

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF  
CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR THE FINANCIAL  
YEAR 2020-21

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and The Asiatic Society, 1 Park Street, Kolkata - 700 016 for the Financial Year 2020-21

This agreement made this 17<sup>th</sup> Day of July, 2020 between the Ministry of Culture as the first party and The Asiatic Society, Kolkata, an organization under the Ministry of Culture, hereinafter called the second party.


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 Asiatic Society 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.

And whereas the Asiatic Society, Kolkata have the following mandate:

- To plan and carry out activities for the promotion of Research and learning in both classical and modern core areas of academic excellence;
- To implement 9 identified core areas of research such as Language (classical and modern), History of Science, Anthropology and Folklore, South-East Asian connectivity in various cultural aspects, studies on Manuscripts of various countries and languages available in the Society and so and so forth;
- To act as a nodal institution of National Importance in real sense of the term;
- To conserve and preserve valuable documents;
- Digitization of source materials, such as Manuscripts, books on priority basis.

**Purpose of the MoU**

- To achieve the organizational goals by optimum use of the funds available and for proper functioning of the organization.
- To achieve this, the following deliverables are required:

  
अरुण गुप्ता / ARUN GUPTA  
निदेशक / Director  
सांस्कृतिक विभाग / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

  
General Secretary  
The Asiatic Society, Kolkata


## I. Budget/Accounts


- (i) Budgetary outlay for the year 2020-21 amounting to Rs. 2,682.94 Lakhs is being allotted to The Asiatic Society, Kolkata for carrying out organizational work under the following heads / schemes:

Object Head / Budget Head	Amount (BE 2020-21)
a) Grants-in-aid -General	Rs. 650.00 Lakhs
b) Grants-in-aid - Creation of Capital Assets	Rs. 60.00 Lakhs
c) Grants-in-aid- Salaries	Rs. 1,970.94 Lakhs
d) Grants-in-aid - SAP – General	Rs. 2.00 Lakhs
e) Grants-in-aid- North Eastern Region- General	Rs. Nil

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. ASK should adhere to the MEP and QEP while incurring expenditure during 2020-21.


- (ii) While incurring the expenditure, requisite approval of concerned GC/EB/FC 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 Asiatic Society, Kolkata's ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as indicated in Annexure-I.
- (iii) The Asiatic Society shall submit the Annual Report and Audited Accounts for the year 2019-20 to the Ministry of Culture before the end of November 2020.
- (iv) The CAG audit, if required to be done, for the year 2019-20 shall be completed by The Asiatic Society by September 2020.
- (v) Provisional Utilization Certificate shall be submitted to the Ministry by May 2020 and Final Utilization Certificate by November 2020 for the Financial Year 2019-20. Further, for the financial year 2020-21, monthly Provisional Utilization Certificate has to be submitted before releasing the next month's grants.

  
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General Secretary  
The Asiatic Society, Kolkata




- (vi) All CAG's audit paras and internal audit paras should be settled on priority specifically two long pending CAG's audit paras should be disposed of by September 2020. Settlement of pending audit paras shall be the first agenda item of FC/Planning Board/ Council Meetings of the Asiatic Society, Kolkata. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.
- (vii) 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 should be furnished by The Asiatic Society, Kolkata before the end of first quarter of 2020-21.
- (viii) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of the Ministry of Finance shall be submitted as per directives of the Ministry of Culture.
- (ix) Monthly report in respect of financial and physical achievement in prescribed format (**Annexure-II**) shall be submitted to the Ministry of Culture by the 1<sup>st</sup> week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.
- (x) Council of The Asiatic Society, Kolkata shall review user charges / sources of internal revenue generation at least once in a year, and this exercise should preferably be completed by the month of September 2020.
- (xi) The Asiatic Society, Kolkata shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength, etc. in the format prescribed by the Government.
- (xii) 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.
- (xiii) The Asiatic Society, Kolkata may put in place a system of external or internal peer review of the Society, every three year or five year depending on the size and volume of the work of the organization, in terms of GFR 229 (ix), and further release of grant to The Asiatic Society, Kolkata shall depend on the outcome of such review.

  
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General Secretary  
The Asiatic Society, Kolkata

- (xiv) Performance parameters, output targets in terms of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelt out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to The Asiatic Society, Kolkata. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xv) The Asiatic Society, Kolkata shall account for revenue and capital expenditure separately. The Asiatic Society, Kolkata shall maintain and present their annual accounts / final accounts in the standard format prescribed by the Government for autonomous bodies.
- (xvi) While seeking grants from the Ministry, The Asiatic Society, Kolkata shall provide the information in the format prescribed 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.
- (xvii) All interest and other earnings against the Grants-in-aid and advances (releases to The Asiatic Society, Kolkata) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xviii) 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.
- (xix) The Asiatic Society, Kolkata shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Report.
- (xx) The Asiatic Society, Kolkata shall submit the Utilization Certificate (UC) of Grants-in-aid in the prescribed format along with the reports regarding performance / targets achieved, outcomes, etc. in accordance with the UC Format prescribed in GFR 2017 (GFR Form 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to suppliers of stores and assets, to construction agencies, to staff for HBA and purchase of conveyance, which do not constitute at that stage but have been met out of Grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.

