

**GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
BUREAU OF OUTREACH AND COMMUNICATION
(SONG & DRAMA ACTIVITIES)**

Subject: GUIDELINES for Registration/empanelment of private cultural troupes and individual artists with song and drama activities.

With the formation of Bureau of Outreach and Communication (BOC)/Regional Outreach Bureaus (ROBs), the guidelines on above subject need revision. In consultation with Ministry of I&B, the guidelines on the above are revised incorporating amendments done by Ministry of I&B vide ID No. M-27015/2/15-MUC-II dated 28.06.2018 including revision of performance fees vide ID No. 1/2(9)/10-FS dated 07.06.2018.

In pursuance of Ministry of I&B's O. M. No. P-11011/4/2012-PPC, dated 08.12.2017 Song and Drama Division(S&DD), Directorate of Field Publicity (DFP) and Directorate of Advertising and Visual Publicity (DAVP) has been integrated into Bureau of Outreach and Communication. Some changes in the latest Guidelines for Registration/empanelment of private cultural troupes/individual artists are to be done by doing partial modifications. After integration into one establishment entitled as Bureau of Outreach and Communication (BOC) under Ministry of I&B, there are one BOC, New Delhi (HQ) and 23 Regional Outreach Bureaus (ROBs) having with their own jurisdiction at present. Accordingly, the activity of erstwhile S&DD has been merged with BOC, New Delhi (HQ) & with ROBs. Consequent upon newly integrated Outreach Bureaus, necessary changes in the latest Guidelines for Registration of PRTs & Empanelled Artists (EAs) partially modifying the previous practices are to be done.

Song & drama activities of Outreach Bureaus of Ministry of Information and Broadcasting is 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.

The programmes cover themes such as Communal Harmony, National Integration, Eradication of Social Evils, Empowerment of Women, Protection of Natural Environment and developmental schemes mainly for Rural areas, Health and Family Welfare, better education etc are the major issues covered through song and drama activities of Bureau of Outreach and Communication by way of utilising popular Folk and Traditional Art Forms in the respective dialects in various parts of the country. Special campaigns are also organised on the requests of Client Ministries/Departments.

2. INVITING AND SCRUTINIZING APPLICALTIONS:

2.1 Applications for registration and empanelment under BOC, New Delhi (HQ) and Regional Outreach Bureaus (presently 23 ROBs) are invited from the following categories of (i) Drama, (ii) Dance-Drama, (iii) Street Play, (iv) Composite Troupe, (v) Folk & Traditional Recitals (FTR), (vi) Mythological Recitals (MR), Magic Puppet and related theatrics tech from cultural troupes and individual artistes who are the citizens of India.

2.2 Advertisement will be issued through Bureau of Outreach and Communication (DAVP activities) in the Employment News and Rozgar Samachar and other leading, local and national dailies. It will also be put on websites of BOC/ROBs. Copies of the said advertisement are to be given to Doordarshan, All India Radio, State Information and Public Relation Department, etc for wider publicity. Publicity in Rural areas and metropolitan states will be the responsibility of the Regional Outreach Bureaus (ROBs). Advertisement should be issued twice, for wider publicity, so as to allow and give the access to the applicants. There should be a gap of minimum ten days between two advertisements. The last date of receipt of application will be 21 days from the second advertisement.

2.3 The application form for the registration and certificates required for the purpose will be put on website.

2.4 One PRT/Artiste can apply for empanelment preferred for one region and one category (as shown in Para 2.1) only as per the format enclosed at **Annexure-1**. A PRT/Artiste already registered with BOC/ROB(S&DD) has to apply a fresh for new registration. A PRT/Artiste at a given place or city must apply as per the given schedule of Office of Regional Outreach Bureaus:

