



KARNATAKA GOVERNMENT

**Citizen Charter of Kannada & Culture Department
(2014-15)**

Address:

Commissioner office
Kannada and culture Department
Kannada Bhavana, J.C.Road
Bangalore-560 002.

Website ID : www.kannadasiri.in

Date of Issue: 01.10.2014

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Vision :

To enable Kannada Language and Culture as the most outstanding feature of the Nation and to project Karnataka Culture and Internationally.

Mission:

To Preserve , develop and propagate Kannada language, culture and heritage and use technology and Media for achieving this vision

Objectives:

- 1.To promote progressive use of Kannada Language in the State through various Government Programmes.
2. To encourage and honour individuals, and institutions and to support poor artist by granting pensions to promote Culture Heritage.
3. To propagate Kannada language, culture and heritage in India and Abroad

Citizen Charter of Kannada & Culture Department

Sl. No.	Services Transaction	Weightage %	Responsible Person (Designation)	Email	Mobile (Phone No.)	Process	Document Required	Fees		
								Category	Mode	Amount
1.	Pension		Concerned District Assistant Director		List Enclosed	The desiring laureates and Artists should submit the prescribed application form to the concerned Assistant Director after dually filling the same. After conducting scrutiny of service at 4 stages, sanction order shall be finally issued by Government.	1) Document noted at the backside of the application 2) Original Certificates of achievements made in the art forms OR Copies of records attested by Gazetted Officer 3) Two Photographs attested by a Gazetted Officer	Not Applicable	Not Applicable	NIL
2.	Issue of Identity Cards for medical reimbursement to Artists		Assistant Director Training		22213530	Identity Cards for medical reimbursement facility can be obtained by submitting the prescribed application form. Identity Cards are issued by the Commissioner, Kannada & Culture after examining the Annual Income of Laureates / Artists and also the distinct service rendered by them in that field. Further details can be had from the Assistant Director Training at Head Office.	1) Testimonials with regard to Rajyotsava award received and Award received from the State/Central / Academy. 2) Two Photographs 3) Income Certificate 4) Certificate with regard to Member of State/Central / Academy.	Not Applicable	Not Applicable	NIL
3.	Issue of Identity Card to Artists		Assistant Director Training		22213530	Identity Cards can be obtained by submitting the prescribed application form. Further details can be had from the Assistant Director Training at Head Office.	1) Testimonials with regard to award received from the Academy. 2) Certificate with regard to T.V or A.I.R Grade-1 Artist. 3) Income Certificate	Not Applicable	Not Applicable	NIL
4.	Medical Reembersment to Lauettes / Artists		1) Concerned District Assistant		List Enclosed 22213530	The desiring ailing Laureates / Artists shall produce Certificate from the Medical Officer of the Hospital for having undergone treatment and shall obtain approval for the Expenditure of medicines purchased	1) Artists identity card obtained from the the Department. 2) Income Certificate 3) Certificate from the Medical	Not Applicable	Not Applicable	NIL

		Director 2) Assistant Director Training			outside. More details can be had from the Office of the District Assistant Director OR from Head Office.	Officer of the Hospital where got admitted and taken treatment			
5.	Financial Assistance to Publication of Books	Programme Officer (Suka)		22213530	Prescribed Applicant format may be obtained from the District Assistant Director's Office OR from the Commissioner, Kannada & Culture Department, Kannada Bhavan, J. C Road, B'lore in person OR enclosing self addressed stamped envelope.	Documents noted in the Application Form	Not Applicable	Not Applicable	NIL
6.	Financial Assistance to Publication of M- Phil Thesis's	Programme Officer (Suka)		22213530	This Assistance can be availed by those who have passed M-Phil., in any of subjects in Kannada medium and by getting the prescribed applications from Head Office and by submitting the same with necessary records.	Documents noted in the Application Form	Not Applicable	Not Applicable	NIL
7.	Financial Assistance to Publication of PhD Thesis's	Programme Officer (Suka)		22213530	This Assistance can be availed by those who have passed P-hd., in any of subjects in Kannada medium and by getting the prescribed applications from Head Office and by submitting the same with necessary records.	Documents noted in the Application Form	Not Applicable	Not Applicable	NIL
8.	Rehabilitation Scheme for Drama Companies	Assistant Director Training		22213530	This Scheme is applicable to the companies identified in Government Order No.: Vaprayu:205: ಕೆಎಒ:92 dated 04.09.1992 More details can be had from Head Office.	Documents noted in the Government Order	Not Applicable	Not Applicable	NIL
9.	Sponsor of Cultural Programme	Concerned Assistant Director at district level Joint Director at head office level			Application for Programmer (except special programmers considered by Government) shall be submitted 30days in advance as per the guidelines in Govt. Order No: Kasamvarapva:243: Kasadha:2013 dated 16.03.2013. More details can be had from the concerned District Assistant Director OR from Joint Director (Admin) at Head Office level.	Documents noted in the Government Order	Not Applicable	Not Applicable	NIL
10	Financial Assistance to Institutions	Gazetted Manager		22213530	Requisitions for Financial Assistance by Institutions from Department shall submit applications 45days in advance along with outlay of the Programmer for scrutiny as per the guidelines in Govt. Order No: Kasamvapura:243:Kasadha:2013 dated: 16.03.2013 More details in this behalf, can be had by contacting the Gazetted Manager at Head Office.	Documents noted in the Government Order	Not Applicable	Not Applicable	NIL

