

GOVERNMENT OF INDIA

SONG AND DRAMA DIVISION

MINISTRY OF INFORMATION & BROADCASTING

CITIZEN'S CHARTER

Government of India
Ministry of Information & Broadcasting
Song and Drama Division

H.Q. : Soochana Bhawan, 9th Floor, CGO Complex, Lodhi Road, New Delhi-110003

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INTRODUCTION

Established in the year 1954, Song and Drama Division is the only live media unit under the Ministry of Information and Broadcasting, Govt. of India which organizes interpersonal communication of Govt. policies and programmes. The Division educates people through entertainment by utilizing a wide range of performing arts from the live traditions, highlighting country's cultural heritage in the grass root level all over the country through its 12 Regional centers and 9 sub-centers and border centers.

The Director is the Head of the Division. Hqrs. Office is situated at Soochana Bhawan, CGO Complex, Lodhi Road, New Delhi-3 which has four wings i.e. Sound and Light Wing, Armed Forces Entertainment Wing, Policy & Coordination Wing and Administrative Wing, each under a Deputy Director.

The Director is assisted by a Joint Director for proper programme control. Deputy Director (Administration) and three Deputy Directors (Programmes), one Assistant Director (Administration), two Assistant Directors and four Managers are assisting the programme, administration and technical sections. The policy & Coordination section in the Hqrs. is dealing with the parliament questions, liaison with other sister media units of the Ministry of Information & Broadcasting, and various other organizations, experimental publicity projects and compilation of the returns for the Ministry of Information & Broadcasting and VIPs etc.

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OUR MISSION

1. **Live communication for socio-cultural development programmes.**
2. **Utilization of wide range of live-performing art forms from the cultural heritage of India.**
3. **Publicity programmes in the border areas countering forces indulging in anti-India propaganda.**
4. **Information, Education and Entertainment creating awareness of Govt. policies and programmes among people.**
5. **Presentation of programme round the year covering all possible rural and urban areas even in un-electrified villages.**
6. **To ensure dissemination of information relating to various Govt. schemes and health and Family Welfare for the benefit of the people in the grass root level.**
7. **Production of significant cultural programmes on the themes of national importance with high professional standard and technical (advancements) proficiency programmes.**

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OUR VISION

To create awareness of Government policies and programmes through entertainment utilizing a wide range of traditional media which include urban theatre forms and folk forms covering all regions of the country. The face to face, live performance before the audience holds an important place in the pattern of communication with the masses.

To create emotional receptivity among the general public regarding social, economic and democratic endeavours of the Government which are conducive to the progress of the nation.

To create among the people in the border areas a sense of defence preparedness and cultural integrity with the rest of the country keeping up the moral of the Army Jawans posted in isolated forward areas through live entertainment.

THE CLIENTS, USER AGENCIES & ALLIES

(a) USER AGENCIES:

1. Ministry of Health & Family Welfare.
2. Department of Women and Child Development.
3. Ministry Rural Areas & Employment.
4. Ministry of Welfare.
5. Ministry of Defence.
- 6.**National Malaria Eradication Programme (NMEP)
- 7.**National AIDS Control Organisation (NACO)
- 8.**UNICEF.

(b) ALLIES:

1. State Government Departments.
2. Directorate of Field Publicity.
3. S.S.B./B.S.F./Assam Rifles/ITBT.
4. Voluntary Organisation.
5. Nehru Yuvak Kendras.
6. Department of Education.

(c) OTHERS:

1. Registered association.
2. Educational Institutions.
3. Resident Welfare Associations.

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FEE

Song and Drama Division organizes special programme and publicity campaign on various specific themes on the request of the client Ministry/organizations on the basis of the fund made available by the Ministry or other Organization. The Division do not charge for presentation of programme and for providing publicity support on various programmes of national importance.

