



BAL BHAVAN GOA

Right to Information Act 2005

MANUAL

MANUAL – 1

Particulars of organisation, function and Duties

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

1. Aims and objectives of Bal Bhavan – Goa.

- ❖ To develop the latent talents in children through creativity and play.
- ❖ To expose the children to various activities in the field of Science, Art, and Physical and Intellectual education and to supplement the school system by providing children with an environment conducive to creative thinking and activity.
- ❖ To be Creative resource centre for schools, educational institutes and other children of Goa.

2. Mission/ Vision of Bal Bhavan Goa

To give opportunity and to develop their hidden talents and personality of children of Goa thereby giving them confidence to face the challenges.

3. Brief History and Background of Establishment of Bal Bhavan – Goa.

Bal Bhavan is the brainchild of India's first popular Prime Minister Late Pandit (Chacha) Jawaharlal Nehru. Chacha Nehru's ideas behind launching this movement was to provide purposeful and meaningful outlet to children's creative and artistic skills inborn in them. The National Bal Bhavan movement in India was started in 1956 in New Delhi. The main trust is to enrich children's inborn skills, nurse and nurture their interest in science, art, drama, music, environment and several topics, in an informal manner. The Bal Bhavan movement has completed almost fifty five years and spread in the states and union territories of India.

Bal Bhavan, an Institution for Children's Movement was launched in Goa at Lyceum Complex, Altinho, Panaji on the 26th January, 1986 with the help and guidance of Late Smt. Mekhla Jha, the then Chairperson of National Bal Bhavan, by establishing an Autonomous Body fully patronized by Govt. of Goa on the parallel lines of National Bal Bhavan with the same aims and objectives. Later on 14th February, 1996 Bal Bhavan, Panaji started functioning at its own prestigious new complex at Campal, Panaji.

This institution is striving hard to search the latent talent in creative performing abilities of the children and develop in them the good hobbies, scientific temper with creativity and vision & to enable them to develop their all round personality and be the worthy citizen of our beloved country. Bal Bhavan acts as an alternative medium for science, art, physical and intellectual education and to supplement the school system by providing children with an environment conducive to creative expression and creativity.

Bearing in mind the large number of population in Goa which is scattered in rural areas and that they can't avail the facilities of Bal Bhavan – Panaji, Bal Bhavan tried to reach out to the rural children, by taking the Bal Bhavan activities to their very door step, by opening Bal Bhavan Kendras in different parts of Goa in order to provide the children with equal opportunities. So far Bal Bhavan has opened 35 Bal Bhavan Kendras and 7 sub-Bal Bhavan Kendras at different places in Goa.

List of activities provided for children in Bal Bhavan are as follows :

CREATIVE ART	: Drawing & Painting Handicraft Doll Making Clay Modelling Embroidery Stitching, Paper Mache, Sketching Club
PERFORMING ART	: Harmonium Tabla Guitar Violin Folk Dance Kathak Bharatnatyam Vocal Drama Choir Singing
CREATIVE WRITING	: Library Poetry Writing Short Story Writing Skit / Novel Writing

Story/ Skit Presentation
Kavi Sammelan
Wall Paper Activities
Literary Club.

INNOVATIVE SCIENCE : Preparation of Models
Science Park
Astronomy
Aquarium
Experiments & field trips
Science Club

4. Organisation Chart

5. Main Activities / functions of Bal Bhavan – Goa

- a) To inculcate in children a scientific temper and the spirit to challenge, experience, innovate and create.
- b) To develop new creative teaching methods and educational kit in art, science and museum technique for broadening the cultural horizons of school, teachers and children.
- c) To encourage the latent talent of children in creative art, performing art, creative science and creative writing.
- d) To act as an informal medium to expose the children in the field of Science , Art, Physical and Intellectual education and to supplement the school system in providing children with an environment conducive to creative thinking and activity.
- e) To act as State Training Resource Centre for Creative & Performing Arts.
- f) To make available to the State of Goa, a prototype comprehensive children's institution for free learning experience in Creative & Performing Art.
- g) To spread and galvanise the Bal Bhavan movement by opening Bal Bhavan Kendras to cater to the needs of large number of children in the State and in the rural and urban areas of Goa.
- h) To be Creative Resource Centre for Schools, Educational Institutions and Children.
- i) To offer guidance and learning facilities to schools in order to develop leadership and Creativity among the students through special training courses, workshops, demonstrations, seminars etc.

