

## NATIONAL LIBRARY OF INDIA

Memorandum of Understanding between the Ministry of Culture, Shastri Bhawan, New Delhi and National Library of India of India, Kolkata for the Financial Year 2015-2016.

The National Library of India is a Subordinate Body fully funded by the Ministry of Culture.

This agreement made this 26<sup>th</sup> day of March month 2015 between the Ministry of Culture, as the First Party and the National Library an organization under the Ministry of Culture, hereinafter called the Second Party.

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

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

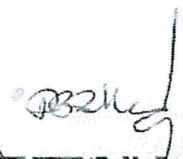
- i) Acquisition and conservation of all significant printed materials produced in the country to the exclusion of ephemera.
- ii) Collection of printed materials concerning the country, wherever it is published and also acquisition of photographic record of such materials as are not available within the country.
- iii) Acquisition and conservation of manuscripts of national importance.
- iv) Planned acquisition of foreign materials required by the country.
- v) Rendering of bibliographical and documentation services for retrospective materials, both general and specialized.
- vi) Acting as a referral centre purveying full and accurate knowledge of all sources of bibliographical works.
- vii) Provisions of photocopying and services.
- viii) To be a centre for international book exchange and international loan.

### 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 are the deliverables:



  
पी वाई राजेन्द्र कुमार/P. Y. Rajendra Kumar  
महानिदेशक/Director General  
राष्ट्रीय पुस्तकालय/National Library  
कोलकाता/Kolkata

1. Budget/ Accounts

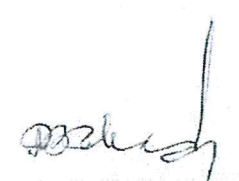
- (i) Budgetary outlay for the year 2015-16 amounting to  
Plan : Rs.19.00 crores and  
Non-Plan : Rs.15.33 crores  
is being allotted for carrying out organizational work. Expenditure is to be ensured. The Budget is dependent on the National Library of India's ability to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in Annexure-I of this Memorandum of Understanding.
- (ii) The CAG will audit the account as per their schedule and submit the report after verification.
- (iii) 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) Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.
- (iv) All DPC's for the year and any pending DPC's to be conducted on time.
- (v) All pending vigilance cases to be disposed off on time and as per rules.
- (vi) Training of the staff of the organization to be ensured. A list of officers, grade wise should be identified at the beginning of the year for forwarding to National Mission on Libraries.
- (vii) New Pension Scheme and related contribution towards any official under the Scheme will be done on time.

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary, with the approval of the Competent Authority.
- (ii) Monitoring of the court cases to be ensured.
- (iii) Monitoring of court cases through online.

  
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4. Parliament Matters

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

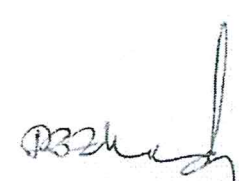
5. General


- (i) Mandatory meetings of all the Committees/ Sub-Committees to be convened and conducted on time.
- (ii) The performance audit of the Organization to be got done by CAG.
- (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 has already been set up. Existing policy to be reviewed.
- (vi) Website will be reviewed, redesigned and revamped if necessary.
- (vii) RFD will be uploaded on time.
- (viii) Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage / hoardings at important locations.

(ix) \* As mentioned below

6. Specific issues related to National Library

- (i) Establishment of City Hub at Esplanade, Kolkata
- (ii) Establishment of Center for Words at the Heritage Building after the complete renovation by ASI
- (iii) Microfilming of 1 lakh pages of newspapers
- (iv) Digitization of 50 lakhs pages of old and rare books
- (v) Procurement of digital library materials
- (vi) Opening of National Resource Centre for Differently abled persons
- (vii) Opening of Tagore Centre
- (viii) Opening of eResource Centre at National Library

  
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\* The organization will be active on the My Gov. Platform for inviting suggestions, ideas regarding its activities, during the year.

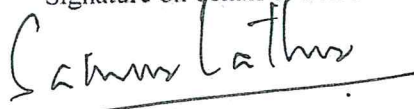


- (ix) Capacity Building of the officers and officials by arranging training programmes in different field of administrative and professional management.

The National Library of India will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in **Annexure-I** enclosed with this Memorandum. This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the National Library of India, will be used to monitor the yearly performance. The National Library of India and the Ministry of Culture will undertake a joint review at the end of the financial year 2015-16. The funding grants to be provided to the National Library of India in the subsequent financial years will largely be dependent on the outcome of these joint reviews.

Note : Targets given in enclosed Annexure

Signature on behalf of MOC

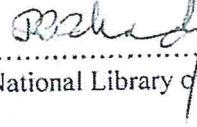


(Joint Secretary, Libraries)

Director

कँवर समीर लाठर/KANWAR SAMEER LATHER  
निदेशक/Director  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi

Signature on behalf of the Organization



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DG, National Library of India

पी वाई राजेन्द्र कुमार/P. Y. Rajendra Kumar  
महानिदेशक/Director General  
राष्ट्रीय पुस्तकालय/National Library  
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## Key Targets for National Library

Sl. No.	Item	Minimum Target
1.	Collection of Books under DB Act	40,000
2.	Digitisation of pages	50,00000
3.	Microfilming of newspapers	100000 pages
4.	Purchase of Print Books	3000
5.	Purchase of e-books/journals	2000
6.	Procurement of archival databases	5
7.	Capacity building of officers and officials	350 officials
8.	Publications	5 publications
9.	Organising Hindi Workshops	4
10.	Swachh Bharat Abhiyan : Activities to be undertaken	
	1 Removal of old furniture	Six monthly review to be done
	2. Staff meeting to be held for awareness of Swachh Bharat	12 meetings in the year
	3. Weeding of old records	One in a year
	4. Awards to be given for maintenance of cleanliness	Three Divisions/Sections
11.	Cultural Activities	
	1. Programmes for children	3
	2. Lectures/Workshops	5
	3. Exhibitions	5
	4. Other programmes	10
12.	Increase presence of social media	Uploading of activities of National Library through Blogs, Facebook, Youtube etc.
13.	Review of Recruitment Rules of all categories	By April, 2015
14.	Assess need for skill development and create tailored training module	To be completed during this year
15.	Produce a Documentary Film on National Library in collaboration with National Film Development Corporation	To be completed during this year
16.	Uploading of RFD	To be uploaded by 15 <sup>th</sup> May, 2015. Review of RFD to be done every quarter
17.	Maintenance of Reservation Roster	To be completed during this year

*Sameer Lather*

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संस्कृति मंत्रालय/Ministry of Culture  
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नई दिल्ली/New Delhi

*P. Y. Rajendra Kumar*  
पी वाई राजेन्द्र कुमार/P. Y. Rajendra Kumar  
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Annexure – II

KEY PERFORMANCE INDICATORS FOR NATIONAL LIBRARY 2015-16

Action	Criteria/Success Indicators
Administrative Matters	No. of DPCs conducted
	Payment of Bills(Including Processing)
	No. of Training/Workshops conducted
Outreach Measures	No. of Awareness Programmes on DB Act in different states
	No. of Posts in Digital Outreach Media
	No. of Advertisements released
	No. of Publications
Modernization of Library	No. of pages Digitized
	No. of pages microfilmed
	No. of Items with RFID tag
Library Activities	No. of Lectures organised
	No. of Workshops organised
	No. of Seminar/Conference organised
	No. of Professional/Administrative Training organised

*Sameer Lather*

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निदेशक/Director  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
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*[Signature]*  
(Director General)  
National Library

COUNTERSIGNED

DIRECTOR  
JOINT SECRETARY (LIBRARIES)  
MINISTRY OF CULTURE