

PERSONAL INFORMATION

Father's Name Subramanian R

Date of Birth 28 Feb 1952

Sex Male

Nationality Indian

Permanent Address:

No: 1, Rajagopala Street,
Kaveri Thamarai Apartments
Kadaperi,
West Tambaram,
Chennai – 600045.

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge.

Place: *Chennai*

Date: *4.3.2011.*

S. Radhakrishnan
(S.RADHAKRISHNAN)

(1)

- Actively participated in the Inspection of the Account officer's situated at Trivandrum, Maduari & Palghat Division.
- Supplier's bills are to be checked with the purchase order condition fulfilled.
- Telephone bills and CUG bills are to be checked the permissible limit as prescribed by Railway orders.
- Before passing the contract bills and Hiring of vehicle bills the rates are to be checked with agreement document in between Railway Administration and contracts.
- Investigate all the pending bills and see that all the pending accounts are closed by efficient follow-ups through phone calls etc.
- Handle various queries and follow up with various sections for exceptions and see that there is no outstanding exceptions' pending approval/clarification from senior management.
- Regularly follow-ups for some correspondence papers.

Pervious worked in the following sections.

- Senior Accounts officer in constructions section in Trichy.
 - Supervision and checked the following bills for the constructions section.

Supplier's Bills
Administration
Budget

- Senior Accounts officer in workshop and stores section in Gloden Rock.
 - Supervision and checked the following bills for the workshop and stores.

Pension Section
Administration
Time Section

- Senior Divisional Accounts office in Trichy.
 - Supervision and checked the following section.

Efficiency Section
Establishment section
Contractor's Bills Section
Pension Section
Administration
Inspection Section
Provident Fund Section.

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CURRICULAM VITAE

Radhakrishnan S
 No: 1, Rajagopala Street,
 Kaveri Thamarai Apartments
 Kadaperi,
 West Tambaram,
 Chennai – 600045

Mobile: 9840761384 / 044-22382881

OBJECTIVE

Highly self-motivated individual with the ability to adapt to rapidly changing technologies and environments with a strong desire to undertake challenging jobs and to work with the team to achieve the goals of an organization.

EDUCATION

Bachelor of Arts

Jun 1969 - Apr 1972

EXPERIENCE:

1. Worked in **Southern Railway Chennai (Central Govt)** as a **Senior Section Officer (Accounts)** from ~~Feb-1975~~ ^{Apr-90} to 17th Feb 2011.

Date of Appointment: 5.2.1975

Date of Retirement: 17th Feb 2011 (VR)

Experience: 36 yrs

Roles:

Worked in **FA&CAO'S OFFICE S.RLY, Park Town, Chennai** from 27.12.2005 to 17.02.2011.

- Supervision and checked the following bills for the Expenditure section.
 - Telephone Bills
 - CUG phone Bills
 - Hiring of vehicle Bills
 - Medical Bills
 - Contract Bills
 - Suppliers Bills
- Inspection charges bills for the Rites Ltd, Chennai-2
- Awarded by FA&CAO'S for the Meritous work during the year 2008.
- Authenticated to sign the Miscellaneous Bills amounting to Rupees 25000.00, if it exceeds more than RS 25000.00 then we need to get the Approval signature from the Accounts Officer.

Sub: Appointment of Engineering/Civil Consultant – Consultancy charges Approval- Reg.

As we are in need of an experienced person for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc., we have to engage a person on temporary basis for a period of one year from March, 2011.

A retired person from Southern Railway named Mr. S. Radhakrishnan, who is having vast experience in the above field of works is contacted and engaging him as a Consultant from 4th March 2011 to 3rd March 2012, i.e. for a period of 12 months, on a monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only) on work basis. He is exclusively engaged to check the arithmetic accounting of bills, preparation of notes and maintenance of registers for all the plan schemes. In view of this, the consulting charges will be charged to plan expenditure.

If approved, we may engage the services of Mr. S. Radhakrishnan as consultant who has vast experience in the work of civil, electrical and engineering on the following terms and conditions: -

- “ 1) He has to guide and supervise all civil and repair works, accounting, billing, quotations, estimates etc. and any other work assigned by Kalakshetra Foundation.
- 2) He has to attend the office duty whenever called for on holidays and no extra amount will be paid for the same. Apart from that, if he avail leave or absent from duty on regular days, the proportionate amount will be deducted from his consultancy charges.
- 3) The appointment is purely on temporary basis for a period of one year from 4th March 2011 and he cannot claim any preference for any appointment on regular basis later.
- 4) The management reserves its right to dispense the service of the individual at any time without assigning any reason there for.
- 5) The working hours will be from 9.00 a.m. till 5.30 p.m. “

Director may kindly pursue and approve for the same.

J. Hanumanth
AO 28/3/11

J. Hanumanth
AO

Dy. Director

Director

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Draft for approval please

Mr. S. Radhakrishnan,
No.1, Rajagopala Street,
Kaveri Thamarai Apartments,
Kadaperi, West Tambaram,
Chennai - 600 045.

March, 2011

Sub: Engagement of Engineering/Civil Consultant – Reg.
Ref: Your application dt.4-3-2011

Mr. S. Radhakrishnan is engaging as a Engineering/Civil consultant for supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. in Kalakshetra Foundation for a period of 12 months from 4th March 2011, on a monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only) on the following terms and conditions:-

- 1) He has to guide and supervise all civil and repair works, accounting, billing, quotations, estimates etc. and any other work assigned by Kalakshetra Foundation.
- 2) He has to attend the office duty whenever called for on holidays and no extra amount will be paid for the same. Apart from that, if he avail leave or absent from duty on regular days, the proportionate amount will be deducted from his consultancy charges.
- 3) The appointment is purely on temporary basis for a period of one year from 4th March 2011 and he cannot claim any preference for any appointment on regular basis later.
- 4) The management reserves its right to dispense the service of the individual at any time without assigning any reason there for.
- 5) The working hours will be from 9.00 a.m. till 5.30 p.m.

If the terms are acceptable to you, you are requested to acknowledge the copy of this letter in token of your acceptance thereof.

Director


AO


CAO


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Director





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Kalakshetra Foundation

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Mr. S. Radhakrishnan,
No.1, Rajagopala Street,
Kaveri Thamarai Apartments,
Kadaperi, West Tambaram,
Chennai - 600 045.


29th March, 2011

Sub: Engagement of Engineering/Civil Consultant – Reg.
Ref: Your application dt.4-3-2011

Mr. S. Radhakrishnan is engaging as a Engineering/Civil consultant for supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. in Kalakshetra Foundation for a period of 12 months from 4th March 2011, on a monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only) on the following terms and conditions:-

- 1) He has to guide and supervise all civil and repair works, accounting, billing, quotations, estimates etc. and any other work assigned by Kalakshetra Foundation.
- 2) He has to attend the office duty whenever called for on holidays and no extra amount will be paid for the same. Apart from that, if he avail of leave or absent from duty on regular days, the proportionate amount will be deducted from his consultancy charges.
- 3) The appointment is purely on temporary basis for a period of one year from 4th March 2011 and he cannot claim any preference for any appointment on regular basis later.
- 4) The management reserves its right to dispense the service of the individual at any time without assigning any reason there for.
- 5) The working hours will be from 9.00 a.m. till 5.30 p.m.

If the terms are acceptable to you, you are requested to acknowledge the copy of this letter in token of your acceptance thereof.


Director

Cc to:
Chief Accounts Officer,
Administrative Officer,
Account Section.

Accepted
S. Radhakrishnan
29/3/11

6

Founder: Smt Rukmini Devi
Chairman: Justice Sri S. Mohan
Director & Secretary: Ms. Leela Samson



E-mail: admin@kalakshetra.in
Phone: +91-(0)44-24520836/4057/1844
Fax: +91-(0)44-24524359

Performance Report for the month of March 2011.

1) Proposal for repair works of wooden flooring at three cottages was initiated

Tabulation of Quotation for repair work of wooden flooring was issued

Letter for acceptance to the tenderer was initiated.

Terms and Conditions to the tenderer was initiated

2) Letter for Renewal of Bank Guarantee Bond was addressed and issued to M/sChennai Engineer,Chennai-99 with a copy to CARD, Chennai-26.

3) Letter for renewal of Bank Gurantee Bond was addressed and issued to M/sKevin Electricals PVT Ltd,Chennai-20 with a copy to CARD,Chennai-26 and M\sElectrical Consultant Chennai-26(B.G.Bond Expired on 17-2-2011.)

4) Letter for renewal of Insurance policy was addressed and issued to M\s.Unimech System, PVT.Ltd; Chennai-10 with a copy to CARD, Chennai-26 and also to M\s Air Treatment Engineering Pvt.Ltd; Chennai-41.

5) Letter for renewal of Insurance policy was addressed and issued to M\s.Modern Stage Service,Lodhi Road, New Delhi, with a copy toCARD,Chennai-26 and also toM\s.Electrical Consultant, Chennai-42.

6) Proposal through Note was initiated for supply and installation of solar water heater System at kitchen and six hostels.

Tabulation of Quotation for solar water heater system was initiated.

A letter for acceptance is also kept in ready.

Terms and conditions to the tenderer is also kept in ready.

7) Proposal through Note was initiated for sand stone carving items in single tender basis to Shri Bhagavan Subudhi, Puri, Orissa

Tabulation of Quotation for sand stone carving system was initiated.

A letter for acceptance is also kept in ready.

Terms and conditions to the tenderer is also kept in ready.

8) Introduction of bill form for works contract and petti bill contract through first and final bill form are being under process.

