

**Memorandum of Understanding between the Ministry of Culture,  
Government of India and National Research Laboratory for Conservation of  
Cultural Property, Lucknow for the year 2015-16**


1. This agreement made on 19<sup>th</sup> March, 2015 between Ministry of Culture, Govt. of India, represented by Director, Museums Division, on the one part and Director, National Research Laboratory for Conservation of Cultural Property (Here in after referred as NRLC) on the other part, lays down the responsibilities, performance indicators and targets duly agreed by both parties, with an objective to achieve organization goals by NRLC through optimal use of available funds and to ensure proper functioning of NRLC.

2. NRLC, fully funded by the Ministry of Culture, Government of India, was established in the year 1976 as a subordinate office of Ministry of Culture for conservation of cultural property. The main objectives of NRLC are as follows:

- (i) To carry out research in the field of conservation of cultural property.
- (ii) Technical studies of art materials and art making techniques.
- (iii) Training.
- (iv) To extend conservation services to cultural institutions who do not have conservation facilities.
- (v) To resolve the issue related to authenticity of art objects
- (vi) To collaborate with national and international organizations

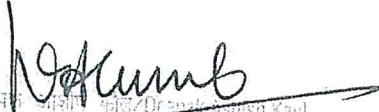
3. NRLC in consultation with the Ministry of Culture has identified 4 key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure the furtherance of the objective of NRLC.

- (a) Research
- (b) Training
- (c) Field Projects
- (d) Information and communication



- 3/9/15
4. **Financial Allocations:** Under the annual plan 2015-16, NRLC, Lucknow has been provided a budgetary provision of Rs. 4.0 crore under Plan and Rs. 5.39 crore under Non-Plan head. The above funds will be used by NRLC, Lucknow for achieving measurable improvement in service delivery with reference to the key performance indicators included in Annexure I, and to attain the targets included in Annexure II, of this Memorandum of Understanding.
  5. **Performance and Monitoring:** NRLC, Lucknow will provide Ministry of Culture, Government of India quarterly reports in respect of the achievements on the targets set out in Annexure II of this agreement. The progress achieved will be monitored in a joint meeting six months into the financial year and at such other intervals as may be decided by Ministry of Culture. The fund allocation under Plan for NRLC, Lucknow in future years will be largely dependant on the achievement of the targets as laid down by this agreement.


Signed on behalf of  
Ministry of Culture, Government of India

  
Director (Museums)  
संस्कृति विभाग/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi

Date: 19<sup>th</sup> March 2015

Place: New Delhi

Signed on behalf of  
NRLC, Lucknow

  
Director  
DIRECTOR  
एन.एल.सी., लखनऊ  
N.R.L.C., LUCKNOW

**KEY PERFORMANCE INDICATORS FOR NRLC, LUCKNOW 2015-16**

**Administrative Matters**

1. Revision of Recruitment Rules of various posts in the laboratory
2. Filling up of vacancies
3. Preparation and implementation of RFD of NRLC as per the targeted dates
4. Training of staff and development of an HRD policy
5. Budget allotment and expenditure incurred to meet quarterly targets
6. Number of Court cases pending and compliance with directions of the Court
7. Number of Audit paras and action taken on the observations of audit
8. Timely submission of papers, documents, reports etc. to MOC
9. Ensuring compliance of the Raj Bhasha Policy.
10. Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.
11. Arranging meetings of advisory body for guiding the activities of NRLC, Lucknow.
12. Online monitoring of court cases.

**Research**

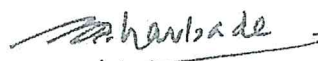
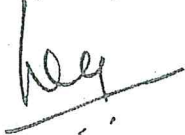
1. Meetings of Research Advisory Body.
2. Review of research work done by NRLC and to prepare a roadmap for future research work.
3. Review of existing research facilities and setting up of advanced non-destructive testing analytical equipments.
4. Identification of key problems in conservation of cultural property.
5. Formulating research projects to find out sustainable conservation solutions.
6. Dissemination of research results and findings.

**Training & Practices**

1. Preparation of proposal for upgrading six month course to one year (two semester) Proficiency Certificate Course
2. Review of six month training course on conservation of cultural property being organized by NRLC since long time in terms of country's present needs
3. Framing a policy for conservation practices
4. Formulation of short terms specialized trainings for in-service conservation professionals

**Field Projects**

1. Identification of project partners for field projects.
2. Carrying out feasibility study of selected field projects.
3. Planning of field project in consultation with partner.
4. Implementation of field project following standard practices.





