



SAHITYA AKADEMI
New Delhi

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2014 – 15

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and **Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi** for the Financial Year 2014-15.

1. This agreement made this 12 day of May month 2014 between the MoC, as the first party and **the Sahitya Akademi, New Delhi**, an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Sahitya Akademi has the mandate/objectives as prescribed under Clause 3 of its Constitution.

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. 2378 lakhs i.e. Rs. 1300 lakh under Plan, Rs.200 lakhs under NE (Plan) and Rs.878 lakh under Non-Plan is being allotted to Sahitya Akademi for carrying out organizational work. Expenditure is to be ensured.

Expenditure will be ensured.

- (ii) The Annual Report and Audited Account for the year 2013-14 shall be submitted before the end of November, 2014.
- (iii) The CAG audit, if required to be done, for the year 2013-14 shall be completed by September 2014.
- (iv) Provisional utilization certificate shall be submitted to the Ministry by May, 2014 and final utilization certificate by November, 2014..
- (v) To dispose of all pending CAG audit paras and internal audit paras.

All pending CAG audit paras and internal audit paras shall be disposed of by December 2014.

- (vi) Inputs for preparations of EFC/SFC shall be submitted as per directives of MoC.
- (vii) Monthly/periodical report shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due..

2. Human Resource

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

In the context of Sahitya Akademi, the HR Policy is to evolve for writers, scholars, researchers, experts, stakeholders in the field of literature to implement the plan schemes.

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

The review is in process and will be completed during 2014.

- (iii) The process for filling up vacancy of HOD's to be initiated on time.

Already done.

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

The process to fill-up the vacant positions is being undertaken and will be completed phase wise within 5 months of the vacancy.

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

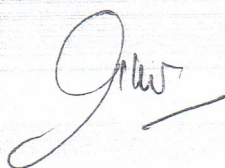
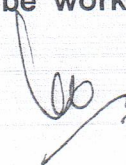
All DPC's will be conducted as per functional needs within the stipulated time frame.

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

Nil as of now, ensured to be disposed of on time and as per rule, if any, in future.

- (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.

Training policy for the staff will be worked out and submitted by October 2014.

3. Legal Matters

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

Will be done, if required.

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

Bye-laws already existing and will be reviewed soon.

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

Ensured to be monitored timely.

4. Parliament Matters

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

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.

Shall be ensured within the stipulated time frame.

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

Shall be ensured, if required.

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

Recommendations/suggestions of the PSC 201st report shall be submitted by September 2014.

5. General

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

The meetings will be convened as per the following schedule:

General Council **August 2014 and February/March 2015**

Executive Board **August & December 2014 and February/March 2015**

Finance Committee **June and November 2014**

**Advisory Boards in June 2014
24 languages**

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

Shall be done before the end of 2014.

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

Shall be filed on time.

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

Shall be ensured within the stipulated time on case to case basis.

- (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.

Shall be ensured as prescribed.

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

The Sahitya Akademi website is timely updated, reviewed and revamped from time to time.

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

Shall be ensured by 15 May 2014.

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

Shall be ensured within the time frame.

- (ix) Ensuring compliance of the Rajbhasha Policy.

Rajbhasha Policy is being implemented as per directives received from MHA.

- (x) Vision Document.

The vision document of Sahitya Akademi shall be submitted by July, 2014.

6. Specific issues related to Sahitya Akademi:

(a) Proposals for the sanction of the following posts shall be submitted by August 2014:

(i) Administration and Accounts: Public Relation Officer - one
Accounts Officer - one
Sales & Marketing Executive - one
Senior Accountant - one
Senior Clerk - one
Hindi Officer/Assistant Director (Official Language) - one
Hindi Typist (Official Language) - one
Steno Gr. II (Official Language) - one
MTS - four

(ii) Activity Departments : Deputy Secretary (Awards) - one
Deputy Secretary (Programmes) - one
Deputy Secretary (Publications) - one
Programme Officer - two
Assistant Editor - two
Publication Assistant - four
Steno Gr. I - two
Steno Gr. II - two
Senior Clerk - four
Junior Clerk - four

(iii) Akademi's Regional Offices outside Delhi:

Programme Officer - three
Assistant Editor - three
Sales & Marketing Executive - four
Publication Assistant - three
Senior Clerk - three
Junior Clerk - three
MTS - three

(b) The activities as indicated in the Annexure - I (programme and publication) for the year 2014-15 shall be ensured.

Signature on behalf
of Ministry of Culture

(CHANDRA PRAKASH)
DIRECTOR

Signature on behalf
of Sahitya Akademi

(K. Greenivalarao) 5
Correspondent



SAHITYA AKADEMI
New Delhi

RECORD OF EVENTS PROPOSED FOR THE YEAR 2014-2015

1 ST QUARTER (APRIL TO JUNE 2014)	
Details	Number
Bhasha Samman presentation ceremony	01
Seminars	03
Symposiums	02
Fellowship / Honorary Fellowship presentation	02
Translation Workshops	02
North East programmes (Purvottari)	02
Literary Forum / Poets' Meet / Mulaqat	05
Publications & Sales Promotion	
Books will be published in 24 languages (originals/translations/reprints)	80
Book Exhibitions	05
Meetings	
Advisory Board meetings in 24 languages	24
Regional Board meetings in 04 regions	04
Finance Committee meeting	01

2 ND QUARTER (JULY TO SEPTEMBER 2014)	
Details	Number
Programmes	
Seminars	08
Symposiums	05
Screening of Documentary films	02
Through My Window	02
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	12
Translation Workshops	02
North East programmes (Purvottari)	03
Sahitya Akademi Prize for Translation presentation ceremony	01
Abhivyakti programme	01
Loka : The Many Voices	01
Programmes under Rajbhasha	01
Publications & Sales Promotion	
Books will be published in 24 languages (originals/translations/reprints)	60
Book Exhibitions	10
Meetings	
Executive Board / General Council	02

3 RD QUARTER (OCTOBER TO DECEMBER 2014)	
Details	Number
Programmes	
Seminars	10
Symposiums	04
Translation Workshops	03
Bal Sahitya Puraskar presentation ceremony	01
Screening of Documentary films	01
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	14
Kavi-Anuvadak	02
Loka : The Many Voices	03
Yuva Sahiti / Bal Sahiti	02
North East programmes (Purvottari)	05
Publications & Sales Promotion	
Books will be published in 24 languages (originals/translations/reprints)	80
Book Exhibitions	15
Meetings	
Executive Board meeting	01
Finance Committee meeting	01

4 TH QUARTER (JANUARY TO MARCH 2015)	
Details	Number
Programmes	
Seminars	10
Symposiums	05
Screening of Documentary films	02
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	12
Translation Workshops	04
North East programmes (Purvottari)	03
Loka : The Many Voices	01
Yuva Puraskar presentation ceremony	01
Young Writers' Festival / Yuva Sahiti	01
Asmita / Nari Chetna	04
Festival of Letters	
Presentation of Sahitya Akademi Awards	01
Bal Sahiti / Yuva Sahiti	02
Foundation Day programme	01
Samvatsar Lecture	01
Activities in the 60 th year closing ceremony	
Publications & Sales Promotion	
Books will be published in 24 languages (originals/translations/reprints)	120
Book Exhibitions	20
Meetings	
Executive Board / General Council meeting	02

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