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INDIRA GANDHI NATIONAL CENTRE FOR THE ART

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2016 – 17

Memorandum of Understanding (MoU) between **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi and **The Indira Gandhi National Centre for the Arts (IGNCA)**, 11, Mansingh Road, New Delhi, for the financial year 2016-17.

1. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture and is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Indira Gandhi National Centre for the Arts has the mandate/objects as indicated under Clause-3 of Deed of Declaration in respect of IGNCA.
2. This agreement is made this 17th day of June ~~June~~ 2016 between the MoC, as the first party and the IGNCA, an organization under the Ministry of Culture, hereinafter called the second party.

Purpose of the MoU

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required:-

1. Budget/Accounts

- (i) Budgetary outlay for the year 2016-17 amounting to Rs.3550.00 lakhs i.e. Rs. 2700.00 lakhs under Plan, Rs. 250.00 lakhs under Plan (TSP) and Rs.600.00 lakhs under Plan (NER) is being allotted to IGNCA, for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GC/EB/FC or MoC as the case may be, will have to be obtained before executing the work.

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- (ii) IGNCA shall submit the Annual Report and Audited Account for the year 2015-16 to the Ministry of Culture before the end of November 2016.
 - (iii) The CAG audit, if required to be done, for the year 2015-16 shall be completed by the IGNCA by September 2016.
 - (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2016 and final utilization certificate by November 2016 for the financial year 2015-16. Further, for the financial year 2016-17, monthly provisional certificate has to be submitted before seeking the next month grants.
 - (v) All pending CAG audit paras and internal audit paras shall be disposed off by December 2016.
 - (vi) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
 - (vii) Monthly report in respect of financial and physical achievement in prescribed format as Annexure-I shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.

2. Human Resource

- (i) Akademi shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2016.
 - (ii) The IGNCA will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
 - (iii) All DPC's will be conducted by the IGNCA within the stipulated time frame following the prescribed rules.
 - (iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the IGNCA.
 - (v) Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the IGNCA. Training of the staff of the organization will be ensured as per the Staff Training Policy. For this
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purpose, a training calendar will be designed in the beginning of the year. IGNCA will assess needs for skill development and create tailored training modules.

- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the Akademi. This process has to be completed by the Akademi by November, 2016.

3. Legal Matters

- (i) Memorandum of Association shall be amended on the line of the High Powered Committee's (HPC's) recommendations agreed to by the Ministry, with the approval of the Competent Authority. This process will be completed by October, 2016.
- (ii) Bye-laws of the organization shall be framed/reviewed and requisite amendments as per the prescribed guidelines will be made by November, 2016 with the approval of the Competent Authority.
- (iii) Recruitment Rules in respect of all the posts will be framed / reviewed as per the laid down guidelines and prescribed procedures. IGNCA will complete this process by December 2016.
- (iv) IGNCA shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS) by June 2016. The information will be kept up to date.
- (v) The Organisation will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The Akademi will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

4. Parliament Matters

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the IGNCA to MOC before end of November 2016.

- (ii) Fulfillment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- (iv) Recommendations/ suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the IGNCA.

5. General

- (i) Mandatory meetings of all the Committees/Sub Committees will be convened and conducted on time.
- (ii) The Performance Audit / Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208 (v). Every two years a Performance Audit should be done by reputed institutions of the activities of the Akademi. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Akademi will need to display its capacity for self-introspection, if it is to remain truly independent.

IGNCA will take action for implementation of the actionable points as indicated at Annexure-II (copy enclosed) recommended by the Committee constituted for the performance audit for the year 2015-16.
- (iii) IGNCA shall furnish/ file mandatory returns/ report on time. IGNCA shall also provide the report/returns as and when asked by the Ministry.
- (iv) IGNCA shall ensure timely disposal of RTI application and appeal. Akademi shall also furnish/upload certificate/report on RTI portal as per the extant guidelines.
- (v) For disposal of Public Grievances/complaints, IGNCA shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources.
- (vi) IGNCA's website shall be updated, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service bye-laws and Recruitment Rules and

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amendments thereof of the Organization will also be uploaded on the website of the Organization.