Name and Jurisdiction of the BOC/ROBs			Application to be sent
Sl.No.	Outreach Bureaus	Jurisdiction	
1.	BOC, New Delhi (HQ)	For the troupes/ artistes reside in Delhi State	To ADG (Programme), BOC, New Delhi (HQ).
2.	ROB, Jammu.	For the troupes/ artistes reside in Jammu & Kashmir State	To ADG, Regional Outreach Bureau, Jammu (J&K).
3.	ROB, Chandigarh	For the troupes/ artistes reside in Punjab, Haryana, Himachal Pradesh States and Chandigarh UT.	To ADG, Regional Outreach Bureau, Chandigarh (Punjab).
4.	ROB, Lucknow	For the troupes/ artistes reside in Uttar Pradesh State.	To ADG, Regional Outreach Bureau, Lucknow (UP).
5.	ROB, Dehradun	For the troupes/ artistes reside in Uttarakhand State.	To ADG, Regional Outreach Bureau, Dehradun (Uttarakhand).
6.	Kolkata	For the troupes/ artistes reside in West Bengal State.	To ADG, Regional Outreach Bureau, Kolkata (W.B.).
7.	Bhubaneswar	For the troupes/ artistes reside in Odisha State.	To ADG, Regional Outreach Bureau, Bhubaneswar (Odisha).
8.	Patna	For the troupes/ artistes reside in Bihar State.	To ADG, Regional Outreach Bureau, Patna (Bihar).
9.	Ranchi	For the troupes/ artistes reside in Jharkhand State.	To ADG, Regional Outreach Bureau, Ranchi (Jharkhand).

Name and Jurisdiction of the BOC/ROBs			Application to be sent
Sl.No.	Outreach Bureaus	Jurisdiction	
10.	ROB, Raipur.	For the troupes/ artistes reside in Chhattisgarh State.	To ADG, Regional Outreach Bureau, Raipur (Chhattisgarh).
11.	ROB, Bhopal.	For the troupes/ artistes reside in Madhya Pradesh State.	To ADG, Regional Outreach Bhopal (M.P.).
12.	ROB, Jaipur.	For the troupes/ artistes reside in Rajasthan State.	To ADG, Regional Outreach Jaipur (Rajasthan).
13.	ROB, Ahmedabad.	For the troupes/ artistes reside in Gujarat State.	To ADG, Regional Outreach Ahmedabad (Gujarat).
14.	ROB, Pune.	For the troupes/ artistes reside in Maharashtra, Goa States and Daman& Diu, Dadar & Nagar Haveli UTs.	To ADG, Regional Outreach Pune (Maharashtra).
15.	ROB, Chennai.	For the troupes/ artistes reside in Tamil Nadu State and Puducherry UT.	To ADG, Regional Outreach Chennai (Tamil Nadu).
16.	ROB, Bangalore.	For the troupes/ artistes reside in Karnataka State.	To ADG, Regional Outreach Bangalore (Karnataka).
17.	ROB, Hyderabad.	For the troupes/ artistes reside in Andhra Pradesh State.	To ADG, Regional Outreach Hyderabad (Andhra Pradesh).
18.	ROB, Vishakhapatnam.	For the troupes/ artistes reside in Telengana State and Andaman & Nicobar Islands.	To ADG, Regional Outreach Vishakhapatnam (Telengana).
19.	ROB, Trivandrum.	For the troupes/ artistes reside in Kerala State and Lakshadweep Islands.	To ADG, Regional Outreach Trivandrum (Kerala).
20.	ROB, Guwahati.	For the troupes/ artistes reside in Assam, and Sikkim States.	To ADG, Regional Outreach Guwahati (Assam).
21.	ROB, Shilong.	For the troupes/ artistes reside in Meghalaya, and Tripura States.	To ADG, Regional Outreach Guwahati (Assam).
22.	ROB, Kohima.	For the troupes/ artistes reside in Manipur, and Nagaland States.	To ADG, Regional Outreach Imphal (Imphal).
23.	ROB, Itanagar	For the troupes/ artistes reside in Arunachal Pradesh, Mizoram State.	To ADG, Regional Outreach Imphal (Imphal).

REGISTRATION FEE:

2.5 Non-refundable Registration fees would be Rs. 2,000/- (Rupees Two thousand only) for troupes with 10(ten) members and above including extra artistes and Rs. 1,000/- (Rupees One thousand only) for troupes with less than 10(ten) Members/Performers. This has to be paid by Demand Draft in favour of the Drawing & Disbursing officer (D&DO) of the concerned BOC/ROBs, where the application is to be sent. All the D&DOs of the concerned Bureau of Outreach & Communication (BOC) and Regional Outreach Bureaus (ROBs) will maintain register of the revenue received and intimate the details to the BOC, New Delhi (HQ) for compilation to submit report to the Ministry.

