

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**MINISTRY OF CULTURE  
(Govt. of India)**

**AND**

**NATIONAL SCHOOL OF DRAMA  
(An Autonomous Body under M/o Culture)**

**FOR THE YEAR 2023-24**

**MEMORANDUM OF UNDERSTANDING**  
**FOR THE FINANCIAL YEAR 2023-24**

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and National School of Drama, Bahawalpur House, New Delhi for the Financial year 2023-24.

1. 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 National School of Drama has the mandate/objectives as prescribed under Clause 3 of its Memorandum of Association.
2. This agreement made this \_\_\_\_\_ day of ..... 2023 between the Ministry of Culture and the National School of Drama, New Delhi, an organization under the Ministry of Culture , hereinafter called the NSD.

**Purpose of the MoU**

To achieve the organizational goals by optimum use of the funds available and for proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required.

**1. Budget/ Accounts**

- (i) Budgetary Outlay for the year 2023-24 amounting to Rs. 4855.00 lakhs i.e Rs. 400.00 lakhs for Creation of Capital Asset. Rs.2600.00 lakhs under Revenue General Expenditure and Rs.1850.00 lakh under Staff salaries & allowance, Rs. 5.00 lakhs under Swachhta Action plan (SAP) etc. which is the sanctioned Budgetary outlay for National School of Drama for carrying out organizational work.





While incurring the expenditure requisite approval of concerned FC/EB/GB/GC or MoC, as the case may be, will have to be obtained before executing the work.

NSD will put efforts towards maximizing its internal resources and eventually attain self-sufficiency. NSD will keep Ministry informed on its internal resources generation on year on year basis. Steps would be taken to create Corpus Fund. Further, all interests or other earnings against Grants in aid or advances (other than reimbursement) released to NSD should be mandatorily remitted to the Consolidated Fund of India immediately after finalization of the accounts. Such advances should not be allowed to be adjusted against future releases.

Any demand for additional funds apart from regular grants for the financial year 2023-24 will be met out feasibility of the demand and availability of funds provided an equivalent amount of savings are available.

- (ii) The CAG Certification Audit, if required to be done, for the year 2022-23 shall be completed by NSD by September, 2023.
- (iii) Provisional Utilization Certificate shall be submitted by the NSD whenever called upon by the first party and Final Utilization Certificate by November 2023.
- (iv) All pending CAG audit paras and internal audit paras shall be disposed of within the prescribed time limit by the NSD.
- (v) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of the first party.
- (vi) Monthly report in respect of financial and physical achievement in prescribed format as placed at Annexure, shall be submitted to Ministry of Culture by 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.

*Permodh*

*[Signature]*

## 2. Human Resource

- (i) NSD shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.
- (ii) NSD will initiate necessary time bound action well in advance to fill up vacant posts following the prescribed rules.
- (iii) All DPCs will be conducted by the NSD within the stipulated time frame following the prescribed rules.
- (iv) All pending vigilance cases shall be disposed of within the stipulated time following the prescribed rules by the NSD.
- (v) Training of all the staff including faculty of the organization will be ensured as per the all staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the NSD. For this purpose, a training calendar be designed in the beginning of the year. The NSD will assess needs for skill development and create tailored training modules. NSD shall also send the status of Skill Development Module quarterly to this Ministry as per annexure-V attached.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the NSD. This process has to be completed by the Akademi in a time bound manner.

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3. **Legal Matters**

- (i) Memorandum of Association (MoA) shall be amended on the line of HPC's recommendation agreed by the Ministry, with the approval of the Competent Authority .
- (ii) Bye- Laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by NSD with the approval of the Competent Authority. NSD shall also update the status of same to this Ministry as per annexure-III.
- (iii) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures. The NSD will complete this process in a time bound manner. NSD shall also update the status of the same to this Ministry as per annexure-III.
- (iv) NSD 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 NSD. The information will be kept up to date.
- (v) The organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.

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- (vi) The NSD will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

#### **4. Parliament Matters**

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. NSD will submit the Annual Report and Audited Account for the year 2022-23 to the Ministry of Culture by November 2023 so that it can be laid in the Parliament.
- (ii) Fulfillment of all pending Parliamentary/Assurances will be ensured within the stipulated time frame.
- (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 competent authorities.

#### **5. General**

- (i) Mandatory meeting of the NSD Society, Academic Council and Finance Committee shall be convened and conducted on time.

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- (ii) The performance Audit /Peer Review shall be carried out as per GFR provisions contained in chapter 9 Rule 208(v). Every two years a Performance Audit should be done by reputed institutions of the activities of the school. For maintaining quality in NSD's work, an appropriate peer review system may be put in place. NSD will need to display its capacity for self-introspection, it is to remain truly independent.
- NSD shall take action for implementation of the actionable points conveyed to NSD by Ministry of Culture based on the recommendation of the Committee constituted for the performance audit for the year 2017.
- (iii) NSD shall furnish /file mandatory returns/report on time. NSD shall also provide the report/returns as and when asked for by the Ministry.
- (iv) NSD shall ensure timely disposal of RTI application and appeal. NSD shall also furnish/upload certificate/report on RTI as per the extant guidelines and also send the status of the same quarterly to this Ministry as per annexure-I.
- (v) For disposal of Public Grievances/complaints, NSD 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. NSD shall also submit the status of Public Grievances Quarterly to this Ministry every month as per annexure-II.
- (vi) The National School of Drama website shall be uploaded, 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 also be uploaded on the website of the organization. NSD shall also submit the status of the same to this Ministry quarterly as per annexure-III

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- (vii) NSD shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) NSD shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- (ix) NSD shall implement New Pension Scheme (NPS) as per the norms of the NPS.
- (x) Swachh Bharat Campaign/ Programmes as well as cleanliness drive shall be taken up by the NSD and instruction/direction given by the Ministry in this regard shall be followed. NSD shall also send the status of Swachhta Abhiyan undertaken to this Ministry quarterly as per annexure-IV.
- (xi) The NSD shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry.
- (xii) The NSD shall be active on social media like You tube /Facebook/ Twitter etc. After the programme is held, photographs and videos shall be uploaded immediately along with the information on the programme. NSD shall also upload its programmes on Mobile Apps. Followers of the NSD on the social sites have to be enhanced to double from the present number of followers expeditiously.
- (xiii) NSD will implement the following e-services
  - (a) NSD will create online system for application and utilization certificates.
  - (b) The NSD shall create online system of Accounting by December, 2023.
  - (c) The organization will be active on the My Gov platform for inviting suggestions, ideas regarding its activities during the year.

