

Memorandum of understanding (MoU) between **Ministry of Culture**, Shastri Bhawan, New Delhi and **The Indira Gandhi National Centre for the Arts**, C.V. Mess Building, Janpath, New Delhi for the financial year 2014-15.

- ## Purpose of the MoU

To achieve this, the following deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2014-15 amounting to Rs.3755 lakhs is being allotted to IGNC A for carrying out various activities to achieve its organisational goals. IGNC A will incur the expenditure on the various activities as per the mandate of IGNC A and Annual Action Plan as approved by EC/IGNC A. Quarterly target shall be, 1st quarter – 375 lakhs; 2nd quarter – 750 lakhs; 3rd quarter – Rs. 940 lakhs; and 4th quarter – Rs. 1690 lakhs.
- (ii) The Annual Report and Audited Account for the year 2013-14 shall be submitted to the Ministry before the end of November, 2014. This is subject to completion of Audit and issue of final Audit Report by the Office of C&AG.

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- (iii) IGNCA will prepare its Annual Accounts for the year 2013-14 and submit to C&AG after approval of the EC as per stipulated time lines.
- (iv) Final utilization certification for Rs. 36.63 crore for the year 2013-14 will be submitted to the Ministry of Culture after completion of audit by C&AG. However, provisional certificate will be submitted by 31.05.2014.
- (v) IGNCA will ensure that reply to all C & AG audit paras and other audit observations are replied as per the timeline prescribed.
- (vi) Inputs for preparations of EFC/SFC shall be submitted as and when required by Ministry of Culture.
- (vii) Quarterly Expenditure report shall be submitted to the Ministry of Culture for the previous quarter by first week of the next quarter.

2. Human Resource

- (i) **Human Resource Policy for the Organization to be framed/reviewed.**

IGNCA will review the existing human resource policy for its different areas of work as per need.

- (ii) **The Recruitment Rules for all the Cadres to be framed/reviewed with the approval of the Competent Authority**

The Recruitment rules for all cadres of IGNCA, after review have been notified on 27th May, 2013.

- (iii) **The process for filling up vacancy of HoDs to be initiated on time.**

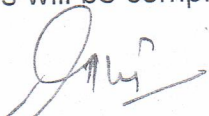
All divisional heads are in position except one post of Programme Director, Kaladarsana. The post of Programme Director, Kaladarsana has been advertised and will be filled in by 15th July, 2014.

- (iv) **Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.**

Some academic positions are vacant at present at IGNCA. The Board of Trustee has decided that the academic structure of IGNCA may be reviewed by a duly constituted Committee consisting of outside experts. Recommendations of the Committee will be submitted to EC/Trust for appropriate action.

- (v) **All DPCs for the year and any pending DPCs to be conducted on time.**

All DPC's will be completed as and when due.



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- (vi) **All pending vigilance cases to be disposed off on time and as per rules.**

There is no pending vigilance case in IGNCA. Any new case received will be disposed on time and as per rules.

- (vii) **Training of the staff of the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year.**

IGNCA staff will be trained as per the training policy of IGNCA.

3. Legal Matters

- (i) **Amendments to the Trust Deed to be carried out, if necessary with approval of Competent Authority.**

Shall be done if required as per directives of the MoC.

- (ii) **The bye-laws of the organization to be framed/reviewed.**

The bye-laws of the organization have been framed and reviewed. The revised Bye-laws will be submitted to the EC for final approval in 2014-15.

- (iii) **Monitoring of the court cases to be ensured.**

Arbitration/ court cases will be reviewed by the EC, IGNCA.

4. Parliament Matters

- (i) **The Audited Accounts and Annual Report for the year 2013-14 to be placed before the Parliament.**

The Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent to MoC before end of November, 2014.

- (ii) **Fulfillment of all pending Parliamentary Assurances to be ensured.**

Parliamentary assurance in respect of IGNCA will be submitted on time.

- (iii) **Legislative matters, if any, to be taken up for approval of Parliament.**

Shall be ensured, whenever required.

- (iv) **Ensuing implementation of recommendations/suggestions of the Parliamentary Standing Committee.**

IGNCA will implement the recommendations/suggestions of the Parliamentary Standing Committee.

5. General

- (i) **Mandatory meetings of all the Committees/sub-Committees to be convened and conducted on time.**

Mandatory meetings of the Executive Committee / the Board of Trustees of IGNCA will be convened and conducted on time.

- (ii) **The performance audit of the Organization to be got done by an external evaluator.**

Performance review of academic work will be carried out by the Member Secretary with the help of Programme Advisory Committees consisting of external experts.

- (iii) **Mandatory Returns and Reports for the year to be filed on time.**

Mandatory Returns and Reports for the year shall be as per timeline given by MoC.

- (iv) **Disposal of all the applications and appeals under the RTI Act 2005 to be ensured.**

Disposal of all the applications and appeals under the RTI Act. 2005 shall be ensured within the stipulated time.