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ACTIVITIES

Major wings of publicity programme, under Song & Drama Division are as under:

1. **Border Publicity** Through the Border Centres located at Imphal, Guwahati, Nainital, Shimla, Darbhanga, Jodhpur, Srinagar, Jammu under ten Regional Centres.
2. **Sound & Light Programme** Through Hqrs. New Delhi & Bangalore Regional Centre .
3. **Armed Forces Entertainment Programmes through Armed Forces Entertainment Wing (AFEW)** from New Delhi Hqrs. & Chennai Regional Centre.
4. **Departmental Drama programmes through the tropues stationed at** New Delhi, Patna, Hyderabad, ,Pune,, Bhubneshwar.
5. Programmes through Private Registered Parties.

The Division presents an average of 36,000 programmes annually involving 10,000 artists across the country. It has more than 700 Registered Troupes of various categories such as Drama, Puppetry, Folk, & Traditional Recitals. All the activities are carried out by the above major wings.

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FEED BACK SERVICE

One of the most important activities of the Division is the feedback service. During their interaction with the people, the regional Centres gather reactions of the people of various government programmes/policies.

At present, Song and Drama Division is not having infrastructure like audience research wing in the A.I.R. The Division is making efforts to evaluate its effectiveness through professional agencies. However, the Division has devised its own mechanism to gather public perception report through user agencies as well as collecting opinions from the audience and eminent citizens of the area of performances. Some Regions have a system of distributing printed questionnaire in the envelope so that those willing to offer their comments/suggestions may send it to the Regional Office.

These public perception reports are forwarded to the Headquarters which in turn forward the same to the Ministry.

CITIZENS AND OUR COMITMENTS

The Division is committed to make people aware of the various government policies and programmes like unity in diversity and schemes on health related issues, rural development etc. etc. with live entertainment in the grass root level with dissemination of proper information enabling people to get actual benefit of the schemes.

GRIEVANCE REDRESSAL MECHANISM

The address of the Grievance Officer, Song & Drama Division is as under:

Sh.N.N.Sing, Joint Director,
Song & Drama Division,
Soochna Bhawan,
9th Floor, CGO Complex,
Lodhi Road,
New Delhi-110003
Phone: 24363508 (O) 23236712 ®

Any person not satisfied by any service of the Office of the Song & Drama Division, or aggrieved by any other action or inaction by the Office, can seek redressal of his/her grievances through the above Officer. Every such person shall be entitled to information about the action taken on his/her grievance within a period of 30 days from the date on which the complaint is received in his office.

If members of the Public/Publishers desire to meet the Grievance Office in connection with their grievances, they can do so without any prior appointment on all Tuesday between 11.00 AM and 1.00 PM in his Office.

They can also meet the Director, Song & Drama Division as per details given hereunder :-

Shri N.N. SINGH, Director,
Song & Drama Division,
Soochna Bhawan,
9th Floor, CGO Complex
Lodhi Road,
New Delhi-110003
Phone : 24363519 (O) 23382138 ®
Fax : 24364147, 24363519

If a complaint is not satisfied by the response of the Grievance Officer or Song & Drama Division, he/she can refer the matter to the Grievance Officer of the Ministry of Information & Broadcasting, whose particulars are given below:

contd...next page

If anyone wishes to offer suggestions for improvement of the services provided by Song & Drama Division, he/she can send them to the Grievance Officer at the above address, or drop them in the suggestion Box kept in the Ground Floor near the lift.

Grievance Mechanism Redressal at Regional Officer:

Regional Deputy Directors have been declared as Grievance Officers of their respective regions.