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- (xiv) NSD will provide archival material on intangible culture to IGNCA.
- (xv) NSD will provide promotional films to DD Bharti and also make an inventory of films.
- (xvi) Vision and Mission document will be prepared by the Organization and uploaded on its website.
- (xvii) NSD shall also send the status of Research/Publications/Grants undertaken/released every month to this Ministry as per annexure-VIII.
- (xviii) NSD shall also send the status of Plays/workshops/Seminar/Conferences undertaken every month to this Ministry as per annexure-VII. NSD shall also inform & invite the Ministry well in advance about the plays that are going to be performed by the NSD in the financial year 2023-24.

## 6. Specific Issues :

- (a) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexure for the year 2023-24 shall be ensured. The cost/expenditure shown in the Annexure of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however be subject to the availability of funds in the allocated budget of the organization and compliance with the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal /reduction in the budgetary support.
- (b) Each activity with its physical and financial targets indicated in the Annexure – I of the draft MoU may be linked to the concerned object heads of the budgetary outlay for the year 2023-24 so that the physical and financial progress could be

Deputy Secretary



monitored with reference to the budgetary allocation under each object head.

- (c) The project for Re-development of National School of Drama (NSD) Campus has been approved by the competent authority in the Ministry of Culture at a total estimated cost of Rs. 180.00 crore. The project has to be completed in a phased manner for which year-wise capital expenditure has been approved. NSD will ensure completion of physical target vis-a-vis financial expenditure for the financial year 2023-24.
- (d) As per the policy of Govt. of India, Five National School of Drama (NSD) were to be set up at Bengaluru, Kolkata, Maharashtra/Goa, J&K and the North East region. All the concerned State Governments were to be approached for allotment of land by NSD whenever, Ministry of Culture, Govt. of India may take a suitable decision in this regard. Further, rule 229 of GFR-2017 provides that "Regional Centres/Offices/Sub-Stations of any autonomous body can be created with prior approval of the administrative ministry in consultation with Ministry of Finance". The same has to be ensured strictly.

## 7. Specific deliverable for achieving MoC goals

At present all Akademis of Ministry are working in silos. NSD should remain in constant touch with other akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

Akademis should take note of the fact that same few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademis should conduct programmes all over India unless it is not state centered.

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- (i) NSD distributes grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the NSD.
- (ii) Management of space: NSD have extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the NSD should be used for public facility areas like café, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back. NSD shall also send the status of space allotted quarterly to this Ministry as per annexure-IX.
- (iii) Value Addition to the NSD: NSD should be at the fulcrum of our cultural activities. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. They may think to install interactive kiosks for young generation. Their website should have a virtual facility for promotion of NSD's origin, role and growth of its activities. NSD's websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- (iv) Outreach activities: NSD should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the NSD for exposure to their plays, cultural programmes and other activities. Along with annual calendar which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance sent to the Ministry so as to ensure maximum publicity.
- NSD conduct plays and cultural activities on regular basis. They may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.
- (v) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay



to popularize the ethos of our culture which are propagated by akademis.

- (vi) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction about programmes may also be thought of.



Signature on behalf of  
Ministry of Culture



Signature on behalf of  
National School of Drama

राष्ट्रीय संस्कृति मंत्रालय / Ministry of Culture  
आदर्श भवन / Adarsh Bhawan  
नई दिल्ली / New Delhi

(P. K. Mohanty)  
Registrar  
National School of Drama

**ANNEXURE –I****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

**ANNEXURE –II****Status of Public Grievances**

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

**ANNEXURE –III****Status of updating by-laws and RR on Website**

Sr No	Website module	Last reviewed	Last updated on website	Remarks if any
1.	Service By laws			
2.	Recruitment Rules			

**ANNEXURE –IV****Status of Swachhta Abhiyan**

Sr No	Name of the activity conducted for Swacchta Abhiyan	No of Participant Expected	No of Actual Participant	Name of the partnering organization if any	Remarks if any

**ANNEXURE -V****Status of Skill Development Module**

Sr No	Name of the Skill development module	Name of the collaborating institute	No of Actual Participant	Remarks if any

**ANNEXURE-VI****Visit of Under-privileged Children**

Sr. No.	Number of Children Visited	Area from which they visited	Activity participated	Remarks, if any

**ANNEXURE-VII****Plays/workshops/Seminars etc.**

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

**ANNEXURE-VIII****Research/ Publications**

1	2	3	4	5	6	7	8	9
Sr. No.	Topic of Research/ Subject	Grant released or not Details thereof	Name of Author	Whether published or not	If not , reasons therefore	Whether paid publication or not?	Has it published online	If so, book link for payment

## ANNEXURE-IX

**Conference Room/Auditoriums/Lecture Halls/Open Ground**

Sr.No.	Activity	Space allotted (Sq.feet)	Capacity (No. of seats)	Revenue Generation	Feasibility of increasing Revenue Generation	User Charges	Remarks