

MEMORANDUM OF UNDERSTANDING (MoU)
2019-20

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 2019-20

Memorandum of Understanding (MoU) between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and The Indira Gandhi National Centre for the Arts (IGNCA), Central Vista Mess, Janpath, New Delhi for the financial year 2019-20.

- (i) 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.
- (ii) This agreement is made this ^{14th} day of ^{June}, 2019 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.

2. Budget/Accounts

- (i) Budgetary outlay for the year 2019-20 under Revenue head is amounting to **Rs. 4160.00 lakhs** i.e. Rs. 3289.00 lakhs (GBS), Rs. 200.00 lakhs (TSP), Rs. 661.00 lakhs (NER) and Rs.10.00 Lakhs (SAP) has been allotted to IGNCA for carrying out organizational work.
- (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 2018-19 to the Ministry of Culture before the end of November, 2019.
- (iv) The CAG audit, if required to be done for the year 2018-19 shall be completed by the IGNCA by September, 2019.
- (v) Provisional utilization certificate has already been submitted to the Ministry and final utilization certificate shall be submitted by November,

2019 for the financial year 2018-19. Further for the financial year 2019-20, 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, 2019.
- (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-VI & Annexure-VII** and status report of all pending CAG Audit paras / parliamentary assurances on monthly basis to this Ministry. If above report is not received within the stipulated time, monthly grant released by the Ministry to IGNCA will not be processed.
- (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. Monthly status of User Charges shall be submitted to the Ministry as per **Annexure-VIII**.
- (x) IGNCA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- (xi) IGNCA shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for action and incurring of expenditure.
- (xii) Release of grant from the Ministry to IGNCA shall depend on the outcome of review after every year or five year depending on the size of the IGNCA, in terms of GFR 229(ix).
- (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 the clear milestones should form part of 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, the IGNCA shall provide the information in the prescribed format by the IFD on quarterly basis indicating the month-wise proposed release amount during the quarter. Concurred amount will be released by this Ministry on monthly basis.
- (xvi) All interests or other earnings against 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.
- (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 the 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 initialized grant allowed to be carried forward.
- (xx) IGNCA shall encourage maximizing internal resources and eventually attaining self-sufficiency. To achieve this, administrative divisions 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 IGNCA in the MoU.
- (xxi) The actual expenditure by IGNCA on the activities shall be subject to the availability of fund. While incurring the expenditure, IGNCA shall adhere to the provisions of GFRs provisions besides other instructions of the Govt. issued from time to time.

3. Human Resource

- (i) IGNCA shall review/ frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2019.
- (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.
- (iv) Verification of appointments made during the last 5-10 years has to be carried out by the IGNCa. This process has to be completed by the IGNCa by November, 2019.

4. 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, 2019.
- (ii) The Akademi will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

5. Parliament Matters

- (i) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- (ii) Recommendations/suggestion 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.

6. 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 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 extant

guidelines. Monthly status shall be submitted to Ministry as per **Annexure-I.**

- (v) For disposal of Public Grievances/complaints, IGNCA shall ensure that an effective grievance redressed mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources. Monthly status shall be submitted to Ministry as per **Annexure-II.**
- (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 2019.
- (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 Sulabh 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. Monthly status shall be submitted to Ministry as per **Annexure-IV.**
- (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 of Transpiration of Artifacts, 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 increase 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.

- (xiv) 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 2019, the number of likes on Facebook and the followers on twitter will double from the present number.
- (xv) 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, 2019.
 - 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.
- (xvi) IGNCA has prepared a listing of ICH elements covering different aspects of Indian arts and the same is made available at the IGNCA website.
- (xvii) 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.
- (xviii) IGNCA will provide promotional films to DD Bharati and also make an inventory of films IGNCA has already produced 160 films for DD Bharati and will keep on producing 3 to 4 films per month during 2019-20.
- (xix) Impact assessment of existing programmes/projects will be done as per MOC's guidelines.
- (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 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.

7. Specific Issues

- (i) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure-I (enclosed) for the year 2019-20 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 2019-20 so that the physical and financial progress could be monitored with reference to the budgetary allocating under each object head.

8. Specific deliverable for achieving MoC goals

At present all Akademis are working in silos. IGNCA should remain in constant touch with other Akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

IGNCA should take note of the fact that same few selected art forms should not be given budgetary support to the detriment of other art forms similarly, regional coverage must be broad based. IGNCA should conduct programmes all over India unless it is not state centered.