- j) To inculcate in children a scientific temper and spirit to challenge, experiment innovative and create.
- k) To act as a State Training Centre for creative education through learning by doing workshops for parents and adults and teachers.
- l) To act as an alternate medium for science, arts, physical and academic education and to supplement the school system by providing children with a free environment conducive to creative expression and activities.
- m) To reach out through Bal Bhavan to every child, including the socially backward, with natural learning experience. Also to prepare children creativity for vocational stream and self employment skills for their future.
- n) To initiate massive greening projects by children and environmental awareness programmes with a bid to conserve, preserve and nurture environment and maintain all round eco-balance.
- o) To organize and popularise children's movement in Rural Areas.
- p) To start Bal Bhavan Kendras in institutions for handicapped and to develop and extend training, resource materials, kits and exhibitions.
- q) To produce and present children's programmes through mass media.
- r) To develop and organize National Exhibitions for children and Inter State Exchange Programmes between State Bal Bhavans.
- s) To encourage the children to be self reliant and disciplined and make them realize the importance of dignity of labour by introducing various programmes in local craft.
- t) To undertake any work entrusted by Govt. of Goa to Bal Bhavan pertaining to children's institutions.

6. List of services being provided by Bal Bhavan, Goa.

The Bal Bhavan Goa conducts the following activities in Creative Art, Performing Art, Creative Writing, Innovative Science etc.

1. Short term courses in Drawing/Painting
2. Examination Centre of Akhil Bhartiya Gandharva Mahavidyalaya Mandal, Miraj
3. Organises orientation courses/workshops in Creative Art, Performing Art & Creative Writings in Bal Bhavan Panaji and all Bal Bhavan Kendras in Goa
4. Regularly conducting activities in Performing Art, Creative Art, Creative Writing and Creative Science.
5. Training in Drawing Grade Examination (Elementary and Intermediate of Maharashtra Board)

FEES

I) Bal Bhavan Panaji

a) Regular Activities : Registration Fees : Rs. 10/-

Badge : Rs. 10/-

Membership fees per : Rs. 80/-
Month

b) Special Activities: Registration Fees : Rs. 10/-

Violin/Computer Badge : Rs. 10/-

Membership fees per : Rs. 100/-
Month

II) Bal Bhavan Kendras

a) In Urban Areas Registration Fees : Rs. 5/-

Badge : Rs. 5/-

Membership fees per : Rs. 20/-
Month

c) In Rural areas Registration Fees : Rs. 5/-

Badge : Rs. 5/-

Membership fees per : Rs. 10/-
Month

Besides above, Bal Bhavan also has institutional membership for schools, i.e. Rs. 1,000/- per school per annum and are eligible to send maximum 50 children in the Bal Bhavan twice a week in the afternoon session and Bal Bhavan shall charge only I-card fee of Rs. 10/- to these 50 children and shall provide them with the required material, equipment for the drawing, painting, craft and also teach them two activities of their choice.

STRUCTURE, DURATION AND ADMISSION ELIGIBILITY OF THE COURSES
IN HINDUSTHANI CLASSICAL MUSIC OFFERED BY

AKHIL BHARTIYA GANDHARVA MAHAVIDYALAYA, MUMBAI

STUDY CENTRE AT BAL BHAVAN GOA

Sr. No	Type of course in Vocal, Harmonium, Tabla, Kathak & Bharatnatyam	Exam Fees	Duration	Eligibility
1.	Sangeet Parichay	125	1 year	For students between the age group of 7 to 9 years
2.	Prarambhik	160	1 year	On 15 th August student should complete 10 years
3.	Praveshika – I	200	1 year	On 15 th August student should complete 11 years
4.	Praveshika – II	230	1 year	On 15 th August student should complete 12 years
5.	Madhyama – I	320	1 year	On 15 th August student should complete 13 years
6.	Madhyama – II	350	1 year	On 15 th August student should complete 14 years

7. Citizens interaction – expectation of Bal Bhavan from the public for enhancing its effectiveness and efficiency.

To attend by the public, programmes, competitions in performing and creative art and other cultural activities organised by the Bal Bhavna Goa on various occasions and also to give their co-operation in effective organization of these activities.

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

The Director of Bal Bhavan is the Head of Office for this office whose address is given below

HEAD OF THE DEPARTMENT

The Chairperson
Bal Bhavan Board
Campal,
Panaji – Goa

HEAD OF THE OFFICE

The Director
Bal Bhavan Goa
Campal,
Panaji – Goa

9. Working Hours both for office and public

Office Hours

From 9.30 a.m. to 5.30 p.m. from Monday to Friday

From 9.30 a.m. to 12.30 p.m. on Saturday (excluding vacation period)

Study Hours

Monday to Friday from 9.30 a.m. to 5.30 p.m. with 60 minutes lunch break between 1.00 p.m. to 2.00 p.m. and on Saturday from 9.30 a.m. to 12.30 p.m.

