

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and The Asiatic Society, Kolkata for the FY 2023-24

This agreement made on 31st (Day) of May (Month) 2023, between the Ministry of Culture as the First Party and the Asiatic Society, Kolkata (ASK), an organization under the Ministry of Culture, hereinafter called the Second Party.

Whereas the Ministry of Culture have the mandate to preserve, promote and disseminate all forms of art and culture by undertaking a) Maintenance and conservation of heritage and historic sites and ancient monuments, b) Administration of Libraries; c) Promotion of literary, visual and performing arts; d) Observation of centenaries and anniversaries of important national personalities and events; e) Promotion of institutions and organizations of Buddhist and Tibetan Studies; f) Promotion of institutional and individual non-official initiatives in the fields of art and culture; and g) Entering into cultural agreements with foreign countries.

Whereas the Asiatic Society, Kolkata has the mandate/objectives to organize, initiate and promote researches in Humanities and Science in Asia; to establish, build, erect, construct, maintain and run research Institutions, reading rooms, museums, auditoriums and lecture halls and to organize lectures, seminars, symposia, discussions, meetings and award of medals, prizes and scholarships in furtherance of the objectives as prescribed under Act, Regulation and Bye laws of the Asiatic Society, Kolkata.

Purpose of the MoU :

To achieve the organizational goals by optimum utilization of the funds available and for proper functioning of the organization.

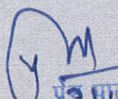
To achieve this, the following deliverables are required :

1. Budgets / Accounts

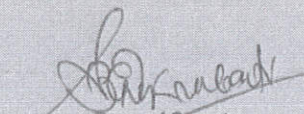
- (i) Budgetary outlay for the FY 2023-24 amounting to **Rs.2437.00 lakhs** allocated under Revenue to the Asiatic Society, Kolkata for carrying out organizational work under the following heads/schemes :

- (a) Rs.275.00 lakhs for Grant-in-Aid-General,
- (b) Rs.10.00 lakhs for Grant for Creation of Capital Assets,
- (c) Rs.2150.00 lakhs for Grant-in-Aid-Salaries,
- (d) Rs.2.00 lakhs for SAP-Gen,

Activity-wise physical and financial targets have been shown in Annexure-I to this Memorandum of Understanding. Monthly Expenditure Plan (MEP) and Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and is defined at Annexure-D. The Asiatic Society, Kolkata should adhere to the MEP and QEP while incurring expenditure during the FY 2023-24. The Asiatic Society, Kolkata shall monitor physical and financial targets along with achievements defined in the Annexure-I. The Asiatic Society, Kolkata shall provide Monthly Report in respect of core activities/specific deliverables undertaken by it in Annexure-II along with Annexure-A (Vacancy Position), Annexure-B (Status of RRs) and Annexure-C (Progress report of Publications/Catalogues/Journals/Newsletters/Books etc.) and status report of all pending CAG Audit Paras/Parliamentary Assurances. ***If above report (s) is not received within the stipulated time, monthly grant released by the Ministry to the Asiatic Society, Kolkata may not be processed.***


31 May 2023
प्र.स.सिंह / P. S. Singh
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

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General Secretary
The Asiatic Society, Kolkata

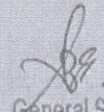
- (ii) While incurring the expenditure, requisite approval of the concerned EC/FC/Society or MoC as the case may be, will have to be obtained before executing the work. Budget will be based on the principle of zero-based budgeting. Expenditure is to be ensured. The grant-in-aid is dependent on the ability of the Asiatic Society, Kolkata to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in **Annexure-I**.
- (iii) The requisite data in respect of ABs may be updated by the Asiatic Society, Kolkata on the portal of Ministry of Finance on a regular basis.
- (iv) The Asiatic Society, Kolkata (ASK) should implement the Treasury Single Account (TSA) System as and when instructed by the Ministry of Culture.
- (v) The CAG audit for the FY 2023-24 shall be ensured to be completed by the Asiatic Society, Kolkata as per the time schedule prescribed under Rule 237 of GFR 2017.
- (vi) The Asiatic Society, Kolkata shall submit the Utilization Certificate in the prescribed format prescribed in GFR 2017 (Form 12-A). Provisional Utilization Certificate for the FY 2022-23 shall be submitted to the Ministry by May, 2023 and Final Utilization Certificate by November, 2023. Further, monthly Provisional Certificate for the financial year 2023-24 has to be submitted before releasing the next month's grant.
- (vii) All CAG's audit paras and internal audit paras should be settled within the prescribed timelines.
- (viii) All financial irregularities which have been pointed out by the Audit and pursued by the Ministry of Culture should be taken care of and report thereon should be furnished by the Asiatic Society, Kolkata to this Ministry.
- (ix) EC/FC of the Asiatic Society, Kolkata shall review user charges/source of internal revenue generation.
- (x) The Asiatic Society, Kolkata shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure.
- (xi) The Asiatic Society, Kolkata may put in place a system of external or internal peer review of the organization every three years or five years depending on the size and volume of work of the organization in terms of GFR 229 (ix) and further release of grant to the organization shall depend on the outcome of such review.
- (xii) The organization shall maintain and present their annual accounts/final accounts in the standard format prescribed by the Government for autonomous bodies.
- (xiii) While seeking grants from the Ministry, the organization shall provide the information in the format devised by the IFD and the Administrative Division of the Ministry shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.

gm

31.05.2023

प्रेम पाल सिंह / Prem Pal Singh
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

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General Secretary
The Asiatic Society, Kolkata

- (xiv) All interest and other earnings against the Grants-in-aid and advances (released to the organization) shall be mandatorily remitted to Gol treasury immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xv) The Asiatic Society, Kolkata should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liabilities on their own or on Government account.
- (xvi) The actual expenditure by the Asiatic Society, Kolkata on the activities shall be subject to the availability of funds in the budget allocated to it and compliance of the GFR provisions besides adherence to the economy measures and other instructions issued by the Government of India from time to time.