9) Registers for security Deposit and Advances are opened and the posting is to be made after review. Subrahmanyan 31/3/11 Consultant

(8)

Dt: 31-3-2011

From

S.Radhakrishnan,

Consultant,

Kalakshetra Foundation,

Thiruvanmiyur,

Chennai-41.

To

Director,

Kalakshetra Foundation,

Thiruvanmiyur,

Chennai-41.

Madam,

Sub: Performance Report for the month of March,2011

Iam enclosing herewith my performance report for the month March 2011.

Yours faithfully,

S.Radhakrishnan .

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KALAKSHETRA FOUNDATION

D.2010-2011/V.Admin/Engagement of Engg/Civil Consultant/Doc | 31st March 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director’s Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month March, 2011, is enclosed herewith. He has availed 6 days leave i.e. from 9th to 14th of March 2011: -

Total working days - 4 th to 8 th & 15 th to 31 st Mar. 2011		
= 22 days @ Rs.25, 000/- pm	-	Rs.17, 742-00
<u>LESS: TDS 10%</u>	-	<u>Rs. 1, 775-00</u>
	Nett	- <u>Rs.15, 967-00</u>

(Rupees fifteen thousand nine hundred and sixty seven only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.15, 967/- towards the consultancy charges for the month of March 2011, after deducting TDS of Rs.1, 775/-.

31/3/11

[Signature]
AO
31/3/11

[Signature]
CAO
31/3/11

[Signature]

Dy. Director

Director

[Signature]
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From

S. RADHAKRISHNAN,
consultant
Kalakshetra Foundation,

Dt: 11-4-11
10

11/4/11

To

Dy. Director
Kalakshetra Foundation.

2 days.

Respected Sir,

Due to some family problem
at my daughter's house, I am
unable to attend office from
11.4.11 to 12.4.11; Hence I humbly
request you, Sir, kindly grant
me the above two days as
absent.

Thanking you.

yours faithfully
R. Krishnan.

11.4.11

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Performance Report for the month of April 2011.

1. Posing of Retention amount in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement were tallied; But the reconciliation of the total figure with companywise has to be done after verifying the individual case files.
2. Posing of advance register in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement are yet to be tallied; The reconciliation of the total figure with companywise has to be done after verifying the individual case files.
3. Variation against 62 items of tender quantity given by M\s.CARD has been verified and posted the tender statement after verifying individual arthmathical calculation accuracy.
4. Electricity charges for 12 months for hostel block was extracted from the Electricity card for the purpose of savings in electricity, on account of awarding of solar energy system.
5. Three bills pertaining to Work at Koothambalam were checked and the discrepancies pointed out through a letter to M\s Card with a copy to M\s.Chennai Engineers.
6. Note for introduction of rider agreement is kept pending for want of authenticated rule for maintaining for the same.
7. Note for introduction of New contractor's bill format obtained from Rly is put up for approval and the same is to be approved shortly.
8. A letter for non-filing of Service Tax return was issued to M\S.Chennai Engineers, with a copy to M\s.CARD.
9. A specimen completion report form and the description of work needed for the estimate towards building work and work for road were collected from Rly.
10. M\s.CARD \Chennai given a statement for excess quantity, non-operated tender quantity and quantity operated so far in a continuous statement through Mr.Jayakumar instead of the statement as addressed by us separately as Annexure I, II & III.
11. Anyhow I am preparing a separate statement for i) Savings due to not-operated items ii) savings due to lesser quantity against the tender quantity manually and in respect of excess operation of quantity percentage value is under preparation and the same has to be completed shortly.

Dt:30-04-2011

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From
S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

To
Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

Madam,

Sub: Performance Report for the month of April,2011

Iam enclosing herewith my performance report for the month April 2011.

Yours faithfully,
S.Radhakrishnan

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Kalakshetra FOUNDATION

D.2010-2011/V.Admin/Engagement of Engg/Civil Consultant/Doc | 30th April 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011 — Part: (6)

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month April, 2011, is enclosed *1 bill* herewith. He has availed 2 days leave i.e. on 11th & 12th April 2011: - *pro/c*

Total working days – 1 st to 10 th & 13 th to 30 th Apr. 2011 = 28 days @ Rs.25, 000/- pm	-	Rs. 23, 333-00
LESS: TDS 10%	-	Rs. 2, 333-00
Nett	-	Rs. 21, 000-00

(Rupees twenty one thousand only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 000/- towards the consultancy charges for the month of April 2011, after deducting TDS.

S. Ramachandran
AO 4/5/11

S. Srinivasan
CAO 5/5/11

Dy. Director *K. Kumar*

Director
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Performance Report for the month of May 2011.

1. Posing of Retention amount in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement were tallied; But the reconciliation of the total figure with companywise has to be done after verifying the individual case files.
2. Posing of advance register in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement are yet to be tallied; The reconciliation of the total figure with companywise has to be done after verifying the individual case files.
3. For the purpose of meeting with Sri Ravi Nilakandan on 11-05-2011, computerized statement was prepared separately with sub-headwise relating to New items(Annexure I), Excess operation of quantity (Annexure II), Savings due to non-operation of quantities(Annexure III), Savings due to operation of Lesser Quantity against the Tender Quantity(Annexure IV)
4. The 4th and Part bill received from M\s. Chennai Engineers on 11-05-2011 was checked with the entries made in the measurement book and the bill was returned to Clerk of Works vide this office letter no nil dated 12.05.2011, duly pointed out the discrepancies like error in calculation against present claim, correction in the previous bill amount paid etc. Moreover the initials of the Contractor and Clerk of works was insisted by me for the overwriting in the measurement book and the same was set right by them.
5. Note for introduction of rider agreement is kept pending for want of authenticated rule for maintaining for the same.
6. Note for introduction of New contractor's bill format obtained from Rly was approved and the printout through private press is being under process
7. Verification of the proposal for repairs and maintenance of First Floor Bath Room at New Hosel Block at B.C.C.H.
8. Verification of the proposal for Annual Maintenance Contract and repairs to B.C.C.H..
9. Verification of the proposal for Construction \Erection of M.S.Structural Shed at New Hostel Block of B.C.C.H.
10. Verification of the proposal for the purchase of Bio-metric Machine
11. Verifying the proposal for purchase of School Bus is being completed and the file is yet to be put up for approval.
12. Note for approval for the purchase of two books viz, CPWD Manual 2010 and PWD Accounts (by author Jain and Jayarath) from Jain Book Agency, New Delhi is being under process on the basis of the rates of books obtained through E.Mail from Jain Book Agency.

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Dt:31-05-2-011

From

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

Madam,

Sub: Performance Report for the month of May,2011

I am enclosing herewith my performance report for the month May 2011.

Absent on 27.5.11.

Yours faithfully,
S. Radhakrishnan

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Radhakrishnan
F O U N D A T I O N

D.2011-2012/V.Admin/Engagement of Engg./Civil Consultant/Doc 2nd June 2011

Sub: Engagement of Engg./Civil consultant – Consultancy charges – Reg.

Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month May, 2011, is enclosed herewith. He has availed 1 day leave i.e. on 27th May 2011:-

Total working days – 30 days		
@ Rs.25, 000/- pm		
=	<u>25, 000 x 30</u>	= Rs. 24, 194-00
	31	
LESS: TDS 10%		- Rs. 2, 419-00
		- <u>Rs. 21, 775-00</u>
		Nett

(Rupees twenty one thousand seven hundred and seventy five only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 775/- towards the consultancy charges for the month of May 2011, after deducting TDS.

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AO
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Kalakshetra FOUNDATION

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 2nd June 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month May, 2011, is enclosed herewith. He has availed 1 day leave i.e. on 27th May 2011: -

Total working days – 30 days			
@ Rs.25, 000/- pm			
=	$\frac{25,000 \times 30}{31}$	=	- Rs. 24, 194-00
<u>LESS:</u> TDS 10%			- <u>Rs. 2, 419-00</u>
		Nett	- <u>Rs. 21, 775-00</u>

(Rupees twenty one thousand seven hundred and seventy five only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 775/- towards the consultancy charges for the month of May 2011, after deducting TDS.

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2/6/11

S. Ramachandran
AO 2/6/11

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CAO

Dy. Director

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Director

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Performance Report for the month of June 2011.

1. Posting of Retention amount in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement were tallied; But the reconciliation of the total figure with companywise has been done
2. Posting of advance register in a separate register monthwise for the year 2010-11 and the total figures as against individual companies as per EDPM statement were tallied; The reconciliation of the total figure with companywise has been done.
3. A letter for seeking for Extension of time was issued to M/s Caaavery Agro Agencies, Marimalai Nagar, HVAC work, with a copy to M/s Air Treatment Engineering PV.Ltd, Chennai-41.
4. A letter for seeking for Extension of time was issued to M/s Chennai Engineers Chennai-99 with a copy to CARD..
5. Note for introduction of rider agreement is kept pending for want of authenticated rule for maintaining for the same.
6. Note for introduction of New contractor's bill format obtained from Rly was approved on 6-6-2011 and the final proof from M/s.New Sun Printers, Chennai was received on 24-06-11. Note put up for printing of 500 copies is pending for approval.
- 7 Books namely CPWD Manual 2010 and PWD Accounts (by author Jain and Jayarath) was received on 10-06-2011 through VPP from Jain and Book Agency, New Delhi and a sum of Rs.966 has been spent for the same.
- 8 Workorder , along with terms and conditions was issued to EKa Archiving Services Pvt.Ltd; New Delhi -110049 in connection with creation of Project proposal for Museum and Resource Centre of this office.
- 9 Enquiries were made from COS/o/PER in connection with DGS& D rate contract particulars in connection with for the purchase of a new bus for us.
10. Note for approval in connection with sculpture work made by clay was obtained and work order with terms and conditions are put up for approval.
11. The proposal for purchase of a new bus is put up for approval with proper justification and the approval for the same is to be finalized shortly.
12. The Schedule of Powers in respect of Works matters from Southern Railway was received and the schedule of powers for Kalakshetra Foundation is to be finalized shortly.
13. Reply for Clarification raised by EKa Archiving Pvt.Ltd; New Delhi-49 is put up for approval please

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Dt:30-06-2011

From
S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

To
Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

Sub: Performance Report for the month of June,2011

Iam enclosing herewith my performance report for the month June 2011.

