

(17)

DRAFT MEMORANDUM OF UNDERSTANDING

YEAR 2015-16

Memorandum of understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi & Central Institute of Buddhist Studies, (CIBS), Leh, J&K for the financial year 2015-16.

1. This agreement made this 30th day of March, 2015 between **MoC**, as the first party and **CIBS** an organization under the Ministry of Culture, hereafter called the Second party.
2. Whereas the **Ministry of Culture** have the following mandate:
 - i) to preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
 - ii) Maintenance and conservation of heritage, historic sites and ancient monuments;
 - iii) Administration of libraries;
 - iv) Promotion of literary, visual and performing arts;
 - v) Observation of centenaries and anniversaries of important national personalities and events;
 - vi) Promotion of institutions and organization of Buddhist and Tibetan studies;
 - vii) Promotion of institutional and individual non-official initiatives in the field of art and culture.
 - viii) Entering into cultural agreements with foreign countries;
 - ix) The functional spectrum of the Department ranges from creating cultural awareness from the grass root level to the international cultural exchange level;
3. And whereas **Central Institute of Buddhist Studies (CIBS)** have the following mandate:
 - i) A deep study of Buddhist Philosophy, History, Culture and Art;
 - ii) The study of canonical and modern language like Sanskrit, Pali, Tibetan, English and Hindi;
 - iii) The study of modern subjects such as History, Political Science, Comparative Philosophy, Economics, Mathematics and General Science.
 - iv) The Translation of Buddhist Scriptures into Sanskrit, Hindi, English and other Indian Languages;
 - v) The collection, conservation and publication of rare manuscripts.
 - vi) The carry out of research work on Buddhist Philosophy, History, Art, and Himalayan Culture;
 - vii) The collection and conservation of objects-de-art of archaeological significance;
 - viii) The study of Tibetan Medical Science (Sowa Rigpa), Tibetan Scroll Painting (Thankas) Sculpture and Religious Wood Block Carving;

Yash Veer Singh
 श्री/ YASH VEER SINGH
 Under Secretary
 Ministry of Culture
 Govt. of India
 New Delhi

PURPOSE OF THE MOU

- a) To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization;
- b) To achieve this, the following deliverables are required

I. Budget/Accounts

- i) Budget outlay for the year 2015-16 amounting to Rs. 17.01 Crores is being allotted to Central Institute of Buddhist Studies (CIBS) for carrying out organizational work. Expenditure is to be ensured;
- ii) The Annual Report and Audited accounts for the year 2015-16 to be prepared on time as per schedule given in Activity Calendar;
- iii) Utilization Certificate has to be submitted to this Ministry in time.
- iv) To dispose of all pending CAG paras, internal audit paras and PAC paras;
- v) Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar.
- vi) Quarterly Expenditure Plan (QEP). Targets achieved to be reported to MoC in time.
- vii) Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- viii) Creation of online system for application, Utilisation Certificate and accounting.

2. Human Resource

- i) Human Resource Policy for the organization to be framed/reviewed.
- ii) The Recruitment Rules (RRs) for all the cadres to be framed/reviewed with the approval of the Competent Authority;
- iii) The process of filling up of vacancies in a time bound manner.
- iv) All pending vigilance cases to be disposed off on time and as per rules
- v) Training of the staff of the organization to be ensured as per the Staff Training Policy. A Training Calendar to be designed in the beginning of the year and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office procedure etc. in ISTM, NIFM etc. to be ensured.
- vi) Holding of DPCs for promotion and MACPs as per DoPT instructions.
- vii) Implementation of New Pension Scheme.

3. Legal Matters

- i) Amendments to be MoA to be carried out, if necessary with approval of Competent Authority;
- ii) The bye-laws of the organisation to be framed/reviewed;
- iii) Monitoring and defending of the Court cases on behalf of Union of India

Yash Veer Singh
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4. Parliament Matters

- i) The Audited Accounts and Annual Report for the year 2014-15 to be submitted to MoC by 15th November, 2015 for laying in winter session.
- ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and parliamentary matters;
- iii) Legislative matters, if any, to be taken up for approval of Parliament.
- iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

5. General

- i) Mandatory meetings of all the Committees/Sub Committees/Board to be convened and conducted on time;
- ii) The performance audit of the organization to be got done by an external evaluator.
- iii) Mandatory Returns and Reports for the year to be filled on time;
- iv) Disposal of public grievances, RTI applications to be ensured. Effective Grievances Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- v) Website to be viewed and revamped if necessary.
- vi) Ensuring compliance of Rajbhasa Policy.
- vii) Meeting the deadline for submission of RFD and ensuring its implementation
- viii) Ensuring that inputs for Cabinet Memos are submitted on time.
- ix) Identification and creation of e-services.
- x) Revamping of website and making in bilingual;
- xi) Implementation of Swachh Bharat Campaign
- xii) Implementation of Performance Audit.

6. Specific issues related to your organization

- i) Conferment of Deemed to be University status to CIBS to be followed up with concerned authorities.



Signature on behalf of MOC

यशवीर सिंह/YASH VEER SINGH
अवर सचिव/Under Secretary
संस्कृति मंत्रालय/Ministry of Culture
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Signature on behalf of the organization

Director
Central Institute of Buddhist Studies,
Lah - Ladakh