This payment would be deposited by D&DO, BOC/ROBs under miscellaneous receipts through Challans towards Government of India Account.

EXEMPTION FOR NON-REFUNDABLE REGISTRATION FEE:

Registration fee would not be required in case of troupe is headed by SC/ST/Women or is having 50% of total representative of the troupe strength of above three categories. Troupes seeking such exemption must submit relevant certificates along with application forms. This Registration fee would not be applicable for the Cultural Troupes or individual Artistes stationed at Left Wing Extremism Districts identified by Ministry of Home Affairs, North Eastern States i.e., Arunachal Pradesh, Assam, Meghalaya, Mizoram, Manipur, Nagaland, Sikkim and Tripura States and also Jammu-Kashmir State, Andaman & Nicobar Islands, Lakshadweep Island. To seek exemption under this category, all troupes member have to belong to the concerned state/areas for example a party/troupe/artiste based in Meghalaya seeks exemption from registration fees. It will be entitled only when all its troupe members belong to Meghalaya and have to submit document proof like domicile certificate in respect of its team members. However, troupes/artistes seeking such exemption are requested to submit relevant certificates along with the application forms.

2.6 The Cultural Troupes/Individual Artistes will submit their Application along with the two Character Certificates of each artiste, certified by two different responsible persons at the time of application. The Character certificates should not be older than two years. These certificates may be obtained either from any Gazetted Officer or elected members of local body/Panchayat head with seal or any legislative body superior to local bodies, Bank Officers of PSU Banks, Officer of any Government of India/ State Government undertakings, Government Doctors, Post Masters, any Registered Medical Practitioners (RMPs), Members/Officers of Army or any Central / State Government functionaries, School Teachers (from any recognized School).

2.7 It is desirable that troupes/artistes submit a copy of Aadhar Card/ Pan Card/ Election Card.

2.8 To bring transparency in receipt of application, BOC(S&DD) and each Regional Outreach Bureau will be responsible for compulsory entry of all the applications into the Dak Register/Computer and to keep record accordingly. No application would be entertained after the last date (for receiving application from the Applicant). Only those application received by the BOC/ROBs would be scrutinized for issuing call letter in favour of the Applicants well in advance, so that the Applicants may appear in the Screening according to the date, time and venue.

2.9 In North East States and LWE Districts/Areas, there may not be offices of any Government functionary in the vicinity or a elected representative of local body or Panchayat in some cluster, character certificate can also be issued by a senior most person of the population cluster/ religious priest/ any RMP/ Members of Armed Forces/ Para Military Forces/ Post Master/ School Teachers/ any State or Central Government Functionaries/ Renowned Persons, any official from any Central/ State Government Undertaking like Telephone, Prasar Bharati, Health, Irrigation, Power Bank etc.

2.10 A final list of eligible Private Cultural Troupes/ Individual Artists for attending the Screening/ Audition for Registration/Empanelment would be prepared after scrutiny of the application and displayed in the Notice Board of concerned BOC/ROBs and in websites of ROBs. Individual call letter would also be sent by BOC and ROBs to the eligible Private Cultural Troupes/Individual Artistes well in advance at least 2(two) weeks before the Screening would start. The Screening will be held in the concerned Regional Outreach Bureau and at BOC, New Delhi Headquarter (for the troupes/artistes of Delhi State), the venue will be intimated well in advance through call letter.

2.11 Empanelment exercise should be completed at least 30 days before the expiry of the validity period of PRTs/IA.

In the event of any unforeseen situation where such exercise cannot be completed, DG, BOC may extend the validity of registration for a period of 6 (six) months at a time up to a maximum of 01 (one) year.

