

**Memorandum of understanding between Ministry of Culture,
Shastri Bhawan, New Delhi and Indira Gandhi Rashtriya Manav Sangrahalaya,
Bhopal
for the year 2015-16**

1. This Agreement made on 31st (day) of March 2015 between the Ministry of Culture as the first party and the Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS), Bhopal an autonomous organization of the Ministry of Culture, hereinafter called the second party

2. Indira Gandhi Rashtriya Manav Sangrahalaya has the following mandate:

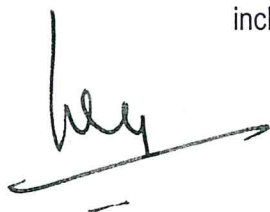
- (i) To present an integrated story of the Evolution of man and culture with special reference to India.
- (ii) To highlight the richness and diversity of Cultural patterns in India and its underlying unity.
- (iii) To promote national integration.
- (iv) To organise Indoor and Outdoor Exhibitions on:
 - (a) Human Evolution and Human Variation,
 - (b) Culture and Society in Pre and Proto-historic times, and
 - (c) Patterns of Culture.
- (v) To take steps to salvage and preserve the fast vanishing aspect of the Indian Culture.
- (vi) To promote and conduct research in the related subjects and provide funds and enter into arrangements with other similar institutions for the purpose of furtherance of the objectives of the Samiti.
- (vii) To act as a centre of research and training in museology of the appropriate kind and generate in the course of time a new museum movement in the different regions of India to present and preserve variety of cultural life, and
- (viii) To undertake all such activities as and when considered necessary for the achievement of the said objectives.

The key performance indicators are listed in Annexure-I (enclosed)

1	Monthly report	Will be sent regularly
2	Annual Activity Report	Will be sent on time

3. Budget/ Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs. 1160 lakhs (Plan; including TSP and North East Projects) & Rs. 480.00 lakhs (Non-Plan) is being



allotted to Indira Gandhi Rashtriya Manav Sangrahalaya for carrying out organizational work. The physical targets are indicated at Annexure-2. The financial targets/achievements to be reviewed quarterly.

- (ii) To prepare and send to the Ministry the Annual Report and Audited Account for the years 2014-15 by 30th November 2015.
- (iii) The CAG audit, for the years 2014-15 to be completed on time.
- (iv) To dispose of all pending CAG audit paras and internal audit paras within time specified by CAG.
- (v) Inputs as required for SFC/EFC meetings to be submitted on time.

4. Human Resource

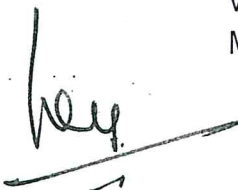
- (i) Human Resource Policy for the IGRMS to be reviewed by 30th August, 2015.
- (ii) The Recruitment Rules for all the Cadres to be framed by the 30th August, 2015 and got approved by the competent authority by the 31st December, 2015.
- (iii) All pending vigilance cases to be disposed off on time and as per rules.
- (iv) A training schedule to be drawn up and a staff training policy framed by 30th August 2015.
- (v) Finalisation of Pension/CPF for employees

5. Legal Matters

- (i) Monitoring of the Court cases to be ensured and reported to the Ministry in prescribed formats.

6. Parliament Matters

- (i) Audited Accounts and Annual Report for the year 2014-15 to be sent to the Ministry for placing before the Parliament by 30th November, 2015.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured as per schedule.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.
- (iv) 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.



7. General

- (i) Meetings of various Committees/ sub-Committees will be held as per schedule given below:

Name of the Committees	Periodicity of the meeting	Month in which meeting to be held (tentative)
Finance Committee	Min. once in a year	June-July, subject to receipt of Audit Report of CAG
Academic Advisory Committee	Min. once in a year	September
Executive Council	Min. thrice in a year	July , November, February
RMS Samiti	Min. once in a year	November

- (ii) Monthly achievements of the organization to be reported for inclusion in the monthly D.O letter to Cabinet Secretariat by 3rd of each month.
- (iii) Mandatory Returns and Reports for the year to be filed as per schedule given below:

1.	Monthly Activity Report	By 10 th day of every month
2.	Monthly Expenditure Status Report	By 10 th day of every month
3.	Annual Activity Report	By 31 st January, 2016

- (iv) Disposal of all the applications and appeals under the RTI Act, 2005 to be ensured as per provisions of the Act.
- (v) Disposal of public grievances and departmental enquiries to be ensured on time.
- (vi) Website to be reviewed and revamped, if necessary by 30th August 2015.
- (vii) Disposal of receipts in Hindi to be ensured as per rules. Hindi Pakhwara to be observed as per Government rules.
- (viii) RFD 2015-16 to be uploaded by 15th May, 2015. Review of RFD to be done every quarter.