  
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 नई दिल्ली / New Delhi


  
 General Secretary  
 The Asiatic Society, Kolkata



- (xxi) The Asiatic Society, Kolkata shall explore to maximize internal resources and eventually attain self-sufficiency. To achieve this, ASK may achieve the target of internal revenue generation at least 30% of the total budget of The Asiatic Society, Kolkata and accordingly the physical and financial targets may be given to The Asiatic Society, Kolkata in the MoU. Quarterly report shall be submitted by them to the Ministry regularly.
- (xxii) The actual expenditure by The Asiatic Society, Kolkata on the activities shall be subject to the availability of fund while incurring the expenditure. The Asiatic Society, Kolkata shall adhere to the GFRs provisions besides other instructions of the Government issued from time to time.

## 2. Human Resource

- (i) Recruitment Rules in respect of all the posts will be framed / reviewed as per the laid down guidelines of DoPT and prescribed procedures in tune with Asiatic Society Act 1984, Bye-Laws and Regulations. Since long, Ministry is perusing very hard to fill up all vacant posts and review Recruitment Rules (RRs) of the posts. The same is also being regularly monitored by the Secretary (C). However, it has been observed that ASK has not shown satisfactory performance in this regard. Ministry has also circulated a Proforma for monitoring the progress. The information is still awaited from ASK. Hence, ASK may provide the monthly progress report in prescribed proformas (Annexure A and Annexure-B) provided by the Ministry on monthly basis. ASK shall take actions as below:
- As per Govt. norms, Recruitment Rules (RRs) for all the posts should be reviewed once in five years. Hence all pending RR (not reviewed in the last five years) shall be reviewed immediately on priority basis with the approval of the Competent Authority.
  - All existing posts, which are vacant for more than five years, are required to be abolished as per Govt. instructions. Hence, ASK may take immediate action to identify all such posts and issue instructions / orders for abolition of such posts with the approval of the competent authority.
  - 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, ASK may take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts.
  - All posts which are vacant within two years or likely to be vacant in the next six months are to be filled up on priority basis for which ASK may take action as per RR of the posts.

  
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- e. 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. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by The Asiatic Society, Kolkata. For this purpose, a training calendar shall be designed in the beginning of the year. The Asiatic Society, Kolkata will assess needs for skill development and create tailored training modules.
- (iv) New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.
- (v) 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, 2020.

### **3. Legal Matters**

- (i) Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2020 with the approval of the Competent Authority.
- (ii) The Asiatic Society, Kolkata shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal information Management & Briefing System (LIMBS) by June 2020 and the information will be kept up to date.
- (iii) The Organization will utilize the online Court Case Monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.

### **4. Parliament Matters**

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the Asiatic Society to MoC before end of November 2020.



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General Secretary  
The Asiatic Society, Kolkata



- (ii) All three (03) pending Parliamentary Assurances 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) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- (iv) 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. Innovative Subjects/ Projects

- (i) The Asiatic Society, Kolkata will continue with its original commitments of organizing research, seminars, lectures, workshops on both classical and current areas of interest within the broad frame of its objectives with a special focus on North-East India. For this purpose the Society will tie-up with various professional and academic bodies and institutions all over the country.
- (ii) The Society will put on exhibition of rare books and manuscripts on important occasions from time to time.
- (iii) The Society will also organize special lectures by eminent academicians/ personalities of the country.

#### 6. General

- (i) Mandatory meetings of all the Committees / Sub-Committees of The Asiatic Society, Kolkata will be convened and conducted on time as per the following schedule :
 

Annual General Meeting	: 1 <sup>st</sup> Monday of May, 2020.
Council Meeting	: Each and every month from April 2020 to September 2020 and from November 2020 to March 2021.
Meeting of the Standing Finance Committee : Twice in the year 2020-21.	

*[Signature]*

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 नई दिल्ली / New Delhi

*[Signature]*  
 General Secretary  
 The Asiatic Society, Kolkata


- (ii) Every two years, a Performance Audit should be done by reputed institutions of the activities of the Asiatic Society. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Asiatic Society, Kolkata will need to display its capacity for self-introspection, if it is to remain truly independent. The Society shall take action on finding of performance audit and peer review.
- (iii) The Asiatic Society, Kolkata shall furnish/file mandatory returns/reports on time. The Society shall also provide the reports /returns as and when asked by the Ministry.
- (iv) The Asiatic Society, Kolkata shall ensure timely disposal of RTI applications and appeals. The Society shall also furnish /upload certificates /reports on RTI portal as per the extant guidelines.
- (v) For disposal of Public Grievances/complaints, 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.
- (vi) The Asiatic Society's website 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 and amendments thereof of the Organization will be uploaded on the website of the Society.
- (vii) The Asiatic Society, Kolkata shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) The Asiatic Society, Kolkata shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- (ix) The Asiatic Society, Kolkata shall implement New Pension Scheme (NPS) as per the norms of the NPS.
- (x) Swachh Bharat Campaign/Programmes under the Swachhwata Action Plan (SAP) as well as cleanliness drive shall be taken up by The Asiatic Society, Kolkata and instruction/directions given by the Ministry in this regard shall be followed by the Society.