The names and addresses of the Grievance Officers at Regional Centres are given below:

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><u>BANGALORE</u> Sh. H. V. Krishanamurthy, Deputy Director, Kendriya Sadan, 'A' Wing, Ground floor GPOA Complex, 17, main Road, IInd Block, Kormangala, Bangalore-566034 Phone-553793</p> | <p align="center"><u>PUNE</u> Sh. V.K. Gawai, Deputy Director, 47/30-C/1/1, Pune Satara Road, Dy. Armyeshwar Corner, Parvati, Pune-9 Phone : 4220660</p> | <p align="center"><u>CHENNAI</u> Dr. Vijay Raghvan Deputy Director No. 9, 4th Street, Dr. Subbarayan Nagar, Kodambakam, Chennai-600024 Phone : 4880458</p> |
| <p align="center"><u>BHOPAL</u> Sh. Surendra Prasad Deputy Director, 146, Rachna Nagar, Bhopal-462023 Phone : 585246</p> | <p align="center"><u>KOLKATA</u> Smt. B. Pal Chaoudhary 20, Garihat Road Kolkata-700019 Phone : 4405955</p> | <p align="center"><u>GUWAHATI</u> Sh. R. S. Gauri, Deputy Director P. D. Chaliha Road, Guwahati-781003 Phone : 664133</p> |
| <p align="center"><u>LUCKNOW</u> Sh. Surendra Prasad Deputy Director, 116-A, Faizabad Road, Lucknow-226007 Phone : 323214</p> | <p align="center"><u>RANCHI</u> Sh. P.A. Gangurde, Deputy Director A-447, Ashok Road, Ranchi-834022 Phone : 313702</p> | <p align="center"><u>DELHI</u> Sh. A. Subramanian, Deputy Director, 15/16, Subhash Marg, Darya Ganj, New Delhi-110002 Phone : 3271683</p> |
| <p align="center"><u>DEHRADOON</u> (Newly Opened) Sh. Raman Sabharwal Assistant Director Ratna Complex, 145, Kulagarh Road, Dehradun- Phone-7501113</p> | | <p align="center"><u>CHANDIGARH</u> Sh. N. N. Singh Joint Director, SCO-358, Sector-32-D, Chandigarh-160047 Phone-601366</p> |

ORGANISATIONAL SET –UP

Song & Drama Division functions in three tiers. Namely.

1. Head Quarters at New Delhi.
2. Regional Centre.
3. Sub-Centres.

The Division headed by Director function at three levels viz. (1) Head Quarters at New Delhi (2) Ten Regional Centres located at Bhopal, Chandigarh, Kolkata, Delhi, Guwahati, Lucknow, Madras, Pune, Bangalore and Ranchi (3) Nine Border Centres and Sub-Centres located at Bhubaneshwar, Hyderabad, Patna, Imphal, Jodhpur, Nainital, Shimla and Srinagar. Besides, there are three Sound & Light Units located at Delhi, Bangalore, Allahabad.

| | | |
|----------|------------------|-------------|
| S&DDHqrs | Regional Centres | Sub-Centres |
|----------|------------------|-------------|

SONG & DRAMA DIVISION HQRS.

Song & Drama Division is located at Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. There are four wings at the Head Quarters namely Sound & Light (S&L), Armed Force Entertainment Wing (AFEW), Policy and Coordination Wing (P&C) and Administrative Wing (Admn).

The Director is the Head of the Department, who issues policy directives on publicity matters and exercises over all control and supervision of the Regional Centres and Sub-Centres. He also helps in procurement of scripts, preparation of new programme packages in the form of musical item, Dramas and Sound & Light programmes.

The Director is assisted by the Joint Director for proper programme control. Deputy director (Administration) looks after the administration and account matters of the Division as the Head of Office. Three Deputy Directors viz Dy. Director (P & C), Dy. Director (AFEW) and Dy. Director (S&L), one Asstt. Director (Admn.), two Assistant Directors (AFEW & S&L) and nine Managers assist in programme administration and technical matters with the support of the administrative and technical staff.

REGIONAL OFFICES

There are 10 Regional Centres located at Bhopal, Chandigarh, Kolkata, Delhi, Guwahati, Lucknow, Madras, Pune, Bangalore and Ranchi, and two Sound & Light Units at Delhi and Bangalore.

The Deputy Director is the head of the Regional Centre and has also been declared as Head of Office. He exercises administrative and financial control and discipline in the Regional Centres and over the Sub-Centres under him.