(.....)
Director)
Signed on behalf of
Ministry of Culture,
Government of India

Date: 31.....March, 2015
Place: New Delhi



(Prof. Sarit K. Chaudhuri)

Signed on behalf of
Indira Gandhi Rashtriya Manav
Sangrahalaya, Bhopal

**KEY PERFORMANCE INDICATORS FOR
INDIRA GANDHI RASHTIRYA MANAV SANGRHALAYA
2015-2016**

Administrative Matters

1. Revision of Recruitment rules of various posts in the IGRMS
2. Recruitment on vacant and anticipated vacancies of IGRMS
3. Submission of Annual Report & Audited Accounts and compliance with CAG observations.
4. Training of Staff (skilled development and create tailored training modules).
5. Monitoring of Budget allotment and expenditure on various heads.
6. Monitoring of Court cases and compliance of the reply and compliance of Court orders.
7. Timely reply to the observation. and Para of Audit Reports
8. Creation of Pension Funds for pension of 22 employees of Central Government (Retired officers- 10, Retiring Officer-8, Deputationists -4)
9. Compliance of instruction of Government of India on various matters including financial, statutory and Administrative and others through the Ministry of Culture.
10. Implementation of NPS in IGRMS for employee joining after 1.1.2004.
11. Implementation of CPF Scheme to the Employees of IGRMS
12. Upgradations of Posts viz. Accounts Officer in the IGRMS
13. Revival of two posts Joint Director (Research & Technical) in IGRMS
14. Timely conducting the meetings of Executive Council, Finance Committee, of the RMSS and the Standing Committee, Academic Advisory Committee etc. of the Executive Council of RMSS.
15. Compliance of the instruction/ decisions taken by the President, RMSS, Chairman, Executive Council, Finance Committee, Standing Committee, & Academic Advisory Committee meeting.
16. Create online system for application and utilisation certificates.
17. Create online system of accounting on the lines of "e-Lekha".
18. Identify and create e-services.
19. Implementation of National Pension System(NPS) for new entrants recruited on or after 1/1/2004

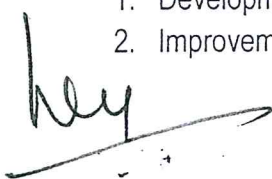
Infrastructure Development

Open Air Exhibitions:

1. Conservation of open air exhibits
2. Addition of new exhibits
3. Organisation of exhibits/exhibition related multifarious programmes for various visitor segments
4. Development of all inclusive visitor friendly facilities
5. Publication of brochures, catalogs, leaflets
6. Preparation of material for the website, computer application and other social media.
7. Improvement in signages.

Indoor Museum Building -Veethi Sankul

1. Development of one new gallery
2. Improvement in the lighting and display



3. Organisation of exhibition related programmes
4. Exhibit of the Month
5. Development to all inclusive visitor friendly facilities
6. Handy informative publications
7. Improvement in signages.

Museum Education & Outreach Programmes

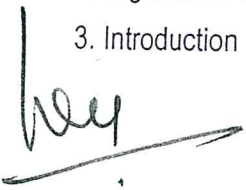
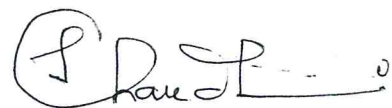
1. Organisation of periodical Exhibitions, Travelling Exhibitions
2. Organisation of 'Do and Learn' Museum Education Programmes
3. Development of Heritage Corners in educational institutes
4. Capacity Building workshops and training of staff
5. Organisation of artist workshops, programmes of performing arts presentations
6. Organisation of Seminars/Symposia/curricula/Meetings/Conferences
7. Organisation of Museum Popular Lectures and Annual IGRMS lecture
8. Revamp/Upgradation/updation of Museum website
9. popularisation of Museum in social media.
10. Improvement of image of Museum and projection as a brand and its management.
11. Swachh Bharat campaign
12. Preparation of an inventory of cultural spaces.
13. Performance audit of the institute by an independent agency
14. Social media initiatives (Facebook, Youtube, Twitter etc.). All activities of the institute will be uploaded on a regular basis.

