

# **MEMORANDUM OF UNDERSTANDING (MoU)**

**2017-18**

**BETWEEN**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
AND  
MINISTRY OF CULTURE**



**Indira Gandhi National Centre for the Arts  
New Delhi-110 001**

## INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

### MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2017-18

Memorandum of Understanding (MoU) between **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi and The **Indira Gandhi National Centre for the Arts (IGNCA)**, 11, Man Singh Road, New Delhi, for the financial year 2017-18.

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 12 day of 05 2017 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/Account

- (i) Budgetary outlay for the year 2017-18 under Revenue head is amounting to Rs.3550.00 lakhs i.e. Rs.2850.00 lakh (GBS), Rs. 200.00 lakh ( TSP) and Rs.500.00 lakh (NER) has been allotted to IGNCA for carrying out organizational work.

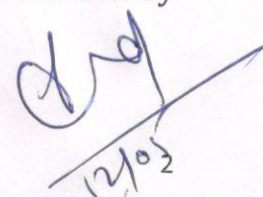
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- (ii) While incurring the expenditure, requisite approval of concerned GC/EB/FC or MoC as the case may be, will have to be obtained before executing the work.
- (iii) IGNCA shall submit the Annual Report and Audited Account for the year 2016-17 to the Ministry of Culture before the end of November 2017.
- (iv) The CAG audit, if required to be done, for the year 2016-17 shall be completed by the IGNCA by September 2017.
- (v) Provisional utilization certificate shall be submitted to the Ministry by May 2017 and final utilization certificate by November 2017 for the financial year 2016-17. Further, for the financial year 2017-18, monthly provisional certificate has to be submitted before seeking the next month grants.
- (vi) All pending CAG audit paras and internal audit paras shall be disposed off by December, 2017.
- (vii) Inputs for preparation of EFC/SFC in accordance with the extant guidelines/instruction of Ministry of Finance shall be submitted as per directives of MoC.
- (viii) Monthly report in respect of financial and physical achievement in prescribed format as Annexure-I shall be submitted to Ministry of Culture by 1<sup>st</sup> 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.
- (ix) Governing Body of IGNCA shall review user charges/source of internal revenue generation at least once in a year; and this exercise should preferably be completed by the month of September every year.
- (x) IGNCA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.

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- (xi) IGNCA shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (xii) Administrative Division in the Ministry may put up in place a system of external or internal peer review of the IGNCA every three year or five year depending on the size of IGNCA, in terms of GFR 229(ix), and further release of grant to IGNCA shall depend on the outcome of such review.
- (xiii) Performance parameters, output targets in term of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelled out in the MoU. Further, the output targets given in measurable units of performance should form the basis of budgetary support extended to the IGNCA. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xiv) IGNCA shall account for revenue and capital expenditure separately. IGNCA shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- (xv) While seeking grants from the Ministry, IGNCA shall provide the information in the prescribed format by the IFD and the Administrative Division shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.
- (xvi) All interests or other earnings against the GIA or advances (released to IGNCA) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xvii) IGNCA should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liability own their own or Govt. account.

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- (xviii) IGNCA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
- (xix) IGNCA shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome, etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to suppliers of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of Grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.
- (xx) The Administrative Division shall encourage IGNCA to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the IGNCA, and accordingly the physical and financial targets may be given to the IGNCA.
- (xxi) The actual expenditure by IGNCA on the activities shall be subject to the availability of funds. While incurring the expenditure, IGNCA shall adhere to the provisions of GFR besides other instructions of the Govt. issued from time to 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 2017.
- (ii) The IGNCA will initiate necessary time bound action well in advance to fill up the vacant post following the prescribed rules.
- (iii) All DPC's will be conducted by the IGNCA within the stipulated time frame following the prescribed rules.

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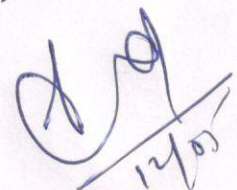


- (iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the IGNCA.
- (v) Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the IGNCA. Training of the staff of the organization will be ensured as per the Staff Training Policy. For this 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, 2017.

### 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, 2017.
- (ii) Bye-laws of the organization shall be framed/reviewed and requisite amendments as per the prescribed guidelines will be made by November 2017 with the approval of the Competent Authority.
- (iii) Recruitment Rules in respect of all the post will be framed/reviewed as per the laid down guidelines and prescribed procedures. IGNCA will complete this process by December 2017.
- (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 2017. The information will be kept up to date.

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- (v) The Organization 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 below the Parliament on time. The report shall be sent by the IGNCA to MoC before end of November 2017.
- (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

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peer review system may be put in place. The Akademi will need to display its capacity for self-introspections, if it is to remain truly independent.

- (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 also amendments thereof 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 compliances 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 instructions directions given by the Ministry in this regard shall be followed. IGNCA has developed Five Year Plan in association with Sahabh International Social Service Organization within the Swachh Bharat campaign, and will arrange one workshop as a collaborative activity. Swachh Bharat Campaign will be continued throughout the year.

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- (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 is highly active on Social Media i.e. Facebook, Twitter and Youtube. For increased presence on social media platforms, the organization will regularly posting details of programmes online which will include written texts, photographs, audio-visual clippings, press clippings, etc. The content will be uploaded on weekly basis to keep all these forums updated.

IGNCA has also started posting details of events on Sanskriti App. It will constantly update details on Sanskriti App The details of the programme will also be shared with Ministry of Culture through e-newsletters. The organization will also work for increasing its outreach on Facebook, Twitter and Youtube. By the end of the year 2017, the number of likes on Facebook and the followers on twitter will double from the present number.

- (xiv) IGNCA will implement the following e-services.
  - (a) IGNCA will create online system for application and utilization certificates.
  - (b) IGNCA shall create online system of Accounting by December, 2017.
  - (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 My Gov platform for inviting suggestions, ideas regarding its activities during the year.

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- (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](http://ncaa.gov.in)). It is proposed to preserve (by digitization) over 10000 hours of audiovisual materials and make it accessible by March 2018.

- (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, Universities, etc. for various projects and Field Studies under living traditions of Ramkatha and Mahabharata, Textiles Traditions of the North-East, Paddy Growing Cultures, Confluence of Traditions and Composite Cultures, etc.

- (xvii) IGNCA will provide promotional films to DD Bharati and also make an inventory of films IGNCA has already produced 140 films for DD Bharati and will keep on producing 3 to 4 films per month during 2017-18.

- (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.

- (xx) Governing Body of the organisation shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.

- (xxi) Organisation should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and

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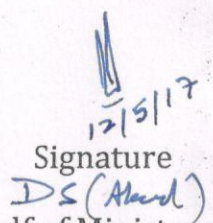


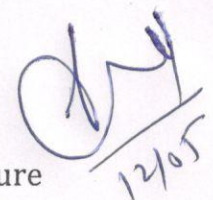
incurring of expenditure. The Financial limits up to which such concurrence is mandatory may be drawn up by the organisation. The Chief Executive officer of the organisation will be responsible for overall financial management of the organisation.

(xxii) Public Financial Management System (PFMS) has to be put in use by the organisation.

## 6. Specific issues

- (i) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure-I (enclosed) for the year 2017-18 shall be insured. 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 targets 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 2017-18 so that the physical and financial progress could be monitored with reference to the budgetary allocating under each object head.

  
Signature  
D. S. (Mand)  
on behalf of Ministry of Culture

  
Signature  
On behalf of IGNCA  
अनुराग त्रिवेदी / ANURAG TRIVEDI  
निदेशक (प्रशासन) / Director (Admn.)  
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