The Regional Deputy Directors are assisted by one Administrative Officer, Accountant/Technical Assistant and Supporting Administrative Staff with the decentralisation of budgeting and accounts. The responsibility of the Regional Deputy Directors in the regions in exercising financial and administrative control has increased and they have to organize and exercise proper control over publicity programmes financial resources.

The addresses of the Regional Centres are as follows:

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>BHOPAL</u> 146, Rachna Nagar, Bhopal-462023 Phone : 585246</p> | <p><u>KOLKATA</u> 20, Garihat Road, Kolkata-700019 Phone : 4405955</p> | <p><u>GUWAHATI</u> P.D.Chaliah Road, Guwahati-781003 Phone : 544133</p> |
| <p><u>LUCKNOW</u> 116-A, Faizabad Road, Lucknow-226007 Phone : 323214</p> | <p><u>RANCHI</u> A-447, Ashok Road, Ranchi-834022 Phone : 313702</p> | <p><u>DELHI</u> 15/16, Subhash Marg, Darya Ganj, New Delhi-110002 Phone : 3271683</p> |
| | | <p><u>CHANDIGARH</u> SCO-358, Sector-32-D Chandigarh-160047 Phone-601366</p> |
| <p><u>BANGALORE</u> Kendriya Sadan, 'A' Wing, Ground floor GPOA Complex, 17, Main Road, IInd Block Kormangala, Bangalore-566034 Phone-553793</p> | <p><u>PUNE</u> 47/30-C/1/1, Pune Satara Road, Dy. Arnyeshwar Corner, Parvati, Pune-9 Phone : 4220660</p> | <p><u>CHENNAI</u> No. 9, 4th Street, Dr. Subbarayan Nagar, Kodambakam, Chennai-600024 Phone : 4880458</p> |

SUB-CENTRES

There are nine Sub-Centres situated at Srinagar, Jammu, Shimla, Nainital, Patna, Darbhanga, Imphal, Bhubneshwar, Jodhpur, Hyderabad.

Each Sub-Centre is headed by an Assistant Director or a Manager and Comprises of one UDC and LDC, Peon and Chowkidar.

The address of Sub-Centres are as follows:

| | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <u>BUBNESHWAR</u> 366-A, Old Railway Station Road, Bhubneshwar-751001 Phone- | <u>DRABHANGA</u> Tutor's Building Hirahi Tank, Darbhanga- Phone- | <u>SHIMLA</u> Bangla Niwas, New Tutu, (Near Power House) Shimla- Phone- |
| <u>JODHPUR</u> Plot No. 3, Sector-B Pratap Nagar, Jodhpur-342004 Phone- | <u>NAINITAL</u> Hotel Raj Mahal, Mullital, Nainital-263001 Phone- | <u>PATNA</u> 1-A, New Patliputra Colony Patna-800013 Phone- |
| <u>SRINAGAR</u> Munir Manzil, Lambert Lane, Srinagar- Phone- | <u>IMPHAL</u> Palace Compound, Imphal- Phone- | <u>JAMMU</u> Saraswati Vihar, Lower Muthi Jammu- Phone- |
| <u>HYDERABAD</u> 6-3-349/19, Hindi Nagar Colony Road No. 1 Banjara Road Hills, Hyderabad-500034 Phone- | | |

TERRITORIAL JURISDICTION

Territorial Jurisdiction of the Regional Offices of Song & Drama Division.

| S.No. | Location of the Regional Offices | Territorial Jurisdiction |
|--------------|-----------------------------------------|---------------------------------------------------------------------------|
| 1. | Bhopal | Madhya Pradesh & Rajasthan |
| 2. | Kolkata | West Bengal, Orissa, Andaman & Nicobar Islands and Sikkim. |
| 3. | Chandigarh | Punjab, Himachal Pradesh, Jammu and Kashmir. |
| 4. | Delhi | Delhi & Haryana. |
| 5. | Guwahati | Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Mizoram. |
| 6. | Lucknow | Uttar Pradesh |
| 7. | Chennai | Andhra Pradesh, Tamilnadu, Pondicherry. |
| 8. | Pune | Gujarat, Maharashtra & Goa. |
| 9. | Bangalore | Karnataka, Kerala, Lakshadweep, Minicoy Islands. |
| 10. | Ranchi | Bihar. |
| 11. | Dehradoon | Uttranchal |

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BUDGET

Funds for programme activities and publicity in different subjects are provided by the Ministry of Information & Broadcasting. In addition, client departments/organizations also provide funds to organize special publicity programmes.