11	Development Schemes under Special Component scheme for Scheduled Caste Artists and Institutions	Concerned Assistant Director at district level Assistant Director (Training) at Head Office level			The Artists / Troupes availing this benefit under this Scheme, shall submit caste certificate along with the application at least 30days in advance from the date of conducting programme.	1) Caste Certificate Programme Details 2)	Not Applicable	Not Applicable	NIL
12	Financial Assistance to Cultural Equipments	Concerned Assistant Director at district level Assistant Director (Training) at Head Office level			Institutions Continuously engaged in the activities under the respective field of arts and registered such as 1) Bhajana Mandali 2) Music-dance Institutions 3) Fine arts Institutions Functions 4) Professional drama Companies 5) Folk Troupes and Unorganized/merited artists shall be given F.A for the purchase of play instruments, art equipment, & costumes by the Assistant Directors of the concerned District. More details can be had from the Head Office or by Contacting the District Assistant Director	1) Institutions registration document copy. 2) Programmes / activities conducted during the last 3years	Not Applicable	Not Applicable	NIL
13	Issue of Railway concession letter to artists	Assistant Director (Training)			Artists seeking Railway concession recommendation letter may obtain the prescribed application from Head Office and submit the same along with the particulars called for in the application. More details can be had by contacting the Assistant Director Training at Head Office.	Document noted in the application	Not Applicable	Not Applicable	NIL
14	Ravindra Kalakshkethra Reservation	Manager Ravindra Kalakshkethra			In case of reservation of Ravindra Kalaskshetra, application shall be submitted 3 months in advance. More details can be had by contacting the Manager Ravindra Kalakshetra.	Document noted in the application	Not Applicable	Not Applicable	NIL
15	Nayana / Reservation	Manager Ravindra Kalakshketh			In case of reservation of Nayan Auditorium prescribed application shall be submitted 20days in advance More details can be had by contacting the Manager Ravindra	Document noted in the application	Not Applicable	Not Applicable	NIL

		ra			Kalakshetra.		ble	ble	
16	Samsa open Theatre Reservation	Manager Ravindra Kalakshetra			In case of reservation of Samsa open Theatre prescribed application shall be submitted 20days in advance More details can be had by contacting the Manager Ravindra Kalakshetra.	Document noted in the application	Not Applicable	Not Applicable	NIL
17	Administrative Kannada workshops	1) Assistant Director (Training)			Six workshops in administrative Kannada for Judicial employees shall be conducted at Judicial Employees Training Institute. More details in this regard can be had from The Assistant Director (Training) at Head Office.		Not Applicable	Not Applicable	NIL
18	Kannad Learning for Non-Kannadigas	1) Concerned District Assistant Director 2) Assistant Director (Training)			Kannad learning classes for Non-Kannadigas are being conducted at District, Kannad Bhavan, Bangalore, Factories and Apartments. More details in this regard, may be obtained by contacting the Assistant Director at District level & Assistant Director (Training) at Head Office.		Not Applicable	Not Applicable	NIL
19	Financial Assistance to Cultural Bhavan & Construction of Auditorium	Assistant Director (Training)		22213530	Grants of Rs. Ten lakhs maximum shall be released by Government for Cultural Bhavan/private institutions Construction of Rangamandira. Seeking Financial Assistance for Construction of Rangamandira should possess site in their name and should submit along with the application title deed estimate, blue print, approved by PWD / Nirmithi Kendra Zilla Panchayat and at the time of submission of application. The institution should have started Civil works, the institutions should indicate the amount being spent and should furnish copy of certificate from P.W.D./ Nirmithi Kendra/ Zilla Panchayat for having completed minimum civil work of foundation work. After examining application of the institution which has furnished full particulars by gives priority new areas and by keeping a pass the areas which were already sanctioned Cultural Bhavana/ Rangamandira grant of Rs. 5.00 Lakhs in two installments will be released. The second installment of grant shall be released after getting utilization certificate for the 1 st	Documents noted in the Government Order	Not Applicable	Not Applicable	NIL