- (vii) IGNCa shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) IGNCa shall ensure compliance with the Rajbhasha Policy as per directives received from Ministry of Home Affairs.
- (ix) The long term vision document of IGNCa as per Deed of Declaration will be implemented and submitted to this Ministry by June 2016.
- (x) Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by IGNCa and instruction/directions given by the Ministry in this regard shall be followed. IGNCa has developed Five Year Plan in association with Sulabh International Social Service Organisation within the Swachh Bharat campaign, and will arrange one workshop as a collaborative activity. Swachh Bharat Campaign will be continued throughout the year.
- (xi) IGNCa will prepare skill development modules in collaboration with various cultural institutions in the field of Wall Painting Art form of Jaipur region (Arayash), Archival book Binding workshop without the use of harmful adhesives, Mounting and stretching of paintings, packing and Transportation of Artefacts, Preparation of Archival box for file and important books, archival/museum storage reorganization and cleaning of storage furniture.
- (xii) IGNCa shall prepare an inventory of all performing spaces in the country and displayed in the web platform.
- (xiii) IGNCa shall be active on social media like Youtube/facebook/twitter etc. IGNCa is preparing 5 minutes' duration short audio-visual clippings, photographs, written text etc. from its archives and such content would be uploaded on weekly basis on social media like You Tube, Facebook, Twitter and also on the websites on Ministry of Culture, IGNCa and on Mobile Apps. Followers of the IGNCa on the social sites have to be enhanced to double from the present number of followers by December, 2016.
- (xiv) IGNCa will implement the following e-services:-
 - (a) IGNCa will create online system for application and utilization certificates.

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- (b) IGNCA shall create online system of Accounting by December, 2016.
- (c) IGNCA will prepare and upload its publications online which would cover both free and paid access to these e-books.
- (d) IGNCA will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
- (xv) IGNCA has prepared a listing of ICH elements covering different aspects of Indian arts and the same is made available at the IGNCA website.

IGNCA has developed National Cultural Audiovisual Archives on behalf of the Ministry of Culture, Govt. of India. Over 5000 objects covering about 4000 hours have been digitized under the project and the same will be made available online shortly (at ncaa.gov.in). It is proposed to preserve (by digitization) over 10000 hours of audiovisual materials and make it accessible by March, 2017.

- (xvi) IGNCA will place increasing emphasis on undertaking research in different cultural fields. For the purpose of providing cultural education, it will collaborate with government funded educational institutions, National Museum Institute and the ASI. Research and Field Studies under living traditions of Ramkatha and Mahabharata, Textiles Traditions of the North-East, Viswakarmas and their Worldview, Lou Majau Musical Journey of Tribal India, Documentation of Traditional Festivals along the Brahmaputra river, Mapping cultural ecology of eastern Himalayas Multi-dimensional heritage survey project, the singing minstrels of Kumaon and under Kalamulashastra Series 'Kiranagama', 'Ashtadasha Kriyavali' and 'Aghora Shivacharya Paddhati', etc.
- (xvii) IGNCA will provide promotional films to DD Bharti and also make an inventory of films. IGNCA has already produced 123 films for DD Bharati and will keep on producing 3 to 4 films per month during 2016-17.
- (xviii) Impact assessment of existing programmes/projects will be done as per MOC's guidelines.
- (xix) IGNCA will implement the New Pension Scheme (NPS) for its employees as per the norms of NPS.

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6. Specific issues

- (i) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure- I (enclosed) for the year 2016-17 shall be ensured. The cost/expenditure shown in the Annexure-I of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however be subject to the availability of funds in the allocated budget to the organization and compliance to the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal/reduction in the budgetary support.
- (ii) Each activity with its physical and financial targets indicated in the Annexure -I of the draft MoU may be linked to the concerned object heads of the budgetary outlay for the year 2016-17 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.
- (iii) Pursuant to direction of the Hon'ble Prime Minister for establishment of Virtual Museums in atleast 50 locations across India in a period of 2 years, it has been decided in the Ministry that IGNCA would be the nodal agency for execution of Pilot Project at two such Virtual Museums/Centres (one at Varanasi) to be set up on Priority basis.