Operation Salvage

1. Number of objects collected
2. Introduction of "Jatan" Software for digitization
3. Number of objects conserved, preserved and restored
4. Documentation of Oral traditions
5. Continuous Publication of its journal and news letter
6. Introduction of Voluntary Guide Programme
7. Initiation of Visitor Survey
8. Archival material on intangible culture to IGNC
9. Provision of promotional film to DD Bharat
10. Preparation of inventory of films
11. Preparation of an inventory of aspects of the institute

E-Governance

1. E-ticketing introduction
2. Digitization of Collections and library books
3. Introduction of an online system of accounting

**Targets for Indira Gandhi Rashtriya Manav Sangrahalaya
2015-16**

S.no	Items	Minimum Targets
1	Revision of Recruitment rules of various posts in the IGRMS	All old recruitment rules to be revised
2	Recruitment on vacant and anticipated vacancies of IGRMS	Within 6 months
4	Submission of Annual Report & Audited Accounts and compliance with CAG observations.	Reports and Accounts to be laid by December, 2015
5	Training of Staff (skill development and create tailored training modules)	30 nos. of staff to be trained
6	Creation of Pension Funds for pension of 22 employees of Central Government (Retired officers- 10, Retiring Officer-8, Deputationists -4)	All formalities to be completed by 30.5.2015. subject to the approval and allotment of fund from the Govt. of India.
7	Implementation of NPS in IGRMS for employee joining after 1.1.2004	Within this year
8	Implementation of CPF Scheme to the Employees of IGRMS	By 30.8.2015- subject to approval and fund allotment from Govt. of India.
9	Create online system of accounting	To be completed within the financial year 2015-16
10	Implementation of National Pension System(NPS)	To be completed within the financial year 2015-16
11	Performance audit	To be completed within the financial year 2015-16
12	Identification of organisation's lands and building and maintenance of Asset Register	To be completed within the financial year 2015-16
13	Maintenance of reservation roster	Already existing
14	Double entry book-keeping	Already existing
15	Preparation of Annual income and expenditure accounts by the organisation	Will be prepared timely
16	Timely submission of monthly, quarterly, half yearly and yearly returns in respect of administrative, financial, plan and non-plan expenditure and other important activities.	Will be timely submitted
17	Addition of new exhibits in open air exhibitions	6 no.
18	Development of new galleries in Veethi Sankul- the indoor museum building	1 no.
19	Publication of exhibition support information	20 no.
20	Compliance of instruction of Cabinet Secretariat, PMO,	12 no.

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	and MoC, especially with respect to Swachh Bharat campaign	
21	Development of all inclusive new and improved Visitor facilities	5 no.
22	Development and mounting of Travelling exhibition	10 no.
23	Periodical exhibition	5 no.
24	Development and installation of Heritage Corners	10 no.
25	Network developing and capacity building workshops	5 no.
26	Organization of Artists workshop	10 no.
27	Organisation of programmes of performing art presentations	15 no.
28	Poonam- a programme devoted to classical performing arts	3 no.
29	Do and Learn Museum Education Programme	12 no.
30	Special programmes for the disabled persons	3 no.
31	Celebration of national/international days	10 no.
32	Seminars/symposiums (exhibition collection and documentation specific)	10 no.
33	Museum Popular Lectures	12 no.
34	Annual IGRMS lecture	1 no.
35	Special programmes devoted to the documentation and dissemination of culture of the people of the northeast India	10 no.
36	Collection of objects	600 no.
37	Documentation of Oral and performing art traditions	10 no.
38	Conservation of specimens	1800 no.
39	Digitization of specimens (Introduction of Jatan collections Management software)	500 no.
40	Annual increase in the footfalls	20%
41	School education programmes	10 no.
42	Exhibit of the month	12 no.
43	Modernization of Museum by adding interactive media devices in exhibitions	15 no.
44	Revamping/upgradation/updation of website	Continue throughout the year
45	Increasing presence on social media	Continue throughout the year

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46	Identify and create E-services	Will be done on Financial year 2015-16 for minimum of two services
47	Provide archival material on intangible culture to IGNCA	Will be made during Financial year 2015-16
48	Preparation of basic documentary CD for 5-10 minutes given introduction and achievements of the organisation	Updated version will be prepared by July 2015
49	Introduction of video show for guidance of visitors to the Museums	By May 2015
50	Digitization of Library books and uploading of a catalogue on the organisation's website	Will be made during Financial year 2015-16
51	Inventory of cultural spaces	Will be made during Financial year 2015-16
52	Introduction of Voluntary Guide Programme	1 no.
53	Introduction of visitor survey	1 no.
54	Museum Marketing events	5 no.
55	Institution of Annual IGRMS Award for Lifetime Achievement in Anthropology & Museology	1 no.
56	Activities on project "Mausam" and "Hridaya"	Will be carried out during 2015-16
57	Opening of galleries during extended hours for special exhibitions/occasions and change of timings to increase footfalls	Will be carried out during 2015-16
58	Printing of advance calendar of events	By April 2015
59	Construction of Building for preservation of Museum Specimen	Will be initiated this year
60	Publications	5 no.
61	Construction of dormitory for Artisans & Students group visiting IGRMS	Whole year.

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