

## Memorandum of Understanding for the Financial Year 2015-16

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & the Gandhi Smriti and Darshan Samiti, 5, Tees January Marg, New Delhi-11 (hereinafter called GSDS or Samiti).

1. This agreement to be made this <sup>th</sup> 5 day of May 2015 between the Ministry of Culture, as the first party and Director, GSDS, an organization under the Ministry of Culture, hereinafter called the second party.
2. The Ministry of Culture has the following mandate:
  - (i) To nominate members in the various committees of the organization as per the provisions made in its Memorandum of Association (MoA).
  - (ii) To release annual grants as per the funds allocation made by the Parliament.
  - (iii) To monitor its various activities as provided in its MoA.
  - (iv) To lay the Annual Report and Audited Annual Accounts of the organization on the Table of both the Houses of Parliament within the prescribed time schedule.
3. The Gandhi Smriti and Darshan Samiti have the following mandate:
  - i. To plan and carry out activities for the promotion of Gandhian ideals and philosophy.
  - ii. To keep Gandhi Smriti and Darshan Samiti open for public as per standard rules related to museum and maintain it to provide maximum convenience to visitors.
  - iii. Promote Audience Development and Museum Management Framework in both Gandhi Smriti Museum and Gandhi Darshan Exhibition.
  - iv. Promote initiatives to create awareness on the life and message of Mahatma Gandhi through educational media like exhibition, films, Gandhiana, posters, and different forms of Art, Culture and Technology.
  - v. To develop and preserve a library of books including rare books, literature, photographs, films and documents etc.
  - vi. To collect, preserve and exhibit important relics of Mahatma Gandhi.
  - vii. Promotion of volunteerism for Gandhian work and betterment of the society.

- viii. Focus on empowering the marginalized through different activities related to philosophy and ideals of Mahatma Gandhi.
- ix. Developing capacities of children, youth, women and other groups for imbibing Gandhian values and work to bring attitudinal changes/development through practical applications of Gandhian philosophy.
- x. To restore, protect and manage both the complexes at Gandhi Darshan and Gandhi Smriti and all movable and immovable properties therein according to requirement.
- xi. To bring publication for various sections of people to enhance their knowledge about Mahatma Gandhi and the values he propagated.
- xii. To conduct inter-disciplinary research on Gandhian philosophy in the context of contemporary issues.
- xiii. Encourage and promote Gandhian perspectives on education and facilitate education for peace, ecological security, equality and justice.
- xiv. To work extensively with different Universities and Academic Institutions for better and in-depth understanding of Mahatma Gandhi and Gandhian philosophy.
- xv. Empowerment of the weaker sections of the society through vocational training programmes and other livelihood initiatives as part of Gandhian constructive work.
- xvi. Respond and work to address challenging problems of the society.
- xvii. Involving different stakeholders to work for a culture of collective living, collective working, peace and nonviolence.
- xviii. Reaching the unreached with the life and message of Mahatma Gandhi especially in far flung areas.
- xix. To undertake such other activities and to do all the foregoing mandate and to cooperate and seek cooperation from other institutions for the aforesaid purposes.

#### **4. Budget/Accounts**

- (i) Budgetary outlay for the year 2015-16 amounting to **Rs.775.00 lakhs under Plan and Rs.610.00 lakhs under Non-Plan** is being allotted to Gandhi Smriti and Darshan Samiti for carrying out organizational work. Expenditure is to be ensured as per targets given below.

(a) The financial targets/achievements will be reviewed quarterly.

Rs.in lakhs

| Head     | Budget Estimate | Expenditure up to end of first quarter | Expenditure up to end of second quarter | Expenditure up to end of third quarter | Expenditure up to end of fourth quarter |
|----------|-----------------|--|---|--|---|
| Plan     | 775.00          | 193.75 (25 % of the BE)                | 193.75 (25 % of the BE)                 | 255.75 (33 % of the BE)                | 131.75 (17 % of the BE)                 |
| Non-Plan | 610.00          | 152.50                                 | 152.50                                  | 201.30                                 | 103.70                                  |

(b). Plan and Non-Plan budgetary outlay for 2015-16:

| Head     | Sub-Head       | Budget outlay          |
|----------|----------------|------------------------|
| Plan     | GIA-General    | Rs.450.00 lakhs        |
|          | CCA            | Rs.20.00 lakhs         |
|          | GIA-Salaries   | Rs.280.00 lakhs        |
|          | North-East     | Rs.25.00 lakhs         |
|          | <b>Total-</b>  | <b>Rs.775.00 lakhs</b> |
| Non-Plan | GIA-Salaries   | Rs.495.00 lakhs        |
|          | GIA-General    | Rs.115.00 lakhs        |
|          | <b>Total –</b> | <b>Rs.610.00 lakhs</b> |

- (ii) The Annual Account for the year 2014-15 to be prepared on time and sent to the CAG by 30<sup>th</sup> June, 2015 respectively.
- (iii) To dispose of all pending CAG audit paras and internal audit paras within time specified by CAG.
- (iv) To prepare and send to the Ministry the Annual Report and Audited Annual Accounts for the years 2014-15 by 30<sup>th</sup> November , 2015.
- (v) Efforts will be made to develop online system for submitting application and Utilization Certificates on time.
- (vi) Efforts will be made to develop online system of accounting.