SOUND & LIGHT

The Sound and Light programmes of Song and Drama Division are a mobile system which is taken from place to place for a fixed lot of performance. The programme has a component of 25-30 technicians also belonging to various disciplines of theatrical productions. This medium is used to educate the masses in general and youth in particular regarding cultural heritage of the country, lives, teachings and philosophy of great personalities and imparting knowledge regarding major historical events through this extremely effective visual medium. Involvement of local artistes and technicians ranging from 100-120 is one of the most significant aspect of this activity:

Registration of Pvt. Cultural Troupe and Empanelment of Performing and Back Stage Artistes.

Apart from the artistes of Departmental Troupes, the Song and Drama Division facilitate talented artistes and cultural troupes available in different parts of the country by registering them as Performing & Back stage artistes as pvt. cultural troupes. The details regarding different categories, fees per show, terms & conditions of contract, period of engagement and prescribed application form on how to apply and register themselves under the Division are given in Annexure-I and annexure-II.

Annexure-I

Registration of Pvt. Cultural Troupe

Song and Drama Division
Ministry of Information & Broadcasting
Govt. of India

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Applications in the prescribed Proforma are invited from bonafide experienced Pvt. Cultural parties of Drama, composite programmes folk traditional recitals, magic, mythological recitals, puppetries etc. for registration with Bangalore, Bhopal, Chandigarh, Chennai, Delhi, Guwahati, Kolkata, Lucknow, Ranchi and Pune Regional Centres of Song and Drama Division for a period of two years from the date of approval based on the recommendation of the Screening Committee.

Song and Drama Division is a media unit of the Ministry of Information & Broadcasting engaged in inter-personal communication through live media utilizing wide range of performing arts for propagating various policies, programmes and the schemes of the Central Government. Themes such as communal harmony, National Integration, eradication of Social evils, Empowerment of Women, environment and Developmental Schemes mainly for rural areas, Health & Family Welfare, education, etc. are the major issues covered by the Division through its activities by way of utilizing popular folk and traditional forms in the respective dialects in various parts of the country. The Division presents programmes more or less in all the major dialects spoken through out the country. The Division also presents programmes in tribal, hilly and desert areas with the view to create awareness regarding the developmental activities initiated for their welfare. Performing troupes are registered from among the local parties who perform programmes in their respective dialects, idioms and forms.

Existing registered parties should also apply on the prescribed performa failing, which they will be automatically deregistered. The new gradation will be fixed up as per grade A, B and C according to the details appended below.

Contd....

| No. of Artistes | Category of programme | Maximum fee limit per programme inclusive of the expenditure on the basis of contract | | |
|-----------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------|------------|
| | | Grade 'A' | Grade 'B' | Grade 'C' |
| 11 | Drama / Composite | Rs. 4000/- | Rs. 3400/- | Rs. 2800/- |
| 10 | Drama / Composite | Rs. 3700/- | Rs. 3150/- | Rs. 2600/- |
| 9 | Drama / Composite | Rs. 3400/- | Rs. 2900/- | Rs. 2400/- |
| 8 | Drama / Composite | Rs. 3100/- | Rs. 2650/- | Rs. 2200/- |
| 7 | Folk & Traditional Recitals/Magic/ Puppet & Mythological Recitals | Rs. 2300/- | Rs. 2100/- | Rs. 190/- |
| 6 | Folk & Traditional Recitals/Magic/ Puppet & Mythological Recitals | Rs. 2050/- | Rs. 1875/- | Rs. 1700/- |
| 5 | Folk & Traditional Recitals/Magic/ Puppet & Mythological Recitals | Rs. 1800/- | Rs. 1650/- | Rs. 1500/- |
| 4 | Folk & Traditional Recitals/Magic/ Puppet & Mythological Recitals | Rs. 1450/- | Rs. 1325/- | Rs. 1200/- |
| 3 | Folk & Traditional Recitals/Magic/ Puppet & Mythological Recitals | Rs. 1200/- | Rs. 1100/- | Rs. 1000/- |
| 2 | Mythological Recitals | Rs. 850/- | Rs. 775/- | Rs. 700/- |
| 1 | Mythological Recitals | Rs. 600/- | Rs. 550/- | Rs. 500/- |

