

Memorandum of understanding for the financial year 2014-15

Memorandum of understanding between Ministry of Culture, Shastri Bhawan, New Delhi & the **Central Reference Library** for financial year 2014-15

1. This agreement made this 24th of April 2014 between the MOC, as the first party and The **Central Reference Library**, an organization under the Ministry of Culture, hereinafter called the second party.
2. Where as the Ministry of Culture have the following mandate: Yes.
3. And where the Central Reference has the following mandate: Yes.

Purpose of the MOU

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

To achieve this, the following deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2014-15 amounting to Rs. 3.97 is being allotted to CRL, Kolkata for carrying out Organizational work. Expenditure is to be ensured.
- (ii) The Annual Report and Audited Account for the year 2014-15 to be prepared on time.
- (iii) The CAG audit, if required to be done, for the year **2014-15** to be Ensured.
- (iv) Pending utilization certificate for Rs. 37.00 _____ to be submitted to the Ministry.
- (v) To dispose of all pending CAG audit paras and internal audit paras.

2. Human Resource

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

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

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed jreviewed.
- (iii) Monitoring of the court cases to be ensured.

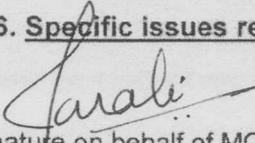
4. Parliament Matters

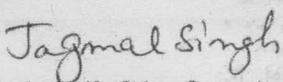
- (i) The Audited Accounts and Annual Report for the year 2013-14 to be placed before the Parliament.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

5. General

- (i) Mandatory meetings of all the Committeesj Sub-Committees to be convened and conducted on time.
- (ii) The performance audit of the Organization to be got done by an external evaluator.
- (iii) Mandatory Returns and Reports for the year to be filed on time.
- (iv) Disposal of all the applications and appeals under the RTI Act, 2005 to be ensured.
- (v) Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.
- (vi) Website to be reviewed and revamped if necessary.

6. Specific issues related to your organization:


Signature on behalf of MOC
DIRECTOR (LIB)


Signature on behalf of the Organisation

Funding Agreement between the Ministry of Culture, Government of India and Central Reference Library for the year 2014-15

1

This Agreement made on 25th April, 2014 between Ministry of Culture Government of India represented by Joint Secretary (Lib) on one part and Director, Central Reference Library on the other part with respect to the funding to be provided by the Ministry of Culture to the Central Reference Library and the fulfillment of responsibilities and achievement of the performance indicators duly agreed between the Ministry of Culture, Government of India and the Central Reference Library as contained hitherto in this Agreement.

2. Central Reference Library, fully funded by the Ministry of Culture, Government of India, was established in the year 1954. It was declared as an Institution of National Importance by the Government of India in 1985. The Institution is a subordinate office under the Ministry of Culture having its own various committees. The main objectives of Central Reference Library, Kolkata, are as follows:-

- (i) To organize, undertake, conduct, encourage and promote the INB in the field of Publication and selling of Indian National Bibliography, a subject wise bibliographical record.
- (ii) To compile, editing cataloguing and selling of Indian National Bibliography.
- (iii) To collaborate with institutions / organizations engaged in similar activities in India and abroad with a view to furthering the aims and objects of the Institution.
- (iv) To organize lectures, seminars and conferences in India and abroad to acquaint the young growing generation with the utility and function of INB in India & abroad.
- (v) To undertake all such activities as are incidentally necessary or conducive to the attainment and publication of INB

CRL in consultation with the Ministry of Culture has identified main key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure the furtherance of the objectives of CRL.Kolkata.