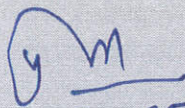
2. Human Resource

2 (i)


- a. All pending RRs (not reviewed in last five years) shall be reviewed immediately on priority basis with the approval of the Competent Authority.
 - b. All existing posts, which are vacant for more than five years, are required to be abolished as per Govt. instructions. Hence, the Asiatic Society, Kolkata may take immediate action to identify all such posts and issue instructions/orders for abolition of such posts with the approval of competent authority.
 - c. All posts which are vacant for more than 2 years fall under "deemed abolished" category and could not be filled without revival from Department of Expenditure. Hence, the Asiatic Society, Kolkata may take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts.
 - d. All DPC's will be conducted by the Asiatic Society, Kolkata within the stipulated time following the prescribed rules.
- (ii) All pending vigilance cases shall be disposed of in a time bound manner as per rules.
- (iii) Training of the staff of the organization will be ensured as per Staff Training Policy.
- (iii) New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.
- (iv) Verification of appointments made during the last 5-10 years has to be carried out by the Asiatic Society, Kolkata. This process has to be completed by November, 2023.

3. Legal Matters

- (i) Bye-laws of the organization shall be reviewed and requisite amendments, if any, will be made as per the prescribed guidelines with the approval of the Competent Authority.
- (ii)
- (iii) The Asiatic Society, Kolkata shall ensure regular uploading and updation of all the court cases alongwith their status on Legal information Management & Briefing System (LIMBS).



31.05.2023
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4. Parliament Matters

- (i) The Asiatic Society, Kolkata shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Reports for the FY 2022-23.
- (ii) Parliamentary Assurances, if any, should be fulfilled within the stipulated time frame. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.
- (iii) Recommendations / suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the Asiatic Society, Kolkata.

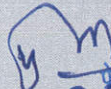
5. Events in connection with the International Museum Expo, 2023 from 18th - 20th May, 2023 at ITPO, Pragati Maidan, New Delhi : The proposed participation will have three components as briefed below :

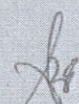
- a) The Society will provide hi-resolution digital images of at least five iconic objects from its Museum collection comprising Manuscripts, Litho plate, Rock Edict, Sculpture, Copper Inscription, etc. along with write-up on them for display in the theme based exhibitions;
- b) The Society will put up display panels based on photographic reproductions of some of its rare manuscripts along with brief write-up on the subject matter/ language/script in the exclusive wall space to be provided to the Asiatic Society, Kolkata;
- c) The Society will display its conservation activities through texts and images superimposed on the backdrop of a blow-up photograph of its conservation laboratory on the dedicated wall space to be provided under this category.

6. Events of routine nature, broadly classified under three categories, viz., (a) Conferences, (b) Exhibitions and (c) Seminars : A tentative select themes of Seminars / Lectures / Symposiums / Conferences / Workshops during the FY 2023-24 to be organised by the Society are a) Language & Culture, b) History of Science, c) Manuscriptology, d) History and Archaeology, e) Anthropology, f) Folklore and g) Philosophy. During the FY 2023-24, the Society will organise talks and exhibitions in observance of special days like World Heritage Day; International Museum Day; International Yoga Day; International Bio-Diversity Day; World Environment Day; National Ayurveda Day; National Mathematics Day and National Science Day. The Society will also organise exclusive Exhibitions based on its collection of rare manuscripts and rare books on special occasions at different places to highlight the knowledge treasures of the Asiatic Society. The target audience for such exhibitions will be students, young scholars, researchers in particular and the general public at large including increased reach through Social Networking Platforms.


7. General

- i) Mandatory meetings of all the Committees / Sub-Committees of the Asiatic Society, Kolkata will be convened and conducted on time.
- ii) The Asiatic Society, Kolkata shall ensure timely disposal of RTI applications and appeals. the Asiatic Society, Kolkata shall also furnish/upload certificate/report on RTI portal as per extant guidelines.

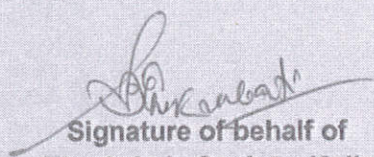

प्रेम पाल सिंह / Prem Pal Singh
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
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The Asiatic Society, Kolkata

- iii) The Asiatic Society, Kolkata shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources.
- iv) The website of the Asiatic Society, Kolkata shall be updated, reviewed and revamped from time to time as per the Government guidelines. MoA/Rules and Regulations, Service Bye-Laws and Recruitment Rules (RRs) and amendments thereof of the organization will be uploaded on the website of the organization.
- v) The Asiatic Society, Kolkata shall ensure submission of the inputs for Cabinet Memos within the prescribed time frame.
- vi) The Asiatic Society, Kolkata shall ensure compliance with the Rajbhasha Policy as per the directives received from the MHA.
- vii) Swachh Bharat Campaign/programmes under the Swachhta Action Plan (SAP) as well as cleanliness drive shall be taken up by the Asiatic Society, Kolkata and instructions/directions given by the Ministry in this regard shall be followed.
- viii) The Asiatic Society, Kolkata shall be active on social media like YouTube/ Facebook / Twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with the information about the programme.

