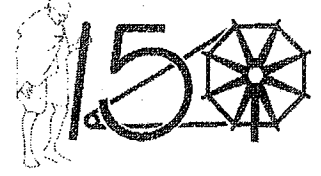




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YEARS OF
CELEBRATING
THE MAHATMA

F. No.A-2/2/2018

Dated: 5.11.2018

OFFICE MEMORANDUM

Subject: Appointing Authority, Disciplinary Authority and Appellate Authority of Kalakshetra Foundation

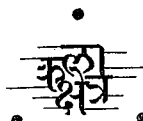
The undersigned is to say that in terms of Section 14 (1) of Kalakshetra Foundation Act, 1993, the Governing Board shall be the supreme authority of the Foundation and the general superintendence, direction and management of the affairs of the Foundation shall vest in the Governing Board. Further, in terms of Rule 3.1.(k) of Kalakshetra Foundation Rules, 1998, Governing Board is the competent authority to appoint all categories of officers and staff to the Foundation for conducting the affairs of the Foundation.

2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 prescribe the procedure to be followed in conduct of disciplinary proceedings against Govt. servants and imposition of penalties for proven misconduct. These rules were adopted mutatis mutandis to the employees of the Foundation by the Governing Board in its meeting held on 5.8.1995. Consequent to the decision of the GB, a circular dated 17.1.1996 was issued that the Director would be the disciplinary authority for dealing with the disciplinary proceedings against the employees of the Foundation.

3. The issue of Appointing Authority, Disciplinary Authority and Appellate Authority came up for discussion in the 53rd meeting of the Governing Board held on 11.10.2018. In the meeting, the Governing Board as Supreme Authority of the Foundation resolved the following—

Appointing Authority

- (i) GB is declared the Appointing Authority for appointment of unit heads viz. Principal, RDCFA; Principal, Besant Arundale Senior Secondary School, Manager (Craft Education and Research Centre) and Headmistress, Besant Theosophical Higher Secondary School.



- (ii) Director is declared as the Appointing Authority for all posts other than specified in (i) above. GB however further resolved that as the supreme authority of the Foundation, it reserves the right to review appointments made by the Director to a post or to a category of posts, should such a need arise, and pass such directions as may be considered necessary.

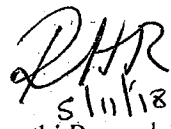
Disciplinary Authority

- (iii) Director is declared as the Disciplinary Authority for all posts other than the four unit heads mentioned in (i) above. GB also resolved that at its discretion it shall exercise powers of Disciplinary Authority, if considered necessary, in any case or category of cases, and if justification exists.
- (iv) GB shall be the Disciplinary Authority for unit heads.

Appellate Authority

- (v) GB resolved that the Chairman shall be the Appellate Authority in all cases where Director exercises powers as the Disciplinary Authority.
- (vi) GB further resolved that where GB is the Appointing Authority the powers of Disciplinary Authority shall be exercised by a Committee of GB members constituted on case to case basis and the orders of the Committee shall be communicated by Director. Appeal in such cases shall rest with GB and orders of such appeals shall be communicated by Director.

4. The above resolution of GB is brought to the notice of all regular employees of Kalakshetra Foundation. The minutes of the 53rd meeting of the GB have already been uploaded in the website of the Foundation.


(Revathi Ramachandran)
Director

To

- (i) Principal (i/c), RDCFA
(ii) Principal, BASS School
(iii) Secretary, BTHS School
(iv) Headmistress, BTHS School
(v) Manager, CERC
(vi) Notice Board of all units