

## CENTRE FOR CULTURAL RESOURCES AND TRAINING

### MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2023-24

Memorandum of Understanding (MoU) between the **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi and the **Centre for Cultural Resources and Training (CCRT)**, Plot No 15 A, Sector 7, Dwarka, New Delhi, for the Financial Year 2023-24.

1. Whereas the Ministry of Culture is responsible for formulation of policies of the Government in relation to Indian Culture and also for the execution, monitoring and review of those policies and whereas the CCRT has the mandate/objectives as prescribed under Clause 3 of its Memorandum of Association.
2. The agreement made on 04<sup>th</sup> day of October, 2023 between the Ministry of Culture, as the first party and the Centre for Cultural Resources and Training (CCRT), New Delhi, an Autonomous Organization under the Ministry of Culture, hereinafter called the second party.

#### Purpose of the MoU

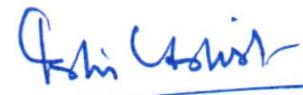
To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization.

To achieve this, the following deliverables are required:

#### 1. Budget/Accounts

- i. Budgetary outlay for the Financial Year 2023-24 amounting to Rs.2545.00 lakhs have been allotted to the CCRT for carrying out the organizational work. While incurring the expenditure requisite approval of concerned Society/Executive Committee/Finance Committee or MoC as the case may be, will have to be obtained before executing the work.
- ii. Internal revenue generation is approx. Rs72 lakhs will be accounted as a part of the Grant-in-aid received from the MoC to CCRT.
- iii. CCRT shall submit the Annual Report and Audited Accounts for the year 2022- 23 to audit by 30<sup>th</sup> June, 2023 and to the MoC before the end of November, 2023.
- iv. CAG audit, if required to be done for the year 2022-23 shall be completed by CCRT by September, 2023.

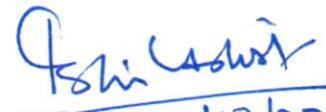
  
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- v. Provisional utilization certificate shall be submitted to the Ministry by May, 2023 and final utilization certificate by November, 2023, for the financial year 2022-23. Further the financial year 2023-24, monthly provisional certificate would be submitted before seeking the next month's grants.
- vi. All pending CAG audit paras and internal audit paras shall be disposed off by December, 2023.
- vii. Inputs for preparation of EFC/SFC in accordance with the extent guidelines/instruction of the Ministry of Finance shall be submitted as per the directives of the MoC.
- viii. Monthly report in respect of financial and physical achievements in the prescribed format as Annex I shall be submitted to the MoC by first 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. CCRT will constantly endeavour to enhance its Impact Assessment and readership/viewership targets, within its existing resources using the grants, in a judicious manner.
- x. Society, CCRT 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.
- xi. CCRT shall maintain data-base relating to grant, income, expenditure, investment assets and employee strength etc. in the format prescribed by the Government.
- xii. CCRT shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- xiii. Administrative Division in the Ministry may put up in place a system of external or internal peer review of the CCRT every three year or five year depending on the size of CCRT, in terms of GFR 229(ix), and further release of grant to CCRT shall depend on the outcome of such review.
- xiv. Performance parameters, output targets in terms 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 CCRT. The roadmap for improved performance with clear milestones should form part of the MoU.
- xv. CCRT shall account for revenue and capital expenditure separately. CCRT shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.
- xvi. While seeking grants from. the Ministry, CCRT 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 incurred amount on monthly basis.
- xvii. All interests or other earnings against the GIA or advances (released to CCRT) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- xviii. CCRT 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.
- xix. CCRT shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.

  
21.10.2023

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- xx. CCRT 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.
- xxi. In terms of Ministry of Finance Office Memorandum No. 26(120)/EMC Cell/2016 dated 28<sup>th</sup>, March 2017, the administrative division shall ensure through MoU that CCRT sets up necessary internal audit mechanism to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before Society/EC, for discussion.
- xxii. The Administrative Division shall encourage CCRT 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 CCRT, and accordingly the physical and, financial targets may be given to the CCRT.
- xxiii. The actual expenditure by CCRT on the activities shall be subject to the availability of fund. While incurring the expenditure, CCRT shall adhere to the GFRs provisions besides other instructions of the Govt. issued from time to time

## 2. Human Resources

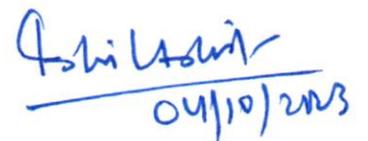
- i. CCRT shall review/frame its Human Resources Policy and modify the same, if required, with the approval of competent authority by December, 2023.
- ii. CCRT will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
- iii. All DPCs will be conducted by CCRT within the stipulated time frame following the prescribed rules.
- iv. All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by CCRT.
- v. Training Policy for staff will be worked out and submitted to the MoC by CCRT. 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. CCRT will assess the 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 CCRT. Necessary action in this regard is already in progress and likely to be completed by CCRT by end December, 2023.

## 3. Legal Matters

- i. Memorandum of Association and Service Bye Laws of CCRT shall be framed/reviewed, on the lines of the High Powered Committee's (HPC's) recommendations agreed to by the MoC, on receipt of necessary guidelines and directions of the Ministry. This process will be completed by December, 2022, if not taken earlier.

  
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- ii. CCRT will complete the process of framing/reviewing the Recruitment Rules in respect of the other posts, for obtaining the approval of the MoC, by end of December, 2023.
- iii. CCRT shall ensure timely monitoring of the court cases, by updating the status, data of which has already been uploaded on the website of Legal Information Management & Briefing System (LIMBS), on as and when required basis. It will also utilize the online court case monitoring software developed by NIC.
- iv. The MoC will take action for implementing the recommendations of High Power Committee (HPC), proposals for which has been submitted by the CCRT to the Ministry of Culture.