### Information and Communications

1. Building up data on traditional art and craft materials and their making techniques.
2. Preparing a data base on traditional artisans and craftsmen.
3. Organizing workshops on recent practices in conservation of paintings, ethnographic materials, natural history objects etc.
4. Holding one international seminar on recent trends in conservation of cultural heritage.

### Collaborations

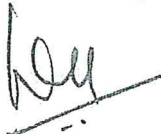
1. Collaborating with ICCROM (Rome), ICOM (Paris) and UNESCO for resolving conservation issues.
2. Collaborating with CSIR and DST laboratories for adopting their research and development in the field of conservation.
3. Marketing of the products developed by the NRLC through its research activities.

### E-Governance

1. Development of an online system for application of various services being provided by NRLC.
2. Digitization of library books and uploading of a catalogue on the organization's website.
3. Implementation of an online e-accounting software.

### Others

1. Assess needs for skill development and create tailored training modules.
2. Make an inventory of cultural spaces under the charge of the organization.
3. Increased presence on social media (Facebook/ Twitter/You-tube and website).
4. Provide promotional films to Doordarshan and make an inventory of films.
5. Preparation of annual income and expenditure account by the organization (Profit centre).
6. Activities on project Mausam.
7. Identification of organization's lands and buildings and maintenance of Asset Register.
8. Maintenance of reservation roster.
9. Preparation of separate annual report.
10. Preparation of basic documentary CD for 5-10 minutes giving introduction, activities and achievements of the organization.
11. Double entry book-keeping.
12. Compliance of instructions of Cabinet Secretariat, PMO and MoC, especially with respect to Swachh Bharat campaign.
13. Timely submission of monthly, quarterly, half-yearly and yearly returns in respect of administrative, financial, plan and non-plan expenditure and other important activities.
14. Printing of advance calendar of events.



## ANNEXURE - II

## TARGETS FOR NRLC, LUCKNOW IN 2015-16

Sl	Item	Targets
1	Revision of Recruitment Rules and Recruitment of Vacancies.	All pending RR's to be revised. Recruitment process for the direct recruitment posts to be initiated.
2	Providing sustainable conservation solutions.	3 solutions to be provided.
3	Extending conservation services through field projects.	5 new field projects to be taken up.
4	Developing Conservators and Restorers through training.	30 conservators to be trained.
5	Enhancing preventive conservation knowledge of professional working Museum, Archives, Library and other related institution.	30 professionals to be trained.
6	Conservation Education to the students of Museology, Archaeology and Conservation of different universities / institutions.	60 students to be educated.
7	Generation of information resources	200 information resources to be generated.
8	Dissemination of information through workshops, conference, publication.	5 workshops, 5 seminars and 5 publications to be organized.
9	Cultural Exchange Programme and International Collaboration	Collaboration with ICCROM and ICOM on conservation issues to be strengthened.
10	Marketing of products developed by NRLC through research.	3 new specific product marketing activities would be undertaken.
11	Swachh Bharat campaign - number of activities to be undertaken.	12 activities to be undertaken
12	Assess needs for skill development and create tailored training modules.	For all employees
13	Make an inventory of cultural spaces under the charge of the organization.	All cultural spaces.
14	Increased presence on social media (Facebook/Twitter/Youtube and website)	All activities to be uploaded on social media sites on a continuous basis.
15	Create online system for application of various services being provided by the	2 services



	organization.	
16	Create online system of accounting.	To be completed during the year.
17	Provide promotional films to Doordarshan and make an inventory of films.	To be completed during the year.
18	Registration under new Pension Scheme with PFRDA	To be completed during the year.
19	Uploading of RFD on the website of Cabinet Secretariat	Timely uploading of RFD as per guidelines
20	Preparation of annual profit and loss account by the organization.	To be completed during the year.
21	Activities on project Mausam.	5 activities to be organized
22	Introduction of more courses in conservation	2 new courses to be inducted
23	Collaboration with other scientific bodies by NRLC	4 new collaborations to be made
24	Collaboration with other international bodies like the Getty Foundation etc. for activation of conservation activities	2 new international collaborations to be finalized
25	Identification of organization's lands and buildings and maintenance of Asset Register.	To be completed during the year.
26	Maintenance of reservation roster.	To be completed during the year.
27	Collaboration of Museums with NRLC for propagation of conservation activities.	Collaborative areas to be identified and 4 workshops organized
28	Patenting of 2 new conservation products	2 products to be patented during the year.
29	Publication of research papers	A compilation of research papers to be published during the year.
30	Utilization of training infrastructure at NRLC, Lucknow	Training infrastructure to be utilized for minimum of 300 days in the year.

*Key*

*Shankarade*