					<p>installment (As per the guidelines of G.O.No. kasamvpra:243:Kasadha:2013 dated :16.03.2013)</p> <p>More details can be obtained by contacting the Assistant Director (Training) at Head Office prescribed Application form may be obtained from the Departmental District OR The Commissioner, Kannada & Culture Departments, Kannada Bhavan, J. C. Road, Bangalore in person or by enclosing a self addressed stamped envelope.</p>				
20	Financial Assistance to outer State Institutions				<p>Grants shall be released to the institutions for conducting pro Kannada Cultural activities in outer-states. The institutions which have registered under Karnataka Registration Act and are in existence for at least 3 years and have conducted activities continuously for 3years in the field of Kannada language, Literature, Music, Dance, Fine arts, Drama, Folk are Yakshagana etc. should submit representation at least 30days in advance with details of the specific programme.</p> <p>More details in this regard can be obtained by contacting the Manager, Suvarna Karnataka.</p>	<p>1) Document with regard to registration of the Institution.</p> <p>2) Proof for having conducted activities continuously for 3 years.</p> <p>3) For sanction of grants programme details such as 1)date, Venue, Occasion, estimate of expenditure participants etc.</p>	Not Applicable	Not Applicable	NIL

SERVICE QUALITY

Sl. No.	Services	Weight	Success Indicators	Service Standards	Unit	Weight	Information Source
1.	Pension		Release of pension		Days		Departmental Records
2.	Issue of Identity Cards for medical reimbursement to Artists		Issue of Identity Cards	2	Days		Departmental Records
3.	Issue of Identity Card to Artists		Issue of Identity Cards	2	Days		Departmental Records
4.	Medical Reimbursement to Laouettes / Artists		Reimbursement of Medical expense	5	Days		Departmental Records
5.	Financial Assistance to Publication of Books		Release of Grants	60	Days		Departmental Records
6.	Financial Assistance to Publication of M- Phil Thesis's		Release of Grants	60	Days		Departmental Records
7.	Financial Assistance to Publication of PhD Thesis's		Release of Grants	60	Days		Departmental Records
8.	Rehabilitation Scheme for Drama Companies		Release of Grants	60	Days		Departmental Records
9.	Sponsor of Cultural Programme		Giving information about Sponsor of Cultural Programme	3	Days		Departmental Records
10.	Financial Assistance to Institutions		Release of Grants	90	Days		Departmental Records
11.	Development Schemes under Special Component scheme for Scheduled Cast Artists and Institutions		Release of Grants	60	Days		Departmental Records
12.	Financial Assistance to Cultural Equipments		Release of Grants	30	Days		Departmental Records
13.	Issue of Railway concession letter to artist		Issue of Railway concession letter	3	Days		Departmental Records

14.	Ravindra Kalakshkethra Reservation		Giving information about Reservation after committee meeting	90	Days		Departmental Records
15.	Nayana Reservation		Giving information about Reservation	2	Days		Departmental Records
16.	Samsa Open Theatre Reservation		Giving information about Reservation	2	Days		Departmental Records
17.	Administrative Kannada workshops		Conducting workshops		Days		Departmental Records
18.	Kannad Learning for Non-Kannadigas		Conducting workshops		Days		Departmental Records
19.	Financial Assistance to Cultural Bhavan & Construction of Auditorium		Release of Grants	90	Days		Departmental Records
20.	Financial Assistance to outer State Institutions		Release of Grants	60	Days		Departmental Records

PUBLIC GRIVENCES REDRESSAL

Sl No.	Name of Public grivences redressal Officer	Help Line	E-mail Address	Telephine No/Mobile No
01	Shri. V.N. Mallikarjuna Swamy Joint Director(Admin)	080-22213530		Office: 080-2212582 Mobile:9916600027

PARTICIPANT/ PARTY LIST

Sl. No	Stake holders/clients
1.	Academics /Authorities /Trusts Coming under this department
2.	Other departments of State related to Kannada & Culture Department
3.	Registered Art Organization/Institutions
4.	PhDs., and M.Phil degree holders
5.	unorganized Artists
6.	Country's Citizens