10. Grievances redressal mechanism

There is no special cell for the Grievances redressed, as the Bal Bhavan is in small size as far as the strength of the staff and students is concerned. Generally, the staff and students so also the public are required to address their grievances if any to Director of Bal Bhavan, who is the Head of the Institution and they are solved accordingly by him.

MANUAL 3

Procedure followed in decision making process

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

All policy decisions are made by the Bal Bhavan Board within the frame work of Memorandum of Association/Rules and Regulations of the Board. Thereafter, the Director and the Member Secretary of the Bal Bhavan Board takes suitable action for the implementation of the said decision.

The Chairperson, Director & Member Secretary of the Bal Bhavan Board marks the correspondence received by the Bal Bhavan from the nodal authorities to the concerned dealing officials through Director, Assistant Accounts Officer, Incharge of the section to the Chairperson, Bal Bhavan Board for further necessary decision/approval.

MANUAL 4

Norms set by it for the discharge of its function

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

As far as the teaching is concerned, the Instructors are conducting the activities/practicals as per the workload worked out as per the guidelines and time table prepared by the Bal Bhavan Board accordingly. As far as other activities and programmes, i.e. other than teaching, the Instructors or non-instructional staff are made Incharge of the Committees for organizing other activities and committees look after the given work. Besides, non-instructional staff are also required to put up the correspondence and other work entrusted to them within a stipulated time.

MANUAL 5

The Rules, regulations, instructions, manuals and records for
discharging its functions

[**Section 4 (1) (b) (v)**]

Sr. No.	Name of the Act, rules, regulations etc.	Brief list of the contents	Reference no. if any	Price, in case of priced

List of Bal Bhavan Kendras

Bearing in mind that large number of population in Goa which is scattered in rural areas and that they can't avail the facilities of Bal Bhavan, Panaji; Bal Bhavan, tried to reach out to the rural children by taking the Bal Bhavan activities to their very door step, by opening Bal Bhavan Kendras in different parts of Goa in order to provide them with equal opportunities. So far, Bal Bhavan has opened 36 Bal Bhavan Kendras at different places in Goa as detailed below :

- | | |
|--|---|
| <p>1. Bal Bhavan Kendra – Porvorim
Smt. Shobhan Nagvekar, Incharge,
C/o Sanjay School for Sp. Children
& Research Training, Pundalik Nagar
Porvorim, Bardez – Goa Ph. no. 9552437275
Daily 2.45 p.m. to 5.45 p.m.</p> | <p>2. Bal Bhavan Kendra – Mapusa
Shri. Manohar Gore, Incharge,
C/o G. S. Amonkar Vidyamandir
Mapusa, Bardez – Goa
Ph. No. : 7588441883/2247065
Daily 2.45 p.m. to 5.45 p.m.</p> |
| <p>3. Bal Bhavan Kendra - Assonora
Shri. Nitin Shirgaonkar, Incharge
C/o Govt. Primary & Middle School,
Assonora, Bardez – Goa
No. 9881772685/9850713275(Pavitra)</p> | <p>4. Bal Bhavan Kendra– Siolim
Shri. Vithal Kharbe, Incharge,
C/o Holy Cross High School.
Siolim, Bardez – Goa
Ph.
No.9823934415/9527213649(Gangaram)</p> |
| <p>5. Bal Bhavan Kendra – Mandrem
Shri. Somnath Parsekar Incharge,
C/o Mandrem High School
Madlamaj, Mandrem – Goa
Ph. No. : 9423062442 / 2247337
Daily 2.45 to 5.45 p.m.</p> | <p>6. Bal Bhavan Kendra – Ibrampur
Shri. Ajit Shetkar, Incharge,
C/o Govt. Primary School.
Ibrampur, Pernem _Goa
Ph.No: 9423421217/2209280</p> |
| <p>7. Bal Bhavan Kendra – Chorao
Shri. Kashinath Mandrekar, Incharge ,
C/o Dayanand High School.
Chorao – Goa
Ph. No: 9270024881/2362566(Pednekar)
Monday/Wednesday/Friday
Time: 2.45 to 5.45 p.m.</p> | <p>8. Bal Bhavan Kendra-Bicholim(Sub Centre)
Shri. Gajanan Talaunekar, Incharge,
C/o Govt. Primary School
Near A.D.E.I. Office
Bicholim – Goa
Ph. No. : 9423313844/2298082
Monday/Wednesday/Friday
Time: 2.45 to 5.45 p.m,</p> |
| <p>9. Bal Bhavan Kendra – Sanquelim
Ms. Pushpa Parwar, Incharge,
C/o Old Municipal Library.
Near KTC Bus Stand
Sanquelim – Goa
Ph. No. : 9158539244</p> | <p>10. Bal Bhavan Kendra - Honda
Shri. Vithal Volvoikar, Incharge,
Near ZP Office
Honda, Sattari – Goa
Ph. No. 9350586356
(Thursday/Friday/Saturday)
Time: 2.45 p.m to 5.45 p.m</p> |

11. Bal Bhavan Kendra Pilgao (Sub Centre)

Shri. Kashinath Mandrekar, Incharge
C/o Ideal High School.
Pilgao, Bicholim – Goa
Ph. No. : 9270024881/2363224(School)
Tuesday/Thursday/Saturday
Time: 2.30 to 5.30 p.m.