अध्यक्ष मुद्रा / AFUN GUP in  
 निदेशक / Director  
 संस्कृति विभाग / Ministry of Culture  
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 नई दिल्ली / New Delhi

General Secretary  
 The Asiatic Society, Kolkata



- (xi) The Asiatic Society, Kolkata shall be active on social media like Youtube/Facebook/ Twitter, etc. After the programmes are held, photographs and videos shall be uploaded immediately along with the information on the programme. The Society shall also upload its programmes on Mobile Apps. Followers of the Asiatic Society on the social sites have to be enhanced to double from the present number of followers by December, 2020.
- (xii) The Asiatic Society will implement the following e-services:
- (a) The Asiatic Society, Kolkata will create online system for application and utilization certificates;
  - (b) The Asiatic Society, Kolkata shall create online system of Accounting by December, 2020;
  - (c) The Asiatic Society, Kolkata will make available all its publications / catalogue / bulletin / Journal / books (free as well as priced one) on its website in downloadable and readable format so that public at large may download the same. For priced publications, ASK may make an arrangement with payment gateway so that public / researchers / scholars can purchase the same through their website after making online payment. Updated progress report of Publications/ Catalogue / Journal / Bulletin / Books, etc. of the organization may be provided in Annexure-C on monthly basis.
  - (d) The Asiatic Society, Kolkata will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
- (xiii) The Asiatic Society, Kolkata will provide archival material on intangible culture to IGNCA.
- (xiv) Vision and Mission document will be prepared by the Society and uploaded on its website.
- (xv) The Asiatic Society, Kolkata will put emphasis on cultural research and educational activities and will continue to undertake literary activities in collaboration with the Government funded educational institutions.

  
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सांस्कृतिक विभाग / Ministry of Culture  
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नई दिल्ली / New Delhi


  
General Secretary  
The Asiatic Society, Kolkata

7. Specific issues related to The Asiatic Society, Kolkata :

Activity wise physical and financial targets have been shown in Annexure-I to this Memorandum of Understanding. ASK shall monitor physical and financial targets along with achievements defined in the Annexure-I. ASK shall provide gist of the physical and financial progress to the Ministry in the Annexure-II along with Annexure A, B, C and status report of all pending CAG audit para / parliamentary assurances on monthly basis. If above report is not received within the stipulated time, monthly grant released by the Ministry to ASK will not be processed.

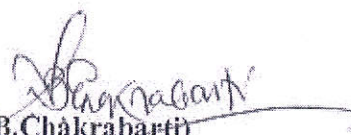
Timely conduct of monthly activities to achieve monthly target as indicated in the Annexure- I (enclosed) for the year 2020-21 shall be ensured. The cost / expenditure shown in the Annexure-I of the MoU have been estimated on the basis of average expenditure in the past year.

The Asiatic Society will provide the physical and financial targets and their achievement in Annexure-I with this Memorandum. The information, together with the Annual Reports and Audited Accounts and any further reports / documents prepared in relation to the progress and development of the Asiatic Society, will be used to monitor the yearly performance. However, actual expenditure on each activity shall be subject to the availability of funds in the allocated budget to the Society and compliance to the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time.

  
Signature on behalf of  
Ministry of Culture

अरुण गुप्ता / ARUN GUPTA  
निदेशक / Director  
सांस्कृतिक विभाग / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

Signature on behalf of  
The Asiatic Society, Kolkata

  
(S.B. Chakrabarti)  
General Secretary

General Secretary  
The Asiatic Society, Kolkata



Annexure - I					
TARGETS FOR THE ASIATIC SOCIETY, KOLKATA (Financial Year 2020-21)					
Sl. No.	Activities	Physical Target	Amount of Budget (Rupees in Lakhs)	Weightage in Total Budget	Object Head / Sl. No. & BE 2020-21
1	Seminars, Workshops, Exhibitions, Lectures, to be organized including collaborative programmes with State and Central Govt. affiliated bodies and Universities.	50	55.00	7.72	Object Head 2205.00.105.19.01 (Sl.No.31) Grants-in-aid-General BE 2020-21: Rs.650.00 Lakhs
2	Digitization of Manuscripts & Rare Books	2500	50.00	7.02	
3	Computerization & Modernization including Networking & Website Development	4	20.00	2.81	
4	Staff Training	10	6.00	0.84	
5	Conservation and preservation of art objects & artefacts / Books/ Journals/ Manuscripts	3000	15.00	2.11	
6	Purchase of Manuscripts and Art objects for Museum	10	5.00	0.70	
7	Purchase of Books, Journals for Library	1200	75.00	10.53	
8	Publication of Books, Journals, Bulletins, Booklets & Reprint of Rare Books from Bibliotheca Indica Series	60	69.00	9.69	
9	New & Ongoing Internal Academic Research Projects	40	90.00	12.64	
10	New and Ongoing External Academic Research Projects	20	30.00	4.21	
11	Maintenance & Office expenses	40	235.00	33.01	
12	Infrastructural Development of Society's New & Old Buildings at Park Street and Salt Lake Campus (Capital Creation)	6	60.00	8.43	Object Head 2205.00.105.19.01 (Sl.No.35) Grants-in-aid- Creation of Capital Assets BE 2020-21 Rs.60,000 Lakhs
13	Programmes under "Swachhwata Action Plan"	4	2.00	0.28	Object Head : 2205.00.105.19.01 (Sl.No.96-31) Grants-in-aid- Swachhwata Action Plan (SAP) BE 2020-21: Rs.2.00 Lakhs
14	Seminars, Workshops, Exhibitions, Lectures, Research Projects & Publications on North-East Region to be organized including collaborative programmes with State and Central Govt. affiliated bodies.	12	0.00	0.00	Object Head : 2552.00.438.08.01 (Sl.No.31) Grants-in-aid- North Eastern Region BE 2020-21: NIL
	<b>Totals of Targets for Activities</b>	<b>6956</b>	<b>712.00</b>	<b>100.00</b>	
	<b>Salaries</b>		<b>1970.94</b>		Object Head : 2205.00.105.19.01 (Sl.No.36) Grants-in-aid-Salaries BE 2020-21: Rs.1,970.94 Lakhs
	<b>Total Budgetary Outlay</b>		<b>2682.94</b>		
Note: Details of Activities (Sl.No. 1-14) enclosed					