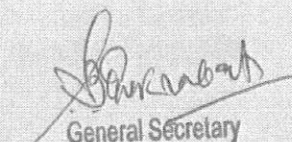

31.05.2023
Signature on behalf of
Ministry of Culture
Government of India

प्रेम पाल सिंह / Prem Pal Singh
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi


Signature of behalf of
The Asiatic Society, Kolkata

General Secretary
The Asiatic Society, Kolkata

Annexure - I					
TARGETS FOR THE ASIATIC SOCIETY, KOLKATA 2023-24					
Sl. No.	Activities	Physical Target	Financial Target (Rupees in Lakhs)	Weight (in % of Fin. Target)	Object Head, Sl.No. & BE 2023-24
1	Seminars, Workshops, Exhibitions, Lectures & Symposiums with emphasis on Social Media Outreach [including activities in connection with International Museum Expo, 2023 in New Delhi]	40	20.00	6.94	Object Head - 2205.00.105.19.01.31 Grants-in-aid-General BE 2023-24: Rs.275.00 Lakh
2	Digitization of Manuscripts & Rare Books	6000	20.00	6.94	
3	Computerization & Modernization including Networking & Website Development	4	7.00	2.42	
4	Staff Training	4	1.00	0.34	
5	Conservation and preservation of art objects & artifacts / Books/ Journals/ Manuscripts	400	3.00	1.02	
6	Purchase of Manuscripts and Art objects for Museum	4	1.00	0.34	
7	Purchase of Books, Journals for Library	300	20.00	6.94	
8	Publication of Books, Journals, Bulletins, Booklets & Reprint of Rare Books from Bibliotheca Indica Series	30	30.00	10.42	
9	New & Ongoing Internal Academic Research Projects	24	40.00	13.91	
10	New and Ongoing External Academic Research Projects.	8	8.00	2.75	
11	Maintenance & Office expenses	12	123.00	42.80	
12	North East Region Activities [Lectures/ Seminars/ Conferences/ Workshops]	2	2.00	0.68	
13	Infrastructural Development of Society's New & Old Buildings at Park Street and Salt Lake Campus (Capital Creation)	4	10.00	3.82	Object Head - 2205.00.105.19.01.35 Grants-in-aid- Creation of Capital Assets BE 2023-24: Rs.10.00 Lakh
14	Programmes under "Swachhta Action Plan"	12	2.00	0.68	Object Head-2205.00.105.19.96.31 Grants-in-aid- Swachhta Action Plan (SAP) BE 2023-24: Rs.2.00 Lakh
Totals of Targets for Activities		6844	287.00	100.00	
	Salaries		2150.00		Object Head-2205.00.105.19.01.36 Grants-in-aid-Salaries BE 2023-24: Rs.2150.00 Lakh
Total Budgetary Outlay			2437.00		


 General Secretary
 The Asiatic Society, Kolkata

Annexure-II

Status of RTI

Sr No	No of RTI received	No of RTI pending from last month	No of RTI disposed	Pending RTI	Remarks if any

Status of Public Grievances.

Sr No	No of Public Grievances received	No of Public Grievances pending from last month	No of Public Grievances disposed	Pending Public Grievances	Remarks if any

Status of Swachhta Abhiyan

Sr No	Name of the activity conducted for Swachhta Abhiyan	No. of participants expected	No. of actual participants	Name of the partner in organization if any	Remarks if any

Seminars/Symposiums/Workshops, etc.

Sr.No.	Activities	Budget	Topic/Theme	No. of Participants	Guest Speakers/Chief Guest	Place of programme	Remarks

Fellowship Programmes

Sr.No.	Budget	No. of Fellows /Research Associates	Research project undertaken/ Area of research	Participating institutions, if any	Outcome of research project	Remarks

Publications of Books/Journals/Catalogues/Research Papers

Sr. No.	Title	Grant released or not, details	Name of Author	Whether Published Or not	If not, Reasons therefore	Whether paid publication or not?	Has it published on line on its website	Whether Payment gateway for purchasing on line books/publication is integrated?

Library Books/Journals

Sr.No.	New collections/volumes acquired during the month	List of rare collections	Whether Available on website?	Remarks

Digitization of Manuscripts/Artifacts


Sr.No.	Total nos. of Manuscripts available	Total nos. of Artifacts available	Nos. of Manuscripts digitized so far	Nos. of Artifacts digitized so far	Whether digitized manuscripts/artefacts uploaded on online portal/website for public viewing

Conservation of Manuscripts/Artifacts

Sr.No.	Nos. of Artifacts which require conservation	Nos. of Manuscripts which require conservation	Nos of Artifacts conserved so far	Nos of Manuscripts conserved so far	Nos of Artifacts conserved during the month	Nos of Manuscripts conserved during the month


 General Secretary
 The Asiatic Society, Kolkata

THE ASIATIC SOCIETY, KOLKATA							Annexure- A
Statement showing RRs position of various posts as on							
Sl.No.	Name of the post/ Pay Scale / Level	No. of posts sanctioned	Whether exiting RRs were approved by MoC (Yes/ No)	If yes, date of approval	Whether the RRs have been notified for the posts (Yes / No)	If yes, date of notification of the RRs	Action taken / status for revision of RRs date -wise such as date of uploading on website for comments and submission of revised RRs to DoPT, UPSC legal affairs for consultation / approval
Group A posts							
1							
2							
3							
4							
5							
Group B posts							
1							
2							
3							
4							
5							
Group C posts							
1							
2							
3							
4							
5							


 General Secretary
 The Asiatic Society, Kolkata

THE ASIATIC SOCIETY, KOLKATA

Statement showing Vacancy Position (Group-wise & post wise) as on

Sl.N o.	Name of the post	No. of posts sanctio ned	No. of pos ts fill ed	No. of post s vaca nt	Date of vacanc y for each vacant post mentio ned in colum n no.4	Action taken for filling up the vacant post (date- wise) such as date of advertise ment, consultati on with UPSC / SSC, DPC/ Selection Committe e, etc.	No. of posts deem ed abolis hed (vaca nt for more than 2 years)	Action taken for reviva l of deem ed abolis hed posts	No. of posts abolis hed (vaca nt for more than 5 years)	Date of order for aboliti on of post (in r/o col. No.9)	Action taken for abolitio n or other action (in case post in r/o column no.9 is not abolish ed)	No. of post s likel y to be vaca nt (date- wise) in next six mon ths	Action taken to fill up the posts going to be vacant in the next 6 months. (date- wise) such as date of advt., consulta tion with UPSC/S SC, DPC/ Selectio n Commit tee, etc.
0	1	2	3	4	5	6	7	8	9	10	11	12	13
Group "A"													
1													
2													
3													
Total													
Group "B"													
1													
2													
3													
Total													
Group "C"													
1													
2													
3													
Total													