Yours faithfully,
S.Radhakrishnan

I have not availed any leave during
June 2011 S.Radhakrishnan.

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Kalakshetra FOUNDATION

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 1st July 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month June, 2011, is enclosed herewith.

Total working days – 30 days		
@ Rs.25, 000/- pm		
= $\frac{25,000 \times 30}{30}$	=	- Rs. 25, 000-00
<u>LESS: TDS 10%</u>		- <u>Rs. 2, 500-00</u>
	Nett	- <u>Rs. 22, 500-00</u>

(Rupees twenty two thousand and five hundred only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.22, 500/- towards the consultancy charges for the month of May 2011, after deducting TDS.

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J. Ram Ch
AO 21/7/11

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CAO 21/7/11

Dy. Director

[Signature]

Director

[Signature]

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Performance Report for the month of July 2011.

1. Redraft was made towards Letter of Acceptance, along with terms and conditions to EKa Archiving Services Pvt.LTD, New Delhi vide this office Letter No.M&RC/DPR/2011-12 dated 01-07-2011.
2. Letter relating to WORK ORDER was sent to EKa Archiving Services PVT.Ltd, New Delhi vide this office Letter No.M&RC/DPR/2011-12 dated 07-07-2011
3. Work order, with terms and conditions viz "Kalakshetra Refelection Volume -I - Education (1000 Copies) were made
4. Work Order, with terms and conditions relating to Sculpture work of idols made by clay were issued vide this office Letter No .Nil dated 01-07-2011, in favour of Sri T.Palanisamy, Pudukottai..
- 5 Payment of 25% fee payable to EKa Archiving Services Pvt.Ltd, New Delhi has been arranged, after the acceptance of this office Letter of Acceptance .Net Rs.94,486/-
6. Taxi hire charges to Sri Pramod Kumar and Ms.Deepthi Sasidharan has been arranged for payment (Rs.1440/) on 12-07-2011.
7. Taxi hire charges to Mrinalini Venkateswaran, has been arranged for payment (Rs.432) on 12-07-2011.
10. Air travel expenses incurred by Sri Pramod Kumar, Ms.Deepthi Sasidharan and Ms.Mrinalini Venkateswarn were arranged for payment on 16-07-2011. (Rs.33,350)
12. The Schedule of Powers in respect of Works matters for Kalakshetra Foundation are finalized on 29-07-2011.
13. Verification of proposal Video Processing Card for R& D section was made
14. Verification of proposal towards Software for Art Section was made.
- 15 Verification of proposal for printing of Report Cards and Challan Books for BTHSS was made
- 16 Payment of Material Advance Rs.50000/- has been arranged to Sri T.Palanisamy, for the work of Sculpture of idols made by clay
- 17 Air Travel expenses incurred by Ms.Deepthi Sasidharan were arranged for payment (Rs.10,375) on 26-07-2011.
18. Proposal for repairs of two generators and repairs to silencer was verified.
19. Proposal for the purchase of 7 CPWD books relating to works matters was approved on 26-07-2011 and the request for obtaining for the same from Jain Book Agency, New Delhi was sent through e.mail on 28-07-2011

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From

Dt: 1-8-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Thiruvananthapuram.

To

Director,
Kalakshetra Foundation,
Thiruvananthapuram.

Madam,

Sub: Performance Report for July 2011.

I am enclosing herewith the performance report for the month of July 2011.

Encl:1.

Yours faithfully,

S. Radhakrishnan

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From

Dt: 1-8-2011.

S.Radhakrishnan,

Consulatant,

Kalakshetra Foundation,

Thriuvanmiyur.

To

Director,

Kalakshetra Foundation,

Thiruvanmiyur.

Madam,

Sub: Performance Report for July 2011.

Iam enclosing herewith the performance report for the month of July 2011.

Encl:1.

Yours faithfully,

S. Radhakrishnan

23

24

Kalakshetra FOUNDATION

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 1st August 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month July, 2011 dt. 1-8-2011 is enclosed herewith. His attendance card is also enclosed. (4 days loss in Aug)

Total working days – 27 days			
@ Rs.25, 000/- pm			
=	$\frac{25,000 \times 27}{31}$	=	- Rs. 21, 774-00 ✓
LESS: TDS 10%			- Rs. 2, 177-00
		Nett	- <u>Rs. 19, 597-00</u> ✓

(Rupees nineteen thousand five hundred and ninety seven only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.19, 597/- towards the consultancy charges for the month of July 2011, after deducting TDS.

11/8/11
S. Radhakrishnan
AO 1.8.11

CAO

Dy. Director

Rupesh

Director

Culad

24

**ATTENDANCE DETAILS OF MR. S. RADHAKRISHNAN, ENGINEERING/CIVIL
CONSULTANT FOR THE MONTH OF AUGUST 2011**

27

Date	IN TIME	OUT TIME	INITIAL	SIGNATURE		
					AD	CAO
1-8-2011	9.30	17.10	m			
2-8-2011	9.25	17.00	m			
3-8-2011	9.35	17.10	m			
4-8-2011	9.20	17.15	m			
5-8-2011	9.35	17.05	m			
6-8-2011	9.40	17.00	m			
7-8-2011			H			
8-8-2011			leave			
9-8-2011	9.35	17.00	m			
10-8-2011	9.30	17.20	m			
11-8-2011	9.40	17.00	m			
12-8-2011	9.30	17.05	m			
13-8-2011			SS			
14-8-2011			H			
15-8-2011			NH			
16-8-2011	9.25	17.00	m			
17-8-2011			leave			
18-8-2011			H			
19-8-2011	9.35	17.10	m			
20-8-2011	9.25	17.00	m			
21-8-2011			H			
22-8-2011			FH			
23-8-2011	9.30	17.20	m			
24-8-2011	9.25	17.00	m			
25-8-2011	9.35	17.05	m			
26-8-2011	9.25	17.00	m			
27-8-2011			FS			
28-8-2011			H			
29-8-2011	9.30	17.05	m			
30-8-2011	9.25	17.10	m			
31-8-2011			Fit			

25

S. Radhakrishnan

25

Performance Report for the month of August 2011.

- 1) A proposal for an additional expenditure of Rs.61/- incurred towards purchase of books relates to works matters was approved.
- 2) Verification of three quotations in connection with construction of thatched shed was made and a sum of Rs.30000/- has been arranged for payment to Sri H.Arumugaraj Depot, Chennai-41.
- 3) Reply to details of engagement of consultants was sent to Under Secretary, Ministry of Culture, New Delhi-110 115.
- 4) A sum of Rs.522/- towards electrical items has been arranged for payment to Sri Lakshmi Electricals, Chennai-41 in connection with thatched shed.
- 5) Verification of three quotations in connection with Sports Certificate, intramural competition certificate, Bonafide certificate, Attendance certificate and conduct certificate has been made to BTHSS.
- 6) A proposal for verification of 17 computers and accessories through M/s.Vishaal Computers, Chennai was made and also bid evaluation statement for buy back offer was made.
- 7) Verification of DGS&D rate for the purchase of Lap top for RDCFA – Art Section was made
- 8) Verification of three quotations received in connection with refilling of fire fighting equipments was made.
- 9) Note for a sum of Rs.50000/- towards payment in connection with works started (Ist stage work finished) is initiated and the same is pending.
- 10) Note in connection with repairs and maintenance of School bus is initiated for administrative approval.
- 11) Taxi hire charges to a tune of Rs.2808/- has been arranged for payment in cash to M/s.Eka Archiving Services Pvt.Ltd.
- 12) Purchase of Garden furniture is under process

26

26

From

Dt; 02-09-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of August 2011.

I am enclosing herewith the performance report for the month of August 2011.

Absent on 8.8.2011
Absent on 17.8.2011 .

Yours faithfully,
S.Radhakrishnan.

27

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc	3 rd Sept. 2011
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Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
 Ref: Director's Approval dt.29th March 2011 P. 4

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month August, 2011 dt.2-9-2011 is enclosed herewith. His attendance card is also enclosed. P.27c

Total working days – 29 days (2 days leave – 8 th & 17 th Aug. 2011)	
@ Rs.25, 000/- pm	
= $\frac{25,000 \times 29}{31}$	= - Rs. 23, 387-00
<u>LESS:</u> TDS 10%	- <u>Rs. 2, 339-00</u>
	Nett - <u>Rs. 21, 048-00</u>

(Rupees twenty one thousand and forty eight only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 048/- towards the consultancy charges for the month of August 2011, after deducting TDS.

31/9/11
 S. Ramani
 AO 31/9/11
 CAO

Dy. Director

Director

P1. Take the attendance card duly signed by the AO.
 Kuts
 6/9.