3. SCREENING COMMITTEE AND FUNCTIONS:

3.1 Empanelment will be made available to only those parties/Troupes/Artistes which are registered afresh after the screening by a Committee consisting of the following Officer:

- a. **Chairman:** Additional Director General (Region)
- b. **Representative of State Government** - Member (belonging to art and culture Sector)
(not less than the rank of Group "B"
Gazetted officer/ recognized institution
academy/universities)
- c. **One representatives from AIR or DDK** - Member
(not less than rank of Group "B" Gazetted
Officer)

- d. **One well known name from the field of theatre/drama of the Region.** - Member
- e. **One Representative from the field of Music** - Member
- f. One programme officer of ROB at the level of Dy. Director/Assistant Director/ Manager to be Nominated by DG, BOC From other Regional Centre - Member

* In case non-availability of ADG (Region), DG (Zonel) will nominate the Chairman.

Quorum of Screening Committee

Quorum for the meeting of screening committee should be at least four out of six members with Chairman and two experts being essential for conducting the screening.

3.2 A sum of Rs. 2,500/- (Rupees Tow thousand five hundred only) per day per expert member would be paid to the Outside Expert Members. In case they are from the outstation (more than 100 Kms) where the screening is held, to and fro, AC-2 tier ticket fares from their residence to the place of screening, hotel charges Rs.1,500/- (Rupees One thousand five hundred only) per day subject to production of hotel and food charges Rs.150.00 (Rupees One hundred fifty only) per day would be paid.

3.3 Each member including Chairman/Chairperson will assess the performance on a maximum of 100marks. Each member will be given a sheet on which he/she will give marks on assessment on parameters including (i) **Effectiveness and ability**, (ii) **Talent, Proficiency, Music, Aesthetic, Sense, Costume, Lighting, Designing etc**, (iii) **Presentation of Programmes**, (iv) **Items on Government Policies, Culture, Tradition etc**. The Chairman/Chairperson may include any new parameter for screening.

3.4 The tabulation sheet will be signed by each member. The average of marks given by all the members including Chairman will be the marks obtained by a party appearing for the registration. The merit list will be based on the marks obtained by each party and accordingly selection will be based on the obtained marks.

3.5 While forwarding their recommendations, the Committee will send their assessment Chart containing the marks assigned to each of the parties/troupes/Artistes to the Head, BOC for seeking registration.

3.6 The results of the screened - troupes will be finalized at the place of the interview/ screening place by all the Members of the Committee immediately after completion of Screening/Audition. The result of the screened troupes would be pasted on the notice board of the Screening place/website of ROB

4. SCREENING/SELECTION:

4.1 Maximum limits of 30 (Thirty) numbers of Cultural Troupes/Artiste for screening per day has been set. Troupes must be screened at least 15 minutes.

4.2 Change in party member is allowed upto the date of Screening/Audition test, thereafter change in party members is strictly not allowed. BOC/ROBs will take photographs of the Artistes on the stage at the time of the Screening.

On that basis the group identity card will be issued for the selected parties/troupes after declaration of the results. However, for strengthening the programme activities of the BOC/ROBs, and if some occurrences/ casualties, like sudden demise of troupe leader or member artistes of the PRT happen, then Head BOC/ROBs to give approval for any changes of artistes of PRTs among the screened Artistes for official purpose and in public interest. The SC/ST/Women candidate/artistes of the particular troupes will not be changed by the troupe leader the currency of the registration period with BOC/ROBs.

4.3 (i) The Troupe with the size of 10(ten) artistes/performers is allowed to include 5(five) more as extra artistes/performers. (ii) The Troupe with the size of 8(eight) artistes/performers is allowed to include 4(four) more as extra artistes/performers. (iii) The Troupe with the size of 6(Six) artistes/ performers is allowed to include 3(three) more as extra artistes/ performers. And (iv) the Troupe with the size of 4(four) artistes/ performers is allowed to include 4(two) more as extra artistes/performers.

4.4 Photograph of the Complete Troupe would be taken at the time of Registration in the presence of Panel of Judges. Allowing for more number of artistes for screening and getting them empanelled would help in ensuring that contracted strength of troupe is maintained under most circumstances and that an absence of some of the artistes from the troupe did not leave the troupe high and dry and renders it incapable to deliver Government of India's communication objectives.

4.5 Efforts should be made to have Private Registered Troupes (PRTs) from LWE affected areas, North-East Region, Jammu & Kashmir, Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and Border areas and other areas identified by ROB concerned.