12. Bal Bhavan Kendra – Paryem

Shri. Sunil Mauskar, Incharge,
C/o Shree Bhumika High School
Parye, Sattari – Goa
Ph. No. 9350586356
Monday/Tuesday/Wednesday
Time: 2.30 to 5.30 p.m,

13. Bal Bhavan Kendra – Keri

Smt. Kunda Gawas, Incharge,
C/o Govt. Primary School
.Goteli, Keri, Sattari – Goa
Ph. No. : 9420596201/7875150822(Jyoti)

14. Bal Bhavan Kendra – Bicholim

Shri. Gajanan Talaunekar, Incharge
C/o Govt. Primary School
Wadacha Wada, Bordem
Bicholim – Goa
Ph. No. : 9423313844/2298082
(Tuesday/Thursday/Saturday)
Time: 2.45 p.m to 5.45 p.m.

15. Bal Bhavan Kendra – Thane

Shri. Digambar Gaonkar, Incharge
C/o Govt. High School
Thane, Sattari – Goa
Ph. No. : 9421257326/
Daily 2.30 to 5.30 p.m.

16. Bal Bhavan Kendra - Advoi

Shri. Atmaram Dalvi, Incharge
C/o Govt. High School
Advoi, Sattari – Goa.
Ph. No. :9923654402/3206429
(Monday/Tuesday/Wednesday)

17. Bal Bhavan Kendra – Nagargaon

Shri. Devappa B. Kumbhar, Incharge,
C/o Govt. High School
Ambedi, Nagargaon, Sattari – Goa
Ph. No. : 9527436612/9421244462 (Ravi)
9421244429 (Tejswini)

18. Bal Bhavan Kendra–Bironda (Sub Centre)

Shri. Atmaram Dalvi, Incharge
C/o Grampanchayat Hall
Bironda, Sattari – Goa
Ph. No. :9923654402/3206429
Thursday/Friday/Saturday

19. Bal Bhavan Kendra – Velguem

Smt. Nirmala Usgaonkar, Incharge
C/o Govt. Primary School
Near Mapusa Urban Bank
Velguem, Bicholim – Goa
Ph. No. : 9764696335

20. Bal Bhavan Kendra – Tambdi Surla

(Sub Centre) ,
Shri.Siddarth Joshi.
C/o Govt. Primary School
Sancorda, Sattari - Goa
Ph. No. : 8275259165

21. Bal Bhavan Kendra – Valpoi

Shri. Anil Pogle, Incharge
C/o Govt. Middle School,
Valpoi, Sattari – Goa
Ph. No. : 7875241510
Daily: 2.45 p.m to 5.45 p.m.

22. Bal Bhavan Kendra – Sanguem

Shri. A. A. Salunke, Incharge
C/o Union High School
Sanguem – Goa
Ph. No. : 9422446018/2650827
Daily 2.45 p.m to 5.45 p.m.

23. Bal Bhavan Kendra – Curchorem

Shri. Prakash Raut Dessai, Incharge,

24. Bal Bhavan Kendra – Gudi Paroda

Shri. Eknath Gaonkar, Incharge,

C/o Govt. Primary School.
Curchorem – Goa
Ph. No. : 9822180121 / 2653502

Damodar High School
Guddi Paroda – Goa
Ph. No. : 9881552002

25. Bal Bhavan Kendra - Canacona
Incharge,
Smt. Vibha Mahale
C/o Govt. Higher Sec. School
Char Marg, Canacona – Goa
Ph. No. : 9765772057

26. Bal Bhavan Kendra – Margao
Incharge,
Shri. Sunil Shiva Naik,
C/o Govt. Primary School Aquem
Near Fire Station, Margao – Goa.,
Ph. No. : 9423056989

27. Bal Bhavan Kendra – Cuncolim
Shri. Narayan Chitari, Incharge ,
Recreation Centre
Maddicota, Cuncolim – Goa
Ph. No. : : 9890354406

28. Bal Bhavan Kendra – Ponda
Shri. N. B. Sawant, Incharge
C/o A. J. de Almeida Primary School
Ponda – Goa
Ph. No. : 9226478197/2399862(Hemlata)

29. Bal Bhavan Kendra – Shiroda
Smt. Belmira Fernandes, Incharge,
C/o Kamlabai Hede High School
Shiroda – Goa
Ph. No. : 9767687349/ 2742915

**30. Bal Bhavan Kendra – Mangueshi
(Sub Centre)**
Shri. Sudesh Kamat, Incharge
C/o Wagle High School,
Mangueshi – Goa
Ph. No. :9270984143/2399249
Monday/Wednesday/Friday
Time: 2.45 to 5.45 p.m.

