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MEMORANDUM OF UNDERSTANDING

YEAR 2015-16

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi & Central Institute of Himalayan Culture Studies (CIHCS), Dahung, West Kameng District, Arunachal Pradesh-790116 for the Financial year 2015-16.

1. This agreement is made this 13 day of July, 2015 between MOC, as the first party and CIHCS an organization under Ministry of Culture, hereinafter 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 organizations of Buddhist and Tibetan Studies
 - vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture
 - viii. Entering into culture 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 Himalayan Culture Studies have the following mandate:
 - i. To provide for instruction for various courses in Indian Culture and for study and research in different branches of Buddhist Philosophical Culture studies;
 - ii. To prepare students for higher learning and research in the fields of Buddhist Studies, Bhoti language and literature and Himalayan Studies with pedagogic methods using knowledge of modern research methodology and advanced up-to-date technology;
 - iii. To inculcate awareness of the Culture ethos, ecological balance and preservation of natural resources with special reference to the Himalayan region and North East region of India;
 - iv. To teach traditional arts and crafts and modern technical skill sets for facilitating economic self-sufficiency and sustainable development and preservation of ethnic identity within the framework of national unity;


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- v. To undertake Under Graduate, Post Graduate and Doctoral Programmers in Buddhist studies and may also establish and maintain feeder schools.

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:-

1. Budget/Accounts

- (i) Budget outlay for the year 2015-16 amounting to Rs. 4,66,50,000/- is being allotted to **Central Institute of Himalayan Culture Studies** 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, utilization certificate and accounting.

2. Human Resources

- (i) Human Resources 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 of MACPs as per DoPT instructions.
- (vii) Implementation of New Pension Scheme.

3. Legal Matter

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority;


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- (ii) The bye-laws of the organization to be framed/ reviewed;
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.

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 filed 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 made bilingual and revamped if necessary, from time to time.
- (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) Increase presence on social media.
- (x) Identity and creation of e-services.
- (xi) Conducting of Swachh Bharat Abhiyan campaign.

Specific issues related to your organization

- (i) To resolve the land dispute as soon as possible.
- (ii) Holding of Buddhist Festival at various places as per the direction given by Ministry of Culture from time to time.


Signature on behalf of MOC


Director
CIHCS, Dhang
Signature on behalf of the organization