  
 General Secretary  
 The Asiatic Society, Kolkata

THE ASIATIC SOCIETY, KOLKATA

## Targets for 2020-21

[illegible]



## Statement showing RRs position of various posts as on .....

## The Asiatic Society, Kolkata

S.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 in website for comments and submission of revised RRs to DoP L. U/PSO/legislation/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							

## Statement showing Vacancy Position (Group-wise &amp; post wise) as on .....

## The Asiatic Society, Kolkata

Sl No.	Name of the post	No. of posts sanctioned	No. of posts filled	No. of posts vacant	Date of vacancy for each post mentioned in column no 4	Action taken for filling up the vacant post (date-wise) such as date of advertisement, consultation with UPSC / SSC, DPC, Selection Committee, etc	No. of posts deemed abolished (vacant for more than 2 years)	Action taken for revival of deemed abolished posts	No. of posts abolished (vacant for more than 5 years)	Date of order for abolition of post (in column No 9)	Action taken for abolition or action for abolition in column No 4 or post abolished	No. of posts to be vacant in column No 12	Action taken to fill up the posts going to be vacant in the next 6 months (date-wise) such as date of advert, consultation with UPSC/SSC, DPC/ Selection Committee, 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"													
Total													



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


The Asiatic Society, Kolkata

[illegible]

## THE ASIATIC SOCIETY, KOLKATA

Financial Year 2020-21  
(Monthly / Quarterly Expenditure Plan – MEP / QEP)

Quarter	Month	MEP (Amount in Rupees)	QEP (Amount in Rupees)
Q-1	April 2020	1,34,14,700	4,02,44,100
	May 2020	1,34,14,700	
	June 2020	1,34,14,700	
Q-2	July 2020	2,68,29,400	8,04,88,200
	August 2020	2,68,29,400	
	September 2020	2,68,29,400	
Q-3	October 2020	2,68,29,400	8,04,88,200
	November 2020	2,68,29,400	
	December 2020	2,68,29,400	
Q-4	January 2021	2,01,22,050	6,70,73,500
	February 2021	2,01,22,050	
	March 2021	2,68,29,400	
Total (2020-21)			26,82,94,000

  
 General Secretary  
 The Asiatic Society, Kolkata



<b>Activity - I</b> Seminars, Workshops, Exhibitions, Lectures, to be organized including collaborative programmes with State and Central Govt, affiliated bodies and Universities.					
Object Head: 2205.00.105.19.01					
Grants-in-aid-General : SI No. 31					
Weight (W) = 7.72					
Unit Cost (in Rs.) = 1.10 Lakh					
Month	Physical		Financial		Score = W*A/I
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
Apr-20	0		0		
May-20	1		110000		
Jun-20	2		220000		
Jul-20	4		440000		
Aug-20	4		440000		
Sep-20	5		550000		
Oct-20	5		550000		
Nov-20	5		550000		
Dec-20	6		660000		
Jan-21	6		660000		
Feb-21	6		660000		
Mar-21	6		660000		
<b>Total</b>	<b>50</b>		<b>5500000</b>		



General Secretary  
The Asiatic Society, Kolkata

<p align="center"><b>Activity - 2</b>  <b>Digitization of Manuscripts &amp; Rare Books</b>            Object File No. 220, 00 105 30.00            Grants-in-aid-General, S<sup>d</sup> No. 31            Weight (W)= 7.02            Unit Cost (in Rs.) = 0.02 Lakh</p>					
	<b>Physical</b>		<b>Financial</b>		<b>Score = W<sup>2</sup>A/T</b>
<b>Month</b>	<b>Target (T)</b>	<b>Achievem- ent (A)</b>	<b>Target (T)</b>	<b>Achievem- ent (A)</b>	
Apr-20	0		0		
May-20	50		100000		
Jun-20	50		100000		
Jul-20	150		300000		
Aug-20	150		300000		
Sep-20	300		600000		
Oct-20	300		600000		
Nov-20	300		600000		
Dec-20	300		600000		
Jan-21	300		600000		
Feb-21	300		600000		
Mar-21	300		600000		
<b>Total</b>	<b>2500</b>		<b>5000000</b>		

**Note:**

1. The Society has started the Digitization Programmes for digitizing Manuscripts & Rare Books & Journals. Near about three lakh pages of manuscript, rare books & journals have been digitized so far.

2. The total expenditure incurred during the year 2019-20 was Rs.3.77 lakhs which is primarily for conversion of microfilms into digital format.