General Secretary
The Asiatic Society, Kolkata

THE ASIATIC SOCIETY, KOLKATA

Progress report of Publications / Catalogue / Journal / Bulletin / Books, etc. for the
month of

[illegible]


General Secretary
The Asiatic Society, Kolkata

THE ASIATIC SOCIETY, KOLKATA

Financial Year 2023-24

Monthly / Quarterly Expenditure Plan – MEP / QEP
For Activities Projected under sl. no. 1 to 14 in Annexure – I
[i.e. does not include salaries]

Quarter	Month	MEP [For Activities Projected under sl. no. 1 to 14 in Annexure – I] (Amount in Rupees)	MEP [For Salaries] (Amount in Rupees)	QEP [For Activities] (Amount in Rupees)	QEP [Activities & Salaries] (Amount in Rupees)
Q-1	April 2023	22,33,331	1,79,16,666	67,99,998	6,05,49,998
	May 2023	23,58,333	1,79,16,667		
	June 2023	22,08,334	1,79,16,667		
Q-2	July 2023	24,33,331	1,79,16,666	71,99,998	6,09,49,998
	August 2023	24,58,333	1,79,16,667		
	September 2023	23,08,334	1,79,16,667		
Q-3	October 2023	24,33,331	1,79,16,666	72,99,998	6,10,49,998
	November 2023	24,58,333	1,79,16,667		
	December 2023	24,08,334	1,79,16,667		
Q-4	January 2024	25,33,331	1,79,16,666	74,00,006	6,11,50,006
	February 2024	24,58,333	1,79,16,667		
	March 2024	24,08,342	1,79,16,667		
Total (FY 2023-24)		2,87,00,000	21,50,00,000	2,87,00,000	24,37,00,000


General Secretary
The Asiatic Society, Kolkata

Activity - 1					
Seminars, Workshops, Exhibitions, Lectures & Symposiums with emphasis on Social Media outreach [including activities in connection with International Museum Expo, 2023 in New Delhi]					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : S.I No. 31		
Weight (W)		3.83	Unit Cost (in Rs.)		0.50Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	0		0		
May 2023	2		1,00,000		
June 2023	2		1,00,000		
July 2023	4		2,00,000		
August 2023	4		2,00,000		
September 2023	4		2,00,000		
October 2023	4		2,00,000		
November 2023	4		2,00,000		
December 2023	4		2,00,000		
January 2024	4		2,00,000		
February 2024	4		2,00,000		
March 2024	4		2,00,000		
Total	40		20,00,000		
Note:					
1. During 2022-23, the Society organised 41 such programmes comprising Seminars, Special Lectures, Workshops, Exhibitions, Endowment / Memorial Lectures. The Total Expenditure incurred during 2022-23 was Rs. 24.55 lakh. The programmes primarily took place in physical mode were also webcast in Social Media platforms for larger viewership.					
2. The Society is targeting to organise 40 academic programmes during the year 2023-24 with budgetary allocation of Rs.20.00 lakh under this activity head out of Rs. 275.00 Lakh allocated under the object head GIA-General for FY 2023-24. The unit cost has been worked out at Rs.0.50 Lakh on an average basis.					
3. The Society will participate in the International Museum Expo 2023 being organised by the Ministry of Culture at Pragati Maidan, New Delhi from 18 th to 20 th May, 2023.					
The proposed participation will have three components as briefed below:					
a) The Society will provide hi resolution digital images of at least five iconic objects from its Museum collection comprising Manuscripts, Litho plate, Rock Edict, Sculpture, Copper Inscription, etc. along with write-up on them for display in the theme based exhibitions;					
b) The Society will put up display panels based on photographic reproductions of some of its rare manuscripts along with brief write-up on the subject matter/ language/script in the exclusive wall space to be provided to the Asiatic Society, Kolkata;					
c) The Society will display its conservation activities through texts and images superimposed on the backdrop of a blow-up photograph of its conservation laboratory on the dedicated wall space to be provided under this category.					

4. The programmes under this activity head will be broadly classified into :

- a) Seminars & Conferences
- b) Lectures including Special Lectures & Memorial Lectures
- b) Workshops
- d) Exhibitions

5. A tentative select themes of Seminars / Lectures / Symposiums / Conferences / Workshops for 2023-24 to be organised by the Society are:

- a) Language & Culture
- b) History of Science
- c) Manuscriptology
- d) History and Archaeology
- e) Anthropology
- f) Folklore
- g) Philosophy.

6. During the year 2023-24, the Society will organise talks and exhibitions in observance of special days like World Heritage Day ;International Museum Day; International Yoga Day; International Bio-Diversity Day; World Environment Day; National Ayurveda Day; National Mathematics Day and National Science Day.


In these events, the Society will invite guest speakers who are experts in the respective domains. Some of the programmes will have lecture demonstration on the subjects taking reference of the knowledge treasures of the Society from its Manuscript collection. Depending on the subject matter, the exhibitions will also display the collection of rare books, lithoplates, etc. in the Museum collection of the Society and exhibition of books in the Library collection of the Society. The workshops to be organised will involve participation by students and research scholars.

7. The Society will also organise exclusive Exhibitions based on its collection of rare manuscripts and rare books on special occasions at different places to highlight the knowledge treasures of the Asiatic Society. The target audience for such exhibitions will be students, young scholars, researchers in particular and the general public at large including increased reach through Social Networking Platforms.