CAO Submitted 20. 3/9/11
 AO The attendance card is verified by me is enclosed
 S. Ramani 7/9/11

D. P. Kuts. Director

28

Mv. S. RADHAKRISHNAN - Egm. Con

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
1		FH		
2	9.20	17.05	<u>m</u>	87
3	9.30	17.00	<u>m</u>	87
4		H		
5	leave			
6	9.25	17.05	<u>m</u>	87
7	9.40	17.10	<u>m</u>	87
8	9.35	17.15	<u>m</u>	87
9		FH		
10		SS		
11		H		
12	9.25	17.05	<u>m</u>	87
13	9.30	17.15	<u>m</u>	87
14	9.25	17.20	<u>m</u>	87
15	leave			
16	9.20	17.00	<u>m</u>	87
17	9.35	17.10	<u>m</u>	87
18		H		
19	9.35	17.15	<u>m</u>	87
20	9.20	17.20	<u>m</u>	87
21	9.35	17.15	<u>m</u>	87
22	9.40	17.00	<u>m</u>	87
23	9.45	17.20	<u>m</u>	87

(29)

Engr. CONR

M. S. R. DHAIRMISHAN

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
24		FS		
25		H		
26	9.40	17.20	m	ES
27	Leave			
28	9.30	17.00	m	ES
29	9.35	13.05	m	1/2 Day ES
30	9.30		m	ES
31				

DAY 'N' DAY SERVICES (P) LTD.

Name :
 Father's Name :
 DOB :
 ES :
 PF No. :
 Site Name :
 Month / Year :

SEPT. 2011

OFFICE USE

Total No. of Days worked 26 1/2 days
 Total Extra-Time leave : 3 1/2 days

Verified by 30/9/11

30

Checked by 30/9/11

11) A purchase order was issued to M/s.Metal Craft, Chennai-58 in connection with purchase of Garden furniture.

12) A reply as 'NIL' was sent through FAX to Under Secy to Govt.of India, Ministry of Culture, New Delhi, in connection with the subject "Brief on the State of Mizoram"

13) A reply as "NIL" was sent through Fax to Under Secy to Govt.of India, Ministry of Culture, New Delhi in connection with the Rajya Sabha question regarding Special Scheme for care of artists asked by Shri Y.S.Chowdary.

14) A reply as "NIL" was sent through Fax to Deputy Secy. to Govt.of India, Ministry of Culture New Delhi in connection the subject as "Physical achievements in respect of different schemes and programmes of Ministry of Culture"

15) Verification of Bid Evaluation Criteria statement for a purchase of a Hitachi LCD Projector and also liberty projection screen 2.Nos. was made.

16) A proposal for payment of Rs.5,200 towards Tax from ocober 2011 to March 2012 was initiated and got approved.

17) A proposal initiated by Estate Manager in connection with the purchase of Pathway lights for BCCH Hostel blocks has been verified and got approved.

18) Moreover three purchase orders were issued to three firms in connection with the purchase of Pathway lights for BCCH hostel blocks.

19) A note was initiated for the payment of 30% advance to M/s.Metal Craft, Chennai-58 for approval.

Performance Report for the month of September, 2011.

- 1) Reimbursement of Air Travel Expenses to a tune of Rs.32,675/- has been paid to M/s Eka Archiving Services Pvt.Ltd;, New Delhi.
- 2) Reimbursement of call taxi charges to a tune of Rs.840/- has been paid to M/s.Eka Archiving Services Pvt.Ltd; New Delhi.
- 3) Payment towards 25% of fee payable at the end of the 2nd month of work for Rs.1,06,164/- has been arranged to M/s.Eka Archiving services Pvt.Ltd;New Delhi.
- 4) A proposal for repairs and maintenance of K.F.Bus TN-07-C-3030 has been initiated and got approved for the same to entrust with M/s.Meena Auto Carage, Chennai-20
- 5) A work order was issued in connection with repairs and maintenance of bus, duly enclosing the itemwise repairs.
- 6) A sum of Rs.20,604/-towards advance of 30% of Rs.68,680/- has been arranged for payment to M/s.Meena Auto Carage, Chennai-20.
- 7) A proposal for installation of Speed Governor has been initiated and got approved to entrust the work to M/sAutoKontrol, Chennai-40. After completion of the repair works by M/s.Meena Auto Carage, Chennai-20, the installation of Speed Govenor work has to be given to M/s.AutoKontol, Chennai-40.
- 8) A sum of Rs.2,00,000/- towards Ist Stage of Work, Ist stage of firing, 2nd stage of work, and 2nd stage of firing has been paid to Sri T.Palanisamy, Contractor- Sculpture work of idols.
- 9) Verification of quotation towards thatched 2 sheds has been made and payment has been arranged for Rs.35,020/- in favour of M/s.Arumugaraj Depot, Chennai-40.
- 10) A proposal for purchase of Garden Furniture from M/s.Metalcraft, Chennai-58 was initiated and got approved for entrust the work to a tune of Rs.4,73,866/-

41

From

Dt; 29-⁰⁹10-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of September 2011.

I am enclosing herewith the performance report for the month of September, 2011.

Absent on 5.9.11
Absent on 15.9.11
Absent on 27.9.11

Yours faithfully,
S. Radhakrishnan.

m
29/10/11

" 29/9/11 - 1/2 day.
Total = 3 1/2 days

33

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc 30th Sept. 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month September, 2011 dt.29-9-2011 is enclosed herewith. His attendance card is also enclosed.

September 2011

Total working days – 26 ½ days (3 ½ days leave – 5th, 15th, 27th & 29th – ½ day.

@ Rs.25, 000/- pm	= $\frac{25,000 \times 26 \frac{1}{2}}{30}$	=	- Rs. 22, 083-00
	LESS: TDS 10%		- <u>Rs. 2, 208-00</u>
		Nett	- <u>Rs. 19, 875-00</u>

(Rupees nineteen thousand eight hundred and seventy five only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, towards consultancy charges of Rs.19, 875/- for the month of September 2011, after deducting TDS.

30/9/11
J. Ramachandra
AO 30/9/11

f
CAO Ad to approve his leave -
ASG

Mr. availed 3 1/2 day leave on monthly bill -
on basis of ~~ASG~~
deducted.
J. Ramachandra
30/9/11

Dy. Director *[Signature]*

Since he has absent for 3 1/2 days, the corresponding salary for the days deducted from this month bill.

J. Ramachandra 30/10/11

Maybe approve the
[Signature]
31/10/11
CAO

Director

[Signature]

MR. S. R. DHAKRISHYAN

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
24	9.35	17.10	m	83
25	9.25	13.00	m	83
26		FF		
27	9.45	17.05	m	83
28	9.40	17.00	m	83
29	9.35	17.00	m	83
30		H		
31	9.30		m	83

DAY 'N' DAY SERVICES (P) LTD.

Name :

Father's Name :

DOB :

ESI No. :

PF No. :

Site Name :

Month / Year :

OCT. 2011

OFFICE USE

Total No. of Days worked

Total Extra Time

Verified by

(35)

Checked by

M. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
1	Leave		1/2 m	(1/2)
2		H		
3	9.20	17.05	m	83
4	9.30	17.10	m	83
5		FS		
6	9.35	17.10	m	83
7	9.25	17.10	m	83
8		SS		
9		H		
10	9.30	17.05	m	83
11	9.35	17.10	m	83
12	9.30	17.00	m	83
13	9.35	17.05	m	83
14	9.40	17.10	m	83
15	Leave			(1)
16		H		
17	9.30	17.05	m	83
18	9.30	17.05	m	83
19	9.35	17.10	m	83
20	9.25	17.00	m	83
21	9.35	17.05	m	83
22		FS		
23		H		(36)

35

044-24524358

- 8) A note was initiated for an extension of time as requested by Metal Craft, Chennai-58, in connection with purchase of Garden furniture and an advice has also been sent to Metal craft, Chennai-58, duly insisting that the supply will be made within an extension of Time granted ie.on 27-10-2011
- 9) A note was initiated for reimbursement of air travel expenses by Ms.Deepthi Sasidharan, Eka Staff and a sum of Rs.12,375/- has been arranged for payment through NEFT to Eka Archiving Services Pvt.Ltd; New Delhi. A payment advice was also sent through e.mail to Ms.Deepthi Sasidharan and also to Sri Pramod Kumar, consultant, Eka Archiving Services Pvt.Ltd; New Delhi.
- 10) A note was initiated for sanction of expenditure to a tune of Rs.10,956/- towards hotel charges for stay by Sri Deborah Thiagarajan and Ms.Radhe Jaggi at Habitat World/New Delhi and got approved for issue a cheque in favour of Habitat world/ New Delhi.
- 11) A note was initiated for reimbursement of expenditure towards Air Travel expenses Rs.5,890/- to Ms.Radhe Jaggi, Co-ordinator to Eka Staff ie. From New Delhi to Chennai and got approved.
- 12) Bid-evaluation criteria statement in connection with book binding with cloth cover for the use of CERC unit was verified.
- 13) A note was initiated for the payment of 70% of purchase order value Rs.4,73,866 works out to Rs.3,31,706/- to M/s.Metal Craft, Chennai-58 and put up for approval, since the 15 numbers of garden furniture were received within an extended time.

37

Performance Report for the month of October, 2011.