4.6 The leader of the troupe should preferably be a literate and should be able to read, write and speak fluently the regional language. He she should be a good public communicator and he/she should preferably be an artiste and if not, he/she must be having a good understanding of stage and the live arts. He / She must possess good knowledge of Government programmes and policies and should be aware about the various important issues concerning the country. Working knowledge of IT and its applications would be an advantage for which the troupe leader would get extra marks. Screening Committee would be evaluating the quality of the troupe leader specifically on this account. Marks evaluation must have some quality and performance of troupe leader as well.

4.7 Videography of the entire screening should be done with timer and a record of the same is to be preserved in the Regional Outreach Bureau safely under the personal control of the Head, ROB.

5. TERMS AND CONDITION FOR PRTs/CAs/DEPLOYMENT:

5.1 Empanelled Artistes working under the PRT and also empanelled casual artistes working in BOC/ROBs are only under contractual assignment. They are not going to be considered as employees of Bureau of Outreach and Communication (BOC)/ Regional Outreach Bureaus (ROBs)/ Field Outreach Bureaus (FOBs), Government of India in any way whatsoever. Government of India is not responsible or compulsorily obliged to provide or allocate programmes to these PRTs/ CAs once they are empanelled. Empanelment only means registration for performances as and when required on contractual basis.

5.2 Members of PRTs/Empanelled Artistes, while performing on the above contractual assignment have to maintain discipline all the time. Their behaviour should be exemplary before the public, while performing under the banner of BOC/ROB, Government of India. Department would reserve the right to debar any such troupe/artist if verifiable complaint has been received against any such artist/PRT. BOC/ROB would not be responsible for any individual's activities of PRT towards the civil society.

5.3 BOC/ROB is not going to be held responsible for any medical/personal claim of any kind in any eventuality while undertaking the contractual assignment for the BOC/ROB.

5.4 Casual artists/PRTs will generally perform in their own region of selection for which no other payment other than all inclusive fees as per the grade would be paid. However, in an event of their requirement outside their state/region, then Inviting Agency would have to cater for them **(a)** to & fro travel by sleeper class railways, **(b)** stay along with bedding and bathroom in hostels/guest houses/Government accommodations/hotels. Hotel entitlement should be equivalent to pay structure of employees of lower grade in BOC/ROB.

5.5 This arrangement of travel/stay would not deprive casual artistes/private registered troupes (PRTs) of their total fee which they otherwise get while performing in their own region. For example: if PRT is in the size of 10 members it would get the fees plus travel/stay arrangement from inviting agency.

5.6 Bills must be submitted by PRTs/ Empanelled Artistes within a maximum of **30 days** (on completion of their performances of the allotted programmes by the BOC/ROB) along with at **least one action photograph of the members performing at the venue and one still picture against background of the location which can identify troupe's against the backdrop and Performance Certificates** from the Organising Authority (Like Central/State Government Officers, NGOs, VIPs, Gram Panchayat etc). **Two photographs will be required for each programme for the clearance of the bill.** Bills, completed in all respects, received in BOC/ROB from 1st day to 20th day of a particular month and from 21st day to last day of that month, shall be submitted to P&AO on 7th day and 15th day of the following month respectively. In case the bills are not submitted in time, BOC/ROB reserves the right to reject the claim. Use of technology to make up photographs is strictly prohibited.

5.7 Old Proforma of submitting Bills along with its enclosures have slightly been changed. Henceforth, the New Proforma (**as shown in Annexure-II**) and its supporting documents (like Payees Receipt, Performance Certificates, Feed-back Report etc) related to submission of bills have to be used.

6. CONDITION FOR DEBARMENT/DE-REGISTRATION OF PRTs/CAs:

6.1 On submission of false reports and false bill to BOC/ROB/FOB by Private Registered Troupes (PRTs) and Empanelled Artistes (EAs), then after making needful investigation/queries BOC /ROB/FOB will take appropriate action according to the merit of the case for imposition of penalty for blacklisting and debarment the alleged PRT/EA for a period of 5(Five) years from song & drama activities of BOC/ROBs.

6.2 If Private Registered Troupes (PRTs) or Empanelled Artistes (EAs) indulge in activities which bring disrepute to the BOC/ROB/FOB, Government of India, they would be blacklisted and debarred from BOC/ROB/FOB.