8. As a follow-up of the decision taken at the Planning Board Meeting on 03.12.2021, to undertake academic activities under the broad head 'Ancient Indian Learning' the Society already initiated a lecture series titled 'Ancient Indian Intellectual Tradition' in 2022-23 and proposes to organize some more lectures under this series in the year 2023-24.

9. Additional funds that may be required under this head will be projected through the RE 2023-24.

10. The expenditure on this activity will be done as per guidelines in GFR 2017.


General Secretary
The Asiatic Society, Kolkata

Activity - 2					
Digitization of Manuscripts & Rare Books					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		6.94	Unit Cost (in Rs.)		0.003 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	500		1,66,666		
May 2023	500		1,66,667		
June 2023	500		1,66,667		
July 2023	500		1,66,666		
August 2023	500		1,66,667		
September 2023	500		1,66,667		
October 2023	500		1,66,666		
November 2023	500		1,66,667		
December 2023	500		1,66,667		
January 2024	500		1,66,666		
February 2024	500		1,66,667		
March 2024	500		1,66,667		
Total	6,000		20,00,000		

Note:

1. Through an open tender system in FY 2020-21 following the guidelines of National Manuscript Mission (NMM), the Society finalised the contract for digitization by selecting M/s Ninestars Information Technology Pvt. Ltd. for the work of digitization of 15 Lakh pages of Manuscripts @ Rs.4/- per page [total contract value Rs.60.00 lakh]. After awarding the contract, the actual commencement of work got delayed due to the pandemic. The digitization work actually commenced from 16.09.2021 and gradually picked up. During 2022-23, the Society could digitize 6,555 manuscripts through the vendor. The total expenditure incurred was however just Rs. 7.26 lakh as the bills from the vendor for 75% of the work done is yet to be received as on 31.03.2023.

2. For the year 2023-24, the Society is targeting to digitize the next set of 6000 Manuscripts out of approximately 49,000 total manuscripts in possession. During the year 2023-24, the Society will also incur expenditure towards the digitization work done in previous year 2022-23 against the pending bills. The unit cost and budgetary allocation has been kept accordingly.

3. In compliance with the decision taken at the Planning Board Meeting held on 03.12.2021, the digitization programme will be augmented in 2023-24 and steps will be taken by the Society in making the digitized documents available in the public domain through NVLI / Indian Cultural Portal.

4. The expenditure on this activity will be done as per guidelines in GFR 2017.

Activity - 3					
Computerization & Modernization including Networking & Website Development					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		2.42	Unit Cost (in Rs.)		1.75 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	0		0		
May 2023	1		1,75,000		
June 2023	0		0		
July 2023	0		0		
August 2023	1		1,75,000		
September 2023	0		0		
October 2023	0		0		
November 2023	1		1,75,000		
December 2023	0		0		
January 2024	0		0		
February 2024	1		1,75,000		
March 2024	0		0		
Total	4		7,00,000		

Note:


1. The Society has started to implement its computerization and modernization process by providing the updated Information Technology platform both in Hardware and Software including installation of LAN, procurement of computers, printers & accessories, Website Development & it's Up-gradation, procurement of software and procurement of modern office equipment.

2. During the year 2022-23, the Society has procured two laptops, upgraded its software applications, subscribed with the NIC for e-mail server and entered in an agreement with the NIC for re-making its Website. The Society incurred a total expenditure of Rs.3.30 lakh during 2022-23 distributed in 4 physical units.

3. During the year 2023-24, the Society proposes to augment its Computerization & Modernization programme distributing its physical targets among 4 (four) units as given below with a total budgetary allocation of Rs.7.00 lakh, that works out to Rs.1.75 lakh per unit.

4. The physical targets are distributed as: Purchase of Computers & Printers (1 unit), Procurement of Office Equipment (1 unit), Remaking of Website & Digital Archive (1 unit), Procurement & Installation of software (1 unit); Total : 4 units.

5. All procurements will be made following financial guidelines as stipulated in GFR 2017.


 General Secretary
 The Asiatic Society, Kolkata


Activity - 4					
Staff Training					
Object Head: 2205.00.105.19.01			Grants-in-aid-General :SI.No. 31		
Weight (W)		0.34	Unit Cost (in Rs.)		0.25 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	0		0		
May 2023	0		0		
June 2023	1		25,000		
July 2023	0		0		
August 2023	0		0		
September 2023	1		25,000		
October 2023	0		0		
November 2023	0		0		
December 2023	1		25,000		
January 2024	0		0		
February 2024	0		0		
March 2024	1		25,000		
Total	4		1,00,000		

Note:

1. The Society organises staff training for upgrading their knowledge and skill. Such training is both general (across all departments) and domain specific for concerned departments of the particular functional area. In the past the trainings were organised both in-house inviting external faculties as well as by deputation of the officials to government recognised training institutes. However, during 2022-23 all such training programmes (5 in total) were organised in-house, with total expenditure of just Rs.0.26 lakh. Expenditure was low as all the five training programmes were organised in-house.

2. The Society intends to organise 4 staff training programmes in 2023-24, both in-house as well as by deputing staff at Govt. Training Institutes. Keeping the overall allocation of budget under the head GIA-General which is same as that of previous year, the Society has projected the same allocation under this activity head (Rs.1.00 lakh) with the same unit cost of Rs.0.25 lakh per unit as that of previous year, for 4 units.