- 34
- 1) A note was initiated for Rs.575/- towards Green Tax and Welfare Board Tax to Bus No.TN-07 C-5030 and got approved for the remittance of the same with R.T.O' Office, Thiruvanmiyur.
 - 2) Financial Powers duly extending the powers for Governing Board and Works Committee were completed, but it is to be approved, in addition to the powers related to Kalakshetra Foundation.
 - 3) The final payment for Rs.1,41,500/- to Sri T.Palanisamy, contractor has been arranged for payment towards for the works in respect of idols made by clay and the payment advice for the same was sent by post
 - 4) The replies to the following parliament questions were sent to Union Secretary to Government of India, CDN, Ministry of culture New Delhi, with a copies to Under Secretary to Government of India, Akademies, Ministry of culture, New Delhi-115.
 - i) Rajya Sabha Unstarred Question No.2867 dated 06-12-2010- Information regarding Advertisement in Parvat Jana
 - ii) Rajya sabha Unstarred Question No.3363 dated 26-04-2010- Information regarding Protection of Tribal Culture
 - iii) Rajya Sabha Unstarred Question No.S1294 for 24-02-2011- Information regarding Extension to Bureaucrats.
 - 5) A reply to Under Secretary to Govt.of India, Ministry of Culture, CDN, New Delhi with a copy to Under Secretary to Govt.of India, Akademies, Ministry of culture, New Delhi 115 – Information regarding Provision of the Third Schedule to the Government of India(Transaction of Business) Rules 1961.
 - 6) A workorder was issued to M/s.Autokontrol, No.AE-88, 6th Street, Anna Nagar, Chennai-40 in connection with supply and installation of Speed Governor to Kalakshetra Bus No.TN.07- C-3030.
 - 7) Bid-evaluation criteria statement in connection with printing and stationery to the office of the Rukmini Devi Fine Arts was verified.viz. Examination application form, No due certificate, Hall Ticket, Main Answer booklet additional sheets and address Slips.

33

From

Dt; 31-10-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of October 2011.

I am enclosing herewith the performance report for the month of October, 2011.

Encls: 2.

Yours faithfully,

Radhakrishnan

Absent : 1/2 day (AN) on 1.10.11

Absent : 1 day on 15.10.11

Absent : 1/2 day (AN) 25.10.11

Total : 2 days

39

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 1st November 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month October, 2011 dt.31-10-2011 is enclosed herewith. His attendance card is also enclosed.

October, 2011

Total working days – 29 days (2 days leave – 1- 1/2, 15th, 25th 1/2)
(Since he has absent for 2 days, the corresponding salary for these days deducted from this month bill for October, 2011)

@ Rs.25, 000/- pm			
=	$\frac{25,000 \times 29}{31}$	=	- Rs. 23, 387-00
<u>LESS: TDS 10%</u>			- <u>Rs. 2, 339-00</u>
		Nett	- <u>Rs. 21, 048-00</u>

(Rupees twenty one thousand and forty eight only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 048/- for the month of October 2011, after deducting TDS.

M
1/11/11

Mamich
1.11.11

f AO

CAO
1/11/11

Since he has absent for 2 days, his salary for these days deducted from Oct 2011 bill

P. J. Ramachandran 1.11.11

Dy. Director *[Signature]*

[Signature]

Director

[Signature]

M. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
24	10.00	12.00	<u>W</u>	85
25	9.50	3.30	<u>W</u>	
26		FS.		
27		H		
28	leave		<u>W</u>	⓪
29	leave		<u>W</u>	⓪
30	leave		<u>W</u>	⓪
31				

Name :
Father's Name :
DOB :
ESI No. :
PF No. :
Site Name :
Month / Year :

NOV. 11

OFFICE USE

Total No. of Days worked

Total Extra Time

Verified by

Checked by

Mr. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT. HRS.	SIGN.
1	10.00	17.00	m	SR
2	Leave		m	SR
3	10.00	17.00	m	SR
4	10.15	17.00	m	SR
5	9.40	17.05	m	SR
6		H		
7		FH		
8	9.35	17.00	m	SR
9	9.55	17.00	m	SR
10	- O D -		m	
11	- O D -		m	
12		SS		
13		H		
14	9.30	17.00	m	
15	9.40	17.10	m	
16	- O D -		m	
17	9.30	17.00	m	SR
18	9.40	17.05	m	SR
19	9.40	17.00	m	SR
20		H		
21	9.35	17.10	m	SR
22	9.50	17.00	m	SR
23	Leave		m	SR

(42)

Performance Report for the month of November, 2011.

- 1) Final payment of 25% fee paid to Eka Archiving Services Pvt.Ltd, New Delhi, based on the receipt of draft project report
- 2) Financial Powers duly extending the powers for Governing Board and Works Committee were completed, but it is to be approved, in addition to the powers related to Kalakshetra Foundation.
- 3) A proposal for an extension of time was initiated in connection with the submission of the final project report by Eka Archiving Services Pvt.Ltd, New Delhi-49 and got approved. A letter was also addressed to Eka Archiving Services Pvt.Ltd, New Delhi-49 (Extension of time granted upto 17-11-2011, as requested by them.
- 4) Post-facto sanction has obtained towards the payment of Rs.2,600/- in connection with expenditure of fitness certificate from R.T.O's Office, Thiruvanniyur, for K.F.Bus.No.TN-07-C-3030.
- 5) A specification draft for calling of quotation in connection with sound equipments was initiated.(SLT)
- 6) 70% payment Rs.48,076/- has arranged for payment to M/s.Meena Auto Carage, Chennai-20 in connection with repairs and maintenance of K.F.Bus No.Tn-07-C-3030.
- 7) Eka Archiving Services Pvt.Ltd;, New Delhi has sent a soft copy of CD and hard bound copy in connection with final project proposal for museum and resource centre and a letter for the receipt of the acknowledgement for the same has sent to them.

38

From

Dt: 05-12-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of November 2011.

I am enclosing herewith the performance report for the month of November, 2011.

Yours faithfully,
S.Radhakrishnan

64

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc 5th December 2011

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month of November, 2011 dt.5-12-2011 is enclosed herewith. His attendance card is also enclosed. below page 37c

November, 2011

Total working days – 25 days (5 days leave – 2nd, 23rd, 28-30)
(Since he has absent for 5 days, the corresponding salary for these days deducted from this month bill for November, 2011)

@ Rs.25, 000/- pm	= $\frac{25,000 \times 25}{30}$	=	- Rs. 20, 833-00
<u>LESS:</u> TDS 10%			- <u>Rs. 2, 083-00</u>
		Nett	- <u>Rs. 18, 750-00</u>

(Rupees eighteen thousand seven hundred and fifty only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.18, 750/- for the month of November 2011, after deducting TDS.

✓ *S. Ramachandra*
AO 5/12/11

✓ *CAO* 5/12/11

Dy. Director *[Signature]*

Director *[Signature]*

M. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT HRS	SIGN
1	leave			83 ⊕
2	leave			83 ⊕
3	leave			83 ⊕
4		H		
5	9.40	17.00	w	83
6	9.35	17.05	w	83
7	9.45	17.05	w	83
8	9.45	16.00	w	83
9	leave			⊕
10		SS		
11		H		
12	9.30	17.00	w	83
13	9.45	17.00	w	83
14	9.40	17.00	w	83
15	10.00	17.00	w	83
16	9.35	13.00	w 1/2	83 ⊕ 16/12
17	leave			⊕ 17/12/11
18		H		
19	9.40	17.00	w	83
20	9.40	17.05	w	83
21	9.35	17.00	w	83
22	9.40	17.05	w	83
23	9.35	17.10	w	83

46

Mr. S. RADHAKRISHNA

DATE	IN TIME	OUT TIME	OT HRS	SIGN
24		FS		
25		H		
26	9.35	17.00	1.00	RS
27	9.40	17.00	1.00	RS
28	9.35	17.00	1.00	RS
29	9.35	17.00	1.00	RS
30	9.40	17.00	1.00	RS
31	9.35		1.00	RS

DAY 'N' DAY SERVICES (P) LTD.

Name :

Father's Name :

DCB :

SI No :

PF No :

Site Name :

Month/Year :

DEC. 2011
5 1/2 days leave

OFFICE USE

Total No. of Days worked

Total Extra Time

1.00
31/12/11

Verified by

Checked by

(47)

- 13) After the approval of the above note, a purchase order for an value of Rs.1,67,170/- was issued in favour of M/s.Usha Enterprises, Chennai-02
- 14) A draft for reply in connection with material for the visit of Hono'ble Minister for culture to Udalpur was approved and the reply was sent to MOC, CDN Section, New Delhi, with a copy to Section Officer,(Akademies Section) MOC, New Delhi.
- 15) A draft for reply in connection with Lok Sabha Provisional Unstarred Question Dy.No.14310 for 13-12-2011 asked by Shri Syed Modugula Venugoala Reddy, MP was approved and the reply was sent to MOC, CDN Section, New Delhi.
- 16) A work order for Rs.62,700/- was initiated in connection with Replication of CDs of Margam with packed for music documentation section and issued to M/s. Moser Baer, Greater Noida.
- 17) A draft for reply in connection with Rajya Sabha Unstarred Diary No.S3619 for 07-12-2011 by Shri Kanjibhai Patel, MP,(Funds to Cultural Organisation) was approved and fax was sent to Under Secretary to Government of India, Ministry of Culture, CDN Section, New Delhi, with a copy to Under Secretary to Government of India, Ministry of Culture, (Akademies) Ministry of Culture, New Delhi.
- 18) A note for the purchase of fitness equipments with bid evaluation was verified for RDCFA section to a tune of Rs.12,437/-
- 19) A note was initiated for the payment of 30% against purchase value of Rs.5,60,300/- works out to Rs.1,68,090/- has been arranged for payment to M/s. S.S.Digital Systems, Trivandrum-14. for R& D Section (Storage System)
- 20) A revised work order was initiated in connection with creation of 12 nos of bronze portrait sculpture and got approved .
- 21) Bid evaluation criteria was verified in connection with purchase of digital controller and Thermocouple for Art Department.
- 22) Bid evaluation criteria statement was verified in connection with the purchase of materials relating to Chemicals and Appratus for B.T.H.S.S and certain discrepancies are pointed out i.e. in some items rates quoted by firm is not found a place in the bid evaluation criteria and also in some items rates quoted in bid evaluation criteria is not found a place in the firm's quotation. The concerned file is returned to B.T.H.S.S.
- 23) A note was initiated for the payment of 30% of advance against the purchase order value of Rs.54,273/- works out to Rs.16,282/- and got approved for the release of the amount through ECS issued in favour of M/s.Hansa Cine Equipments, Chennai-02 (Schedule 2)
- 24) A note was initiated for the payment of 30% of advance against the purchase order value of Rs.1,67,170/- works out to Rs.50,151/- and got approved for the release of the amount through ECS issued in favour of M/s.Usha Enterprises, Chennai-02

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Performance Report for the month of December, 2011.

