

Memorandum of Understanding for the Financial Year 2014-15

Memorandum of understanding between Ministry of Culture, Shastri Bhavan, New Delhi & The Khuda Bakhsh Oriental Public Library for 2014-15

1. This agreement made this 30th day of April month 2014 between the MOC, as the first party and Khuda Bakhsh Oriental Public Library, an organization under the Ministry of Culture, hereinafter called the second party.
2. Where as the Ministry of Culture have the following mandate
3. And where the Khuda Bakhsh Oriental Public Library have the following mandate (Annexure II)

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 deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2014-15 amounting to Rs. 654.00 is being allotted to Khuda Bakhsh Library for carrying out organizational work. Expenditure is to be ensured.
- (ii) The Annual Report and Audited Account for the year 2014-15 to be prepared on time.
- (iii) The CAG audit, if required to be done, for the year 2013-14 to be ensured.
- (iv) Pending utilization certificate for Rs. 49..33 to be submitted to the Ministry.
- (v) To dispose of all pending CAG audit paras and internal audit paras.

2. Human Resource

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

- (v) All DPCs for the year and any pending DPCs to be conducted on time.
- (vi) All pending vigilance cases to be disposed off on time and as per rules.
- (vii) Training of the staff the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of year.

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 organization to be framed /reviewed.
- (iii) Monitoring of the court cases to be ensured.

4. Parliament Matters

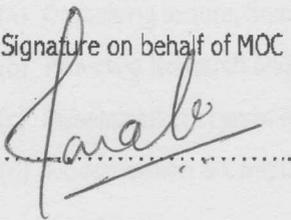
- (i) The Audited Accounts and Annual Report for the year 2013-14 to be placed before the Parliament.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

5. General

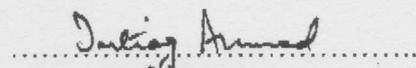
- (i) Mandatory meetings of all the Committees/ Sub-Committees to be convened and conducted on time.
- (ii) The performance audit of the Organization to be got done by an external evaluator.
- (iii) Mandatory Returns and Reports for the year to be filed on time.
- (iv) Disposal of all the Applications 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.
- (vi) Website to be reviewed and revamped if necessary.

6. Specific issues related to your organization.

Signature on behalf of MOC



Signature on behalf of the Organisation


 दिशाक/Director
 खुदा बखश ओ. पी. लाइब्रेरी, पटना
 Khuda Bakhsh O.P. Library, Patna

**Funding Agreement between the Ministry of Culture, Government of India and
Khuda Bakhsh Oriental Public Library, Patna for the year 2014-15**

1. This Agreement made on 30th (day) April (month), 2014 between the Ministry of Culture, Government of India represented by Joint Secretary (Culture) on one part and Director, Khuda Bakhsh Oriental Public Library, Patna on the other part with respect to the funding to be provided by the Ministry of Culture to the Khuda Bakhsh Oriental Public Library and the fulfillment of responsibilities and achievement of the performance indicators duly agreed between the Ministry of Culture, Government of India and the Khuda Bakhsh Oriental Public Library as contained hitherto in this Agreement.
2. Khuda Bakhsh Oriental Public Library, fully funded by the Ministry of Culture, Government of India, was established in the year 1891. It was declared as an Institution of National Importance by the Government of India in 1969. The Library is managed by the Khuda Bakhsh Oriental Public Library Board and its various Committees. The main objectives of Khuda Bakhsh Oriental Public Library Board are as follows.
 - (i) To organize, undertake, conduct, encourage and promote study and research in the field of Library development.
 - (ii) To acquire, maintain and preserve art objects.
 - (iii) To collaborate with institutions / organizations engaged in similar activities in India and abroad with a view to furthering the aims and objects of the Institution.
 - (iv) To organize lectures, seminars and conferences in India and abroad to acquaint the young growing generation with the rich Culture heritage of the country.
 - (v) To undertake all such activities as are incidentally necessary or conducive to the attainment of all or any of museum activities.
3. Khuda Bakhsh Oriental Public Library in consultation with the Ministry of Culture has identified key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure the furtherance of objectives of Khuda Bakhsh Oriental Public Library.
 - (a) Organising lecture, Seminar, Workshop etc.
 - (b) Providing Research and Reference facilities.
 - (c) Dissemination of knowledge.
 - (d) Modernisation & Computerisation.

- (v) All DPCs for the year and any pending DPCs to be conducted on time.
- (vi) All pending vigilance cases to be disposed off on time and as per rules.
- (vii) Training of the staff the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of year.

3. Legal Matters

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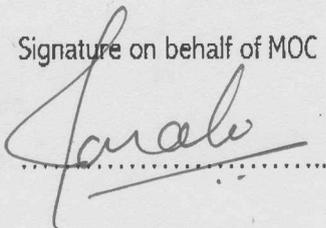
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5. General

- (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.
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- (vi) Website to be reviewed and revamped if necessary.

