

Central Reference Library, Kolkata

Memorandum of Understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and Central Reference Library, Place for the Financial Year 2015-2016.

The Central Reference Library, Kolkata is an (attached) Body fully funded by the Ministry of Culture. The Name of the Library is a registered Society under the Societies Registration Act of 1860. The objectives of the Institution are outlined in the Memorandum of Association/ the Rules and Regulations/ Bye Laws framed there under. The Librarian is the main decision making body.

This agreement made this 26<sup>th</sup> day of March 2015 between the Ministry of Culture, as the First Party and the Central Reference Library, Kolkata under the Ministry of Culture, hereinafter called the Second Party.

Whereas the Ministry of Culture have the mandate to preserve, promote and disseminate all forms of art and culture by undertaking a) Maintenance and conservation of heritage and historic sites and ancient monuments; b) Administration of libraries; c) Promotion of literary, visual and performing arts; d) Observation of centenaries and anniversaries of important national personalities and events; e) Promotion of institutions and organizations of Buddhist and Tibetan Studies; f) Promotion of institutional and individual non-official initiatives in the fields of art and culture; and g) Entering into cultural agreements with foreign countries.

And whereas the Central Reference Library, Kolkata have the following mandate: a) Printing and Publishing Indian National Bibliography ; b) Printing and Publishing Index Indiana; c) Convening Workshop and Seminars in North East India and rest of India;

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### 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 are the deliverables:

#### 1. Budget/ Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs.( 1.54 ) crores is being allotted for carrying out organizational work. Expenditure is to be ensured. The Grant-in-Aid is dependent on the Name of Lirary's ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in Annexure-II of this Memorandum of Understanding.
- (ii) The Annual Report and Audited Account for the year 2014-15 will be submitted to the Ministry of Culture before 31<sup>st</sup> December, 2015.
- (iii) The CAG audit, if required to be done, for the year 2014-2015 to be ensured.
- (iv) There is no Pending utilization certificate to be submitted to the Ministry of Culture.
- (v) To dispose of all pending CAG audit paras and internal audit paras.

#### 2. Human Resource

- (i) Human Resource Policy for the Organization to be framed/ reviewed.
- (ii) The Recruitment Rules for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (iii) Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.



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- (vi) Training of the staff of the organization to be ensured. A list of officers, grade wise should be identified at the beginning of the year for forwarding to National Mission on Libraries.
- (vii) New Pension Scheme and related contribution towards any official under the Scheme will be done on time.

3. Legal Matters

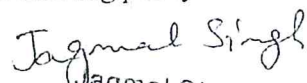
- (i) Amendments to the MoA to be carried out, if necessary, with the approval of the Competent Authority.
- (ii) The bye-laws of the organization to be reviewed.
- (iii) Online Court Cases Monitoring.

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

5. General

- (i) Mandatory meetings of all the Committees/ Sub-Committees 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 all the applications and appeals under the RTI Act 2005 to be ensured.
- (v) Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.

  
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Librarian-in-Charge  
Central Reference Library,  
Kolkata

- (iv) Disposal of all the applications and appeals under the RTI Act 2005 to be ensured.
- (v) Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.
- (vi) Website to be reviewed and revamped if necessary.
- (vii) RFD will be uploaded on time.
- (viii) Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage / hoardings at important locations.

(ix) \* As mentioned below.

The Name of the library will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in Annexure-I enclosed with this Memorandum. This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the name of the library, will be used to monitor the yearly performance. The name of the Library and the Ministry of Culture will undertake a joint review at the end of the financial year 2015-16. The funding grants to be provided to the Name of the Library in the subsequent financial years will largely be dependent on the outcome of these joint reviews.

Signature on behalf of MOC

*Kanwar Sameer Lather*  
 .....  
 (Joint Secretary, Libraries)  
 Director

कंवर समीर लठर/KANWAR SAMEER LATHER  
 निदेशक/Director  
 संस्कृति मंत्रालय/Ministry of Culture  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi

*Ingmal Singh*  
 Signature on behalf of the  
 Organization

.....  
 DG/Director, Name of the Library

\* The organization will be active on the MyGov. Platform for inviting suggestions, ideas regarding its activities, during the year.



**CENTRAL REFERENCE LIBRARY, Kolkata**  
**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR**  
**2015-16 WITH THE MINISTRY OF CULTURE**

S No.	Subject	Target
1.	<b>Budgets and Accounts</b>	
1.1	Budgetary Outlay	Rs. 1.54 crore
1.2	Annual Report	2014-15 has already been sent to the Ministry.
1.3	CAG Audit	No CAG audit is required.
1.4	Pending UCs	No pending UCs to be submitted to the Ministry
1.5	Disposal of CAG Paras	No CAG paras to be disposed.
2.	<b>Human Resource</b>	
2.1	Human Resource Policy	Will be framed
2.2	Vacancy Position	RR for the Group A,B,C and D has been sent to the Ministry for Revision.
2.3	DPC	All DPC's for the year and any pending DPC's to be conducted on time.
2.4	Training of Staff	Grade wise training of the staff of the organisation will be ensured and sent to the National Mission on Libraries.
2.5	New Pension Scheme	New pension Scheme and related contribution towards any officials under the scheme will be done on time.
3.	<b>Legal Matters</b>	
3.1	Amendments to the MOA	Will be carried out
3.2	Bye Laws of the Organization	To be reviewed
3.3	Monitoring of Court Cases	Will be ensured
4.	<b>Parliament Matters</b>	
4.1	Audited Accounts to be placed before Parliament	Audited Accounts and Annual Report for the year 2014-15 will be placed before the parliament through Ministry
4.2	Fulfillment of Pending Parliamentary Assurances	To be ensured
4.3	Legislative Matters	If any, will be taken up for approval of parliament through Ministry.
5.	<b>General</b>	
5.1	Mandatory Meetings of All	All the meetings will be convened

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	Committees/ Sub Committees conducted on time	and conducted on time
5.2	Performance Audit of the Organization by External Evaluator	Performance audit of the CRL will be got done by an external evaluator.
5.3	Mandatory Returns and Reports	to be filed on time
5.4	Disposal of RTI Applications	Will be ensured
5.5	Disposal of Public Grievances	Will be ensured and effective grievance redressal mechanism has been made. Existing policy to be reviewed.
5.6	Website Up-gradation	To be reviewed and revamped
5.7	Swachh Bharat Campaign	Will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage/hoardings at important locations.
5.8	Social Media	NIL
5.9	RFD uploading	RFD 2015-16 will be uploaded

Jagmal Singh  
(HEAD OF THE Name of the Library)

COUNTERSIGNED  
*Sameer Lather*  
Director  
JOINT SECRETARY (LIBRARIES)  
MINISTRY OF CULTURE  
कँवर समीर लॉवर/KANWAR SAMEER LATHER  
निदेशक/Director  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi