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Memorandum Of Understanding (MOU) for the financial year 2015-16

Memorandum of understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and The Asiatic Society, Kolkata for the year 2015-16.

1. This Agreement made this day 6.4.2015 between the Ministry of Culture as the first party and The Asiatic Society, Kolkata, an organization under the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture have the following mandate:

- (i) To nominate members in the various committees of the organization as per the provisions made in The Asiatic Society Act, 1984, Regulations & Bye-Laws.
- (ii) To release annual grants as per the funds allocation made by the Parliament.
- (iii) To monitor its various activities as provided in The Asiatic Society Act, 1984, Regulations & Bye-Laws.
- (iv) To lay the Annual Report and Audited Accounts of the organization on the Table of both the Houses within the prescribed time schedule.

3. And whereas The Asiatic Society, Kolkata have the following mandate:

- a. To organize, initiate and promote researches in humanities and science in Asia, so that in the words of Sir William Jones, the founder of the Society, "the bounds of its investigations will be the geographical limits of Asia, and within these limits its enquiries will be extended to whatever is performed by Man, or produced by Nature";
- b. To establish, build, erect, construct, maintain and run research institutions, reading rooms, museums, art galleries, auditoriums and lecture halls;
- c. To organize lectures, seminars, symposia, discussion meetings and award of medals, prizes and scholarships in furtherance of the objects of this Society;
- d. To accept monies, securities, and properties, whether moveable or immoveable, which may from time to time made over to the Society by any person or persons, firm, corporation or company or government for the purpose of the Society;





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a. To acquire, finance or publish any periodicals, books or other literature that the Society may think fit for the promotion of its objects;

The Key performance indicators are listed in Annexure I and target for 2015-16 in Annexure II (enclosed).

4. Budget/ Accounts

- (i) (a) Budgetary outlay for the year 2015-16 amounting to Rs.10.65 crore (Plan; including TSP and North East Projects) & Rs...16.80 crore(Non-Plan) would be allotted to Asiatic Society for carrying out organizational work. Expenditure is to be ensured as per targets given below. The financial targets/ achievements to be reviewed quarterly.
- (ii) To prepare and send to the Ministry the Annual Report and Audited Account for the years 2014 – 15 by 30th November 2015.
- (iii) To dispose of all pending CAG audit paras and internal audit paras within time specified by CAG.
- (iv) Inputs as required for SFC/EFC meetings to be submitted on time.

5. Human Resource

- (i) Departmental Promotion Committee to be constituted on the lines of the Recruitment Rules from time to time.
- (ii) All pending vigilance cases to be disposed off on time and as per rules.
- (iii) Pending issue of approval of pay fixation of officials of Asiatic Society on the basis of recommendation of 6th CPC 2006 to be resolved.

6. Legal Matters

- (i) On contrary to the terms of the MOU for the year 2014-15, The Asiatic Society Act, 1984, Rules & Bye-Laws could not be reviewed and amendments carried out within the stipulated period. The Society may ensure completion of the required actions by 31st October, 2015

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The Asiatic Society, Kolkata would pursue all legal cases in the appropriate Courts as and when necessary.

- II) Monitoring of the Court cases to be ensured and periodic report sent to the Ministry in prescribed formats.

7. Parliament Matters

- (I) Audited Accounts and Annual Report for the year 2014 – 15 to be sent to the Ministry for placing before the Parliament by 30th November, 2015.
- (II) Fulfilment of all pending Parliamentary Assurances to be ensured as per schedule.
- (III) Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.
- (IV) Implementation of recommendations made by the Parliamentary Committee in its various Reports to be ensured in a time bound manner and reported to the Ministry.

8. General

- (i) As soon as the Planning Board is constituted, the Society would ensure its regular meetings.
- (ii) Meetings of various Committees/ Sub-Committees will be held as per schedule given below:

Name of the Committee	Periodicity of the meeting	Month in which meeting to be held (tentative)
Council Meeting	Monthly	Each & every month except October, 2015
Standing Finance Committee	As and when required	June 2015

- (iii) Monthly achievements of the organization to be reported for inclusion in the monthly D.O letter to Cabinet Secretariat by 3rd of each month.

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- (iv) Disposal of all the applications and appeals under the RTI Act, 2005 to be ensured as per provisions of the Act.
- (v) Disposal of public grievances to be ensured on time.
- (vi) Website to be reviewed and revamped, if necessary by 31st May 2015.
- (vii) Disposal of receipts in Hindi to be ensured as per rules. Hindi Pakhwara to be observed as per Government rules.
- (viii) Under "Swachh Bharat Campaign", steps would be taken to keep the premises of the Society clean. Various programmes and activities would be undertaken to ensure propagation of cleanliness.
- (ix) Ensure uploading of RFD 2015-16 by 15th May, 2015. Quarterly review of RFD will be done.

10. Issues specific to the Organization :

- (i) A Renovation Plan may be finalised in consultation with the concerned authorities by 31st July, 2015 for the upkeep of the Society's heritage building. An assessment report of the said building may also be prepared.
- (ii) Completion of two additional floors atop the new building.
- (iii) Completion of the Phase II construction of Digital Library and Guest House at Salt Lake, Kolkata.
- (iv) Modernisation of the Library & Museum of The Asiatic Society
 - ❖ Digital Library.
 - ❖ Modernisation of galleries by installation of modern lighting and display.
 - ❖ New Galleries opened.
 - ❖ Installation of interactive digital kiosk, Audio guides and LCD Screens.
 - ❖ Upgradation of Security gadgets.
 - ❖ Upgradation of the Society website.
 - ❖ Upgradation of the Society storage.
 - ❖ Improvement in visitors' amenities.