6.3 If any PRT/EA indulges in any act of insubordination and flouting of programme orders or try to disrupt the discharge of Official Programmes and Official duties of any concerned GOI Official by PRTs/EAs, then concerned PRTs/EAs could be temporarily suspended/permanently debarred from the Registration/Empanelment.

6.4 If PRTs/EAs are allotted programmes and they fail to turn up without sufficiently advance intimation leading to problem in scheduled IEC programme of Government, then the concerned/alleged PRT/EA may be suspended. Frequent/Habitual Offenders would be permanently debarred from employment.

7. SELECTION OF PRTs/EAs:

7.1 The Screening Committee (details shown in 3.1) will assess the performance of Private Cultural Troupes and Individual Artistes during screen/audition tests. Chairman/ Chairperson and each Screening Committee Member will have the authenticity to offer marks up to 100 numbers to each troupe/artist based on their performance as per the criteria shown in Para 3.3. All those Private Cultural Troupes/ Individual Artistes scoring 50% marks or above would be selected for registration/empanelment with song & drama activities with BOC/ROB/FOB.

7.2 A copy of selected Troupes/Artistes for registration/empanelment with song & drama activities of BOC/ROBs/FOBs will have to be submitted to BOC, New Delhi (HQ) and BOC, New Delhi (HQ) will forward the same to Ministry of I&B in turn.

8. MISCELLANEOUS:

8.1 The programme to the Private Registered Troupes/Empanelled Artistes will be assigned in such a way that in a particular grade, the programmes are evenly distributed among all the Troupes/Parties, to the extent possible.

8.2 The programmes will be assigned to the Private Registered Parties/Empanelled Artistes only when budget provision exists. The BOC and concerned ROBs/FOBs would be responsible for the expenditure.

8.3 The break-up of remuneration, such as number of members, fee to leader, fee to member and logistic amount for P.A System, maintenance etc may also be provided to the leader of the PRTs.

8.4 Shows will be allocated to the selected Private Registered Troupes /Empanelled Artistes on the basis of the available budget in a fair and equitable manner.

8.5 Payments of the fees of executed programmes would be made in favour of the concerned Private Troupe registered with BOC/ROBs as per the prescribed rates & guidelines of the Ministry of I&B.

8.6 BOC/ROBs/FOBs would be responsible to make payments to PRTs/EAs for their executed programmes, which have actually been offered by the BOC/ROBs/FOBs.

8.7 Programme would be offered as per the requirement of the BOC/ROBs and based on availability of funds with them. The BOC/ROB/FOB will not give any guarantee or any type of assurance to offer any fix number of programmes per month or year.

9. VALIDITY:

9.1 Registration/Empanelment of Private Registered Troup (PRT) and Empanelled Artiste (EA) under BOC/ ROB/ FOB to be made valid for three years from the date of registration/empanelment.

This issues with the approval of Head, BOC (HQ).

Director (S&DD)
BOC, New Delhi

To the Head, all Regional Outreach Bureaus/Programme Officers at each ROB
BOC (S&DD)'s ID No. 14011/01/2018-P&C, date: 29.06.2018

Copy forwarded for kind information to:

1. Head, BOC
2. ADG (Programme), BOC
3. Director (S&DD), BOC
4. Shri Dhruva Awasthy, Deputy Director (P&C), BOC.

REGISTRATION OF PRIVATE CULTURAL TROUPE WITH BUREAU OF OUTREACH AND COMMUNICATION/ REGIONAL OUTREACH BUREAUS/ FIELD OUTREACH BUREAUS

(SONG AND DRAMA ACTIVITIES)

APPLICATION FORMAT

Affix 3 copies of Passport Size photographs of the Leader. Duly attested by the Gazetted Officer/Bank Manager/ School Principal/ State Govt. Officers/ Officers of any State Govt. Offices/Undertaking officers.

