

MEMORAMDUM OF UNDERSTANDING (MoU) 2018-19

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 MEMORAMDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2018-19

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 2018-19.

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 01 day of March, 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.

1. **Budget/Accounts**

- (i) Budgetary outlay for the year **2018-19** under Revenue head is amounting to **Rs.3660 lakhs** i.e. Rs. 2850 lakh (GBS), Rs. 200 lakhs

(TSP), Rs. 600 lakhs (NER) and Rs.10 Lakhs (SAP) has been allotted to IGNCA for carrying out organizational work. In addition, Rs. 10.00 for various activities related to Kumbh and others.

(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 2017-18 to the Ministry of Culture before the end of November, 2018.

(iv) The CAG audit, if required to be done for the year 2017-18 shall be completed by the IGNCA by September, 2018.

(v) Provisional utilization certificate shall be submitted to the Ministry by May 2018 and final utilization certificate by November, 2018 for the financial year 2017-18. Further for the financial year 2018-19, 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, 2018.

(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 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.
- (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 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 to maximize internal resources and eventually attain 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.

2. 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, 2018.
- (ii) Recruitment Rules for all posts should mandatorily be reviewed once in 5 years.
- (iii) The IGNCA will initiate necessary time bound action well in advance to fill up the vacant post following the prescribed rules.
- (iv) All DPC's will be conducted by the IGNCA within the stipulated time frame following the prescribed rules.
- (v) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the IGNCA
- (vi) 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.

- (vii) 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, 2018.

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, 2018.
- (ii) By-laws of the organization shall be framed/reviewed and requisite amendments as per the prescribed guidelines will be made by November 2018 with the approval of the Competent Authority.
- (iii) Recruitment Rules in respect of all the post will be framed/reviewed as per laid down guidelines and prescribed procedures. IGNCA will complete this process by December 2018.
- (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 2018. The information will be kept up to date.

- (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 before the Parliament on time. The report shall be sent by the IGNCA to MoC before end of November 2018.
- (ii) Fulfilment of all pending Parliamentary Assurance 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/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.

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 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.
- (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.

- (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 2018.
- (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.

- (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 2018, the number of likes on Face book 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, 2018.
- 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. 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 160 films for DD Bharati and will keep on producing 3 to 4 films per month during 2018-19

(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 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 2018-19 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 2018-19 so that

the physical and financial progress could be monitored with reference to the budgetary allocating under each object head.

7. Specific deliverable for achieving MoC goals

At present all Akademis of Ministry 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.

Akademis should take note of the fact that same few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademis 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 Akademis.
- (ii) Management of space: Akademis 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 Akademis 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 Akademis:** Akademis 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. They may think to install interactive kiosks for young generation. Their web-site should have a virtual facility for promotion of Akademis origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.

(iv) **Outreach activities:** Akademis 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 Akademis for exposure to their plays, cultural programmes and other activities. Alongwith 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.

Akademis have the repository of vast cultural activities. They may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.

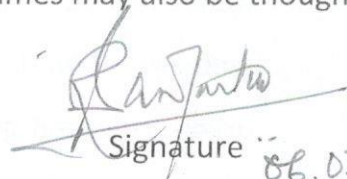
(v) **Marketing:** All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by akademis.

- (vi) 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.



Signature

On behalf of Ministry of Culture



Signature

06.03.2019

On behalf of IGNCA

1 - PUBLICATION										2 - NATIONAL CONFERENCE/SEMINAR/WORKSHOP									
Weightage(W)-8										Weightage (W) -21									
Unit Cost(Rs.in lakhs) - 5										Unit Cost(Rs.in lakhs) -20									
Month	Physical		Financial		Score = W*A/T	Physical		Financial		Score = W*A/T									
	Target (A)	Achieve- ment(A)	Target (A)	Achieve- ment(A)		Target(T)	Achieve- ment(A)	Target (A)	Achieve- ment(A)										
Apr-18	4		20			2		40											
May-18	5		25			3		60											
Jun-18	3		15			3		60											
Jul-18	5		25			4		80											
Aug-18	6		30			2		40											
Sep-18	5		25			3		60											
Oct-18	5		25			3		60											
Nov-18	6		30			4		80											
Dec-18	5		25			5		100											
Jan-19	6		30			3		60											
Feb-19	5		25			4		80											
Mar-19	5		25			4		80											
Total	60		300			40		800											

	3 - INTERNATIONAL CONFERENCE/SEMINAR/WORKSHOP						4 - PHOTO EXHIBITION					
Month	Weightage (W) - 8						Weightage (W) - 1					
	Unit Cost(Rs.in lakhs) -50						Unit Cost(Rs.in lakhs) - 3					
	Physical		Financial		Score = W*A/T		Physical		Financial		Score = W*A/T	
	Target(T)	Achievement(A)	Target(T)	Achievement(A)			Target(T)	Achievement(A)	Target(T)	Achievement(A)		
Apr-18	1		50				0		0			
May-18	0		0				2		6			
Jun-18	0		0				1		3			
Jul-18	0		0				1		3			
Aug-18	1		50				2		6			
Sep-18	0		0				3		9			
Oct-18	1		50				0		0			
Nov-18	0		0				3		9			
Dec-18	1		50				2		6			
Jan-19	1		50				1		3			
Feb-19	1		50				0		0			
Mar-19	0		0				1		3			
Total	6		300				16		48			