## **5. Human Resource**

- (i) Training Programme of the staff of the organization as per the Staff Training Policy to be conducted during the year 2015-16.
- (ii) Vacancies in different ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year and after having got Recruitment Rules of all the posts reviewed by 30<sup>th</sup> November, 2015.
- (iii) All DPC's for the year and any pending DPCs to be conducted on time and to be completed by 30<sup>th</sup> August, 2015.
- (iv) All pending vigilance cases, if any, to be disposed of on time and as per rules.

## **6. Legal Matters**

- (i) Amendments to the Memorandum of Association to be carried out, as and when required, with the approval of Gandhi Smriti and Darshan Samiti (the Samiti).
- (ii) Amendments to the Bye-Laws of the GSDS will be done, as and when required, with the approval of the Executive Committee by 30<sup>th</sup> December, 2015.
- (iii) Monitoring of the court cases to be ensured and reported to the Ministry.

## **7. Parliament Matters**

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament by 30<sup>th</sup> November, 2015.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured as per schedule.
- (iii) Implementation of recommendations made by the Parliamentary Committee in its various reports to be ensured in a time bound manner and reported to the Ministry.
- (iv) Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.

## **8. General**

- (i) Under "Swachh Bharat Campaign", steps would be taken to keep the premises under Gandhi Smriti Darshan Samiti clean. Various programmes and activities would be undertaken to ensure propagation of cleanliness.
- (ii) Assessing the need for skill development and preparing training modules accordingly.

- (iii) Holding of mandatory meetings of various Committees/Sub-Committees as per the schedule given below:

| Name of the Committee          | Periodicity of the meeting | Month in which meeting to be held (tentative)    |
|--------------------------------|----------------------------|--|
| General Body (the Samiti)      | Annual                     | February, 2016                                   |
| Executive Committee            | Quarterly                  | June, September, December, 2015 and March, 2016. |
| Finance Committee              | Quarterly                  | June, September, December, 2015 and March, 2016. |
| Programme Committee            | Quarterly                  | May, August, October , 2015 and January, 2016    |
| Cell against Sexual Harassment | As and when required.      |  |
| Rajbhasha Samiti               | Quarterly                  | June, September, December, 2015 and March, 2016. |

- (iv) Performance audit of GSDS to be ensured by 31<sup>st</sup> March, 2016.
- (v) Ensure timely disposal of all the applications and appeals received under the RTI Act 2005.
- (vi) Ensure timely disposal of public grievances.
- (vii) Revamping of the Website of GSDS by 30<sup>th</sup> September, 2015.
- (viii) Ensure submission of Monthly Reports of expenditure and activities to the Ministry for inclusion in the Monthly D.O. letter to Cabinet Secretariat by 2<sup>nd</sup> of each month.
- (ix) Ensure compliance of Raj Bhasha Policy.
- (x) Ensure timely submission of inputs for Cabinet Memos.
- (xi) Ensure uploading of RFD 2015-16 by 15<sup>th</sup> May, 2015. Quarterly review of RFD will be done.

(xii) Mandatory Returns and Reports for the year to be filed as per schedule given below:

| Mandatory Returns and Reports   | Periodicity           |                              |          |
|---|-----------------------|------------------------------|----------|
|   | Monthly               | Quarterly/<br>Half<br>Yearly | Annually |
| Progress Report   | Monthly               |                              |          |
| ACC appointment- Return about the state of vacancies and proposals in the PSUs/ Banks/Financial institutions/ Autonomous Bodies/DPC Selections etc.                                 | Monthly               |                              |          |
| Monitoring of DPC cases in the Samiti   | Monthly               |                              |          |
| Report of the CVO   | Monthly &<br>Annually |                              |          |
| Expenditure Report  | Monthly               |                              |          |
| RTI Return  |                       | Quarterly                    | Annually |
| Deputation of officials abroad  |                       | Quarterly                    |          |
| Statistical Report regarding complaints and vigilance cases.  |                       | Quarterly                    |          |
| Progress Report regarding examination of Civil works costing more than Rs. 1.00 core by CTE organization (Vigilance).   |                       | Quarterly                    |          |
| Progress report on Redressal of Public Grievances   |                       | Quarterly                    |          |
| Position of Disciplinary Cases  |                       | Quarterly                    |          |
| Submission of report on the status of disciplinary proceedings and filling up vacancies under Central Staffing Scheme in respect of officers of Deputy Secretary ; and above level. |                       | Quarterly                    |          |
| Prime Minister's New 15 points programme for the welfare of minorities measure to give special consideration to minorities in recruitment-annual report.                            |                       | Half<br>Yearly               |          |
| Report on Implementation of Rajbhasha Policy  | Monthly               | Quarterly                    |          |