31. Bal Bhavan Kendra – Khandepar
Shri. Sudesh Kamat, Incharge,
C/o MIBK High School,
Khandepar, Ponda – Goa
Ph. No. : 9270984143//2399249
Tuesday/Thursday/Saturday
Time: 2.45 p.m. to 5.45 p.m

32. Bal Bhavan Kendra – Bhoma
Smt. Anita Kundaikar, Incharge
C/o Mahanandu High School
Bhoma, Ponda – Goa
Ph. No. : 9545475753/2395320
Daily 2.45 to 5.45 p.m.

33. Bal Bhavan Kendra – Neura
Shri. Abhijit Ekawade, Incharge
C/o Dayanand Arya High School,
Neura, Tiswadi – Goa
Ph. No. : 9850643163/9545468163

**34. Bal Bhavan Kendra – Savoi
Verem(Sub Centre)**
Smt. Anita Kundaikar, Incharge
C/o Panchayat Hall,
Savoi Verem, Ponda - Goa
Ph. No : 9545475753/2395320
Monday/Wednesday/Friday

35. Bal Bhavan Kendra – Vasco
Smt. Suraksha Naik Incharge
C/o Govt. High School,
Vasco (Main), Vasco-da-Gama
Daily 2.45 to 5.45 p.m

36. Bal Bhavan Kendra – Ribandar
Shri. Shridhar Garde, Incharge
C/o Bal Bharati Vidyamandir,
Ribandar, Ilhas - Goa.
Daily 2.45 to 5.45 p.m.

37. Bal Bhavan Kendra – Navelim
Shri. Shailesh Shirodkar Incharge

38. Bal Bhavan Kendra – Amona
Shri. Shailesh Shirodkar- Incharge

C/o Panchayat Hall, Navelim
Sanquelim - Goa
Daily 2.45 to 5.45 p.m.

C/o Panchayat Hall, Amona
Goa Ph. No. 8698249777
Daily 2.45 to 5.45 p.m.

39 Bal Bhavan Kendra - Durbhat
Ms. Neelam S. Naik, - Incharge
C/o. Sharada Eng. High School,
Durbhat, Ponda – Goa.
Ph. No. : 9765257878
Daily 2.45 to 5.45 p.m.

40. Bal Bhavan Kendra - Divar
Shri. Anil G. Priolkar - Incharge
C/o. St. Aloysius High School
Piedade, Divar – Ilhas - Goa
Ph. No. 9850474418/2280671
Daily 2.45 to 5.45 p.m.

41. Bal Bhavan Kendra – Korgao
Shri. Krishna S. Gawade – Incharge
C/o. Shri Kamaleshwar High School,
Pettechawada – Korgao – Pernem
Goa
Tel No.

Bal Bhavan - Panaji
The Director,
Opp. Parade Ground,
Campal, Panaji – Goa.
Ph. No. : 2226823/ 2230001/2230002

Art, Craft, Harmonium, Tabla and Dance activities are carried out at almost all the Bal Bhavan Kendras. They function only in the evening from 2:45 p.m. to 5:45 p.m. excluding Sundays and all the other gazetted holidays & short term vacations for Ganesh, Dipawali, Christmas etc.

MEMBERS OF THE BAL BHAVAN BOARD

<p>Smt. Kunda S. Chodankar Chairperson Bal Bhavan Board Campal, Panaji – Goa</p>	<p>Shri. Ravindra Amonkar Vice Chairman Bal Bhavan Board Campal, Panaji – Goa</p>
<p>Shri. D. P. Dwivedi, IAS Secretary (Education) Government of Goa Secretariat Porvorim - Goa</p>	<p>Shri. A. V. Powar The Director Directorate of School Education Government of Goa Porvorim - Goa</p>
<p>The Director Directorate of Sports & Youth Affairs Government of Goa Campal Panaji - Goa</p>	<p>The Under Secretary Finance/Expenditure Government of Goa Secretariat Porvorim - Goa</p>
<p>The Member Secretary Kala Academy Campal, Panaji - Goa</p>	<p>Smt. Siddhi Y. Shetye H. No. 885 Petchawada – Korgao Pernem - Goa</p>
<p>Smt. Manisha Naik H. No. 223/1 Near Damodar High School, Gudi Paroda Goa</p>	<p>Shri. Hemant D. Golatkar House No. 73 Carmi Bhat Merces – Ilhas Goa</p>
<p>Mrs. Fatima Antao Near Bank of India Nachinola – 403 508 Bardez - Goa</p>	<p>Adv. Sneha De Menezes H. No. 305 Gauncar Waddo Batim Goa Velha – 403 108 Goa</p>
<p>Smt. Ankita L. Navelkar F-1, 3rd Floor Manguirish Sastiwada – Borda Bicholim – Goa</p>	<p>Shri. Bhavesh Zambaulikar H. No. 55, Near Damodar Temple Rivona – Zambaulim Goa – 403 705</p>
<p>Shri. Govind Korgaonkar Salkar Colony, Valus Valpoi Sattari - Goa</p>	<p>Shri. Santosh Amonkar Member Secretary Bal Bhavan Board Campal, Panaji - Goa</p>

