National Archives of India

Memorandum of Understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and the National Archives of India, New Delhi for the Financial Year 2015-16.

The National Archives of India is the attached office of Ministry of Culture. This agreement is made on 1 April 2015 between the Ministry of Culture, as the First Party and the National Archives of India, hereinafter called the Second Party.

Whereas the Ministry of Culture has the mandate to preserve, promote and disseminate all forms of art and culture by understanding 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.

And whereas the National Archives of India have the following mandate:

a) It is Nodal Agency of the Central Government of India empowered to coordinate, regulate and supervise the operations connected with the Administration, Management, Preservation, Selection, Disposal and Retirement of Public Records under the provisions of Public Records Act, 1993 and Public Record Rules, 1997

b) Appraisal and Transfer of Public Records from Ministries/Departments/Offices.

c) Acquisition/ Accession and Arrangement of Records/ Private Papers/ Microfilming / Books

d) Conservation and Repair of Records and Library materials

e) Preparation of Reference Media of Records

f) Research & Reference & Access to Scholars

g) Training in all the discipline of Archives and Record Management

h) Out-Reach Programmes- Organizing Exhibitions, Seminars, Lecture-Series, Work-shops etc.

i) Financial Assistance for Preservation of Manuscripts/ Rare Books

Purpose of the MoU

To achieve the organizational goals, by optimum use of the funds available and proper functioning of the Organization.NAI will ensure that the targets as contained in **Annexure A** of this MoU are achieved during the year 2015-16.Further funding of NAI will depend on completion of the earmarked targets by it.

To achieve this, the following are the indicative deliverable points:

1. Budget and Accounts

Efforts will be made fully utilize the Plan and Non Plan Expenditures during 2015-16 to achieve the given targets. All financial matters of the Department will be dealt under the provisions of GFR 2005 of the Government of India's directions.

(i) The incurred expenditure to be timely reconciled with P&AO and its booking will be ensured.
(ii) To ensure timely submission of Utilization of certificates (UCs) to the P&AO.

2. Human Resource

(i) Human Resource Policy for the Organization to be framed.
(ii) The Recruitment Rules for all the Cadres to be framed/reviewed with the approval of the Competent Authority. Vacancies in other ranks in the Organization to be filed up on time, after taking stock of vacancies for the entire year.
(iii) All DPC's for the year and any pending DPC's to be conducted on time.
(iv) All pending vigilance cases to be disposed of on time and as per rules, and a monthly report during 2015-16 to be submitted to Ministry.
(v) Training of the staff of the Department to be ensured as per the Staff Training Policy. A training calendar schedule for staff to be designed at the beginning of the year.
(vi) Monitoring of the court cases to be ensured.

3. Legislation/Legal Matters

Amendments to the Public Records Act. 1993 - efforts would be made to get the amended Public Records Act introduced in the Parliament.

4. Parliament Matters

(i) Fulfillment of all pending Parliamentary Assurance to be ensured.
(ii) Legislative matters, if any, to be taken up for approval of Parliament.

5. E-Governance :

(i) Development of an online system for application of various services offered by the NAI.
(ii) Redesigning of NAI Website and the portal development by CDAC under digital preservation project.
(iii) Digitization of 11 lakh private papers through outsourcing.
(iv) Digitization of library books, microfilm/microfiche for uploading on virtual library through outsourcing.
(v) Digitization of 19.80 lakh pages of public records through outsourcing will be taken-up.

6. **Action-Plan for 125th Anniversary Celebrations of the NAI (2015-16)**

NAI would launch various programmes in connection with its 125 Anniversary in 2015-16. A comprehensive action plan in this regard will be developed and implemented. Besides under this programme the following infrastructural projects would be also lauched/completed:-

(i) Re-launch/renovation of NAI Museum.

(ii) Establishment of a Reception-cum-Interpretation Centre.

(iii) Foundation of administrative block.

(iv) Development of a Conservation Management Plan (CMP) for the of NAI's heritage building.

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Targets for National Archives of India

S.No.	Items	Targets
Critical Area Projects		
1.	Appraisal and Transfer of Public Records.	2,00,000 files to be appraised and transferred to NAI. Data entries to be made in AIMS Software.
2.	Acquisition/ Accessionand Arrangement of Records in NAI	1,00,000 files/volumes to be acquired
3.	Conservation and Repair of Records and Rare Books in National Archives of India (by staff/out-sourcing)	5,00,000 sheets to be repaired by staff/out-sourcing
4.	Preparation of Reference Media of Public Records.	3,00,000 lakh items to be completed.
5.	Digitization of Private Papers	5,50,000 pages
6.	Digitization of Public Records/Analog microfilming	19.80 lakh pages
Record Management		
7.	Conducting of Orientation courses for DROs	7 courses
8.	Inspection of DRR Records room	8-10
9.	Preparation of Retention Schedule pertaining to substantive functions of various Central Government offices	12
10.	Transfer of Lahore Shed along with records in Jaisalmer House from MHA to NAI	To be completed during 2015-16.
10.A	Meeting of Archival Advisory Board	One session to be held
10. B	Report of the Director General of Archives on implementation of the Public Record Act 1993 to be published	All work related to seeking of information and compiling of the report to be completed by the end of the year.
Private Archives		
11.	Acquisition of microfilms/ copies of records from Abroad	Efforts will be made to acquire the microfilms/copies from abroad
12.	Acquisition of Private Papers from Eminent Personalities	Efforts will be made to acquire private papers of the eminent personalities of India.