Responsibility centers and Subordinate Organizations

s.no	Responsibility centers and Subordinate Organizations	Land line Number	E mail	Mobile Number	Address
1.	Managers Office Ravindra kalakshetra	☎ 080-22221271			Managers Office Ravindra kalakshetra J.C.Road, Bangalore-560 002
2.	Kannada Book Authority Bangalore	☎ 080-22484516			Kannada Book Authority J.C.Road, Bangalore-560 002
3.	Assistant Directors Office Bangalore Urban District	☎ 080-22241325			Kannada Bhavana J.C.Road, Bangalore-560 002
4.	Assistant Directors Office Bangalore Rural District	☎ 080-22241325			Kannada Bhavana J.C.Road, Bangalore-560 002
5.	Assistant Directors Office Kolar District	☎ 08152-224605			Kannada Culture Department t.Channayya Rangamamdira Kolar-663 101
6.	Assistant Directors Office Tumakuru District	☎ 0816-2275204	adkctumkuru@gmail.com		Kannada Culture Department t.Channayya Rangamamdira Kolar-663 101
7.	Assistant Directors Office chamarajanagara District	☎ 08226-222210			Kannada Culture Department c.h.Rudrappa Complex chamarajanagara
8.	Assistant Directors Office Mysore District	☎ 0821-2513225			Kannada Culture Department Kalamandira complex,vinoba Road Mysore District -570 005
9.	Assistant Directors Office Kodagu District	☎ 08272-228490	adkodag@gmail.com		Kannada Culture Department Education department Building Madikeri-571201

10.	Assistant Directors Office Mandya District	☎ 08232-223197			Kannada Culture Department Krishna raja vadeyer rangamandira, vidyanagara, I st Cross Mandya- 571401
11.	Assistant Directors Office Hasan District	☎ 08172-267162			Kannada Culture Department Haasanamba kalakendra, sahydri talkis, hasan-571 401
12.	Assistant Directors Office chitradurga District	☎ 08194-224496			Kannada Culture Department 4 th Cross I stage, Church street Chitradurga
13.	Assistant Directors Office Davanagere District	☎ 08192-234849	adkcbvg@gmail.com		Kannada Culture Department Ist Main Rpod, K.B.Layout Davanagere-577001
14.	Assistant Directors Office Shivamogga District	☎ 08182-223354	kannadasamakrruthi@gmail.com		Kannada Culture Department Kuvempu rangamandira Shivamogga District-577 202
15.	Assistant Directors Office Mangalore District	☎ 08124-2441527	mngsatnskriti@gmail.com		Kannada Culture Department Janata bazaar, 2 nd Floor Hampanakatte Mangalore District
16.	Assistant Directors Office karavara District	☎ 08382-227084	-		Kannada Culture Department Jilla rangamandira karavara District-581 301
17.	Assistant Directors Office Chikkamagalur District	☎ 08262-231372	-		Kannada Culture Department Kalamandira Complex Chikkamagalur District-577 101
18.	Assistant Directors Office Udupi District	☎ 0820-2575552	kannadacultureudupi@emai.com		Kannada Culture Department Vadiraj Complex, 1 st Floor Old post Office Road Udupi-576 002

19.	Assistant Directors Office Haveri District	☎ 08375-249295	ad@kannadaculturehaveri@gmail.com	Kannada Culture Department D.C.Office Complex Haveri-581 110
20.	Assistant Directors Office Dharavada District	☎ 0836-2442909	kannadaculturewd@gmail.com	Kannada Culture Department Bender Bhavana,saadanakeri Dharavada District-580008
21.	Assistant Directors Office Belagavi District	☎ 08131-2274649		Kannada Culture Department Kumara Gandarva kalamandira Belagavi District-
22.	Assistant Directors Office Bijapur District	☎ 08352-251261	adkannadaculturebijapura@gmail.com	Kannada Culture Department Shri kandagal hanumantaraya rangamandira, station Road Bijapur District
23.	Assistant Directors Office Gadag District	☎ 08372-221864		Kannada Culture Department Sporta Officers Complex I Floor, Gadag-582 101
24.	Assistant Directors Office bhagalakoteDistrict	☎ 08354-200533		Kannada Culture Department No.19 Sector, 6 th Road Navanagara, Bhagalakote-587 101
25.	Assistant Directors Office Gulbarga District	☎ 08472-227734		Kannada Culture Department D.C.Office Complex Gulbarga
26.	Assistant Directors Office Bidar District	☎ 08482-225842		Kannada Culture Department Jilla rangamandira Bidar
27.	Assistant Directors Office Rayachur District	☎ 08532-232572		Kannada Culture Department Jilla rangamandira Building, Station Road, Rayachur-584 101
28.	Assistant Directors Office Ballari District	☎ 08392-275182		Kannada Culture Department Cultural Complex Building, Anantapura Road, Ballary