MANUAL 6

A statement of the categories of documents that are held under its control
[Section 4 (1) (b) (vi)]

A statement of the categories of documents held

Sr. No.	Nature of records	Details of Information available	Unit/Section	Retention period, where available
1.	Academics	1. Prospectus of admission to regular activities 2. Syllabus of Music, Art, Dance, Courses 3. Annual Bal Shree competition 4. Continuation of affiliation to Akhil Bhartiya Gandharva Mahavidyalaya 5. Bal Bhavan Board 6. Membership Register	1. Performing Art Section 2. Creative Art Section 3. Office section	As per Government Rules and Regulations and rules framed by Bal Bhavan Board
2.	Administration	All files related to Recruitment, Staff, E.P.F., Leave, Pension, Pay, T.A./D.A., L.T.C., Mediclaim, H.R.A., Income Tax Rule and other correspondence of Govt. Departments	Office	As per Government Rules and Regulations and rules framed by Bal Bhavan Board
3.	Accounts	Files related to Grant-in-aid, Budget allocation, Maintenance of B.C.R. Bill Register, Periodical register, Dead stock register, Consumable register, pay bill register et.	Office	As per Government rules and regulations
4.	Establishment	1. Personal Files 2. Service Books 3. Bal Bhavan Kendras 4. Service Matters	Office	As per Government Rules and Regulations and rules framed by Bal Bhavan Board

MANUAL 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 administration thereof

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

Details of the consultative committee and other bodies with which consultation are held

Sr.No.	Name and address of the consultative committee/bodies	Constitution of the Committee/Body	Role of responsibility	Frequency of meetings
1.	1. Bal Bhavan Board 2. Review Committee 3. Cultural Committee 4. School Managing Committee 5. Purchase Committee 6. DPC/DSC	In the meeting of the Bal Bhavan Board		1. Once in three months 2. Weekly 3. As & when programmes are held 4. Once in a month

MANUAL 9

Directory of Officers and Employees

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

Sr. No.	Name of the employee	Designation	Office Telephone No.	Email address
1.	Santosh S. Amonkar	Director	2226823/2223001	
2.	Shashikant K. Punaji	Programme Officer-cum-Co-ordinator	2226823/2223002	
3.	Laxmidas V. Manerkar	Asst. Accounts Officer	2226823/2223002	
4.	Anant N. Sutar	Sr. Instructor (Performing Art)	2226823	
5.	Manisha N. Tari	Sr. Instructor (Creative Art)	2226823	
6	Neha A. Kankonkar	Sr. Instructor (Dance)	2226823	
7.	Bhakti G. Soiroji	Sr. Instructor (Creative Craft)	2226823	
8.	Sneha D. Kunde	Accountant	2226823	
9.	Suzie Vaz	Sr. Stenographer	2226823	
10.	Ulka Nevgi	Craft Instructor	2226823	
11	Baburao Naik	Clay Modelling Instructor	2226823	
12	Ivonne Valladares	Craft Instructor	2226823	
13	Sabina Grao	Computer Instructor	2226823	
14	Fatima T. F. Cruz	U.D.C	2226823	
15	Kamal Halarankar	Jr. Stenographer	2226823	
16	Suresh Sawant	Accounts Clerk	2226823	
17	Sanjay Mandrekar	Clay Modelling/Art Instructor	2226823	
18.	Mahesh A. Gawas	Harmonium Instructor	2226823	
19	Mahesh C. Gawas	Tabla Instructor	2226823	
20	Vanita Z. Shetye	L.D.C.	2226823	
21`	Prasad J. Tendulkar	L.D.C.	2226823	
22.	Tanuja Khanolkar	L.D.C.	2226823	
23	Sanjay Pilarankar	Driver	2226823	
24	Ramesh Mauskar	Driver	2226823	
25	Gokuldas Gaonkar	Driver	2226823	
26	Pralhad Gawas	Driver	2226823	
27	Ashwini Nayak	Librarian	2226823	
28	Suhasini Naik	Asst. Stores/Games	2226823	
29	Arvind Salgaonkar	Office Attendant	2226823	
30	Prachi Chodankar	Peon-cum-Housekeeper	2226823	
31.	Pushpa Gudler	Housekeeper	2226823	
32	Pushpa Murgaonkar	Housekeeper	2226823	