- (i) Arts forms: Akademis distribute grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the IGNCA.
- (ii) Management of space: Akademis, especially IGNCA have extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the IGNCA should be used for public facility areas like café, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back.
- (iii) Value Addition to the IGNCA: IGNCA should be at the fulcrum of our cultural activities. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. IGNCA may think to install interactive kiosks for young generation. Its web-site should have a virtual facility for promotion of IGNCA origin, role and growth of their activities. Its websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- (iv) Outreach activities: IGNCA should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the IGNCA for exposure to their activities/cultural programmes. IGNCA shall submit the details of the same as per **Annexure-IX** attached, to the Ministry. Along with annual calendar which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance with the Ministry so as to ensure maximum publicity.
- (v) IGNCA have the repository of vast cultural activities. They may think of collaboration with Tata Sky, Airtel and other satellite channels and content providers so their programmes can be constantly viewed on a dedicated channel.
- (vi) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by IGNCA.
- (vii) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social

media group or face book pages where informal interaction about programmes may also be thought of.

- (viii) Recruitment Rules for all posts should mandatorily be reviewed once in 5 years.
- (ix) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the IGNCA.
- (x) 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. Monthly status shall be submitted to Ministry as per **Annexure-V.**
- (xi) By-laws of the organization shall be framed/ reviewed and requisite amendments as per the prescribed guidelines will be made by November 2019 with the approval of the Competent Authority. Monthly status shall be submitted to Ministry as per **Annexure-III.**
- (xii) 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) in a time bound manner. The information will be kept up to date.
- (xiii) 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 2019.
- (xiv) Fulfillment of all pending Parliamentary Assurance/Reports will be ensured within the stipulated time frame.



Signature

On behalf of Ministry of Culture



Signature

14.06.2019

On behalf of IGNCA

ANNEXURE –I**Status of RTI**

Sr No	No of RTI received	No of RTI pending from last month	No of RTI disposed	Pending RTI	Remarks if any

ANNEXURE –II**Status of Public Grievances**

Sr No	No of Public Grievance received	No of Public Grievance pending from last month	No of Public Grievance disposed	Pending Public Grievance	Remarks if any

ANNEXURE –III**Status of updating by-laws and RR on Website**

Sr No	Website module	Last reviewed	Last updated on website	Remarks if any
1.	Service By laws			
2.	Recruitment Rules			

ANNEXURE –IV**Status of Swachhta Abhiyan**

Sr No	Name of the activity conducted for Swacchta Abhiyan	No of Participant Expected	No of Actual Participant	Name of the partnering organization if any	Remarks if any

ANNEXURE –V**Status of Skill Development Module**

Sr No	Name of the Skill development module	Name of the collaborating institute	No of Actual Participant	Remarks if any

ANNEXURE-VI**Exhibition/workshops/Seminar/ Conferences/Cultural activities**

Sr.No.	Activities	Budget	Topic/The me	No. of Participants	Guest Speakers/ Chief Guest	Place of programme	Remarks

ANNEXURE-VII**Research/ Publications**

1	2	3	4	5	6	7	8	9
Sr. No.	Topic of Research / Subject	Grant released or not Details thereof	Name of Author	Whether published or not	If not , reasons therefore	Whether paid publication or not?	Has it published online	If so, book link for payment

ANNEXURE-VIII**Auditoriums/Lecture Halls/Open Ground**

Sr.No	Activity	Space allotted (Sq.feet)	Capacity (No. of seats)	Revenue Generation	Feasibility of increasing Revenue Generation	User Charges	Remarks

ANNEXURE-IX**Visit of Under-privileged Children**

Sr. No.	Number of Children Visited	Area from which they visited	Activity participated	Remarks, if any

QUARTERLY EXPENDITURE PLAN OF IGNC A FOR FINANCIAL YEAR 2019-20 (Rs. In Lacs)

Month	Sum of the Physical Targets	Sum of the Physical Target Achievem ent	Sum of the Financial Targets	Sum of the Financial Achievem ents	Internal Revenue Generatio n	Actual Financial Assistance Needed
	A	B	C	D	E	F=(C-E)
April, May, June - 2019	465		1089		25	1064
July, August, September -2019	455		1073		25	1048
October, November, December -2019	457		1016		25	991
January, February, March -2020	456		1082		25	1057
TOTAL	1833		4260		100	4160