| For Registration from | Apply to |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Karnataka, Kerala & Laksha Dweep | Deputy Director, Song & Drama Division, Kendriya Sadan "A" Wing, GPOA complex Ground Floor 17 -Main Road, 2 nd Block Kormangla, Bangalore-560034 |
| New Delhi & Haryana | Dy. Director, Song & Drama Division, (Govt. of India) 15/16, Netaji Subhash Marg, Darya Ganj, New Delhi-110002 |
| Tamil Nadu, Andhra Pradesh, Pondicherry | Deputy Director, Song & Drama Division, No. 9, 4 th Street, Dr. Subbarayam Nagar, Kodambakkam, Chennai-600024 |
| Maharashtra, Gujarat, Goa, Diu & Daman | Deputy Director, Song & Drama Division, 47/30 C/1/1/, Dr. Amyeshwar Corner, Pune-Satra Road Parvati, Pune-411009 |
| Chandigarh/Punjab, Jammu & Kashmir & Himachal Pradesh | Deputy Director, Song & Drama Division, SCO-358, Sector 32-D Chandigarh. |
| Uttar Pradesh & Uttranchal | Deputy Director, Song & Drama Division, 116-A, Faizabad Road, Lucknow-226007. |
| West Bangal, Orisssa, Sikkim & Andaman & Nicobar Islands | Deputy Director, Song & Drama Division, 20, Garihart Road, Kolkata-700019. |
| Madhya Pradesh, Raj-Asthan & Chattisgarh | Deputy Director, Song & Drama Division, A-146, Rachna Nagar, Bhopal-462023 |
| Assam, Nagaland, Arunachal Pradesh, Mizoram, Manipur, Tripura & Meghalaya | Dy. Director, Song and Drama Division, P.D Challiha Road, Guwahati-781003. |
| Bihar and Jharkhand | Deputy Director, Song & Drama Division A-447, Ashok Road, Ranchi-834022. |

The applications are requested to specifically note that:

1. No TA/DA will be admissible for appearing before the Screening Committee.
2. Each troupe will be eligible for registration from only one state to present programmes in the language of the state concerned.
3. Category/language and state must be indicated at the top of the envelope.
4. Troupes will be expected to undertake work even at short notice anywhere including far-flung border areas.
5. Incomplete application will not be considered.
6. Three copies of recent group photographs of the troupe duly attested by a Gazetted Officer should be enclosed with details of the names of the artistes on the reverse.
7. Two Character certificates obtained from two different Gazetted Officers in respect of each member of the troupe should be enclosed.
8. Application duly filled in the prescribed proforma should reach the concerned Centre/Office at the addresses given.
9. The Screening Committee/Director, Song and Drama Division shall be the final authority in all matters pertaining to Registration.

REGISTRATION OF PRIVATE CULTURAL TROUPE:

APPLICATION FORMAT

Affix three copies of
Passport size photographs
of the Leader duly attested
by the Gazetted Officer.

