

KALAKSHETRA FOUNDATION
An Institution of National Importance

(An autonomous body under Ministry of Culture, Government of India)
Thiruvannamipur, Chennai – 600 041

Date: 3.9.2024

OFFICE ORDER

Smt. P.S. Pramila, Deputy Director, Kalakshetra Foundation, is hereby designated as the Central Public Information Officer (CPIO) of KF under the Right to Information Act, 2005, with immediate effect and until further orders.

Smt. Sudha Manickavachakam, Administrative Officer (i/c), shall continue to function as the Nodal Officer for RTI matters of KF, until further orders.

All Heads of Units/Sections of Kalakshetra Foundation shall extend necessary assistance and furnish the information/records sought by the CPIO promptly, so as to enable the CPIO to dispose of RTI applications within the statutory time limits prescribed under the Right to Information Act, 2005.




(SURESH KUMAR CHIKKALA)
DIRECTOR

To

- ✓ 1. Smt. P.S. Pramila, Deputy Director / CPIO, Kalakshetra Foundation, Chennai.
(email ID: dd@kalakshetra.in - Contact No. 044-24524057)
2. Smt. Sudha Manickavachagam, Administrative Officer (i/c) / Nodal Officer for RTI Matters, Kalakshetra Foundation, Chennai.

Copy to:

1. The Principal(i/c), RDCFA / The Registrar(i/c), RDCFA
2. The Principal, BASS School
3. The Headmistress, BTHS School
4. The Manager, CERC.
5. The Estate Manager, KF
6. The Superintendent (i/c), BCC Hostel
7. Administrative Section / Senior Consultant (Administration)
8. EDP Section – for uploading the Office Order and updated CPIO/Nodal Officer details under the RTI section of the Kalakshetra Foundation website.