Establishment of Virtual Museums by IGNCA has been included as an activity in the MoA, with an outlay of Rs. 400.00 lakh. The activity is being coordinated by the Museum Division of the Ministry. A proposal for allocation of fund for Virtual Museums will be separately submitted by IGNCA.


Signature
(on behalf of Ministry of Culture)


Signature
(on behalf of IGNCA)

डा. जयन्ता कुमार रे
Dr. Jayanta Kumar Ray
निदेशक (प्रशासन) / Director (Admin.)
आई.जी.एन.सी.ए., जनपथ / IGNCA, Janpath
नई दिल्ली-110001 / New Delhi-110001

1 - PUBLICATION										2 - NATIONAL CONFERENCE/SEMINAR/WORKSHOP									
Weightage (W) -5										Weightage (W) -15									
Unit Cost(Rs.in lakhs) - 5										Unit Cost(Rs.in lakhs) -20									
	Physical			Financial			Score = W* A/T	Physical			Financial			Score = W* A/T					
	Target(T)	Achievement(A)	Target	Achievement	Target	Achievement		Target(T)	Achievement(A)	Target	Achievement								
Apr-16	3		15					1		20									
May-16	3		15					2		40									
Jun-16	6		30					3		60									
Jul-16	7		35					2		40									
Aug-16	5		25					3		60									
Sep-16	3		15					4		80									
Oct-16	6		30					3		60									
Nov-16	4		20					4		80									
Dec-16	6		30					2		40									
Jan-17	5		25					3		60									
Feb-17	7		35					3		60									
Mar-17	5		25					1		20									
Total	60		300					31		620									

3 - INTERNATIONAL CONFERENCE/SEMINAR/WORKSH				4 - PHOTO EXHIBITION					
Weightage (W) -7				Weightage (W) -1					
Unit Cost(Rs.in lakhs) -50				Unit Cost(Rs.in lakhs) - 3					
Month	Physical		Financial		Physical		Financial		Score = W*A/T
	Target(T)	Achievement(A)	Target	Achievement	Target(T)	Achievement(A)	Target	Achievement	
Apr-16	0		0		1		3		
May-16	0		0		1		3		
Jun-16	1		50		1		3		
Jul-16	0		0		1		3		
Aug-16	1		50		1		3		
Sep-16	0		0		1		3		
Oct-16	1		50		2		6		
Nov-16	0		0		1		3		
Dec-16	1		50		1		3		
Jan-17	0		0		1		3		
Feb-17	1		50		1		3		
Mar-17	0		0		1		3		
Total	5		250		13		39		

5 THEMATIC EXHIBITION		6 - LECTURE(PUBLIC/MEMORIAL)/TALK/FILM SHOW									
		Weightage (W) -10									
		Unit Cost(Rs.in lakhs) -15									
Month	Physical				Financial				Score =		
	Target(T)	Achievement(A)	Target	Achievement	Target	Achievement	Target	Achievement	W*A/T	Target	W*A/T
Apr-16	2		30				4			2	
May-16	4		60				6			3	
Jun-16	3		45				4			2	
Jul-16	4		60				4			2	
Aug-16	3		45				6			3	
Sep-16	3		45				6			3	
Oct-16	4		60				6			3	
Nov-16	3		45				8			4	
Dec-16	4		60				4			2	
Jan-17	3		45				6			3	
Feb-17	3		45				8			4	
Mar-17	4		60				8			4	
Total	40		600				70			35	

7 - PERFORMANCE/FILMS FESTIVAL/CULTURE EVENT										8 - AUDIO-VIDEO DOCUMENTATION/FILM DEVELOPMENT									
Weightage (W) -5										Weightage (W) -5									
Unit Cost(Rs.in lakhs) - 5										Unit Cost(Rs.in lakhs) - 25									
Month	Physical			Financial			Score = W*A/T	Physical			Financial			Score = W*A/T					
	Target(T)	Achievement(A)	Target	Achievement	Target	Achievement		Target(T)	Achievement(A)	Target	Achievement								
Apr-16	5		25					1		25									
May-16	6		30					0		0									
Jun-16	6		30					1		25									
Jul-16	6		30					0		0									
Aug-16	5		25					1		25									
Sep-16	6		30					1		25									
Oct-16	6		30					0		0									
Nov-16	6		30					1		25									
Dec-16	5		25					0		0									
Jan-17	3		15					1		25									
Feb-17	4		20					1		25									
Mar-17	2		10					1		25									
Total	60		300					8		200									