- (a) To be published INB monthly volume, 2013.
- (b) To be published INB Annual Volume, 2013
- (c) To be published Index Indiana
- (d) To be published Bengali Granthapunji

4. Financial allocation: Ministry of Culture, Government of India will provide funding in the form of general budget (Plan/Non-Plan to CRL as per requirements projected by it

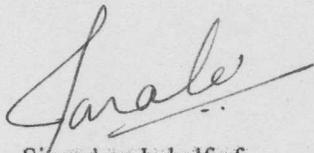
ly with all the relevant codal formalities while incurring expenditure from
Budget
ply with the directions of MOC
serve the requirements of fulfilling its long term objectives.

ance and Monitoring: CRL will supply to the Ministry of
Government of India each quarter of the year with regular information in respect
ments of the targets set out in Annexure-II enclosed with this Agreement. This
, together with the Annual Reports / Audited Accounts and any further

- Comp
- This
- Cor
- Obs

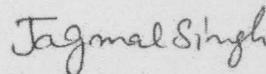
6. Performa
Culture, Go
of achiever
information

reports/documents, the Central Reference Library prepares in relation to the progress against its own policies, will be used to monitor the yearly performance. Also for monitoring the performance of the Central Reference Library a joint review by the Ministry of Culture and Librarian-in-charge, Central Reference Library, kolkata will be undertaken at the end of the financial year 2014-15



Signed on behalf of
Ministry of Culture, Government of India

Director (Lib)



Signed on behalf of
Central Reference Library

Librarian-in-charge

MEMORANDUM OF UNDERSTANDING
CENTRAL REFERENCE LIBRARY, KOLKATA
2014 - 2015

Sl. No	SUBJECT	TARGET	RATING				
			Excellent	Very Good	Good	Fair	Poor
			1.3.2015	31.3.2015	15.4.2015	15.5.2015	15.6.2015
1.	Classification and Cataloguing of 14,000 books of different Indian languages during 2014 - 2015	Completion of processing of 14,000 books (Depending upon the receipts of books)	1.3.2015	31.3.2015	15.4.2015	15.5.2015	15.6.2015
2.	Data entry of 14,000 records in Indian languages and roman script	Completion of data entry of 14,000 INB records	15.3.2015	31.3.2015	15.4.2015	15.5.2015	15.6.2015
3.	Editing of monthly volumes from January 2014 to December 2014	Generated printouts of monthly INB is edited and completed the online corrections	15 days after the data entry in every month	20 days after the data entry in every month	30 days after the data entry in every month	45 days after the data entry in every month	60 days after the data entry in every month
4.	Printing of monthly volumes of INB	100 copies of 12 monthly INBs printed	15.4.2015	31.4.2015	15.5.2015	15.6.2015	15.7.2015
5.	Cumulation of Annual volumes of INB	1. INB A.V 2012 already published 2. Generation of INB A.V. 2013 is going on	December 2014	January 2015	February 2015	March 2015	April 2015

6. Preparation of Language bibliographies - Assamese-2008-13 Bengali -2014, Gujarati- 2012-13, Hindi-2008-09 & 2010-11 Kannada-2013, Sanskrit -2004-2012 Malayalam 2013, Marathi- 2013 Tamil- 2010-13	Manuscripts ready to press	March 2015	April 2015	May 2015	June 2015	July 2015
7. Indexing articles for Index Indiana	Indexing of 2500 articles in Indian languages	December 2014	January 2015	February 2015	March 2015	April 2015
8. Printing of Index Indiana	Cumulated Volume 2010-11	1.3.2015	31.3.2015	15.4.2015	15.5.2015	15.6.2015

9.	North East Training Programme	3 workshops in North-East India	10.03.2014					Excellent. 1 Workshops & 1 Seminar completed
10.	Uploading of 2.50 lakh of INB data on net	32,333 INB data uploaded on CRL website vide 'online.nic.in'	01.03.2015	31.03.2015	15.04.2015	15.05.2015	15.06.2015	Due to improper format of the data NIC New-Delhi is working on it.

Faruk

DIRECTOR (LIBRARIES)
MINISTRY OF CULTURE
GOVERNMENT OF INDIA

Jagmal Singh
CENTRAL REFERENCE LIBRARY
LIBRARIAN