**9. Specific issues related to Gandhi Smriti and Darshan Samiti:**

- i) Ensure implementation of the recommendations/decisions of the Samiti and the Executive Committee.
- ii) Improving the existing facilities for visitors such as interpretation centre/toilets/seating space/shade at Gandhi Smriti and Darshan Samiti by 30<sup>th</sup> June, 2015.
- iii) Strengthen publishing unit and visualizing new publications by 30<sup>th</sup> September, 2015.
- iv) Undertaking inventory of the publications by 30<sup>th</sup> September, 2015.
- v) Setting up of a small library-cum-reading room at Gandhi Smriti by 31<sup>st</sup> December, 2015.
- vi) Undertaking inventory of cultural spaces under the charge of GSDS.
- vii) Revamping the website and register GSDS presence on social media through its various activities.
- viii) Providing Audio Visual material/Films/Documentaries to IGNCA to be archived by them.
- ix) Undertaking inventory of films produced by GSDS and providing films to DD Bharti.
- x) Resolving the issues related to space occupied by IGNOU and KVIC.
- xi) Installment of onsite interactive portal for children by 30<sup>th</sup> September, 2015.
- xii) Ensuring building assessment by a professional agency. Proposal of INTACH to be considered and a renovation plan to be prepared by December, 2015.
- xiii) Installing Touch Screen Kiosks for informative display.
- xiv) Planning for organizing of various programmes on the occasion of 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi to be held on 2<sup>nd</sup> October, 2019.
- xv) Improvement of the site museums at both campuses.

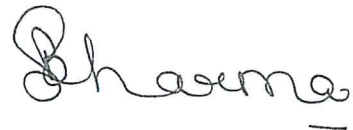
**Note:-** Targets given in enclosed Annexure.

Signed on behalf of  
Ministry of Culture, Government of India

Signed on behalf of  
Gandhi Smriti and Darshan Samiti



(Sreya Guha)  
Joint Secretary, MoC



(Bandana Sharma)  
Director, GSDS

Date: 5/5/15  
Place:

New Delhi



## Key Targets for Gandhi Smriti and Darshan Samiti

## ANNEXURE

| Sl.no. | Item   |  | Minimum Target  |
|--------|--|--|---|
| 1.     | Programmes for children  |  | 15  |
| 2.     | Programmes for youth   |  | 12  |
| 3.     | Programmes for women   |  | 12  |
| 4.     | Other programmes, Workshops etc.   |  | 12  |
| 5.     | Audience development and visitor's engagement activities   |  | Spread throughout the year  |
| 6.     | Publications   |  | a) Monthly publication of Antim Jan;<br>b) Moniya-Mohandas-Mahatma 18 volume series;<br>c) 12 Books<br>d) Reports of different programmes and causes. |
| 7.     | Research   |  | Two Research which would come in the form of book and with standard which could be referred at the University level                                   |
| 8.     | Exhibition   |  | Four Exhibitions  |
| 9.     | Library upgradation  |  | e) Upgradation and digitization of library cataloguing system;<br>f) Complete digitization of library.  |
| 10.    | Staff Training   |  | Four staff to be trained  |
| 11.    | Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament |  | 2014-15 reports and Accounts to be laid as per timeline of MOC  |
| 12     | Organizing Hindi workshops   |  | 4   |
| 13     | Swachh Bharat Abhiyan: Activities to be undertaken   | 1. Removal of old furniture                          | Six monthly review to be done   |
|        |  | 2. Staff meeting held for awareness of Swachh Bharat | 12 meetings in the year   |
|        |  | 3. Weeding of old records                            | Once in a year  |



|    |  |  |  |
|----|--|--|--|
|    |  | 4.Five year calendar for actions to be taken for Swachh Bharat by the Institute                | By 31.03.2015  |
|    |  | 5. Award given for maintenance cleanliness.  | To one staff of GSDS once in a year for best maintenance of his cubicles.  |
| 14 | Cultural Activities  | 1.Dramas   | 2  |
|    |  | 2.Musical functions  | 7  |
|    |  | 3.Film shows   | 2  |
| 15 | Increase presence in Social Media  | Uploading of activities of GSDS through You Tube and Face Book                                 | Research activities and organization of seminars & symposiums are to be uploaded in social media through You Tube, Facebook , and Twitter regularly. |
| 16 | The Recruitment Rules for all the staff to be reviewed                     | by 31 <sup>st</sup> December,2015  |  |
| 17 | Audited Accounts and Annual Report for the year 2014 – 15                  | To be sent to the Ministry for placing before the Parliament by 30 <sup>th</sup> November,2015 |  |
| 18 | Assess need for skill development and create tailored training module      | To be completed during the year  |  |
| 19 | Inventory of cultural spaces under   | To be completed during the year  |  |
| 20 | Create online system for application of various services                   | To be completed during the year  |  |
| 21 | Provide promotional films to Doordarshan and make an inventory of films    | To be done during the year   |  |
| 22 | Uploading of RFD on the  | To be uploaded by 15 <sup>th</sup> May, 2015. Review of RFD to be done every quarter           |  |
| 23 | Identification of GSDS land and building and maintenance of asset register | Register to be updated twice a year  |  |
| 24 | Maintenance of reservation roster  | To be completed during the year  |  |
| 25 | Documentary about Institute for guidance of visitors                       | To be completed during the year  |  |