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9 - RESEARCH AND FIELD STUDIES										10 - CONSERVATION/DIGITIZATION/MICROFILMING									
Weightage (W) -5										Weightage (W) -4									
Unit Cost(Rs.in lakhs) -4										Unit Cost(Rs.in lakhs) -1									
Month	Physical			Financial			Score =			Month	Physical			Financial			Score =		
	Target(T)	Achievement(A)		Target	Achievement		W*A/T				Target(T)	Achievement(A)		Target	Achievement		W*A/T		
Apr-16	3			12						Apr-16	12			12					
May-16	4			16						May-16	12			12					
Jun-16	4			16						Jun-16	13			13					
Jul-16	4			16						Jul-16	12			12					
Aug-16	5			20						Aug-16	13			13					
Sep-16	4			16						Sep-16	13			13					
Oct-16	4			16						Oct-16	12			12					
Nov-16	5			20						Nov-16	10			10					
Dec-16	4			16						Dec-16	12			12					
Jan-17	5			20						Jan-17	13			13					
Feb-17	4			16						Feb-17	10			10					
Mar-17	4			16						Mar-17	10			10					
Total	50			200						Total	142			142					

11 - LIBRARY ACTIVITIES										12 - ART ACQUISITION/ETHNOGRAPHIC COLLECTION/paint									
Weightage (W) -15										Weightage (W) -7									
Unit Cost(Rs.in lakhs) - 1										Unit Cost(Rs.in lakhs) -5									
Month	Physical			Financial			Score =			Month	Physical			Financial			Score =		
	Target(T)	Achievement(A)		Target	Achievement		W*A/T				Target(T)	Achievement(A)		Target	Achievement		W*A/T		
Apr-16	60			60						Apr-16	4			20					
May-16	65			65						May-16	5			25					
Jun-16	60			60						Jun-16	4			20					
Jul-16	70			70						Jul-16	5			25					
Aug-16	56			56						Aug-16	4			20					
Sep-16	59			59						Sep-16	3			15					
Oct-16	70			70						Oct-16	5			25					
Nov-16	70			70						Nov-16	5			25					
Dec-16	80			80						Dec-16	3			15					
Jan-17	60			60						Jan-17	3			15					
Feb-17	50			50						Feb-17	5			25					
Mar-17	50			50						Mar-17	4			20					
Total	750			750						Total	50			250					

13-VIRTUAL MUSEUM AT VARANASI						
Weightage (W) -5						
Unit Cost(Rs.in lakhs) -4						
Month	Physical		Financial		Score =	
	Target(T)	Achievement(A)	Target	Achievement	W*A/T	
Apr-16			400			
May-16						
Jun-16						
Jul-16						
Aug-16						
Sep-16						
Oct-16						
Nov-16						
Dec-16						
Jan-17						
Feb-17						
Mar-17						
Total			400			

Sum of physical targets	Sum of Physical Achievement	Sum of Financial Targets (A)	Sum of Financial Achievement (B)	Non-plan Budget (C)	Internal Revenue Generation (D)	Actual Financial Assistance Needed E=(A+C-D)
96		624		0	11	613
108		269		0	12	257
106		354		0	11	343
115		293		0	11	282
103		345		0	11	334
103		304		0	12	292
119		362		0	11	351
117		332		0	11	321
122		333		0	12	321
103		284		0	11	273
97		343		0	12	331
90		243		0	11	232
1279		4086		0	136	3950

DTH CONTENT						Village coverage		Viewership/ readership			Total Score
Weightage-5						Weightage -5		Weightage-5			
CONTENT CREATION			CONTENT BROADCASTING			Target	Achievement	Score	Target	Achievement	Score
Target	Achievement	Score	Target	Achievement	Score						
2			2			10			2000		
2			2			15			3000		
2			2			10			2000		
2			2			15			3000		
2			2			20			2000		
2			2			20			2000		
2			2			25			3000		
2			2			25			4000		
2			2			25			3000		
2			2			20			3500		
2			2			25			3500		
2			2			10			4340		
24			24			220			35340		