3. The expenditure on this activity will be done as per guidelines in GFR 2017.


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Activity - 5					
Conservation and preservation of Art objects & artifacts / Books/ Journals/ Manuscripts					
Object Head: 2205.00.105.19.01			Grants-in-aid-General: Sl. No. 31		
Weight (W)		1.02	Unit Cost (in Rs.)		0.0075 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	100		75,000		
May 2023	0		0		
June 2023	0		0		
July 2023	100		75,000		
August 2023	0		0		
September 2023	0		0		
October 2023	100		75,000		
November 2023	0		0		
December 2023	0		0		
January 2024	100		75,000		
February 2024	0		0		
March 2024	0		0		
Total	400		3,00,000		

Note:

1. Conservation and preservation of Art objects & Artifacts, Books, Manuscripts are very important work related to the Society, as the Society has a rich collection of about 49,000 manuscripts, more than 4 Lakh Books and Journals, old paintings, artifacts and other related items and most of them are very rare and old.

2. During the year 2022-23, activities of the Society comprised conservation of manuscripts & rare books involving lamination, binding, etc. apart from regular preservation work like disinfection, fumigation, etc. The total expenditure incurred for this activity during 2022-23 was Rs. 2.72 lakh for 400 units.

3. As far as targets for 2023-24 is concerned, the conservation activities will be done in-house by the Conservation Section. The budget allocation for 2023-24 has been made at Rs.3.00 lakh for a target of 400 units. The budget allocation has been kept little higher than that of previous year considering escalation in price of conservation materials.

4. The expenditure on this activity will be done as per guidelines in GFR 2017.



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Activity - 6					
Purchase of Manuscripts and Art objects for Museum					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		0.34	Unit Cost (in Rs.)		0.25 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	1		25,000		
May 2023	0		0		
June 2023	0		0		
July 2023	1		25,000		
August 2023	0		0		
September 2023	0		0		
October 2023	1		25,000		
November 2023	0		0		
December 2023	0		0		
January 2024	1		25,000		
February 2024	0		0		
March 2024	0		0		
Total	4		1,00,000		

Note:

1. During 2022-23, the Society could not achieve its target and no expenditure was incurred under this head.
2. The targets, unit cost and total budget allocation under this head for the year 2023-234 have been retained at the same level as that of previous year.
3. Financial cost may differ due to the market rate.
4. Since cost of procurement of these items are difficult to assess beforehand and given the overall budget constraints, an allocation of Rs.1.00 Lakh has been made under this activity head with a target of 4 physical units with an average unit cost of Rs.0.25 Lakh, same as that of previous year.
5. The Society will issue newspaper advertisements inviting prospective sellers for procuring such items, subject to fulfilment of standard norms & practices for such procurements and compliance to relevant financial guidelines.
6. Procurements will be done as per financial guidelines in GFR 2017.


Activity - 7					
Purchase of Books, Journals for Library					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		6.94	Unit Cost (in Rs.)		0.066 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	25		1,66,666		
May 2023	25		1,66,667		
June 2023	25		1,66,667		
July 2023	25		1,66,666		
August 2023	25		1,66,667		
September 2023	25		1,66,667		
October 2023	25		1,66,666		
November 2023	25		1,66,667		
December 2023	25		1,66,667		
January 2024	25		1,66,666		
February 2024	25		1,66,667		
March 2024	25		1,66,667		
Total	300		20,00,000		
Note: 1.The Society regularly purchase books and subscribes to journals for its Library. During 2022-23, the Society has been able to procure 334 units out of the targeted 300 units with an expenditure of Rs. 17.93 lakh against allocation of Rs.15.00 lakh. 2. For the year 2023-24, the Society sets the same target of 300 units with a budgetary allocation of Rs.20.00 lakh. A little higher allocation than that of previous year has been made considering the expenditure trend and increase in price of books & journal subscription rates. 3. The procurement of books & journals will be made following financial rules governing Library Purchases.					


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Activity - 8					
Publication of Books, Journals, Bulletins, Booklets & Reprint of Rare Books from Bibliotheca Indica Series					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		10.42	Unit Cost (in Rs.)		1.00 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	2		2,00,000		
May 2023	3		3,00,000		
June 2023	3		3,00,000		
July 2023	2		2,00,000		
August 2023	3		3,00,000		
September 2023	3		3,00,000		
October 2023	2		2,00,000		
November 2023	3		3,00,000		
December 2023	3		3,00,000		
January 2024	2		2,00,000		
February 2024	2		2,00,000		
March 2024	2		2,00,000		
Total	30		30,00,000		

Note:

1. During the year 2022-23, the Society has exceeded the target of publication both in physical terms (achieved 33 against target of 25) and in financial terms (expenditure of Rs.55.02lakh against allocated budget of Rs.25.00 lakh).
2. The target for the year 2023-24 has been set at 30 units with unit cost of Rs.1.00 lakh (same as that of previous year), thus a budget allocation of Rs. 30.00 lakh for 2023-24.
3. The Society will strive to reduce the cost of production by adjusting the print run of the publications to achieve its targets within the budget constraints.
4. The expenditure on printing & binding of the publications will be made following guidelines as provided in GFR 2017.


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 The Asiatic Society, Kolkata

Activity - 9					
New & Ongoing Internal Academic Research Projects					
Object Head: 2205.00.105.19.01			Grants-in-aid-General :Sl.No. 31		
Weight (W)		13.91	Unit Cost (in Rs.)		1.66 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	2		3,33,333		
May 2023	2		3,33,333		
June 2023	2		3,33,334		
July 2023	2		3,33,333		
August 2023	2		3,33,333		
September 2023	2		3,33,334		
October 2023	2		3,33,333		
November 2023	2		3,33,333		
December 2023	2		3,33,334		
January 2024	2		3,33,333		
February 2024	2		3,33,333		
March 2024	2		3,33,334		
Total	24		40,00,000		
<p>Note:</p> <p>1. As one its core activity, the Society undertakes Internal Academic Research Projects on different subject areas from time to time out of the 52 approved areas/ subject of research by engaging Research Fellows. Such engagements of Research Fellows are done from among the applicants applying against open advertisements meeting the eligibility criteria and after selection by a designated committee. The engagements are initially made for one year, extendable up to three years (maximum tenure) following the Society's guidelines in this respect.</p> <p>2. During the year 2022-23, the total expenditure for Internal Academic Projects was Rs. 24.88 lakh (against allocation of Rs.30.00 lakhs) for 8 such fellowships (against target of 12 fellowships).</p> <p>3. Since the number of Internal Academic Research Projects that will spill over from 2022-23 to 2023-24 will be 8, it is projected to have an intake of 16 more fellows (spread over the year) to attain the set target of 24 for the year 2023-24. Due to the overall budget constraint, the allocation made under this head is Rs.40.00 lakh.</p> <p>4. The Society will comply with the decision taken at the Planning Board Meeting on 03.12.2021 regarding intake of new fellows and publication of the research papers / projects in peer reviewed journals.</p> <p>5. The expenditure towards Internal Academic Research Projects will be made following the extant guidelines of the Society for Internal Academic Research Projects and within the broad financial guidelines as per GFR 2017.</p>					