MONTHLY EXPENDITURE PLAN							(Rs.in Lacs)
Month	Sum of the Physical Targets	Sum of the Physical Target Achievem ent	Sum of the Financial Targets	Sum of the Financial Achievem ents	Non Plan Budget	Internal Revenue Generation	Actual Financial Assistance Needed
			A	B	C	D	E=A+C-D
					0	8.33	281.67
Apr	142		290		0	8.33	366.67
May	155		375		0	8.33	415.67
Jun	168		424		0	8.33	298.67
Jul	149		307		0	8.33	323.67
Aug	156		332		0	8.33	425.67
Sep	150		434		0	8.33	358.67
Oct	159		367		0	8.33	354.67
Nov	163		363		0	8.33	277.67
Dec	135		286		0	8.33	371.67
Jan	153		380		0	8.33	360.67
Feb	156		369		0	8.33	324.63
Mar	147		333		0	8.37	
Total	1833		4260		0	100	4160

MONTHLY ACTIVITY PLAN FOR THE FINANCIAL YEAR 2019-20

S.No.	Activities	Unit Price	APR		MAY		JUN		JUL		AUG		SEP		OCT	
			Target	Budget	Target	Budget	Target	Budget	Target	Budget	Target	Budget	Target	Budget	Target	Budget
1	Publication	5	1	5	2	10	2	10	3	15	3	15	2	10	2	10
2	National Conference/Seminar/Workshop	20	2	40	3	60	3	60	2	40	3	60	3	60	2	40
3	International Conference/Seminar/Workshop	50	0	0	1	50	1	50	0	0	0	0	0	0	1	50
4	Photo Exhibition	3	3	9	4	12	2	6	3	9	2	8	2	6	2	6
5	Thematic Exhibition	15	2	30	2	30	3	45	2	30	2	30	1	15	2	30
6	Lecture(Public/Memorial/Talk/ Film Show)	0.5	6	3	10	5	12	6	10	5	12	6	12	6	10	5
7	Performance/Film Festivals/Cultural Events	5	3	15	3	15	3	15	4	20	4	20	3	15	4	20
8	Audio-Video Documentation/Film Division	25	2	50	2	50	3	75	2	50	2	50	3	180	2	50
9	Research & Field Studies	4	5	20	5	20	6	24	5	20	5	20	6	24	6	24
10	Conservation/Digitization/Micro-filming	1	12	12	12	12	12	12	12	12	12	12	13	13	12	12
11	Library Activities	1	105	105	110	110	120	120	105	105	110	110	105	105	115	115
12	Art Acquisition/Ethnographic Collection/Painting	5	0	0	0	0	0	0	0	0	0	0	0	0	1	5
13	Savachata Action Plan	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
			142	290	155	375	168	424	149	307	156	332	150	434	159	367

	NOV		DEC		JAN		FEB		MAR		Financial Grand Total
	Target	Budget	Target	Budget	Target	Budget	Target	Budget	Target	Budget	
3	15		2	10	2	10	2	10	2	10	130
3	60		2	40	2	40	1	20	2	40	560
0	0		0	0	1	50	1	50	0	0	250
2	6		2	6	3	9	3	9	2	6	92
2	30		2	30	1	15	2	30	2	30	345
8	4		4	2	4	2	6	3	2	1	48
4	20		3	15	5	25	4	20	4	20	220
3	75		2	50	3	75	3	75	3	75	855
5	20		5	20	6	24	6	24	7	28	268
12	12		12	12	14	14	12	12	12	12	147
120	120		100	100	110	110	115	115	110	110	1325
0	0		0	0	1	5	0	0	0	0	10
1	1		1	1	1	1	1	1	1	1	10
163	363		135	286	153	380	156	369	147	333	4260

Detailed justification for each activity for the IGNCA
MOU 2019-20

Activity No. 1 – Publication

Action taken on the Activity:

A publication involves a lot of research work of a scholar for a couple of years. The manuscript of the scholar, as soon as received is gone through and necessary editing work done along with translation of work if required. The publication is then sent for printing to the co-publisher after following due procedure. As soon as the first proof of the material is received from the co-publisher it is gone through for the facts and necessary proof reading is being done. A workshop on the subject topic of the publication is also organized in IGNCA, if necessary. After finalization of the publication with suitable no. of copies it is released by an eminent person after organizing a function in IGNCA. Simultaneously/subsequently a Book Reading Session may also be organized. Necessary conveyance and boarding/lodging is also provided to the author of the publication. Tea/snacks also provided to the participants attending the workshop/book release/book reading.