33	Gurudas Shirgaonkar	Resource Person (Teachers Training)	2226823	
34	Samradhni Shelar Aeer	Vocal Instructor	2226823	
35.	Snaysha Fernandes	Violin Instructor	2226823	
36	Glenn Dias	Guitar Instructor	2226823	
37	Anjali Amonkar	Resource Person (Creative Writing)	2226823	
38	Lucy D'Souza	Stenographer	2226823	
39	Priti Shirgaonkar	L.D.C.	2226823	
40	Shilpa Bhonsle	L.D.C.	2226823	
41	Shailesh Loliencar	Peon	2226823	
42	Demappa Dasapanur	Gardener	2226823	
43	Bhadi Sawant	Gardener	2226823	
44	Sidhawa Tallur	Housekeeper	2226823	
45	Sarita Naik	Helper	2226823	
46	Rajesh Narvekar	Helper	2226823	
47	Deepak Barve	Electrician	2226823	
48	Sugandha Kholkar	Helper	2226823	

MANUAL 10

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

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

Sr. No.	Name of the employee	Designation	Pay scales	Present Gross
1.	Santosh S. Amonkar	Director	Honorarium	15,000.00
2.	Shashikant K. Punaji	Programme Officer-cum-Co-ordinator	9300 – 34800 + GP 5200	43,720.00
3.	Laxmidas V. Manerkar	Asst. Accounts Officer	9300 – 34800 + GP 4200	37,840.00
4.	Anant N. Sutar	Sr. Instructor (Performing Art)	9300 – 34800 + GP 4200	29,844.00
5.	Manisha N. Tari	Sr. Instructor (Creative Art)	9300 – 34800 + GP 4200	31,560.00
6	Neha A. Kankonkar	Sr. Instructor (Dance)	9300 – 34800 + GP 4200	38,260.00
7.	Bhakti G. Soiroji	Sr. Instructor (Creative Craft)	9300 – 34800 + GP 4200	38,260.00
8.	Sneha D. Kunde	Accountant	5200 – 20200 + GP 2800	32,370.00
9.	Suzie Vaz	Sr. Stenographer	9300 – 34800 + GP 4200	34,700.00
10.	Ulka Nevgi	Craft Instructor (MACPS)	9300 – 34800 + GP 4200	38,260.00
11	Baburao Naik	Clay Modelling Instructor (MACPS)	9300 – 34800 + GP 4200	38,260.00
12	Ivonne Valladares	Craft Instructor (MACPS)	5200 – 20200 + GP 2800	30,120.00
13	Sabina Grao	Computer Instructor (MACPS)	5200 – 20200 + GP 2800	30,120.00
14	Fatima T. F. Cruz	U.D.C	5200 – 20200 + GP 2800	32,080.00
15	Kamal Halarnkar	Jr. Stenographer (MACPS)	5200 – 20200 + GP 2800	30,120.00
16	Suresh Sawant	Accounts Clerk	5200 – 20200 + GP 2400	23,565.00
17	Sanjay Mandrekar	Clay Modelling/Art Instructor	5200 – 20200 + GP 2400	23,780.00
18.	Mahesh A. Gawas	Harmonium Instructor	5200 – 20200 + GP 2400	21,860.00
19	Mahesh C. Gawas	Tabla Instructor	5200 – 20200 + GP 2400	21,860.00
20	Vanita Z. Shetye	L.D.C. (MACPS)	5200 – 20200 + GP 2800	28,430.00
21`	Prasad J. Tendulkar	L.D.C. (MACPS)	5200 – 20200 + GP 2000	22,320.00
22.	Tanuja Khanolkar	L.D.C.	On deputation	
23	Sanjay Pilarnkar	Driver	5200 – 20200 + GP 2000	22,380.00
24	Ramesh Mauskar	Driver	5200 – 20200 + GP 2000	22,380.00
25	Gokuldas Gaonkar	Driver	5200 – 20200 + GP 2000	20,500.00
26	Pralhad Gawas	Driver	5200 – 20200 + GP 1900	20,420.00