1. Name of the Troupe/Organisation (in Block letters) : _____
2. Address : _____
3. Registration No. _____ Place _____
Dated _____
(Under Society Regd. Act/Trusty/Company : _____
4. Name and Address of the Leader : _____
5. Date of Birth : _____
(as on 31st March, 1993)
6. Father's/Husband's name : _____
7. Educational : _____
8. Experience : _____
9. Details of performance in the past : _____
(Enclose additional sheets)
10. Type of performance : _____
(Drama/Musical/Dance Drama/ Puppet/
Magic/Folk and Traditional Recital/
Mythological/Composite)
11. Language of the performance : _____
12. Nos. of Artistes : _____ Male _____ Femal _____
13. Whether amateur/Professional : _____
14. Name of the Bank & Account No. : _____

15. Name, Address, Age of the Artistes : _____
(Enclose a separate sheet).
16. Nos. of documents enclosed with the : _____
application
17. Name and address of two eminent persons : _____
who could certify about the competence of
Troupe and Leader as well.

FOR TROUPES ALREADY REGISTERED

1. Regd. No. _____ Dated _____ : _____
2. Since when the Troupe is registered : _____
3. No. of programme allotted during January, 1992, to December 1992. : _____
4. No. of programmes executed : _____
5. No. of programmes refused/not/executed : _____
6. No. of artistes changed/dropped after screening. : _____
7. Category in which Troupe registered : _____
8. The Centre of the Division attached : _____
9. Enclose a group Photo of the members of the party already furnished. : _____

I hereby declare that all above statement and evidences attached are true to the best of knowledge and belief.

Date: _____

Place: _____

Signature of Application

REGISTRATION OF PRIVATE CULTURAL TROUPE:

APPLICATION FORMAT

Affix three copies of
Passport size photographs
Of the Leader duly attested
by the Gazetted Officer.

1. Name of the Troupe/Organisation (in Block letters) : _____
2. Address : _____
3. Registration No. _____ Place _____
Dated _____
(Under Society Regd. Act/Trusty/Company: _____
4. Name and Address of the Leader : _____
5. Date of Birth
(as on 31st March, 1993) : _____
6. Father's/Husband's name : _____
7. Educational Background : _____
8. Experience : _____
9. Details of performance in the past
(Enclose additional sheets) : _____
10. Type of performance
(Drama/Musical/Dance Drama/Puppet/
Magic/Folk and Traditional Recital/
Mythological/Composite) : _____
11. Language of the performance : _____
12. Nos. of Artistes : _____ Male _____ Female _____
13. Whether amateur/Professional : _____
14. Name of Bank & Account No. : _____
15. Name, Address, Age of the Artistes
(Enclose a separate sheet). : _____

16. Nos. of documents enclosed with the application : _____
17. Name and address of two eminent persons who could certify about the competence of the Troupe and Leader as well. : _____

Annexure-II

Empanelment of Performing & Back Stage Artistes

Song & Drama Division
Ministry of Information & Broadcasting

Application for Empanelment of
Performing Artistes

Attach three copies of
pass-port size
photographs duly
attested by a Gazetted
Officer

1. Name (in Block Letters)
2. Fathers'/Guardian's/Husband's name
3. Age
4. Sex Male.....Female.....
5. Address
6. Educational Qualification
7. Experience
8. Place Birth
9. Mother Tongue
10. Language Known
11. Field of specialization
(such as Dance, Drama, Vocal,
Instrumental music,
Stage Design, Make-up etc.)
12. Special Aptitude
13. Candidate belongs to
SC/ST (If yes, furnish a copy of
The certificate)
14. Brief note of about 300 words duly typed above is true to the best of my knowledge and belief and any discrepancy
This regard will render my disqualification for the purpose of empanelment.

Date
Place

Signature of applicant

- Note :
- i) Minor should furnish a permission letter from their parent or Guardian.
 - ii) No TA/DA will be paid for appearing before the selection Committee.
 - iii) Furnish Character and Evidence Certificate from two eminent persons.