The activity wise cost for 2019-20, based on previous year's expenditure, is as under:-

		Rs. in lakhs
i	Average cost of editing on manuscript :	0.50
ii	Average cost of printing:	3.50
iii	Average cost of book release/book reading session etc.:	0.50
iv	Average distribution cost:	0.50
Total	Average total cost of printing/distribution/book release, etc.:	5.00

Activity No. 2 – National Conference/Seminar/Workshop/Exhibition

Action taken on the Activity:

The necessary pre-planning of national conference/seminar/workshop is by calling concept papers from the participants of different organisations/eminent scholars. The papers to be presented are selected by an

Expert Committee. A brochure on the subject topic is also finalised and released. Conference proceedings are also prepared and released to the participants. Necessary TA/DA is also paid to the participants who are invited to attend the conference/seminar/workshop. Necessary publicity in the media is also organised to successfully conduct the conference/seminar/workshop. Generally for national conference, 40-50 participants from the various regions of India and another 20-25 students attend from Delhi region. The Presenter of papers are being given travel, hospitality, boarding and lodging charges

The cost involved in organizing this activity in 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of preparing and printing of brochure on the subject:	1.00
ii	Average cost of preparing concept papers received from the participants for distribution:	2.00
iii	Average cost of publicity in the press and media:	4.00
iv	Average cost of organising the National conference/seminar/workshop (travel hospitality boarding/lodging:	11.00
v	Average cost of preparing proceedings of the National conference/seminar/workshop:	2.00
Total	Average total cost for organizing National conference/seminar/workshop:	20.00

Activity No. 3 – International Conference/Seminar/Workshop

Action taken on the Activity:

International conference/seminar/workshop is also organized in IGNCA with the participation of outside experts from different countries to share their experience in the field of art and culture. Necessary air-fare, boarding/lodging is also arranged for them. An Expert Committee selects the papers and the scholars who are granted our travel assistance. Sometime International conference/seminar/workshop is organized for a week long session where all the participants present their papers on their identified topic.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of preparing and printing of brochure on the subject:	4.00
ii	Average cost of publicity in the press and media:	7.00
iii	Average cost of organising the International conference/seminar/workshop (tentage cultural participation honorarium/fee & travel	14.00
iv	Average cost of air-fare, boarding lodging for the foreign participants:	22.00
v	Average cost of preparing proceedings of the International conference/seminar/workshop:	3.00
Total	Average total cost for organizing International conference/seminar/workshop:	50.00

Activity No. 4 – Photo Exhibition

Action taken on the Activity:

Photo Exhibition is being organized in IGNCA on the identified topics by preparing necessary photo frames/slides and other material which is being displayed in the HQ and the different locations of the country in the shape of mobile exhibition to have more viewership. The expenditure on this account pertains to making the photo frames of permanent nature and transportation cost to other cities and the necessary activities to organise the exhibition in the different locations.

The activity wise cost involved for 2019-20 on the basis of previous year's expenditure are as under:-

		Rs. in lakhs
i	Average cost of preparing necessary photo frames/slides and other material for display:	1.20
ii	Average expenditure of transportation cost of exhibition material to different cities of the country.	0.50
iii	Average cost of organising the exhibition on different	1.20

	locations:	
iv	Average cost of conveyance to the officers/staff of IGNCA for organising the exhibition in the different locations:	0.10
Total	Average total cost for arranging Photo Exhibition:	3.00

Activity No. 5 – Thematic Exhibition

Action taken on the Activity:

Conceptual/Thematic exhibitions are being organized in IGNCA where much larger funds are needed as compared to photo exhibition since curator and designer is being arranged to successfully organize the exhibition. For this type of exhibition, the curator and designer has to conceptualize and create a design and necessary wherewithal required for arranging the exhibition. The exhibition is inaugurated by an eminent person in the field of art & culture and expenditure is incurred on publicity of the exhibition, inauguration function and for arranging tea/snacks for the participants.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of a curator appointed to create a design for arranging the exhibition successfully:	3.50
ii	Average cost of arranging necessary publicity in press/media:	2.00
iii	Average cost of preparation and organising the exhibits & gallery for display	9.00
iv	Average cost of inauguration of the exhibition:	0.50
Total	Average total cost for arranging Thematic Exhibition:	15.00

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Activity No. 6 – Lecture (Public/Memorial), talk/film show

Action taken on the Activity:

Regular Lecture (Public/Memorial), talk/film show are being organized in IGNCA on different topics by the experts in the field of art and culture in the country. The expenditure on this account is generally on paying the necessary fee/honorarium to the speaker and to and fro conveyance provided to them. Necessary tea/snacks are being arranged after lecture. IGNCA publication and promotional material is also being displayed during the lecture. On each 4th Friday of the month film show is also being arranged in Media Centre on the films prepared by IGNCA.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of organising the public/memorial lecture/talk/film show:	0.15
ii	Average cost of paying the necessary fee/honorarium to the speaker and to and fro conveyance etc.:	0.05
iii	Average cost of providing hospitality and publicity:	0.30
Total	Average total cost for arranging Lecture (Public/Memorial), talk/film show:	0.50

