

MEMORANDUM OF UNDERSTANDING YEAR 2014-15

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi & Eastern Zonal Cultural Centre (EZCC), Kolkata for the Financial Year 2014-15.

1. This agreement is made this 29th day of May, 2014 between MoC, as the first party and Eastern Zonal Cultural Centre (EZCC), Kolkata, an organisation under the 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 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 Eastern Zonal Cultural Centre (EZCC), Kolkata have the following mandate:

The main objectives of the Eastern Zonal Cultural Centre (EZCC), Kolkata are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavours to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

Purpose of the MOU

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




1. Budget/ Accounts

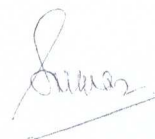
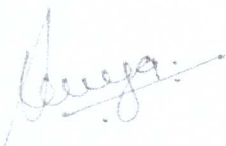
- (i) Budget outlay for the year 2014-15 amounting to Rs. **600.00 Lakh** is being allotted to **Eastern Zonal Cultural Centre (EZCC), Kolkata** for carrying out organizational work. Expenditure is to be ensured;
- (ii) The Annual Report and Audited Accounts for the year 2014-15 to be prepared on time 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.

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 organisation 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.

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
- (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 2013-14 to be submitted to MoC by 15th November, 2014 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 Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (v) Website to be reviewed 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.

6. Specific issues related to your organization:

- (i) To implement the recommendations of Aiyar Committee as already circulated by the Ministry vide letter No. 6-2/2011-ZCC dated 29th June, 2012 and submit half yearly action taken note to the Ministry.
- (ii) To implement New Pension Scheme.
- (iii) To take initiative in order to augment internal revenue generation in line with NZCC.
- (iv) To take suitable steps for development of Shilpgrams.



Signature on behalf of MOC



Signature on behalf of the Organization

Samarendra Kumar
Director
Eastern Zonal Cultural Centre
Ministry of Culture, Govt. of India