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Activity - 10					
New & Ongoing External Academic Research Projects					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		2.75	Unit Cost (in Rs.)		1.00 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	0		0		
May 2023	1		1,00,000		
June 2023	1		1,00,000		
July 2023	0		0		
August 2023	1		1,00,000		
September 2023	1		1,00,000		
October 2023	0		0		
November 2023	1		1,00,000		
December 2023	1		1,00,000		
January 2024	0		0		
February 2024	1		1,00,000		
March 2024	1		1,00,000		
Total	8		8,00,000		

Note:

1. The Society, from time to time undertakes External Academic Research Projects on different subjects / area of study meeting the objectives of the Society in the field of research by appointing Project Investigators, assisted by Research Assistants for projects selected from among proposals and on recommendation by the Academic Committee and approval of the Council of the Society. The expenditure on account of this activity relates to contingency expenses as per the budget approved along with the project proposals submitted by the Project Investigators and remuneration to Research Assistants (one or two as approved along with budget).

2. During the year 2022-23, the total expenditure under this activity head was Rs.10.98 lakhs (against the allocation of Rs.7.00 lakhs) incurred for 7 external research projects.

3. During the year 2023-24, the Society has set a target to undertake 8 external research projects including the on-going projects with a budget provision of Rs.8.00 Lakh (i.e. with an average allocation of Rs.1.00 Lakh per project.)

4. Expenditure under this activity head comprising remuneration to the Research Assistants, TA/DA for field work, purchase of stationery items & contingency will be made following the extant guidelines of the Society for External Academic Research Projects and within the broad financial guidelines as per GFR 2017.

Activity - 11					
Maintenance & Office expenses					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		42.80	Unit Cost (in Rs.)		10.00 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	1		10,00,000		
May 2023	1		10,00,000		
June 2023	1		10,00,000		
July 2023	1		10,00,000		
August 2023	1		10,00,000		
September 2023	1		10,00,000		
October 2023	1		10,00,000		
November 2023	1		10,00,000		
December 2023	1		10,00,000		
January 2024	1		11,00,000		
February 2024	1		11,00,000		
March 2024	1		11,00,000		
Total	12		1,23,00,000		
<p>Note:</p> <p>1. The expenditure under this head includes civil & electrical maintenance; AMC for equipment; meeting expenses; drinking water; electricity; internet & telephone; postage & courier; travelling & conveyance; municipal taxes; printing & stationery; office consumables; outsourced manpower for security & housekeeping; general office expenses; etc.</p> <p>2. During the year 2022-23, the total expenditure under this activity head was Rs.246.19 lakh against the allocation of Rs.120.00 lakh for 12 units. The excess expenditure is primarily due to cost escalation in maintenance activities and rise in price index for general office expenses. The excess expenditure was quite high and was met out of the Society's own funds since no revision of budget under GIA-General took place at the RE stage in 2022-23.</p> <p>3. Keeping the budget constraints and austerity measures in view, a budget allocation of Rs.123.00 Lakh has been made in the year 2023-24 under this activity head. Since the expenditure under this activity head is of recurring nature and is likely to spread almost uniformly over the year, the unit cost per month approximately works out to Rs.10.00 lakhs. The physical activity has been projected at 12, denoting one unit for each month in a comprehensive manner under this activity head, thus keeping the same target, unit cost and target physical activity under this head at the same level as that of previous year.</p> <p>4. The Society anticipates that enhanced allocation will be made under GIA-General in RE 2023-24 to accommodate excess expenditure under this activity head in 2023-24, which is most likely.</p> <p>4. Financial cost may differ due to the market rate.</p> <p>5. The expenditure under this activity head including the award of contracts will be done as per guidelines in GFR 2017.</p>					

Activity - 12					
North East Region Activities [Academic Programmes & Research Projects]					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 31		
Weight (W)		0.68	Unit Cost (in Rs.)		1.00 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	0		0		
May 2023	0		0		
June 2023	0		0		
July 2023	0		0		
August 2023	0		0		
September 2023	0		0		
October 2023	0		0		
November 2023	0		0		
December 2023	1		1,00,000		
January 2024	0		0		
February 2024	0		0		
March 2024	1		1,00,000		
Total	2		2,00,000		
<p>Note:</p> <p>1. Academic Activities relating to North East Region (NER) forms a core activity of the Society. Such academic activities include organising seminars, lectures, workshops, symposium & exhibitions including reach-out programmes in the North Eastern States of India and programmes in collaboration with Academic Institutions & Universities of the NE Region. The Society has been undertaking such activities on regular basis each year.</p> <p>2. During the year 2022-23 the Society could not organise programme under the activity head NER since collaboration proposals did not mature.</p> <p>3. The Society is targeting to organise 2 programmes under NER during 2023-24, with budget allocation of Rs.2.00 lakh.</p> <p>4. The expenditure under this head will be made following the financial rules as per GFR 2017.</p>					