6. Specific issues related to your organization.

Signature on behalf of MOC



Signature on behalf of the Organisation

.....
 Inking Anand
 निदेशक/Director
 खुदा बखश ओ.पी. लाइब्रेरी, पटना
 Khuda Bakhsn O.P Library, Patna

4. **Financial Allocation:** Ministry of Culture, Government of India will provide funding in the form of grant-in-aid to Khuda Bakhsh Oriental Public Library as per requirements projected by it subject to the total allocation of budget available with the Ministry of Culture in the year 2014-15. This grant-in-aid is dependent on the Khuda Bakhsh Oriental Public Library ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets, as included in Annexure-I and Annexure-II of this Agreement.

5. **Compliance:** In addition, Khuda Bakhsh Oriental Public Library, while receiving grant-in-aid from the Ministry of Culture, has undertaken to:

- . Comply with all the relevant codal formalities while incurring expenditure from this grant.
- . Comply with the directions of Khuda Bakhsh Oriental Public Library Board.
- . Observe the requirements of fulfilling its long term objectives.

6. **Performance and Monitoring:** Khuda Bakhsh Oriental Public Library will supply to the Ministry of Culture, Government of India each quarter of the year regular information in respect of achievement of the targets set out in Annexure-II enclosed with this Agreement. This information, together with the Annual Reports / Audited Accounts and any further reports/documents, the Khuda Bakhsh Oriental Public Library prepares in relation to the progress against its own policies, will be used to monitor the yearly performance. Also for monitoring the performance of the Khuda Bakhsh Oriental Public Library will be undertaken at the end of the financial year 2014-15 (and earlier at other intervals as Ministry of Culture may decide). The funding grant to be provided to the Khuda Bakhsh Oriental Public Library in the subsequent financial year will largely be dependent on the results of this/these joint review(s).

Signed on behalf of
Ministry of Culture, Government of India

Date:

Place:

Signed on behalf of
Khuda Bakhsh Oriental Public Library

Director
निदेशक/Director
खुदा बख्श ओ.प. लाइब्रेरी, पटना
Khuda Bakhsh O.P. Library, Patna

30-6-2014

PATNA

KEY PERFORMANCE INDICATORS FOR KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY 2014-15

Administrative Matters

1. Revision of Recruitment Rules of various posts in the Library.
2. Anticipated vacancies and recruitments.
3. Timely submission of Annual Reports & Audited Accounts and compliance with C&AG observations.
4. Training of staff.
5. Budget allotment and expenditure incurred.
6. Number of Court cases pending and compliance with directions of the Court.
7. Number of Audit paras and action taken on the observations of audit.
8. Timely submission of Papers, documents, replies etc to MOC.
9. Compliance with Ministry of Finance directions on foreign travels.

Outreach Measures

1. Outreach programmes / Workshops / Competitions organized for different age groups.

Modernisation of Library

1. Modernization galleries by installation of modern lighting and display.
2. New Galleries opens.
3. Installation of interactive digital kiosks, Audio guides and LCD Screens.
4. Upgradation of security gadgets.
5. Upgradation of Library website.
6. Upgradation of Library storage.
7. Improvement in visitors amenities.

Library Activities

1. Exhibitions, Seminars and Lectures organized.
2. Physical verification of Manuscripts.
3. Progress in Implementation of the Library Software.
4. Number of Manuscripts conserved and preserved.
5. Number of Manuscripts rotated.
6. The periodicity of meetings of Board/Executive Committee/Finance Committee/Expert. Committee/Governing Councils and substantive agenda, discussion held and important decisions taken in these meetings.
7. Steps initiated for increasing the footfalls.
8. Publications and Research work.
9. Preparation of Result Framework Document (RFD) in respect of the activity being undertaken by the Library.

TARGETS OF KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY

| Sl. No. | Item | Minimum Targets |
|---------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1 | Arranging Outreach programmes / Workshops / Competitions organised for different age groups | 3 |
| 2 | Printing of Pamphlets and guidebooks for visitors | 2 |
| 3 | Registration of New Members of Lending Section | 300 |
| 4 | Modernization of stock by installation of modern lighting and display techniques | 2 |
| 5 | Creation of new visitors amenities or Improvement in visitors amenities | 3 |
| 6 | Exhibitions, Seminars and Lectures organized | 10 |
| 7 | Physical verification of Manuscripts | 21000 |
| 8 | Conservation and preservation of Manuscripts | 100 manuscripts |
| 9 | Collaboration with Colleges and other Institutions for popularizing the Library | 5 |
| 10 | New Steps initiated for increasing the footfalls-Library marketing | 5 |
| 13 | Year on year increase in the in the number of visitors | Minimum 10% over the previous year |
| 14 | Implementation of Library's Software | Input-500 Records per month at Operator level Verification -500 Records per month |
| 15 | Revision of Recruitment Rules for various posts | 100% of the total number of posts whose RR's have been notified before 2 years |
| 16 | Laying of the Audited Accounts and Annual Report on the tables of Both the Houses of Parliament | 2013-14 Reports and Accounts to be laid by 31.12.14 |
| 17 | Staff training | Training Needs Assessment to be completed for all officers & staff; 4 staff to be trained |