- (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.**

Disposal of public grievances will be ensured. Existing policy will be reviewed.

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

IGNCA Website is being continuously updated.

- (vii) **Meeting the deadline for submission of RFD by the organizations and ensuring implementation.**

Shall be implemented by IGNCA.

- (viii) **Ensuring that inputs for Cabinet memos are submitted on time.**

Shall be ensured within the timeframe indicated by MoC.

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(ix) **Ensuring compliance of the Rajbhasha Policy**

Rajbhasha Policy will be implemented as per directives of government.

(x) **Vision Document**

The long term vision document of IGNCA as per Deed of Declaration is being implemented.

6. Key performance indicators for IGNCA are Publications; National & International Conferences/ Seminars; Workshops; Exhibitions; Public/Memorial Lectures; Research and Field Study, Audio Visual Documentation/ Ethnographic Films and Conservation work. The physical/financial targets, division-wise, are at **Annexure-A**. These are subject to the following:

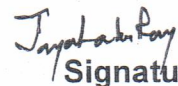
The funds provided in the Annual Plan 2014-15 have been distributed to the various divisions for their activities. These allocations are subject to re-distribution during the year so as to ensure optimum use of funds so provided.



Signature

(on behalf of Ministry of Culture)

(CHANDRA PRAKASH)
Director



Signature

(on behalf of IGNCA)

डा. जयन्ता कुमार

Dr. Jayanta Kumar

निदेशक (प्रशासन) / Director

आई.जी.एन.सी.ए., जनपथ / IGNCA

नई दिल्ली-110001 / New Delhi

Sl.No.	Divisions/Projects	Publications (including Monographs, Reports & Manuals, Catalogues, Seminar Proceedings & E-Books. *	Conferences/ Seminars/ Workshops (National/ International)	Exhibitions	Lectures (Public/ Memorial)	Performances/ Dissemination of Knowledge	Audio-Visual Documentation/ Ethnographic/ Films	Research & Field Studies	Conservation Work	Digitisation	Microfilming of Manuscripts	Upgradation of Website	Library Activities	Financial Outlay (in Lakhs)
1	Kalakosa	19 including Kalatratyakosa Vol. VII	7	2	3	2	3	6	-	-	-	-	-	315
2	Janapada-Sampada	12 including Living Tradition of Ramkatha, Kumam Ramilla etc.	5	3	-	-	8 DVDs on Ramkatha & 3 others	7	-	-	-	-	-	920
3	Rock Art Unit	2	5	3	4	-	4	4	-	-	-	2	-	125
4	Conservation Unit	1	4	-	2	-	-	-	120 Rare Books, 2 Manuscripts in Khampti script, objects in JS division and BD Garga Cinema Archives.	-	-	-	-	75
5	Media Centre	-	2	2	-	24 Film Shows	1	1	-	-	-	Audio Visual material for Vedic Heritage	-	250

* Note: The target for Publications during 2014-15 are indicated based on preparation of CRC (Camera Ready Copy) and the actual publication will depend on the completion of Publication Process.

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6	Cultural Informatics Lab	2	3	2	-	Integration of digitised data (Manuscripts, Catalogues, Books, Visuals, Audio-Video) in Kalasampada for online access on Intranet	DVDs on 2 Multimedia Projects	4	-	-	-	2	-	240

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7	Kalandhi - Reference Library	3	5	5	6	-	4	2	-	5000 (slides & photo negatives)	16500	-	300 New books, 120 Periodicals, 750 classification of Catalogues of books, 100 new memberships, 2500 binding of old books, 10000 catalogue Database and 12000 catalogue records of Manuscripts.	565
8	SRC, IGNCIA at Bengaluru	-	2	4	3	2	2	2	-	-	-	-	100 new books, 20 periodicals, completion of pending Barcoding works.	150

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9	Kaladarshana	6 Newsletters	4	5	6	5	6 DVDs on Classical Music	-	-	-	-	-	-	250
10	Sutradhara (Administration)	Training, Modernisation of Office Equipments, E-office, Modernisation and upkeep of Gallery spaces, Auditorium, etc., Expenditure on Electricity, Water and other support services for various Plan Projects.												
11	Projects for Ministry of Culture/Rashtrapati Bhavan													
	1. Multi-Volume Documentation of Rashtrapati Bhavan project - Targets for the year are set out in the D.P.R. 2. National Cultural Audio-Visual Archives - On going work of the new plan scheme to create a trusted digital archives of international standards from India's cultural wealth stored in audio-visual format with various governmental and non-governmental institutions and private collections through IGNCA and identified partner institutions. 3. Mausam Project - Preliminary Research work will be initiated in 2014-15. Further action on the project will be taken as per specific clearance of the project by the Ministry and funds so allocated for the said project.													
TOTAL														
														5

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