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Activity - 13

Infrastructural Development of Society's New & Old Buildings at Park Street and Salt Lake Campus (Capital Creation)


Object Head : 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 35		
Weight (W)		3.82	Unit Cost (in Rs.)		2.50 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	1		2,50,000		
May 2023	0		0		
June 2023	0		0		
July 2023	1		2,50,000		
August 2023	0		0		
September 2023	0		0		
October 2023	1		2,50,000		
November 2023	0		0		
December 2023	0		0		
January 2024	1		2,50,000		
February 2024	0		0		
March 2024	0		0		
Total	4		10,00,000		

Note:

1. The total expenditure towards Infrastructural Development Work (Capital Creation) undertaken during 2022-23 was Rs. 63.52 lakh out of carry-forward unspent balance of Rs.116.37 lakh of previous year 2021-22.
2. The Society contemplates to complete the residual work comprising civil & electrical works and other works of the nature of infrastructural development (which have spilled over from 2022-23) during 2023-24 that are already in progress by utilizing the unspent balance of 2022-23 and the new works within the allocated budget of Rs.10.00 lakh for FY 2023-24. [New Works: 4 units; unit cost: Rs.2.50 lakhs]
3. The Society in compliance with the decision taken at the Planning Board Meeting held on 03.12.2021 will follow up with the ASI and CPWD regarding civil and electrical works respectively in connection with the Renovation & Restoration of the Heritage Building of the Asiatic Society, Kolkata and would incorporate the additional fund requirement for electrical works in the RE 2023-24, in tune with the RE proposal of 2022-23.
4. Additional fund requirement under this activity head for undertaking the new works will be assessed in course of the year and would be proposed at RE 2023-24.
5. All the works are of capital nature and will be executed through agencies to be selected through proper tendering process and in terms of GFR 2017.
6. The actual cost will depend on the design, plan & volume of work involved and the market rate of materials / labour & service charges for the respective works.


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Activity - 14					
Programmes under "Swachhta Action Plan"					
Object Head: 2205.00.105.19.01			Grants-in-aid-General : Sl. No. 96-31		
Weight (W)		0.68	Unit Cost (in Rs.)		0.167 Lakh
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
April 2023	1		16,666		
May 2023	1		16,666		
June 2023	1		16,666		
July 2023	1		16,666		
August 2023	1		16,666		
September 2023	1		16,666		
October 2023	1		16,666		
November 2023	1		16,666		
December 2023	1		16,666		
January 2024	1		16,666		
February 2024	1		16,666		
March 2024	1		16,674		
Total	12		2,00,000		
<p>Note:</p> <p>1. The Society periodically undertakes programmes under the "Swachhta Action Plan (SAP)" including awareness programmes and special cleaning drives. Such programmes have been organised in the past few years. During the last couple of years, the sanitization work to contain the spread of Covid-19 was integrated with the SAP activities.</p> <p>2. During the year 2022-23, the Society achieved its target of 12 units under the SAP activities (including regular sanitization), uniformly distributed over the 12 months, incurring a total expenditure of Rs.1.64 lakh against an allocation of Rs.1.50 lakh under this head. The additional expenditure over and above the allocated funds under BE 2022-23 was incurred out of own funds.</p> <p>3. With a budget allocation of Rs.2.00 lakh under the Object Head & Activity Head:Swachhta Action Plan (SAP) in BE 2023-24, the Society has planned to carry out the awareness programmes & special cleaning drives as well as sanitization workmore or less uniformly throughout the year distributed in 12 units, i.e. one in each month with unit cost Rs.0.167 lakh.</p> <p>4. The expenditure under this activity head will be made following the financial rules as per the guidelines in GFR 2017.</p>					


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THE ASIATIC SOCIETY, KOLKATA

FINANCIAL YEAR 2023-24

Month	Sum of Physical Target	Sum of Physical Achievement	Sum of Financial Target (Budgetary Outlay including Salaries)	Sum of Financial Achievement	Revenue Budget	Internal Revenue Generation	Actual Financial Assistance Needed
	(A)	(B)	(C)	(D)	(E)	(F)	(G) = E - F
Apr-23	633		2233331		20308333	600000	19708333
May-23	536		2358333		20308333	600000	19708333
Jun-23	536		2208334		20308334	600000	19708334
Jul-23	637		2433331		20308333	600000	19708333
Aug-23	538		2458333		20308333	600000	19708333
Sep-23	538		2308334		20308334	600000	19708334
Oct-23	637		2433331		20308333	600000	19708333
Nov-23	538		2458333		20308333	600000	19708333
Dec-23	539		2408334		20308334	600000	19708334
Jan-24	637		2533331		20308333	600000	19708333
Feb-24	537		2458333		20308333	600000	19708333
Mar-24	538		2408342		20308334	600000	19708334
Total	6844		28700000		243700000	7200000	236500000


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FINANCIAL YEAR 2023-24

Month	DTH Content						Village Coverage			Viewership / Readership			Total Score
	Weight						Weight			Weight			
	Content Creation			Content Broadcasting			Target	Achive-ment	Score				
	Target	Achive-ment	Score	Target	Achive-ment	Score							
Apr-23										1500			
May-23										1500			
Jun-23										1500			
Jul-23										1500			
Aug-23										1500			
Sep-23										1500			
Oct-23										1500			
Nov-23										1500			
Dec-23										1500			
Jan-24										1500			
Feb-24										1500			
Mar-24										1500			
Total	NA			NA			NA			18000			
Note :	1. The DTH Content and Village Coverage are not applicable in respect of The Asiatic Society, Kolkata. 2. Viewership / Readership Targets indicates monthly estimated figures comprising readers in Library ; visitors at Museum; participants at Academic Programmes ; viewers at Exhibitions, etc. including online viewership and has been projected with an average of 1500 per month.												


 General Secretary
 The Asiatic Society, Kolkata