- 1) Bid evaluation criteria was verified in connection with purchase of envelope covers to Central Office of K.F.
- 2) Bid evaluation criteria was verified in connection with purchase of sound equipments viz. AVID Venue SC 48, Sommer 100 mr, Sommer 200 mr, AVID GSR 18, Mackie SRM 150 for Rukmini Arangam.
- 3) A purchase order was also initiated and issued to M/s.Ansata Computer Systems Private Limited, Bangalore-84 for an early acceptance. (Schedule 1)
- 4) A Note was initiated for the reply in connection with Rajya Sabha Starred/unstarred Diary No.S3619 for 07-12-2011 and got approved from Director and a reply was sent through Fax to Under Secretary to Government of India (CDN), Ministry of culture New Delhi with a copy to Under Secretary to Govt. of India, (Akademies), Ministry of Culture, New Delhi.
- 5) A note was initiated with Bid Evaluation Criteria to Research and Documentation Section in connection with storage solution with LTO Tapes materials. Viz.. 1)(ARECA 5040(for primary Ingest)2)ARECA 5040(for data backup) 3)GO FLEX I TB(external hard disk) Ingest buffer. 4) HP LTO 5 – 3000 series Interface tape drive with SAS HBA 5)LTO 5 Tape Media
- 6) After the approval of the proposal towards storage solution from Director, a purchase order to a tune of value of Rs.5,60,300/- was issued to M/s. S.S.Digital Systems Trivandrum.
- 7) A note was initiated for engagement of Sri Govind Venkatesan, as Project Co-ordinator to 'Aksha' museum
- 8) After the approval of the note towards for engagement of Sri Govind Venkatesan, an appointment order was issued to Sri Govind Venkatesan after getting the approval from the competent authority..
- 9) 30% of advance payment of Rs.5,88,964/- (as against of Rs.19,63,212/-) has been arranged for payment through ECS to M/s.Ansata Computer Systems Private Limited, Bangalore-84
- 10) A note was initiated with Bid Evaluation Criteria to Research and Documentation Section in connection with 240V 1000W PAR LAMP GE 2) 240V 1000W BABY LAMP GE 3) HPL 750W PROFILE LAMP LONG LIFE GE and 4) CROMPTLEX BULB 150W
- 11) After the approval of the above note, a purchase order for an value of Rs.54,273/ was issued in favour of M/s.Hansa Cine Equipments, Chennai-02 (Schedule 2)
- 12) A note was verified with Bid Evaluation Criteria to Research and Documentation Section in connection with purchase of 4PCS RAY TECH DIMMER PACKS 4KW. (Schedule 3)

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From

Dt: 31-12-2011.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of December, 2011.

I am enclosing herewith the performance report for the month of
December, 2011.

Encls:2

Yours faithfully,
S. Radhakrishnan

50

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc	31 st December 2011
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Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.29th March 2011

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month of December, 2011 dt.31-12-2011 is enclosed herewith. His attendance card is also enclosed.

December, 2011

Total working days – 25 ½ days (5 ½ days leave –1st to 3rd, 9th, 16th ½ day & 17th)
(Since he has absent for 5 ½ days, the corresponding salary for these days deducted from this month bill for December, 2011)

@ Rs.25, 000/- pm			
=	$\frac{25,000 \times 25 \frac{1}{2}}{31}$	=	- Rs. 20, 565-00 ✓
LESS: TDS 10%			- Rs. 2, 057-00
		Nett	- <u>Rs. 18, 508-00</u>

(Rupees eighteen thousand five hundred and eight only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.18, 508/- for the month of December 2011, after deducting TDS. $\text{Rs } 2057/-$

31/12/11
AO *A. Ramachandran*
31/12/11

r
CAO *S. Jeyaraman*

Dy. Director *K. Srinivasan*

Director *Arul*

- 12) A note for approval in connection with for cataloguing project by Eka Archiving Services Private Ltd; New Delhi-49 was initiated and the same has been approved by competent authority.
- 13) Bid evaluation criteria statement was verified in connection with the purchase of 30 pads (100 each) towards report joining form and earned leave/half pay leave.
- 14) A note was initiated in connection with calling of quotations for the purpose of hiring of car (Eight cabs) and the quotations were called for from the eight cabs, after the approval of the competent authority, duly fixing a last date for the receipt of quotations on or before 24-01-2012.
- 15) A note was initiated in connection with payment of 3000 CDs of Margam in favour of M/s.Moser Baer India Limited, Nodia and payment has been arranged after the approval from the competent authority.
- 16) A bid evaluation criteria was made in connection with hiring of a car for 24 hours and approval from the competent authority for hiring of a car has been obtained in favour of M/s.Raja Travels, Chennai-90(L I)

Performance Report for the month of January 2012.

- 1) A revised note was initiated with the comparison to quotations with Bid evaluation criteria statement and the same has been put up for approval to the lowest rate quoted by M/s.The Science House, Chennai-112 for Rs.12,512/-in connection with the purchase of lab materials relating to Chemicals and Appratus for B.T.H.S.S and the note was approved
- 2) An agreement received from M/s.Spectranet, Chennai-08 in connection with supply and installation of dedicated internet bandwidth 2 Mbps was verified and a work order was also issued to M/s. Spectranet, Chennai-08, after verification.
- 3) A note was initiated for the payment of 70% of advance against the purchase order value works out to Rs.37,991/- (purchase order Value Rs.54,273/-) and got approved for the release of the amount through NEFT issued in favour of M/s.Hansa Cine Equipments, Chennai-02 (Schedule 2)
- 4) A note was initiated for the payment of 70% of advance against the purchase order works out to Rs.1,17,019/- (purchase order Value Rs.1,67,170/-) and got approved for the release of the amount through NEFT issued in favour of M/s.Usha Enterprises, Chennai-02
- 5)A note was initiated for the payment of Rs.35,000/ which is due for the month of December 2011 to Sri Govind Venkatesan, Project Co-ordinator in connection with Aksha in Resource Centre to deal with Museum at Kalakshetra Foundation and payment has been arranged, after getting the approval from the competent authority.
- 6) A note for supply order against M/s.Subam Agencies, Chennai-41 was initiated towards purchase of pipes in connection solar water heating system at BCCH.
- 7) A note was initiated against Sri A.Dhandapani, Labour work contractor, Thiruvanniyur, in connection with work order relating to solar water heating system at BCCH.
- 8) A note was verified for the purchase of Bench grinder to Rukmini College and the bid evaluation criteria was also verified. (Art Dept)
- 9) A note was initiated for payment of December 2011 salary in favour of Ms.Radhe Jaggi, Resource Person in connection with Aksha in Resource centre at Kalakshetra Foundation and the payment has been arranged, after getting the approval from the competent authority.
- 10) A note for supply order for the purchase of Fans, Tube lights and flexible wires was initiated in favour of M/s.Maruthi Electricals, Thiruvanniyur, Chennai-41 in connection with Daskar Festival at CERC and supply order was issued after the approval of the competent authority.
- 11) Bid evaluation criteria was verified in connection with for the purchase of RAM memory 2 GB for HP servers 4 nos to server room.(EDP)

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From

Dt: 31-01-2012.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of January, 2012.

I am enclosing herewith the performance report for the month of
January, 2012.

Encls:2

Yours faithfully,
S.Radhakrishnan

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D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 1st February 2012

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.

Ref: Director's Approval dt.29th March 2011 P/6

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month of January, 2012 dt.31-1-2012 is enclosed herewith. His attendance card is also enclosed. P/44.

January, 2012

Total working days – 29 days (2 days leave – 10th – 1/2, 13 – 1/2, 17- 1/2 , 24th - 1/2)
(Since he has absent for 2 days, the corresponding salary for these days deducted from this month bill for January, 2012)

@ Rs.25, 000/- pm
= $\frac{25,000 \times 29}{31}$ = - Rs. 23, 387-00 ✓
LESS: TDS 10% - Rs. 2, 339-00
Nett - Rs. 21, 048-00 ✓

(Rupees twenty one thousand and forty eight only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.21, 048/- for the month of January 2012, after deducting TDS.

W
1/2/12
S. Ramcharan
AO
1.2.12
j
CAO

Dy. Director
Kishore

Director
Culaf
3/2

M. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT HRS	SIGNI
24	9.35	13.00	m	12 day 83
25	9.40	17.00	m	83
26		NH		
27	9.35	17.00	m	83
28		PS		
29		H		
30	9.40	17.05	m	83
31	9.45	17.00	m	83

DAY 'N' DAY SERVICES (P) LTD.

