chairman (Minister of Education)						
			3	Secretary (Finance)						
			4	Secretary (Art & Culture)						
			5	Director (Education)						
			6	Financial Advisor						
			7	Secretary (SKP)						
			8	5 members elected by the General Council						
3	Finance Committee	Consideration of budget estimates and all financial matters of SKP to make recommendati-ons thereon to the Executive Board and prescribe the limit for total expenditure for the financial year	1	Addl.Secretary (Finance)	Constitution of new Finance Committee is under process.	-	No	No	At least once in a year or as and when required.	
			2	One representative from the Deptt. Of Art & Culture						
			3	Financial Advisor						
			4	2 elected representatives from General Council.						
			5	1 elected representative from Executive Board						
			6	Secretary, SKP						

4	Award Committee	To finalise the award of “Parishad Samman” (State Award which is given to the eminent artists/scholars/cultural institution for their outstanding contribution in their respective fields).	Members are elected by the General Council and the committee is chaired by Hon’ble Dy. Chief Minister (Chairman, SKP).	New Award Committee is to be constituted by the new General Council.	-	No	No	At least once in a year or as and when required.	
5	Programme Committee/Advisory Boards	To decide about the yearly cultural calendar of the Parishad and recommending remuneration to the artists and all the matters regarding the cultural programmes/ festivals/training programmes etc. etc.	Members are elected by the General Council and chaired by the Secretary, SKP	New Programme Committee/Advisory Boards are to be constituted by the new General Council.	-	No	No	As and when required	
6	Purchase Committee/Tender Committee	Constituted by the Chairman, SKP and chaired by the Secretary, SKP for finalizing various purchases/ contractors/tenders etc. etc. The members of the Committee are ex-officio members of the Govt. of NCT of Delhi/SKP.	Constituted by the Chairman, SKP and chaired by the Secretary, SKP.	-	-	No	No	As and when required	

Manual 9

DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1)(b)(ix)]

Directory:

S.No.	Name and designation	Office Phone No.	E-mail address
1	Shri Shaurya Vir Singh, DANICS Secretary, SKP / Dy. Secretary, ACL	011-	sahityakalaparishad@gmail.com
2	Shri Ram Pal Singh, Finance Officer / Head of Office	011-26562847	-do-
3	Shri Vineet Paliwal, Programme Officer (General)	-do-	
4	Shri Vijay Prakash Nahara, Sr. Assistant	-do-	
5	Shri Darshan Singh Bisht, Computer Operator	-do-	
6	Shri Pratap Singh, Programme Assistant	-do-	
7	Shri Raj Kumar, Programme Assistant	-do-	
8	Shri Pradeep Pant, Jr. Assistant	-do-	
9	Shri Satyanarayan, Jr. Assistant	-do-	
10	Shri Abhishek Sharma, Jr. Assistant	-do-	
11	Shri Deveder Kumar, Jr. Assistant	-do-	
12	Shri Shamsher Singh, Jr. Assistant	-do-	
13	Shri Harish Chand, Driver (LMV)	-do-	
14	Shri Joginder Singh, Driver (LMV)	-do-	
15	Shri Anil Kumar, Driver (LMV)	-do-	
16	Shri Satish Kumar, MCM	-do-	
17	Shri Daroga Prasad, MTS	-do-	
18	Shri Dharambeer, MTS	-do-	
19	Shri Ramesh Ram, MTS	-do-	
20	Shri Pawan Kumar, MTS	-do-	
21	Shri Rakesh, MTS	-do-	
22	Shri Harish Ram, MTS	-do-	

Manual 10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS

[Section 4 (1)(b)(x)]

S.No.	Name and Designation	Pay scale/monthly remuneration +allowances as admissible to Govt. employees		
		Level	Pay Matrix	Basic Pay
1	Shri Shaurya Vir Singh, DANICS Secretary, SKP / Dy. Secretary, ACL	Additional charge		
2	Shri Ram Pal Singh, Finance Officer / Head of Office	10	56100-177500	82400
3	Shri Vineet Paliwal, Programme Officer (General)	6	35400-112400	56900
4	Shri Vijay Prakash Nahara, Sr. Assistant	6	35400-112400	60400
5	Shri Darshan Singh Bisht, Computer Operator	6	35400-112400	60400
6	Shri Pratp Singh, Programme Assistant	4	25500-81100	41000
7	Shri Raj Kumar, Programme Assistant	4	25500-81100	41000
8	Shri Pradeep Pant, Jr. Assistant	4	25500-81100	44800
9	Shri Satyanarayan, Jr. Assistant	4	25500-81100	44800
10	Shri Abhishek Sharma, Jr. Assistant	4	25500-81100	44800
11	Shri Devender Kumar, Jr. Assistant	2	19900-63200	32000
12	Shri Shamsher Singh, Jr. Assistant	2	19900-63200	32000
13	Shri Harish Chand, Driver (LMV)	4	25500-81100	47500
14	Shri Joginder Singh, Driver (LMV)	4	25500-81100	47500
15	Shri Anil Kumar, Driver (LMV)	4	25500-81100	44800
16	Shri Satish Kumar, MCM	4	25500-81100	47500
17	Shri Daroga Prasad, MTS	3	21700-69100	39400
18	Shri Dharambeer, MTS	3	21700-69100	39400
19	Shri Ramesh Ram, MTS	3	21700-69100	39400
20	Shri Pawan Kumar, MTS	3	21700-69100	39400
21	Shri Rakesh, MTS	3	21700-69100	39400
22	Shri Harish Ram, MTS	3	21700-69100	40600