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(V) Project Mausam

- ❖ Preparation of project report on 'Mausam' concerning South-East Asian countries by the Asiatic Society
- ❖ Implementation of the project.


Signed on behalf of

Ministry of Culture, Government of India


Signed on behalf of

The Asiatic Society, Kolkata

10/4/15

Date: 6th April 2015

Place: New Delhi

Enclosures: Annexure- I & II.



Annexure I

KEY PERFORMANCE INDICATORS FOR THE ASIATIC SOCIETY, KOLKATA **2014-15**

Administrative Matters

1. Revision of Recruitment Rules of various posts in The Asiatic Society.
2. Anticipated vacancies and recruitments.
3. Timely submission of Annual Reports & Audited Accounts and compliance with C&AG observations.
4. Training of staff.
5. Budget allotment and expenditure incurred.
6. Number of Court cases pending and compliance with directions of the Court.
7. Number of Audit paras and action taken on the observations of audit.
8. Timely submission of papers, documents, replies etc to MOC.
9. Compliance with Ministry of Finance directions on foreign travels.
10. Preparation/upgradation of a reservation roster.

Outreach Measures

1. Outreach programmes/ Workshops/ Academic Seminars.
2. Printing of pamphlets and guidebooks for visitors.
3. Measures adopted to advertise and market the Society.
4. Exhibition of rare books possessed by The Asiatic Society in India & abroad.
5. Publications and research work.

E Governance:

1. Digitisation of catalogue & library books.
2. Provision of smart cards for members/scholars.
3. Provision of E-services.

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Annexure II

TARGETS FOR THE ASIATIC SOCIETY, KOLKATA 2015-16

Sl. No.	Item	Minimum Targets/ Date.
1	Arranging Outreach programmes/ Workshops/ Competitions organized for different age group	220 programmes.
2	Printing of pamphlets and guidebooks for visitors	1 pamphlet and 1 guidebook to be published.
3	Friends of the Society and other Societies – registration of new Members	1000 nos.
4	Modernisation of galleries by installation of modern lighting and display techniques	Museum Room and Library to be modified
5	Installation of interactive digital kiosk, Audio guides and LCD Screens	5 Kiosk
6	Creation of new visitor amenities or Improvement in visitors amenities	To set up a visitor's room on each floor
7	Exhibitions, Seminars and Lectures organized	200
8	Physical verification of objects	By April, 2015
9	Conservation and preservation of objects	5000 objects
10	Rotation of objects	200 objects
11	Collaboration with schools, colleges and other Institutions for popularizing the Society	30
12	New Steps initiated for increasing the footfalls	2 new steps to be taken
13	Year on year increase in the number of visitors	10% over previous year
14	Implementation of accounting Software	By May, 2015
15	Revision of Recruitment Rules of various posts	By May, 2015
16	Laying of the Audited Accounts & Annual Report on the tables of Both the Houses of Parliament	Annual Accounts 2014-15 to be laid by 30 th November, 2015
17	Staff training	50 staff to be trained.
18	The Revised Recruitment Rules for all the Cadres would get approved by the competent authority	31 st May, 2015

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19	A training schedule to be drawn up and a staff training policy framed .	30 th April, 2015
20	The performance Audit of the Institute to be got done.	31 st July, 2015
21	RFD (Results-Framework Document) 2015-16 to be uploaded. Review of RFD to be done every quarter.	15 th May, 2015
22	Swachh Bharat campaign-number of activities to be undertaken.	10 Activities
23	Assess needs for skill development and create tailored training modules.	For all employees
24	Make an inventory of cultural spaces under the charge of the organization.	To be completed by July, 2015
25	Increased presence on social media(Facebook/Twitter)	All activities to e uploaded on social media sites on a continuous basis.
26	Create online system for application of various services being provided by the organization.	2 services
27	Provide promotional films to Doordarshan and make an inventory of films.	To be completed by September, 2015.
28	Preparation of annual profit and loss account by the organization.	To be completed during the year
29	Activities on project Mausam.	6 Activities
30	Identification of organization's lands and building and maintenance of Asset Register.	To be completed by July, 2015
31	Maintenance of reservation roster.	To be completed by July, 2015
32	Introduction of video show for guidance of visitors to the Museum.	To be completed
33	Human Resource Policy for the Institute to be reviewed.	31 st May, 2015

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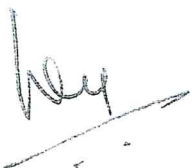
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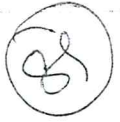
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General Secretary
THE ASIATIC SOCIETY
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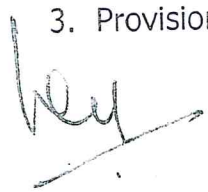
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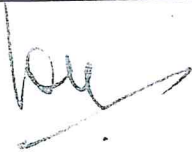
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M. Banerjee
19/4/15

General Secretary
THE ASIATIC SOCIETY
Kolkata