29.	Assistant Directors Office Koppala District	☎ 08539-221417			Kannada Culture Department No.9-7-680/545, Near to N.F.S. school, B.T.paatilnagar, koppala
30.	Assistant Directors Office Chikkaballapura District	☎ 08156-270008			Kannada Culture Department Siddeshvara circle, M.G.Road Chikkaballapura District
31.	Assistant Directors Office Ramanagara District	☎ E@è		9036876624	Kannada Culture Department Backside to Revenue Bhavana Ramanagara District
32.	Assistant Directors Office Yadagiri District	☎ 08473-53721			Kannada Culture Department Munciple Complex, Room No-01, D.C.office Complex, Yadagiri District
33.	Karnataka sangeetha nritya Academy	☎ 080-23357457			Kannada Bhavana J.C.Road, Bangalore-560 002
34.	Karnataka sangeetha nritya Academy	☎ 080-22237484			Kannada Bhavana J.C.Road, Bangalore-560 002
35.	Karnataka Nataka Academy ☎ 080- 22211730/22106460	☎ 080- 22211730/22106460			Kannada Bhavana J.C.Road, Bangalore-560 002
36.	Karnataka sangeetha nritya Academy	☎ 080-22480297			Kannada Bhavana J.C.Road, Bangalore-560 002
37.	Karnataka Shilpakala Academy	☎ 080-22278725			Kannada Bhavana J.C.Road, Bangalore-560 002
38.	Karnataka Janapada Academy	☎ 080-22215509			Kannada Bhavana J.C.Road, Bangalore-560 002
39.	Karnataka Yakshagana Bayalata Academy	☎ 080-22113146			Kannada Bhavana J.C.Road, Bangalore-560 002
40.	Karnataka konkani saahitya Academy,	☎ 0824-2453167			Corporation Ofice Building, lalbag Mangalore-575001
41.	Karnataka kodava saahitya Academy	☎ 08272-229074			Scout Bhavana Madikeri-571201

42.	Karnataka tulu saahitya Academy	☎ 0824-2459389	tuluacademy@yahoo.in	Corporation Office Building, Ialbag Mangalore-575001
43.	Karnataka nataka Rangayana Mysore	☎ 0821-21512629		Kalamandira complex Vinobaa Road, Mysore
44.	Kuvempu bhasha bharati pradhikaara	☎ 080-23183311		Kalagrama, jnanabharati, Backside of Bangalore university, Mallattahalli Ring Road, Bangalore
45.	„Bendre Smarak Trust	☎ 8036-2442909		Bendre Bhavana, Sadhanakeri Dharavada
46.	„kuvempu pratistana	☎ 08181-274120 / 08265-230166		Kuppalli, devangi post, Teertahalli taluk, shimoga
47.	Pu.ti.na. Trust	☎ 080-23630395		No.5781 1 st Main Road,5 th Block Jayanagar, Bangal;ore-560 011-560 011
48.	Maasti venkatesha ayyangar trust	☎ 08152-224605		D.C. Office, Kolar district
49.	„Mallikaarjun Mansur trust	☎ 0836-2442909		Bendre Bhavana, Sadhanakeri Dharavada
50.	Kota Shivarama kaaranta Trust	☎ 0820-2586368 / 0820-2575552		Saaligrama Udupi District
51.	Kannada Saahitya PariShad	☎ 080- 26612991/26623584		Kannada Saahitya PariShad Pampa mahakavi Road, Chamarajpet, Bangalore-18
52.	Karnataka Janapada PariShad	☎ 080-23605033		No.1, Jaladarsini Layout, Near to M.S.Ramayya Hospital, New B.E.L.Road, Bangalore-54
53.	Neenasam Ranga kendra	08183-265646		Haggodu, sagara taluk Shimoga District
54.	Karnataka vidya vardaka sangha	☎ 08183-265646		Karnataka vidya vardaka sangha

Indicative expectations from service Receptients

S.no	Indicative expectations from service Receptients
1.	Dualy Filled Aplication Forms
2.	Affixing Related All Documents
3.	Affixing Attested Copies of Documents Where it is essential
4.	Giving correct postal Address With Mobile phone no.