1. Name of the Troupe/Organisation (in Block letters): _____
2. Address of leader with residential proof
: _____
3. Name & Address of the Leader : _____
4. Date of Birth of Troupe Leader : _____
(Age on _____)
5. Father's/Mother's/Husband's/Wife/
Guardians' name : _____
6. Educational Background of Troupe Leader

7. Experience, if any _____
8. Details of performance in the past
(Enclosed additional sheets) : _____
9. Type of Performance(Drama/Musical/
Dance Drama/Puppet/Magic/Folk &
Traditional Recital/Mythological Recital/
Composite/any other) : _____
10. Language of the performance : _____
11. Numbers of Artistes (1) To be appeared before
Screening Committee: ___ Male ___ Female ___ Total
(2) For Presentation of
Programmes after
getting registration : ___ Male ___ Female ___ Total
12. Nos. Of Women/SC/ST Artistes of Troupe : ___ Women, ___ SC & ___ ST
13. Whether amateur/Professional : _____
14. Name of the Bank and Account No.
of troupe, if any : _____
15. Name/Father's Name/Husband's Name/
Guardian's Name, Address, Age of the
Artistes (enclosed separate Sheet/ documents): _____
16. Details of the Demand Draft Nos. : DD Nos. _____
Enclosed with the application: Date: _____, Rs. _____
(Rupees _____ Only).
17. Nos. of documents enclosed with the
Application : _____

18. Name & Address of two eminent persons: (1) _____
Who could certify about the competence
of the Troupe and Leader as well. (2) _____
(Witness by two persons).

19. Whether required character certificates and
Other documents of all the Artistes including
Leader have been enclosed : _____

I hereby declare that all above statements and documents attached are true to the best of my knowledge and belief.

Dated: _____

Place: _____

Signature of Applicant (Troupe Leader)

FOR TROUPES ALREADY REGISTERED

1. Name of the Troupe : _____
2. Name & address of the troupe leader : _____
3. Since when the Troupe is registered : _____
4. No. of Programme allotted during
April, 2013 to December, 2013 : _____
5. Nos. of programmes executed/performed : _____
6. Nos. of programmes refused/not executed : _____
7. Nos. of Artistes changed/dropped after screening: _____
8. Category in which Troupe registered : _____
9. The Regional Centre of the Division attached/
The troupe is attached with : _____
10. Enclosed a group photo of the members
of the party already furnished. : _____

I hereby declare that all above statements and documents attached are true to the best of my knowledge and belief.

Dated: _____

Place: _____

Signature of Applicant
Contd....p/3-----

Name of PRT/Artiste: _____

Date of bill submission: _____.

To,

The Deputy Director/Officer in Charge,
BOC/ROB (Song & Drama activities),

_____.

(BILL)

Sir/Madam,

In pursuance of Contract No. _____, dated _____, _____ numbers of programme(s) has/have been offered vide letter No. _____, dated _____ for presentation during _____ which have successfully been executed and the bill related to the executed programmes are shown below for releasing its early payment:

Sl. No.	Date of performance	Place of performance	Time and duration	Payable amount (in Rupees)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

(1) Total Amount Rs. _____ (Rupees _____ only) for _____ number of programmes @ Rs. _____ per programme.

(2) Payment may kindly be made through ECS:

(i) Name of Bank Account Number: _____ IFSC code NO _____

Signature of Troupe leader

Name of the Leader of the Party: _____

Name & Address of the PRT: _____

UNDERTAKINGS

- (1) The payment of the bill has not yet been made by the BOC/ROB.
- (2) The Troupe does not receive the payment of the executed programme as shown in the bill from any other sources.
- (3) Services of all the artistes of the troupe have been taken to perform the programmes as shown in the bill. After receiving the payments from the BOC/ROB, the amount of co-artistes would be made as per approved rates and as per contractual assignment.
- (4) Photographs and Feedback report of the executed programmes are attached herewith.

Signature of Troupe leader
Name of the Leader of the Party: _____
Name & Address of the PRT: _____

PAYEES RECEIPT

Received an amount of Rs. _____ (Rupees _____
only) from the Office of the _____,
which bears the payment of _____ number of programmes offered under Contract
No. _____ for execution on/from _____.

Date:

Place:

* _____
Signature of Troupe leader
Name of the Leader of the Party: _____
Name & Address of the PRT: _____

Bill, the details of which, shown above has been verified and found correct. The payment has not been made earlier.

Account/Tech. Assistant/ Supdt.

(NB:*Revenue of Re.1.00 may be pasted for an amount of Rs. 5000/- & above)