1_.	Reference Media/Arrangement of Mulk Raj Anand Papers	Subject listing of 30,000 entries.
Oriental Records		
14.	Re-constitution of Historical Documents Purchase Committee and holding it meeting	To be re-constituted (for two years) and one meeting to be convened.
Library		
15.	Accessioning, Classification, Data Entry of Books/Periodicals	1000 books/periodicals
16.	Constitution of Books Acquisition Committee (BAC) and holding of the meeting	To be constituted (for one year and holding of its meeting).
School of Archival Studies		
17.	(i) Regular Training Programme (ii) Short Term Courses (iii) Special Work-shop	-1 Year Diploma in Archives & Records Management. -9 Sessions in various aspects on archiving - Will be held as per demand
18.	Assess needs for skill development and create tailored training modules	Additional Short Term courses in Care & Conservation and Reprography to be conducted for training private candidates subject to approval of additional funds and permission to include external resource persons (Ministry of Culture has been apprised of the same).
18 A	Meeting of the Board of Studies	One meeting to be held.
Grant-in-Aid		
19.	Re-constitution of the Grants Committee	To be re-constituted (for two years).
20.	i) Scheme of Financial Assistance for Preservation of Manuscripts/Rare Books to Registered Voluntary Organizations/ Individuals	1. One Grants Committee Meeting. 2. Disbursement of allocated funds as financial assistance to govt. institutions for their developmental activities as well as preservation, conservation of record, rare books and manuscript.
21.	Scheme of Financial Assistance to State/Union Territory Archival Repositories, Government Libraries Museums	1. One Grants Committee 2. Disbursement of allocated funds as financial assistance to register voluntary organization/ individuals for preservation and conversation of Archival heritage.

	Outreach Programme	
22.	Publications.	16 Publications of NAI to be brought out.
23.	Exhibitions	5 Exhibitions to be organized.
24.	Increased presence on Social Media (Face book/twitter)	All activities to be uploaded on social media sites on a continuous basis.
25.	Revamp up of the NAI website	To be completed
26.	Make an inventory cultural activity space under the charge of the Organization	To be taken-up during the year
27.	Introduction of video show for guidance of visitors to NAI	To be introduced during the year
28.	Activities on Project Mausam	2 Activities to be identified and implemented.
	Administrative Matters	
29.	Training of Staff	10 Officers to be deputed for courses to be conducted by ISTM. Foreign training of staff on specialized fields would also be taken up.
30.	Vigilance Matters	All vigilance cases to be disposed off on time and as per rules.
31.	Revision of Recruitment Rules	Recruitment Rules of Group A & B already notified. Shortly sending for DOPT approval. Draft of RR's of Group C are being finalized very soon. RR of MTS has been submitted for Gazette Notification and process of recruitment will be started after its publication during the year.
32.	Vacancy position	Efforts to be taken to fill up the vacant posts.
33.	Identify and create e- service/on-line system for applications, UCs	To be taken up during the year once the redesigned version of the website is launched.
34.	Maintenance of Recruitment Revision Roster	To be completed during 2015-16
	Capital Works	
35.	The space audit to assess the Capital assets of NAI at Headquarters and Regional Offices and Record Centres.	To be completed during 2015-16
36.	A project on Landscaping of NAI headquarters to be prepared	-do-

National Archives of Archives

Result-Framework Document (RFD) 2015-16 Based on the Activities mentioned in MoU

Column 1	Column 2	Column 3	Column 4		Column 5	Column 6				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Target/ Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
1. Appraisal and Transfer of Public Records from Ministries/Deptts/ Offices	15	1. Appraisal and Transfer of Public Records.	Appraisal and transfer of Records of administrative and historical importance as per targets to NAI from various Ministries/ Deptts/ Offices for Scientific preservation and for future reference and use by Administrators & Research Scholars.	Number of Files	15	2,00,000	1,80,000	1,60,000	1,40,000	1,20,000
2. Acquisition/ Accession and Arrangement of Records/ Private Papers// Books/ Microfilming	15	2. a) Acquisition/ Accession of Public and Records/Private Papers in NAI	Accession & Arrangement of Records/Private Papers as per targets for future reference and use by Administrators & Research Scholars.	No. of Files/letters	15	1,00,000	90,000	80,000	70,000	60,000
3. Conservation and Repair of Records and Rare Books in National Archives of India	15	i. In House-(By NAI staff)	Repair and lamination of sheets as per targets.	No. of Sheets	5	1,00,000	90,000	80,000	70,000	60,000