27	Ashwini Nayak	Librarian	5200 – 20200 + GP 2000	19,800.00
28	Suhasini Naik	Asst. Stores/Games	5200 – 20200 + GP 1800	16,500.00
29	Arvind Salgaonkar	Office Attendant	5200 – 20200 + GP 1800	22,370.00
30	Prachi Chodankar	Peon-cum-Housekeeper	5200 – 20200 + GP 1800	20,120.00
31.	Pushpa Gudler	Housekeeper	5200 – 20200 + GP 1800	19,660.00
32	Pushpa Murgaonkar	Housekeeper	5200 – 20200 + GP 1800	19,240.00
33	Gurudas Shirgaonkar	Resource Person (Teachers Training)	Consolidated pay	10,000.00
34	Samradhni Shelar Aeer	Vocal Instructor	Consolidated Pay	10,000.00
35.	Snaysha Fernandes	Violin Instructor	Consolidated pay	5,500.00
36	Glenn Dias	Guitar Instructor	Consolidated pay	10,000.00
37	Anjali Amonkar	Resource Person (Creative Writing)	Consolidated pay	10,000.00
38	Lucy D’Souza	Stenographer	Consolidated pay	10,000.00
39	Priti Shirgaonkar	L.D.C.	Consolidated pay	8,000.00
40	Shilpa Bhonsle	L.D.C.	Daily wages	Rs, 227/- per day
41	Shailesh Loliencar	Peon	Daily wages	Rs. 221/- per day
42.	Demappa Dasapanur	Gardener	Contract basis	11,000.00
43	Bhadi Sawant	Gardener	Contract basis	6,800.00
44	Sidhawa Tallur	Housekeeper	Contract basis	6,800.00
45	Sarita Naik	Helper	Contract basis	7,500.00
46	Rajesh Narvekar	Helper	Contract basis	6,800.00
47	Deepak Barve	Electrician	Daily wages	Rs, 227/- per day
48	Sugandha Kholkar	Helper	Daily wages	Rs. 110/- half day

MANUAL 11

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made

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

Details Plan	Budget Estimate 2012 - 2013 Rupees in lakhs		
	Plan	Non-Plan	Total
1. Salaries of Bal Bhavan & Bal Bhavan Kendras(Salaries, EPF, allowances etc.)		228.18	228.18
2. TA/DA to Chairperson & Board Members		4.50	4.50
3. Vehicle, Fuel, Oil, Repairs		3.00	3.00
4. Office/Administrative Expenditure		12.50	12.50
5. Educational Material		18.00	18.00
6. Repair/Maintenance/Miscellaneous		6.00	6.00
7. Summer Camp/Orientation Courses/Tours	12.00	-	12.00
8. Annual Day, Functions, Festivals	6.82	-	6.82
9. Opening of new Bal Bhavan Kendras	6.00	-	6.00
10. Furniture/Fixtures	5.00	-	5.00
11. Purchase of vehicle	-	-	-
12. Capital Outlay	4.00	-	4.00
13. Miscellaneous	1.00	1.00	2.00
TOTAL	34.82	273.18	308.00

MANUAL 12

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

Sr.No	Name & Address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements

List of individuals given subsidy

Sr. No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose

MANUAL 13

Particulars of recipients of concessions, permits or authorizations granted by it;

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

Sr. No.	Name & address of the beneficiary	Nature of concession/ permit / authorization provided	Purpose for which subsidy provided	Scheme and criterion for selection	No. of similar concessions given in past with purpose

MANUAL 14

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

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

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is it being used as back end data base

MANUAL 15

Particulars of facilities available to citizens for obtaining information;

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

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information	Working hours
Information Counter	PIO/APIO	Information on all activities under RTI Act	9.30 a.m. to 5.30 p.m. from Monday to Friday & from 9.30 a.m. to 12.30 p.m. on Saturday
Website	goabalbhavan@yahoo.in	Information on RTI Act	
Library	Bal Bhavan Library	Books on Indian classical Music	
Notice Board	Bal Bhavan Notice Board	Time table/ Results/Office notices etc.	

MANUAL 16

Names, Designation and other particulars of the Public Information Officers;

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

List of Public Information Officer

Name	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
Shri. Laxmidas V. Manerker	Assistant Accounts Officer	Bal Bhavan, Campal, Panaji	2226823		

List of Assistant Public Information Officer

Name	Designation of the Officer designated as APIO	Postal Address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
Smt. Manisha N. Tari	Sr. Instructor (Creative Art)	Bal Bhavan, Campal, Panaji	2226823		

First Appellate Authority within the department

Name	Designation of the Officer designated as First Appellate Authority	Postal Address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
Shri. Santosh S. Amonkar	Member Secretary/Director	Bal Bhavan, Campal, Panaji	2226823/ 2223001		

MANUAL 17

Such other Information as may be prescribed

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

NIL