Activity No.7 – Performance/Film Festival/Cultural Events

Action taken on the Activity:

The music & dance performance and other stage plays are organized with the help of outside artists specialised in the field. IGNCA is also participating in the film festivals organized in the different parts of the country. Recently, a film festival of North East was also organized in different cities of North East. The major expenditure on this activity is on organization of the performance, artist fee, etc. and the movement of Officers/staff of IGNCA to different parts of the country. Necessary publicity is being given in press and print media.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of organising the Performance/Film Festival/Cultural Events:	0.80
ii	Average cost of paying the necessary fee/honorarium to the artist to make the performance and to and fro conveyance etc.:	2.50
iii	Average cost of travel/hotel charges for participants/Artists/Staff:	1.30
iv	Average cost of providing tea/snacks during the programme:	0.40
Total	Average total cost for arranging Performance/Film Festival/Cultural Events:	5.00

Activity No.8 – Audio-Video Documentation/Film Development

Action taken on the Activity:

To create Audio-Video resources on Indian Culture and National Cultural Audiovisual Archives (NCAA), the Media Centre of IGNCA with the help of other divisions organized audio-video documentation on the domain specific theme on Indian Art & Culture. Sometimes these documentations are also done through Expert Film Makers.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of Audio-Video Documentation (20-25 days duration)	
	1.Transportation:	4.00
	2.Boarding and lodging:	6.00
	3. Equipments/taps:	10.00
	4. Editing and release:	5.00
Total	Average total cost for Audio-Video Documentation/Film Development:	25.00
OR		

ii.	Preparation of film by various domain experts	25.00
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Activity No. 9 – Research & Field Studies

Action taken on the Activity:

Research & Field Studies is being done by IGNCA in the different parts of the country in connection with their Lok Prampara and kshetra Sampada Project. The main expenditure on this activity is for movement of staff for field research along with the photographers and their equipments for meticulous record of the photographic or audio-video content of the ceremonies/rituals/performances.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost on documentation on Lok Parampara and Kshetra Sampada Programme on the particular lifestyle/region being organized by IGNCA in different parts of the country:	1.00
ii	Average cost of transport/boarding & lodging:	2.00
iii	Average cost of hiring of equipments:	1.00
Total	Average total cost for Research & Field Studies:	4.00

Activity No.10 – Conservation/Digitization/Microfilming

Action taken on the Activity:

Conservation Division of IGNCA is involved in conservation of art objects, rare books, paintings, and other archival material available in IGNCA with the help of latest techniques/material in the country. The major expenditure on this activity is procurement of conservation material/chemicals/equipments used during the process and trained manpower cost.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

Rs. in lakhs

i	Average cost of material/chemical used for conservation:	0.60
ii	Average cost of material used for digitization/microfilming:	0.20
iii	Average cost of standard equipment used for conservation/digitization/microfilming:	0.20
Total	Average total cost for Conservation/Digitization/Microfilming:	1.00

Activity No.11 – Library Activities

Action taken on the Activity:

Library activities are being organized by Kalanidhi Division of IGNCA which involved acquisition of books, periodicals in the field of Art & Culture in 2019-20. Online subscription of periodicals, maintenance of rare books/manuscripts in fire resistant environment etc. are being arranged. Apart from this, 12 book reading sessions are organized in a year, i.e. on every 4th Thursday of the month.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

Rs. in lakhs

i	Average cost of acquisition of rare books:	0.10
ii	Average cost of purchase of reference books/periodicals:	0.20
iii	Average cost of maintenance of rare books/manuscripts in fire resistance environment:	0.50
iv	Average cost of organising book reading session of every 4 th Thursday:	0.20
Total	Average total cost for Library Activities:	1.00

Activity No.12 – Art Acquisition/Ethnographic Collection/Paintings, etc.

Action taken on the Activity:

Ethnographic collection of Masks, Puppets, scrolls, paintings, ornament, textile etc. are being done by IGNCA.

The activity wise cost involved for 2019-20 based on expenses incurred in 2018-19 are as under:-

		Rs. in lakhs
i	Average cost of ethnographic material like paintings, masks, puppets from different locations of the country:	3.00
ii	Average cost of conservation and maintenance:	2.00
Total	Average total cost for Art Acquisition/Ethnographic Collection/Paintings, etc.:	5.00