5 - THEMATIC EXHIBITION										6 - LECTURE(PUBLIC/MEMORIAL)/TALK/FILM SHOW										
Month	Weightage (W) -10										Weightage (W) -1									
	Unit Cost(Rs.in lakhs) -15										Unit Cost(Rs.in lakhs) - .50									
	Physical			Financial			Score = W*A/T	Physical			Financial			Score = W*A/T						
	Target(T)	Achieve- ment(A)	Target(T)	Achieve- ment(A)	Target(T)	Achieve- ment(A)		Target(T)	Achieve- ment(A)											
	Apr-18	1		15		6			3											
May-18	3		45		6			3												
Jun-18	3		45		8		4													
Jul-18	3		45		8		4													
Aug-18	2		30		6		3													
Sep-18	2		30		8		4													
Oct-18	1		15		6		3													
Nov-18	2		30		10		5													
Dec-18	2		30		8		4													
Jan-19	3		45		6		3													
Feb-19	2		30		10		5													
Mar-19	2		30		8		4													
Total	26		390		90		45													

7 - PERFORMANCE/FILMS FESTIVAL/CULTURE EVENTS										8 - AUDIO-VIDEO DOCUMENTATION/FILM DEVELOPMENT									
Weightage (W) -7										Weightage (W) -7									
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	Physical		Financial		Score = W* A/T	Physical		Financial	
	Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)		Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)		Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)		Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)
Apr-18	2		10			0		0			0		0			0		0	
May-18	4		20			0		0			0		0			0		0	
Jun-18	5		25			1		25			1		25			25		25	
Jul-18	5		25			1		25			1		25			25		25	
Aug-18	4		20			0		0			0		0			0		0	
Sep-18	4		20			0		0			0		0			0		0	
Oct-18	6		30			2		50			2		50			50		50	
Nov-18	6		30			0		0			0		0			0		0	
Dec-18	4		20			2		50			2		50			50		50	
Jan-19	6		30			2		50			2		50			50		50	
Feb-19	3		15			0		0			0		0			0		0	
Mar-19	3		15			2		50			2		50			50		50	
Total	52		260			10		250			10		250			250		250	

	11 - LIBRARY ACTIVITIES				12-ART ACQUISITION/ETHNOGRAPHIC COLLECTION/PAINTING					
	Weightage (W) -26				Weightage (W) -1					
	Unit Cost(Rs.in lakhs) - 1				Unit Cost(Rs.in lakhs) -5					
Month	Physical		Financial		Score = W*A/T	Physical		Financial		Score = W*A/T
	Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)		Target(T)	Achieve- ment(A)	Target	Achieve- ment(A)	
Apr-18	25		25			0		0		
May-18	70		70			0		0		
Jun-18	124		124			1		5		
Jul-18	25		25			2		10		
Aug-18	125		125			0		0		
Sep-18	170		170			1		5		
Oct-18	100		100			0		0		
Nov-18	75		75			0		0		
Dec-18	90		90			0		0		
Jan-19	35		35			0		0		
Feb-19	109		109			0		0		
Mar-19	100		100			1		5		
Total	1048		1048			5		25		

Month	13-Savachata Action Plan							Sum of physical targets	Sum of Physical Achvmnt	Sum of Financial Targets (A)	Sum of Financial Achvmnt (B)	Non-Plan Budget (C)	Internal Revenue Generation (D)	Actual Financial Assistance Needed E=(A+C-D)
	Weightage(W)- 1													
	Unit Cost(Rs.in lakhs)- 1													
	Physical		Financial		Score =									
	Target(T)	Achieve-ment(A)	Target	Achieve-ment(A)	W*A/T									
Apr-18	1		1			61		201				11	190	
May-18	1		1			114		274				12	262	
Jun-18	1		1			164		323				11	312	
Jul-18	1		1			71		263				13	250	
Aug-18	0		0			163		328				12	316	
Sep-18	1		1			211		340				12	328	
Oct-18	1		1			147		386				13	373	
Nov-18	0		0			120		279				12	267	
Dec-18	1		1			136		401				12	389	
Jan-19	1		1			79		331				14	317	
Feb-19	1		1			150		339				14	325	
Mar-19	1		1			140		325				14	311	
Total	10		10			1556		3810				150	3660	

Quarterly Expenditure Plan of INDIRA GANDHI NATIONAL CENTRE FOR ARTS (IGNCA) for the financial year 2018-19

MONTH	SUM OF PHYSICAL TARGETS	SUM OF ACHIEVEMENT OF PHYSICAL TARGETS	SUM OF FINANCIAL TARGETS (in Lakh)	SUM OF ACHIEVEMENT FINANCIAL ACHIEVEMENTS	INTERNAL REVENUE GENERATION (in Lakh)	ACTUAL FINANCIAL ASSISTANCE NEEDED (in Lakh)
Quarter- 1 (Apr- Jun) 2018	339		798		34	764
Quarter- 2 (Jul- Sep) 2018	445		931		37	894
Quarter- 3 (Oct- Dec) 2018	403		1066		37	1029
Quarter- 4 (Jan- Mar) 2019	369		995		42	953
TOTAL	1556		3790		150	3640

ANNEXURE-II

Exhibition/workshops/Seminar/ Conferences/Cultural activities

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

ANNEXURE-III

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-IV

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