

**F.No.3/42/2013-SD/AM**  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
Sutradhara Division (Admn. Unit)

Date: 13<sup>th</sup> July, 2016

**Standard Operating Procedure (SOP) for Events at/by  
Regional Centre, IGNC**

**Introduction**

The Regional Centres IGNC are established to undertake activities in different fields of culture as per IGNC mandate. The existing financial powers of Regional Director of Regional Centres, is Rs.5,000/- in each case subject to a ceiling of Rs.25,000/- p.m. for recurring expenditure and Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- p.m. for non-recurring expenditure. This is at par with powers of Head of Division at IGNC HQ. The approval of Director (A)/JS/MS is required for any expenditure beyond these limits. The different divisions of IGNC are co-located at HQ. and divisions can obtain the financial sanction without delay due to close geographical proximity. However, for Regional Centres, getting approvals may be a time consuming process due to communication delays etc. and therefore, may adversely impact their operational functioning.

In view of the above, this SOP seeks to delegate operational and financial powers to Regional Director and Regional Centre while also laying down other requirements.