Manual 11

THE BUDGET ALLOCATED TO EACH AGENCY
[Section 4 (1)(b)(xi)]

Sahitya Kala Parishad

Major head
"2205" Art & Culture 00.102
Promotion of Art & Culture
Demand No.6

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed /spent upto 09-07-2027
General Scheme (i) Activities and establishment expenditure (ii) Salary Expenses	Organizing of State level cultural programmes/ festivals/ competitions/artist camps/exhibitions etc. etc.	1st April, 2026	31st March, 2027	Rs.540.00 lakhs Rs.425.00 lakhs	Rs.33.05 lakh Rs.90.48 lakhs
District Cultural Centre-Janakpuri	Organizing of various district level cultural programmes	1st April, 2026	31st March, 2027	Rs.50.00 lakhs	Rs.0.21 lakhs
Lok Kala Vibhag	Organizing of various cultural programmes of folk/ traditional arts in rural areas.	1st April, 2026	31st March, 2027	Rs.60.00 lakhs	Rs.12.04 lakhs
State Functions	Programmes/events of National and International importance	1st April, 2026	31st March, 2027	Rs.700.00 lakhs	Rs.100.26 lakhs
District Cultural Centre-Vikaspuri	Design/development /construction of the cultural centre is under process.	1st April, 2026	31st March, 2027	Rs.5.00 lakhs	Rs……. Lakhs
Festival of States	Inter-State Cultural Exchange Programme Scheme with other States	1st April, 2026	31st March, 2027	Rs.25.00 lakhs	Rs……. Lakhs
Children Activities	Organizing workshops, Seminars, Exhibition etc. for the children	1st April, 2026	31st March, 2027	Rs.55.00 lakhs	Rs.6.69 lakhs Lakhs

Manual 12

THE MANNER OF EXECUTION OF SUBSIDY PROGRAM

[Section 4 (1)(b)(xii)]

List of institutions given subsidy:

Sl.No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
No subsidy programmes executed by the Sahitya Kala Parishad. However, Parishad provides financial assistance to the registered cultural Institutions/NGOs for the promotion and propagation of their cultural activities subject to ceiling of Rs.1,00,000/-. Expert Committee evaluates the proposals/status of the NGOs in the cultural scene/track record.						

List of individuals given subsidy:

S.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No.of time subsidy given in part with purpose
Not applicable					

Manual 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

[Section 4 (1)(b)(xiii)]

List of beneficiaries:

S.No.	Name and address of the beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No.of times similar concession given in past with purpose
No concessions, permits or authorizations are granted by the Sahitya Kala Parishad.					

Manual 14

INFORMATION AVAILABLE IN AN ELECTRONIC FORM
[Section 4 (1)(b)(xiv)]

Details of information:

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end database
1	Tender notice and tender documents are available in the Delhi Govt.'s website for tender notices.	Details of works/job for which tenders are invited.	Information is meant for the prospective tenderers.	Available in Delhi Govt.'s website under Tender section during the tender period.
2	Activities of the Parishad	- About the Parishad - Organizational setup - Various schemes of the Parishad viz. a) General Scheme b) District Cultural Centre-Janakpuri c) Lok Kala Vibhag d) State Function e) Festival of States f) Children activities of District Cultural Centre - Vikaspuri - Activities of the Parishad - List of Nodal Officers - Address and telephone numbers of office	Public can access information from the website.	Available on website i.e. http://skpdelhi.in/

Manual 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION
[Section 4 (1)(b)(xv)]

Facilities available for obtaining information:

S.No.	Facility available	Nature of information available	Working hours
1	Information counter	Information about the activities of the Parishad	9:30 a.m. to 6:00 p.m. on working days
2	http://skpdelhi.in/	- About the Parishad - Organizational setup - Various schemes of the Parishad viz. a) General Scheme b) District Cultural Centre-Janakpuri c) Lok Kala Vibhag d) State Function e) Festival of States f) Children activities of District Cultural Centre - Vikaspuri - Activities of the Parishad - List of Nodal Officers - Address and telephone numbers of office	Round the clock

Manual 16

NAME DESIGNATION AND OTHER PARTICULARS OF
PUBLIC INFORMATION OFFICERS
[Section 4 (1)(b)(xvi)]

List of Public Information Officers

S.No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
1	Finance Officer	18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067	011-26867636	sahityakalaparishad@gmail.com

List of Assistant Public Information Officers:

S.No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if more than one PIO is there
1	Programme Officer (General)	18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067	011-26867636	sahityakalaparishad@gmail.com	Whole Sahitya Kala Parishad.

First Appellate Authority within the Department:

S.No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area/activities, if more than one appellate authority is there
1	Secretary, Sahitya Kala Parishad, Govt. of NCT of Delhi	18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067	011-26867636	sahityakalaparishad@gmail.com	Whole Sahitya Kala Parishad

Manual 17

OTHER INFORMATION AS MAY BE PRESCRIBED

[Section 4 (1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

None has been prescribed as yet.