Name :

Father's Name :

DCB

ESI No

PF No

Site Name : 31-2-29

Month/Year :

OFFICE USE

Total No. of Days worked

Total Extra Time

m
1/2/12

Verified by

(56)

Checked by

M. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT HRS	SIGN MS
1		H		
2	9.40	17.00	W	87
3	9.45	17.05	W	87
4	9.35	17.00	W	87
5	9.40	17.10	W	87
6	9.50	17.00	W	87
7	9.45	17.00	W	87
8		H		
9	9.40	17.00	W	87
10	10.00	13.10	W	87 1/2 day
11	9.40	17.00	W	87
12	9.40	17.10	W	87
13	9.45	13.00	W	87 1/2 day
14		SS		
15		H		
16	9.40	17.00	W	87
17	9.40	13.00	W	87 1/2 day
18	9.45	17.00	W	87
19	9.40	17.10	W	87
20	9.45	17.00	W	87
21	9.35	17.00	W	87
22		H		
23	9.30	17.00	W	87

MS

Mr. S. RADHAKRISHNAN

DATE	IN TIME	OUT TIME	OT HRS	SIGN
24	leave		1 day	(Signature) 24/2/12
25		FS		
26		H		
27	9.40		W	(Signature)
28	leave			
29	leave			(Signature)
30				
31				

DAY 'N' DAY SERVICES (P) LTD.

Name

Father's Name :

DCB

ESI No

PF No

Site Name

Month/Year



OFFICE USE

Total No. of Days worked

Total Extra Time

Verified by

Checked by

(Signature)

6 days leave
23 days w/d.

(Signature)

62

Mu. S R A D U A K R I S I M A N

DATE	IN TIME	OUT TIME	OT HRS	SIGN
1	10.10	17.00	m	85
2	9.45	17.00	m	85
3	9.45	17.00	m	85
4	9.40	17.00	m	85
5		H		
6	Leave @ 6/2/12 @ 9/2/12			
7	9.40	13.00	m	85 1/2 day
8	9.40	17.00	m	85
9	Leave @ 5/11/12			
10	9.40	17.00	m	85
11		SS		
12		H		
13	9.50	17.00	m	85
14	9.35	17.00	m	85
15	00	00	Phy. W	85
16	9.45	18.00	m	85
17	9.30	17.00	m	85
18	9.45	17.00	m	85
19		H		
20	9.45	17.00	m	85
21	9.25	17.00	m	85
22	9.50	13.00	m	85 1/2 day
23	9.45	17.00	m	85

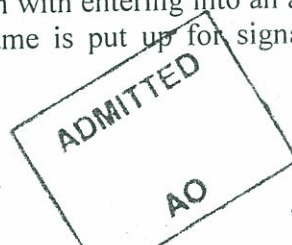
ADMITTED

(52)

(3) L

PERFORMANCE REPORT FOR THE MONTH OF FEBRUARY 2012.

- 1) While reviewing invoices received from M/s.Ansata Computer systems Private Limited, Bangalore-84, it was noticed that the rate per item as quoted originally does not tally with the rate now quoted in the invoice. Hence the file is returned to Sound Engineer for getting a fresh invoice from the firm.
- 2) A note was initiated for the payment of Rs.35,000/ which is due for the month of January 2012 to Sri Govind Venkatesan, Project Co-ordinator in connection with Aksha in Resource Centre to deal with Museum at Kalakshetra Foundation and payment has been arranged, after getting the approval from the competent authority.
- 3) A note was initiated for the payment of Rs.10,000/- which is due for the month of January 2012 to M/s.Radhe Jaggi, Project person in connection with Aksha in Resource Centre to deal with Museum at Kalakshetra Foundation and payment has been arranged, after getting the approval from the competent authority.
- 4) A note for in connection with Letter of Acceptance, duly incorporating the terms and conditions for hiring of a car for 24 hours in favour of M/s.Raja Travels, Chennai-90 (L.I) was initiated and the same has been issued to M/s.Raja Travels, Chennai-90, after getting the approval from the competent authority.
- 5) A note for approval in connection with letter of acceptance, along with terms and conditions for cataloguing project by Eka Archiving Services Private Ltd; New Delhi-49 was initiated and the same has been sent to Eka Archiving Services Pvt.Ltd; after getting the approval from the competent authority.
- 6) A note was initiated in connection with payment of Rs.10,402/- towards installation of speed governor in favour of M/s.Consumax Agencies, Chennai and payment has been arranged, after getting the approval from the competent authority.
- 7) A fresh invoice was received from M/s.Ansata Computer systems Private Limited, Bangalore-84 and the invoice amount is now tallied as per this office purchase order. Hence a note was initiated for the payment of Rs.13,74,248/- (as against 70% of amount Rs.19,63,212/-) Payment has been arranged in favour of M/s.Ansata Computer systems Private Limited, Bangalore-84, after getting the approval from the competent authority.
- 8) Bid Evaluation criteria in connection with for the provision of L.P.G. System in addition with an existing of wood kiln.(for Art Dept) was verified.
- 9) A note was initiated for the approval of an Agreement, with Annexure along with terms and conditions in connection with hiring of a car for 24 hours, after the receipt of Letter of acceptance letter from M/s.Raja Travels, Chennai-90.
- 10) After the approval of note in connection with entering into an agreement in between Director and M/s.Raja Travels, Chennai-90, the same is put up for signature, duly incorporating in a stamp paper.



50

From

Dt: 27-02-2012.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation
Thiruvanmiyur.

To

Director,
Kalakshetra Foundation,
Thiruvanmiyur.
Chennai-41.

Madam,

Sub: Performance Report for the month of February, 2012.

I am enclosing herewith the performance report for the month of February, 2012.

Encls:2

ADMITTED
AO

WD
29/2/12

Yours faithfully,
S.Radhakrishnan.

61

D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc	29 February 2012
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Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
 Ref: Director's Approval dt.29th March 2011 P/6

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of one year from 4th March 2011 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

He has submitted the performance report for the month of February, 2012 dt.27-2-2012 is enclosed herewith. His attendance card is also enclosed.

February, 2012

Total days worked – 23 days (6 days leave –6, 7-½, 9, 22-½, 24, 28 & 29)
 (Since he has absent for 6 days, the corresponding salary for these days deducted from this month bill for February, 2012)

@ Rs.25, 000/- pm		
=	$\frac{25,000 \times 23}{29}$	= Rs. 19, 828-00
<u>LESS:</u> TDS 10%		- <u>Rs. 1, 983-00</u>
		Nett - <u>Rs. 17, 845-00</u>

(Rupees seventeen thousand eight hundred and forty five only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of **Rs.17, 845/- for the month of February 2012, after deducting TDS.**

29/2/12
 J. Ramachandran
 AO
 29/2/12
 J
 CAO

Dy. Director *Krishna*

Director
Chalapathi



D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 1st March 2012

Sub: Extension of Engineering/Civil consultant services –Approval - Reg.

We are engaging Mr. S. Radhakrishnan as consultant who has experienced in the tender documentation work of civil, electrical and engineering fields to guide and supervise all repair works, quotations, estimates and other work assigned by Kalakshetra Foundation on temporary basis for a period of one year from 4th March 2011 to 3rd March 2012 on a monthly consolidated salary of Rs.25, 000/- (Rupees twenty five thousand only) per month.

His consultancy service expires on 3rd March 2012 and his service has been found useful for the above purposes. If approved, the consultancy service of Mr. S. Radhakrishnan may be extended for a further period of six months i.e. from 5th March 2012 to 31st August 2012 on the existing terms and conditions as mentioned in our letter dt. ~~29/11~~ ^{27/11} March 2011. - Page: (6)

His monthly reports for the last worked period of the file is enclosed herewith may please be seen.

Submitted for approval please

11/3/12
AO
K

CAO

Dy. Director

Kanew

Director

Culap

53

9. A proposal for Hiring of Car for 24 hours from of M/s.Raja Travels, Chennai-90 was initiated and the agreement was also entered into.

10. Registers pertaining to Retention amount and Advances are maintained for the year 2010-11 duly tallying with the accounts figures.

11. Registers pertaining to Retention amount and Advances for the year 2011-12 are to be done, after the closing of March 2012 accounts.

12. Tender notice was issued in connection with AMC for Generators and RO Plant at BTHS

Yours faithfully,
Shrikrishnan.

64

From

Dt: 08-03-2012.

S.Radhakrishnan,
Consultant.

To

Administrative Officer,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

Sir,

Sub: Details of files.

1. Letter of acceptance and work order along with terms and conditions in connection cataloguing project towards Aksha Resource Museum is being dealt(Museum Project File Vol. I & II)
2. Repair and maintenance of Kalakshetra School Bus T.N.07-C.3030. The history book for School bus is being maintained.
3. A sum of Rs.19,275/- towards Retention amount has to be refunded to Sri.Palanisamy, Sculpture made by clay during first week of April 2012 as per conditions stipulated.
4. The replies relating to Parliament questions are being dealt.
5. The replies to Ministry of culture as per instructions given by then CAO/AO are being dealt.
6. In respect of the supply and installation of R.O plant (2000 Litres per hour) , action has been taken to obtain two rough estimate on 07-03-2012 from the reputed companies and the same has to be given to EO for cost analysis.
7. Bid evaluation criteria statement for all activities of various sections of Kalakshetra Foundation is being done by me duly verification of three quotation and competent authorities sanction for L I is being got approved. The monthly average of Bid Evaluation Criteria was verified by me in 20 cases
8. A sum of Rs.21,233/-towards Retention amount recovered from Eka Archiving Services Pvt.Ltd, New Delhi-49(work Creation of Project Report) has to be refunded during first week of May, 2012.(i.e. after 6 months from the date of completion of creation of project report.. The Creation of project report was completed on 31-10-2011.

55

Mr. S. Radhakrishnan,
No.1, Rajagopala Street,
Kaveri Thamarai Apartments,
Kadaperi, West Tambaram,
Chennai - 600 045.