3. For undertaking the next phase of digitization of books and manuscripts fresh tenders have been invited in March 2020 following the guidelines of NMM and as per recommendation of the designated committee for the Digitization work. The actual work is expected to commence from May 2020-21

4. An estimated number of 2500 such Manuscripts, Rare Books & Journals (estimated 3,30,000 lakhs pages) are targeted for digitization during 2020-21 at the rate of Rs.15.00 per page (same unit cost of previous year) by outsourcing and including other incidental cost (Total Estimated Cost : 3,30,000 x Rs.15.00 = Rs.49,50,000/- ; Rounded Off to Rs.50.00 lakhs)

5. Works will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata




	Activity - 3				
	Computerization & Modernization including Networking & Website Development				
	Object Head: 2205.00 105.19.01				
	Grants-in-aid-General : Sl No. 31				
	Weight (W) = 2.81				
	Physical		Financial		Score = W*A/T
	Target (T)	Achievem ent (A)	Target (T)	Achievem ent (A)	
Apr-20	0		0		
May-20	0		0		
Jun-20	1		500000		
Jul-20	0		0		
Aug-20	0		0		
Sep-20	1		500000		
Oct-20	0		0		
Nov-20	0		0		
Dec-20	1		500000		
Jan-21	0		0		
Feb-21	0		0		
Mar-21	1		500000		
Total	4		2000000		

General Secretary  
The Asiatic Society, Kolkata

	Activity - 4				
	Staff Training				
	Object Head: 2205.00105.12.01				
	Grants In-aid General - SI No.31				
	Weight (W)= 0.84				
	Physical		Financial		Score = W*A/T
	Target (T)	Achieve ment (A)	Target (T)	Achieve ment (A)	
Apr-20	0		0		
May-20	1		60000		
Jun-20	1		60000		
Jul-20	1		60000		
Aug-20	1		60000		
Sep-20	1		60000		
Oct-20	1		60000		
Nov-20	1		60000		
Dec-20	1		60000		
Jan-21	1		60000		
Feb-21	1		60000		
Mar-21	0		0		
<b>Total</b>	<b>10</b>		<b>600000</b>		

**Note:**

1. The Society has organised 4 training programmes during 2019-20. The total expenditure incurred during 2019-20 under this head was Rs.0.98 Lakhs thus the unit cost was Rs.0.98 Lakhs / 4 = Rs.0.25 Lakh. The cost has been comparatively low as most of the training programmes were organised in-house.
2. During 2020-21 the Society is targeting to organise in-house staff training programmes as well as depute its employees for training in Govt. Training Institutions like ISTM, NIFM, INGAF for Administrative Trainings as well as for specialised trainings in Library Management, Preservation & Conservation, etc.
3. Since the training programmes will involve deputing staff to attend outstation training programme, with a target of 10 such programmes, the unit cost is expected to be higher at Rs.0.60 Lakhs, including TA/DA. The total estimate under this activity head has been projected accordingly at Rs.6.00 lakhs for 10 programmes (i.e. at Rs.0.60 Lakhs per unit).
4. Training of staff will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata



Activity - 5					
Conservation and preservation of art objects & artifacts: Books/Journals/ Manuscripts					
Object Head: 2005 (B) - 19 (C)					
Credits: Inward-General: SI No. 31					
Weight (W) = 2.11					
Unit Cost (in Rs.) = 0.005 Lakh					
	Physical		Financial		Score = W*A/T
Month	Target (T)	Achievem ent (A)	Target (T)	Achievem ent (A)	
Apr-20	0		0		
May-20	0		0		
Jun-20	300		150000		
Jul-20	300		150000		
Aug-20	300		150000		
Sep-20	300		150000		
Oct-20	300		150000		
Nov-20	300		150000		
Dec-20	300		150000		
Jan-21	300		150000		
Feb-21	300		150000		
Mar-21	300		150000		
<b>Total</b>	<b>3,000</b>		<b>1500000</b>		

**Note:**


1. Conservation and preservation of objects, Books, Manuscripts are very important work related to the Society, as the Society has a rich collection of more than 50,000 manuscripts, more than 4 Lakh Books and Journals and other related items and most of them are very rare and old.
2. During the year 2019-20, the total expenditure incurred under this head was Rs.3.44 Lakhs. With a physical achievement of approximately 700 units, the unit cost was Rs.3.44 Lakhs / 700 = Rs.492
3. During 2019-20, the Society is targeting to carry out the conservation of its rare manuscripts in its Museum, old and rare books in its Library collection; restoration of oil paintings and busts in its Museum Collection.
4. With a target of 3,000 physical units for 2020-21, the total cost has been projected at Rs.15 Lakhs under this head, with the unit cost of Rs.500/- (almost same as that of the previous year, with nominal price escalation).
5. Works will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata

Activity - 6					
Purchase of Manuscripts and Art Objects for Museum					
Object Head: 70000 Ind. 300					
Grant's in and General: 50000					
Weight (W) = 0.70					
Unit Cost (in Rs.) = 0.50 Lakh					
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
Apr-20	0		0		
May-20	0		0		
Jun-20	0		0		
Jul-20	2		100000		
Aug-20	0		0		
Sep-20	0		0		
Oct-20	4		200000		
Nov-20	0		0		
Dec-20	0		0		
Jan-21	4		200000		
Feb-21	0		0		
Mar-21	0		0		
<b>Total</b>	<b>10</b>		<b>500000</b>		

**Note:**

1. During the year 2019-20 the total expenditure incurred was Rs.2.00 Lakhs with two procurements and thus unit cost at Rs.2.00 Lakhs / 2 = Rs.1.00 lakh.
2. During 2020-21, the Society is planning to purchase rare manuscripts & artifacts from different collectors all over the country through newspaper advertisements.
3. Financial cost may differ due to the market rate.
4. Since cost of procurement of these items are difficult to assess beforehand, the estimated unit cost of the previous year 2019-20 (Rs.0.50 Lakhs) has been retained for projection of fund requirement for 2020-21. Accordingly, with a target procurement of 10 units during the year 2020-21, the fund requirement has been projected at Rs.5.00 Lakhs (i.e. at Rs.0.50 Lakhs per unit for a total target of 10 units).
5. Procurements will be done as per guidelines in GFR 2017.