#### 4. Parliament Matters

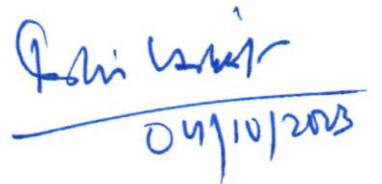
- i. Audited Accounts and Annual Report will be placed before the parliament on time. The report shall be sent by CCRT to the MoC before end of November, 2023.
- ii. Fulfillment of all pending Parliamentary Assurance will be ensured within the stipulated time frame.
- iii. Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- iv. Recommendations/suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committee's, if any, will be implemented from time to time with the approval of the appropriate authorities of CCRT.

#### 5. General

- i. Mandatory meetings of all the Committee/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, Rules 208(V) every two years. A Performance Audit shall be done by reputed institutions of the activities of CCRT. For maintaining quality and academic work, an appropriate Peer Review System may be put in place. CCRT will need to display its capacity for self-introspection, if it is to remain truly independent.
- iii. The MoC has transferred Junior Fellowships, Senior Fellowships and Scheme for Award of Scholarship to Young Artistes (SYA) to CCRT for implementation, since 2014-15, on the basis of guidelines and time schedule delivered by the ministry. CCRT will continue to shoulder this responsibility during 2023- 24 as well.
- iv. CCRT shall furnish/file mandatory returns/report on time. CCRT shall also provide the report/returns as and when asked by the Ministry.
- v. CCRT shall ensure timely disposal of RTI applications and appeals. CCRT shall also furnish/upload certificate/report on RTI portal as per the extent guidelines.
- vi. For disposal of Public Grievances/complaints, CCRT 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.



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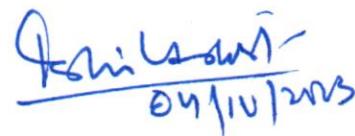
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- vii. CCRT's website shall be updated, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service Bye Laws and Recruitment Rules and amendments thereof of the organization will also be uploaded on the website.
- viii. CCRT shall ensure the inputs for Cabinet Memos within the prescribed time frame, if asked for.
- ix. CCRT shall ensure compliance with the *Rajbhasha* policy as per the directives received from the Ministry of Home Affairs.
- x. CCRT shall implement New Pension Scheme (NPS) as per the norms of the NPS. CCRT is already implementing the NPS as per prescribed norms.
- xi. *Swachh Bharat* campaign/programmes as well as cleanliness drive undertaken by CCRT on the instructions/directions given by the MoC, will be continued during 2023- 24, as well.
- xii. CCRT shall be active on social media like YouTube/Face book./Twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with information on the programme. CCRT shall also upload its programmes on Mobile Apps. Followers of CCRT on the social sites have to be enhanced to double from the present number of followers. CCRT is most active in this regard and will continue to do so during 2023-24 also.
- xiii. CCRT has already implemented the following e-services and will continue to take pro-active action on the same during 2023-24 also.
- Online system for application and utilization certificates
  - Online system of accounting
  - Uploading of its publications
  - MyGov platform for inviting suggestions, ideas regarding its activities during the year.
  - CCRT will undertake a detailed feasibility study during 2023-24, for on-line system of transactions/payments on various heads/sub heads and start processing such cases, wherever possible.
  - CCRT will provide audio-visual archival material on intangible culture to IGNCA, after due consultation/discussions with them. A MoU has been signed with IGNCA on a project "National Cultural Audio-Visual Archives (NCCA)" by CCRT in this regard and work on the same will be continued during 2023-24, as well.
  - Based on the initiative taken by the MoC, 32 educational institutions in Varanasi have been developed as Interpretation Centres regarding the heritage of Varanasi. CCRT is coordinating the activities in respect of 10 such Interpretation Centres. CCRT has also established 26 Cultural Clubs in selected/designated schools for translating the initiative of the MoC based on Hon'ble Prime Minister's vision of bringing culture into school curriculum. Other new schools will also be allotted cultural clubs. CCRT will continue to take pro-active action based on the directions received from the Ministry of Culture from time to time.

  
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- h. CCRT will implement its share of activities in regard to implementation of National Youth Policy, as per directions received from MoC from time to time.

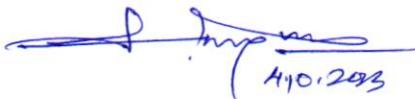
(xiv) Society, CCRT of the organisation shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.

(xv) Organization 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 organization. The Chief Executive Officer of the organization will be responsible for overall financial management of the organization.

(xvi) Public Financial Management System (PFMS) has to be put in use by the organization. CCRT is already using PFMS and will be continuing doing so in 2023-24.

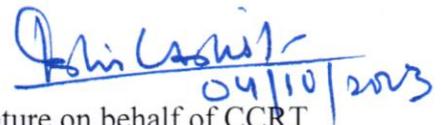
## 6. Specific Issues

- i. Timely conduct of monthly activities to achieve monthly targets as indicated in Annex-I (enclosed) for the year 2023-24 shall be ensured. The cost/expenditure shown in Annex- I of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity budget to CCRT and compliance of the GFR provisions, besides adherence to the economy measures as issued by the Ministry of Finance from time to time. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal/reduction in the budgetary support.
- ii. Each activity with its physical and financial targets indicated in the Annex- I of the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2023-24 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.



Signature on behalf of the MoC

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