14th March, 2012

Sub: Engagement of Engineering/Civil Consultant – Reg.
Ref: Your application dt.4-3-2011

Mr. S. Radhakrishnan is engaging as a Engineering/Civil consultant for supervision of all civil and repair works, including quotations, estimates etc. in Kalakshetra Foundation for a period of six months from 5th March 2012, on a monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only) on the following terms and conditions:-

- 1) He has to guide and supervise all civil and repair works, quotations, estimates etc. and any other work assigned by Kalakshetra Foundation.
- 2) He has to attend the office duty whenever called for on holidays and no extra amount will be paid for the same. Apart from that, if he avail of leave or absent from duty on regular days, the proportionate amount will be deducted from his consultancy charges.
- 3) The appointment is purely on temporary basis for a period of six months from 5th March 2012 and he cannot claim any preference for any appointment on regular basis later.
- 4) The management reserves its right to dispense the service of the individual at any time without assigning any reason there for.
- 5) The working hours will be from 9.00 a.m. till 5.30 p.m.

If the terms are acceptable to you, you are requested to acknowledge the copy of this letter in token of your acceptance thereof.

Director may kindly see before issue of this letter

Director

AO

CAO

Dy. Director

Director

66

LIST OF FILES

a) The following files do not require follow up action.

- i) Purchase of Garden Furniture , Containing 45 Folios.
- ii) New bus File containing 43 folios (Proposal for purchase of new bus was dropped, after the approval from the Director of K.F, due to ban imposed by as per Serial No.2.2. of Ministry of Finance, Department of Expenditure Office Memorandum No.7(1)/E.OORD/2011 dated 11th July,2011.
- iii) Old file maintained by B.A.S.S School (from the year July 94 to 14-12-2007 without the Folio Numbers)
- iv) Purchase of books relating to works matters, Containing 13 folios
- v) Registers for Retention Amount and Advance Register for the year 2010-11 was maintained, after the closing of March,2011 accounts.

b)The following files requires follow up action.

[

- i) Repairs and maintenance of School Bus. No.T.N.07-C-3030, containing 107 folios. History book is also available. ✓
- ii) Reply to Ministry of Culture, Containing 35 Folios. ✓
- iii) Reply to Parliament Questions, Containing Folios 22. ✓
- iv) Museum Project I (Vol.I), Containing Folios 279 in which a sum of Rs.21,233 towards retention amount recovered from M/s.Eka Archiving Services Pvt.Ltd, New Delh has to be refunded during first week of May,2012,(i.e. after 6 months from the date of completion of creation of project report. The creation of project report was completed on 31-10-2012. ✓
- v) Museum Project I (Vol.II) , Containing Folios 210 ✓
- vi) Hiring of a new car for Director, After the signing by the Director and M/S.Raja Travels, Besant Nagar, Chennai-90 in the agreements, both the copies are not issued, which is Pending. ✓
- vii) A sum of Rs.19575/- has to be refunded after six months (i.e. during first week of April, 2012, in favour of Sri Palanisamy, Pudukottai, Sculpture work made by clay.

folio 51

57

From

Dt: 14-03-2012.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Thiruvannamiyur,
Chennai-41.

To

Administrative Officer,
Kalakshetra Foundation,
Thiruvannamiyur,
Chennai-41.

Sir,

Sub: Handing over of files.

Since my grand daughter is admitted in a private nursing home at Coimbatore, I have to take personal care for her. Therefore I request you Sir, Kindly grant me nine days leave from 14-03-2012 to 22-03-2012. Hence the files dealt by me as per list enclosed are handed over.

Thanking you, Sir,

Encl: 1 List.

Yours faithfully,

S.Radhakrishnan
(S.Radhakrishnan)

Director may kindly see

S. Radhakrishnan
14/3/12

Original Colat

68

Date	In Time	Out Time	OT Hours	Signature
1	Leave			<u>ms</u>
2	Leave			<u>ms</u> 50
3	9.30	17.00	<u>m</u>	<u>ms</u>
4		H		
5	9.45	17.00	<u>m</u>	<u>ms</u>
6	9.45	17.00	<u>m</u>	<u>ms</u> 50
7	9.45	17.00	<u>m</u>	<u>ms</u>
8	9.50	17.05	<u>m</u>	<u>ms</u>
9	9.40	17.00	<u>m</u>	<u>ms</u>
10		SS		
11		H		
12	Leave			
13	9.40	17.10	<u>m</u>	<u>ms</u>
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LIST OF FILES

a) The following files do not require follow up action.

- i) Purchase of Garden Furniture , Containing 45 Folios.
- ii) New bus File containing 43 folios (Proposal for purchase of new bus was dropped, after the approval from the Director of K.F, due to ban imposed by as per Serial No.2.2. of Ministry of Finance, Department of Expenditure Office Memorandum No.7(1)/E.OORD/2011 dated 11th July,2011.
- iii) Old file maintained by B.A.S.S School (from the year July 94 to 14-12-2007 without the Folio Numbers)
- iv) Purchase of books relating to works matters, Containing 13 folios
- v) Registers for Retention Amount and Advance Register for the year 2010-11 was maintained, after the closing of March,2011 accounts.

b)The following files requires follow up action.

- i) Repairs and maintenance of School Bus. No.T.N.07-C-3030, containing 107 folios. History book is also available.
- ii) Reply to Ministry of Culture, Containing 35 Folios.
- iii) Reply to Parliament Questions, Containing Folios 22.
- iv) Museum Project I (Vol.I), Containing Folios 279 in which a sum of Rs.21,233 towards retention amount recovered from M/s.Eka Archiving Services Pvt.Ltd, New Delh has to be refunded during first week of May,2012,(i.e. after 6 months from the date of completion of creation of project report. The creation of project report was completed on 31-10-2012.
- v) Museum Project I (Vol.II) , Containing Folios 210
- vi) Hiring of a new car for Director, After the signing by the Director and M/S.Raja Travels, Besant Nagar, Chennai-90 in the agreements, both the copies are not issued, which is Pending. ↗
- vii) A sum of Rs.19575/- has to be refunded after six months (i.e. during first week of April, 2012, in favour of Sri Palanisamy, Pudukottai, Sculpture work made by clay

(51 folios)

fo

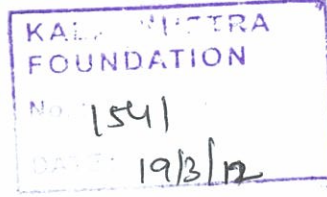
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to
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60

From

Dt: 15-03-2012.

S.Radhakrishnan,
Consultant,
Kalakshetra Foundation,
Tiruvanmiyur,
Chennai-41.



To

Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

Madam,

Sub: Acceptance of my resignation.

In this organization, I discharged my duties diligently and faithfully duly following financial rules and regulations as framed by the Central Government during my tenure from 4th March, 2011 till date.

Since I was humiliated on 09-03-2012 in the presence of Administrative Officer, Kalakshetra Foundation for having followed the financial rules and regulations as given in G.F.R, I do not want to serve further in your organization. Hence I have decided to resign my job with effect from 15-03-2012. Notice period if any may be waived.

A list of files as stated in the enclosure has already been handed over to Administrative Officer with due acknowledgement.

Thanking you,

Encl: 1 list

Yours faithfully,

S.Radhakrishnan
(S.Radhakrishnan) 15/3/12

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PERFORMANCE REPORT FOR THE MONTH OF MARCH 2012.

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DT: 26-03-2012

From

S.Radhakrishnan,
No.1, Rajagopala Street,
Kaveri Thamarai Apartments,
Kadaperi, West Tambaram,
Chennai-45.

50/A0
Cl 29/3

To

The Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai-41.

KALAKSHETRA
FOUNDATION
NO.: 1584
DATE: 29/3/12

Madam,

Sub: Performance Report for the month of March, 2012.

I am enclosing herewith the performance report for the month of March, 2012.

Encl: 1.

Yours faithfully,

S.Radhakrishnan

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D.2011-2012/V.Admin/Engagement of Engg/Civil Consultant/Doc | 16th April 2012

Sub: Engagement of Engg/Civil consultant – Consultancy charges – Reg.
Ref: Director's Approval dt.1st March 2012

Mr. S. Radhakrishnan, Engineering/Civil Consultant is engaging for assisting and supervision of all civil and repair works, including accounting, billing, quotations, estimates etc. for a period of six months from 5th March 2012 to 31st August 2012 on monthly consultancy charges of Rs.25, 000/- (Rupees twenty five thousand only).

Now he has submitted his resignation letter dt.15-3-2012, requesting to relieve from duty with effect from 15-3-2012 and waiver of notice period. He has also handed over all the files to Administrative Officer which was assigned to him. He has submitted the performance report for the month of March 2012, dt.26-3-2012 is enclosed herewith. His attendance card is also enclosed. He has worked up to 13-3-2012, as detailed below: -

March, 2012

Total days worked – 7 days (3rd, 5th to 9th & 13th)

(Since he has resigned the job from 15-3-2012, the corresponding salary for these days deducted from this month bill for March, 2012)

@ Rs.25, 000/- pm		
=	$\frac{25,000 \times 7}{31}$	= - Rs. 5, 645-00
LESS: TDS 10%		- <u>Rs. 565-00</u>
	Nett	- <u>Rs. 5, 080-00</u>

(Rupees five thousand and eighty only)

Director may kindly accord sanction and payment to Mr. S. Radhakrishnan, Engineering/Civil Consultant, for consultancy charges of Rs.5, 080/- for the month of March 2012, after deducting TDS.

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16/4/12
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CAO
19/4/12

Dy. Director

Director

Calap

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