  
General Secretary  
The Asiatic Society, Kolkata

Activity - 7					
Purchase of Books and Journals for Library					
Object Head: 2205/00,105 19,01					
Grants Inaid General : SI No. 31					
Weight (W) = 10.53					
Unit Cost (in Rs.) = 0.0625 Lakh					
	Physical		Financial		
Month	Target (T)	Achievement (A)	Target (T)	Achievement (A)	Score = $W \times A/T$
Apr-20	0		0		
May-20	0		0		
Jun-20	0		0		
Jul-20	100		625000		
Aug-20	100		625000		
Sep-20	100		625000		
Oct-20	100		625000		
Nov-20	100		625000		
Dec-20	100		625000		
Jan-21	200		1250000		
Feb-21	200		1250000		
Mar-21	200		1250000		
<b>Total</b>	<b>1200</b>		<b>7500000</b>		

**Note:**

1. During the year 2019-20, the total expenditure on account of purchase of Library Books & Subscription for Journals was Rs.66.74 Lakhs which has been almost same as that of the financial target of Rs.70.00 Lakhs. With the purchase of 1300 units, the unit cost was Rs.66.74 Lakhs / 1300 = Rs.0.052 Lakhs.
2. During the year 2020-21, the Society is targeting to continue its collection of Library Books through purchase of new publications / editions, renew its subscriptions for journals, new subscriptions including procurement of E-journals.
3. During the year 2020-21, the Society is targeting to procure 1,200 units of Books & Journals (including foreign journals & E-journals) with a total fund projection of Rs.75 Lakhs. The unit cost of procurement hence works out to Rs.0.0625 Lakhs which is almost same as that of the previous year's projected unit cost.
4. Financial cost may differ due to the market rate.
5. Works will be done as per GFR 2017 guidelines.

General Secretary  
The Asiatic Society, Kolkata



	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 : SI No. 31				
	Weight (W) = 9.69				
	Unit Cost (in Rs.) = 1.15 Lakh				
	Physical		Financial		Score = W*A/T
Month	Target (T)	Achievem ent (A)	Target (T)	Achievem ent (A)	
Apr-20	1		115000		
May-20	2		230000		
Jun-20	2		230000		
Jul-20	3		345000		
Aug-20	6		690000		
Sep-20	6		690000		
Oct-20	6		690000		
Nov-20	6		690000		
Dec-20	7		805000		
Jan-21	7		805000		
Feb-21	7		805000		
Mar-21	7		805000		
<b>Total</b>	<b>60</b>		<b>6900000</b>		

**Note:**

1. During the year 2019-20, the total expenditure incurred for publishing books, journals, bulletins & booklets was Rs.56.34 Lakhs. With an achievement of 40 units of publication, the unit cost of publication was Rs. 56.34 Lakhs / 40 = Rs.1.41 Lakhs
2. During 2020-21 the Society is targetting to publish 35 books, 7 Journals, 10 Bulletins, 8 Booklets (altogether 60 publications)
3. With a target publication of 60 units, retaining nearly the same projected unit cost of previous year (i.e. Rs.1.15 Lakh), the total fund requirement has been projected at Rs.69.00 Lakhs.
4. The Society is contemplating to publish some of its research project papers after review (Internal Academic Projects to be completed during the year 2019-20).
5. Financial cost may differ due to the market rate, the number of printed pages in each publication, design & layout, binding, and print run for each publication.
6. Works will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata

<b>Activity -9</b> <b>New &amp; Ongoing</b> <b>Internal Academic Research Projects</b> Object Head: 2205.00.105.19.01 Grants-in-aid-General - SI No. 31 Weight (W) = 12.64 Unit Cost (in Rs.) = 2.25 Lakh					
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achieve ment (A)	Target (T)	Achieve ment (A)	
Apr-20	10		2250000		
May-20	0		0		
Jun-20	0		0		
Jul-20	10		2250000		
Aug-20	0		0		
Sep-20	0		0		
Oct-20	10		2250000		
Nov-20	0		0		
Dec-20	0		0		
Jan-21	10		2250000		
Feb-21	0		0		
Mar-21	0		0		
<b>Total</b>	<b>40</b>		<b>9000000</b>		