Activity	Target	Description	Output/Scope	Unit of Measure	No.	Year 1	Year 2	Year 3	Year 4	Year 5
ii) Conservation/preservation of public records. **(By Outsourcing)**		Repair and lamination of sheets as per targets.		No of sheets	5	2,00,000	1,80,000	1,60,000	1,40,000	1,20,000
iii). Binding and Repair of sheets/papers of Library material or /of rare and important books and publications. **(By out-sourcing)**		Repair/lamination of sheets and binding of books a per targets.		No of Sheets	5	2,12,000	1,90,800	1,69,600	1,48,400	1,27,200
4. Preparation of Reference Media of Records	15	Preparation of Reference Media of Public Records.	Subject listing of Public Records as ready reference for scholars.	No. of Items	15	3,00,000	2,70,000	2,40,000	2,10,000	1,80,000
5. Research & Reference & Access to Scholars	5	1. No. of research scholars likely to be enrolled.	Enrollment/Registration of No. of Scholars from India and Abroad for providing them various research facilities.	1 .No. of Scholars enrolled/registered.	2	1) 600	540	480	420	360
		2. No. of visits likely to be made.	• No. of visits by the scholars	2.No. of visits made	2	2) 3,600	3,240	2880	2520	2160
		3. No. of requisition slips likely to be attended.	• No. of requisition made	3. Requisition slips received and supplied.	1	3) 33,600	30,240	26,880	23,520	20,160

Item		Sub-item	Description	Metric						
6. Training in the Archives and Record Management	5	1. Diploma Course- Conducting of One Year Diploma Course in Archives and Records Management.	Imparting timely Diploma/Short Term Courses as per schedule for creating a work force of trained professionals in various disciplines of Archival Administration, Record Management, Conservation etc. No. of sessions/courses conducted as targeted.	1.No. of Trainees	3	1) 30	1) 27	1) 24	1) 21	1) 18
		2. Eight Short term courses- in various fields of Archives		2. No. of Trainees	2	2) 150	2) 135	2) 120	2) 105	2) 90
7. Out-Reach Programmes	5	Organizing 1) Exhibitions 2) Seminars/ Lecture-Series/Symposiums	Organizing of Exhibitions/Seminars/Lectures etc. as scheduled to create the archival awareness among people.	1.No. of Exhibitions	3	1) 5	4	3	2	1
				2.No. of Lectures/ Seminars etc.	2	2) 6	5	4	3	2
8. Financial Assistance for Preservation of Manuscripts/ Rare Books	5	1. NGOs- Organizing of Grants Committee Meeting to recommend disbursement of the amount allocated under the scheme to Applicants/ Institutions/Organizations	Organizing of Grants Committee Meeting and timely disbursement of the amount recommended by the Committee to be released to the recommended Institutions with the approval IFD/ Min. of Culture/	Rs. in lakhs	3	70,00,000	63,00,000	56,40,000	49,00,000	42,00,000

No.	Activity		Sub-activity	Unit						
	2. State/ U.T. Archival Repositories, Government Libraries Museums-		Organizing of Grants Committee Meeting and timely disbursement of the amount recommended by the Committee to be released to the recommended Institutions with the approval IFD/ Min. of Culture/	Rs. in lakhs	2	1,20,00,000	108,00,000	96,00,000	84,00,000	72,00,000
			Organizing of Grants Committee Meeting to recommend disbursement of the amount allocated under the scheme to Applicants/ Institutions/Organizations Institutions.							
9.	Security microfilming, making positive microfilming, and Digitization of Public/Private Records of NAI	Security 10	Security Microfilming/Digitization to be done by staff/outsourcing							
			(5.7.1). Security Microfilming (in-house)	No of Rolls	2	720	648	576	504	432
			(5.7.2.) Positive Printing (in-house)	No of Meters	2	28,000	25,200	22,400	19,600	16,800
			(5.7.3) .(i) Digital Scanning of Microfilms by Microfilm Scanner(out-sourcing)	No. of Images	2	3,96,000	3,56,400	3,16,800	2,77,200	2,37,600
			(5.7.4) (ii) Digitization of Private Papers (out-sourcing)	No. of pages	2	5,50,000	4,95,000	4,40,000	3,85,000	3,30,000
			(5.7.5) (iii) Digitization of Public Records/Analog microfilming (out-sourcing)	No of pages		1,40,00,000	1,26,00,000	1,12,00,000	98,00,000	84,00,000
10.	**10. Training of Staff of NAI**	10	Training the staff in various activities of their field by deputing officers to ISTM on various courses. To be taken up during the year	No of staff	10	10	9	8	7	6