EMPANELMENT OF PERFORMING AND BACK STAGE ARTISTES

Application in the prescribed proforma are in the prescribed proforma are invited from performing and back stage artistes having proficiency and recognition in the field of the following categories for empanelment with Song and Drama Division for the centres at Bangalore, Bhopal, Chandigarh, Chennai, Delhi, Guwahati, Kolkata, Lucknow, Ranchi, Pune, Bhubaneswar, Darbhanga, Dehradun, Hyderabad, Imphal, Jammu (J&K), Jodhpur, Nainital, Patna and Shimla :-

1. Dancer : Male/Female
2. Singers : Male/Female
3. Instrumentalists : Violin, Clarionet, Mandolin, Shehnai, Trumpet, Organ, Spanish Guitar, Accordion, Synthesizer, Drum Set, Saxophone, Nagaras, Naal Pakhawaj, Sarangi, flute, Tabla.
4. Back Stage Artistes : Stage Assistants, Make-up Artistes, Costumers, Tailors, Carpenters, Electricians, Painters, Technicians etc.

Will be offer casual assignment after empanelment by an Expert Committee at the following rates for a period of not more than 2 years as and when required :-

| Category | Fee per show (Rs.) | Rehearsal fee (Rs.) | Per months maximum ceilling of fee (Rs.) |
|----------|--------------------|---------------------|------------------------------------------|
| 'A' | 400.00 | 40.00 | 4000.00 |
| 'B' | 300.00 | 30.00 | 3000.00 |
| 'C' | 200.00 | 25.00 | 2000.00 |

The applicants are requested to specifically note that :-

1. Persons having less than three years experience in the respective fields need not apply.
2. Empanelled artistes will be expected to undertake work even at short notice anywhere within or outside the country including far-flung border areas.
3. Applications duly filled in the prescribed proforma should reach the concerned Centre/Office at addresses given below latest by

| For empanelment at | Apply to |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bangalore | Deputy Director, Song & Drama Division, Kendriya Sadan, 'A' Wing GPOA Complex, Ground Floor, 17-Main Road, 2 nd Block Kormangla, Bangalore-560034 |
| Delhi | Director, Song and Drama Division, (Govt. of India) Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi-110003 |
| Chennai, Hyderabad | Deputy Director, Song & Drama Division No: 9, 4 th Street, Dr. Subrayan Nagar, Kodambakkam, Chennai-600024 |
| Pune | Deputy Director, Song & Drama Division 47/30, C/1/1, Dr. Amyeshwar Corner, Pune-Satra Road Parvati, Pune-411009 |
| Chandigarh, Jammu Shrinagar, Shimla | Deputy Director, Song & Drama Division SCO-358, Sector 32-D, Chandigarh |
| Lucknow, Nainital | Deputy Director, Song & Drama Division 116-A, Faizabad Road, Lucknow-226007 |
| Kolkata, Bhubaneswar | Deputy Director, Song & Drama Division 20, Garihat Road, Kolkata-700019. |
| Bhopal, Jodhpur | Deputy Director, Song & Drama Division A-146, Rachna Nagar, Bhopal-462023 |
| Guwahati, Imphal | Deputy Director, Song & Drama Division P.D Challiha Road, Guwahati-781003. |
| Ranchi, Patna, Darbhanga | Deputy Director, Song & Dram Division A-447, Ashok Road, Ranchi-834022 |

4. No TA/DA will be paid for appearing for audition
5. Field of specialization category and centre for which the application is sent should be indicated on the top of the envelope.
6. Incomplete application will not be considered.
7. Empanelment for casual assignments shall not entitle for any claim whatsoever for regular employment of any kind. Empanelled artistes shall be required to furnish a specific undertaking in his regard.
8. The empanelment of artistes is done with a view to supplement the routine work of the Division as and when such

requirement arises. The Division does not give any assurance as regard period, quantum and frequency of such Assignment since such an assignment would be of purely casual nature.

9. Three copies of recent passport size photograph duly attested by a Gazetted Officer including one to be pasted on the application should be enclosed.
10. Back Stage Artistes for all centres and all Artistes for Border Publicity Centres will be empanelled in Gr. 'C'.
11. Director, Song and Drama Division reserves the right to accept or reject any application without assigning any reason thereof.