**Note:**

1. During the year 2019-20, the total expenditure for Internal Academic Projects was Rs.63.08 lakhs. With 28 such projects undertaken during the year, the unit cost was Rs.2.25 Lakhs (i.e. Rs.63.08 lakhs / 28 ).
2. During the year 2020-21, the Society wants to carry out 28 ongoing Research Projects and undertake 12 new Research Projects ( through new intake in course of the year ) out of the 52 approved areas/ subject of research by engaging Research Fellows.
3. The Society will also implement the restructured Research Fellowship in a phased manner from 2020-21 in the following four categories : Research Fellowship, Sr. Research Fellowship, Post-Doctoral R.F. and Visiting Fellows. Additional requirement of funds for restructured fellowships (at the rates approved by the Council on recommendation of the SFC in its 37th Meeting) will be proposed at a later stage through RE 2020-21 after the guidelines gets finalised.
3. The cost of Research Projects primarily includes remuneration to Research Fellows at Rs.22,000/- per scholar per month, Rs.10,000/- as annual contingency grant and special grants on case to case basis for field work.
4. Based on the above data, the total fund requirement for the 40 Internal Academic Projects has been projected at Rs.90 Lakhs. The unit cost therefore works out to Rs.2.25 Lakhs which is same as of previous year.
5. Works will be done as per guidelines in GER 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata

<p align="center"><b>Activity -10</b>  <b>New &amp; Ongoing External Academic Research Projects</b></p>					
<p align="center">Object Head: 2205/00 105 19.01  Grants-in-aid-General - SI No. 31</p>					
<p align="center">Weight (W) = 4.21</p>					
<p align="center">Unit Cost (in Rs.) = 1.50 Lakh</p>					
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achieve ment (A)	Target (T)	Achieve ment (A)	
Apr-20	0		0		
May-20	0		0		
Jun-20	0		0		
Jul-20	2		300000		
Aug-20	2		300000		
Sep-20	2		300000		
Oct-20	2		300000		
Nov-20	2		300000		
Dec-20	2		300000		
Jan-21	2		300000		
Feb-21	3		450000		
Mar-21	3		450000		
<b>Total</b>	<b>20</b>		<b>3000000</b>		

**Note:**

1. During the year 2019-20, the total expenditure under this head was Rs.20.75 lakhs for 20 projects. The unit cost was thus Rs.20.75 lakhs / 20 = 1.04 Lakhs. The total cost & unit cost has been low than the targets since the P.I.s of the External Research Projects were yet to submit their claims.
2. During 2020-21, the Society plans to continue the 20 External Research Projects through the P.I.s and engaging Research Assistants under them. Research Assistants are paid remuneration at Rs.12,000/- per month.
3. Since all the 20 projects are to continue and it is expected to receive the claims of expenditure by the P.I.s for the respective projects, and in view of the enhanced rate of remuneration to the Research Assistants, the funds have been projected at Rs.30.00 Lakhs, with the same unit cost of previous year (Rs.1.50 Lakhs).
4. Financial involvement includes the remuneration of the Research Assistants, TA/DA for field work, purchase of stationery items & contingency will be done as per guidelines in GFR 2017.


  
General Secretary  
The Asiatic Society, Kolkata



Activity - II					
Maintenance & Office Expenses					
Object Head: 2205.00.105.19.01					
Grants-in-aid-General : SI No. 31					
Weight (W) = 33.01					
Unit Cost (in Rs.) = 5.87 Lakh					
Month	Physical		Financial		Score = W*A/T
	Target (T)	Achievement (A)	Target (T)	Achievement (A)	
Apr-20	1		587500		
May-20	1		587500		
Jun-20	3		1762500		
Jul-20	3		1762500		
Aug-20	4		2350000		
Sep-20	4		2350000		
Oct-20	4		2350000		
Nov-20	4		2350000		
Dec-20	4		2350000		
Jan-21	4		2350000		
Feb-21	4		2350000		
Mar-21	4		2350000		
<b>Total</b>	<b>40</b>		<b>23500000</b>		

**Note:**

1. During the year 2019-20, the total expenditure under the head "Maintenance & Office Expenses" was Rs.183.98 Lakhs. With a distribution of 40 units (1 unit each month for Administrative Expenses, Civil Maintenance & Electrical Maintenance for 12 months = 36 units for Park Street Building plus 4 units for maintenance of other premises [ Total 40 units ] ), the unit cost incurred was 4.60 Lakhs (i.e. Rs.183.98 lakhs / 40 )
2. Expenditure includes Administrative Expenses like postage, telephone, electricity, vehicle running costs, printing & stationery, legal expenses, advertisement charges; Meeting Expenses; TA/DA; Maintenance of Equipments, Cooling Towers / ACs; Civil Maintenance; Electrical Maintenance; Reprographic works; and other daily office expenses.
3. The total fund projected for the year 2020-21 is Rs.235.00 Lakhs. With a physical target of 40 units for the year 2020-21, the unit cost works out to Rs.5.87 lakhs which is higher than that of previous year's projected unit cost of Rs.5.25 lakhs due to price escalations and major repairing and maintenance works to be undertaken.
4. The distribution of the units were made in this manner : 36 units for the two buildings at Park Street (Old Building & New Building) and 4 additional units for maintenance of Metcalfe Hall (1 unit), Ballygunge Guest House (1 unit), Salt Lake Building (2 units)
5. Financial cost may differ due to the market rate.
6. Works will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata

	Activity - 12				
	Infrastructural Development of				
	Society's New & Old Buildings at Park Street				
	and Salt Lake Campus				
	(Capital Creation)				
	Object Head: 2205 60,105 19,61				
	Grant for Creation of Capital Assets - Sl No 13				
	Weight (W) = 8.43				
	Unit Cost (in Rs.) = 10.00 Lakh				
	Physical		Financial		Score = W*A/T
Month	Target (T)	Achieve- ment (A)	Target (T)	Achieve- ment (A)	
Apr-20	0		0		
May-20	0		0		
Jun-20	0		0		
Jul-20	2		2000000		
Aug-20	0		0		
Sep-20	0		0		
Oct-20	2		2000000		
Nov-20	0		0		
Dec-20	0		0		
Jan-21	2		2000000		
Feb-21	0		0		
Mar-21	0		0		
Total	6		6000000		

**Note:**

1. The total expenditure during 2019-20 for Infrastructural Development works undertaken at both the buildings (New & Old) at the Park Street and Salt Lake Campus was Rs. 167.95 lakhs. The shortfall was due to late handing over of the two additional floors atop the Park Street Building by the CPWD which delayed the remaining infrastructural work.

2. Keeping in view the projected activities of Capital Nature, the Infrastructural Development work has been divided into 6 units with a projected fund requirement of Rs.60.00 Lakhs, i.e. with the unit cost of Rs.10 Lakhs.

3. The division of units for infrastructural works (Capital nature) are as follows (location wise):

- Interiors for the two new floors (4th & 5th floors) atop the Park Street New Building;
- Major renovation of the interiors of the departments at the 1st, 2nd & 3rd floors, the New Building;
- Reorientation of the interior of the Publication Department
- Major Civil works at the exterior of the New Building at Park Street
- Retro-conservation of the Old Building at Park Street
- Salt Lake Campus

4. 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.


5. 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.

  
 General Secretary  
 The Asiatic Society, Kolkata

	Activity - 13				
	Programmes under				
	"Swachhata Action Plan"				
	Object Head: 2882/00438.08.01				
	Grants-in-aid-General - SI No. 31				
	Weight (W) = 0.28				
	Unit Cost (in Rs.) = 0.50 Lakh				
	Physical		Financial		Score = W*A/T
Month	Target (T)	Achieve- ment (A)	Target (T)	Achieve- ment (A)	
Apr-20	0		0		
May-20	1		50000		
Jun-20	1		50000		
Jul-20	0		0		
Aug-20	0		0		
Sep-20	0		0		
Oct-20	1		50000		
Nov-20	0		0		
Dec-20	0		0		
Jan-21	1		50000		
Feb-21	0		0		
Mar-21	0		0		
<b>Total</b>	<b>4</b>		<b>200000</b>		

**Note:**

1. During the year 2019-20 the Society has spent the entire amount of Rs. 3.75 Lakhs allotted under the head "Swachhata Action Plan" (SAP) in RE 2019-20 for carrying out different activities under the SAP. Around 10 programmes were organised under SAP, based on which the unit cost was Rs.0.37 Lakhs.
2. During 2020-21 the Society will organise programmes under the "Swachhata Action Plan" spread over the entire year to create awareness on "Swachhata" by undertaking awareness programmes (*Swachhata Abhijan*) and special cleaning drives at different sections / buildings of the Society as per the guidelines provided by the Ministry under SAP.
3. The fund projection for the year 2020-21 with a target of 4 units of programmes under SAP has been made at Rs.0.50 Lakh per unit. The total fund requirement on this basis works out to Rs.2.00 Lakhs (Rs.0.50 lakhs x 4)
4. The financial involvement will include cost of cleaning materials, printing of posters, stickers, banners, distribution of attires for awareness, etc.
5. Works will be done as per guidelines in GFR 2017.

  
 General Secretary  
 The Asiatic Society, Kolkata



# THE ASIATIC SOCIETY, KOLKATA

## FINANCIAL YEAR 2020-21

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-20	12		19377000		19377000	541666	18835334
May-20	56		17562000		17562000	541666	17020334
Jun-20	360		19497000		19497000	541666	18955334
Jul-20	577		24757000		24757000	541666	24215334
Aug-20	567		21339500		21339500	541667	20797833
Sep-20	719		22249500		22249500	541667	21707833
Oct-20	737		26249500		26249500	541667	25707833
Nov-20	720		21749500		21749500	541667	21207833
Dec-20	723		22474500		22474500	541667	21932833
Jan-21	839		27099500		27099500	541667	26557833
Feb-21	823		22749500		22749500	541667	22207833
Mar-21	823		23189500		23189500	541667	22647833
Total	6956		268294000		268294000	6500000	261794000

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THE ASIATIC SOCIETY, KOLKATA

# THE ASIATIC SOCIETY, KOLKATA

FINANCIAL YEAR 2020-21

Month	DTH Content						Village Coverage			Viewership / Readership			Total Score
	Content Creation			Weight			Weight			Weight			
	Content Creation		Score	Content Broadcasting		Score	Target	Achievement	Score	Target	Achievement	Score	
	Target	Achievement		Target	Achievement								
Apr-20										0			
May-20										200			
Jun-20										300			
Jul-20										400			
Aug-20										500			
Sep-20										600			
Oct-20										800			
Nov-20										1200			
Dec-20										1400			
Jan-21										2000			
Feb-21										2200			
Mar-21										2400			
Total	NA			NA			NA			12000			

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. and has been projected from May 2020 onwards with progressive rise during the year.

Sanjay Chandra  
The Asiatic Society, Kolkata