

**NORTH ZONE CULTURAL CENTRE, PATIALA**  
**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR**  
**2018-19**

Memorandum of Understanding between the Ministry of Culture (MoC), Government of India, Shastri Bhawan, New Delhi and the North Zone Cultural Centre, Virsa Vihar Kendra, Near Bhasha Bhawan, Sheranwala Gate, Patiala (Punjab) for the Financial year 2018-19

1. This agreement made this 14<sup>th</sup> day of May 2018 between the Ministry of Culture, Govt. of India, as the first party and the NZCC, Patiala an organization under the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture has the following mandate:

- i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
- ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
- iii. Administration of libraries.
- iv. Promotion of literary, visual and performing arts.
- v. Observation of centenaries and anniversaries of important national personalities and events.
- vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies.
- vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- viii. Entering into cultural agreements with foreign countries.

3. And whereas North Zone Cultural Centre, Patiala have the following mandate:

The main objectives of the North Zone Cultural Centre, Patiala are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavors to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

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North Zone Culture Centu  
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### Purpose of the MoU


To achieve the organization 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:

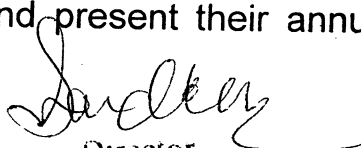
#### 1. Budget/ Accounts

- Rs. 105 lakh.*
- (i) Budgetary outlay for the year 2018-19 amounting to Rs.1200.00 lakh i.e. Rs. 1050.00 lakh under Plan; Rs. 150.00 lakh under NE Activities (Plan) & Rs.45.00 lakh under Tribal Sub-Plan and ~~Rs. 350.00 lakh under non-plan~~ is being allotted to NZCC for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GB/EB/FC or MoC as the case may be, will have to be obtained before executing the work.
  - (ii) NZCC shall submit the Annual Report and Audited Accounts for the year 2017-18 to the Ministry of Culture before the end of November 2018.
  - (iii) Provisional utilization certificates have been submitted to the Ministry of Culture and final utilization certificate will be submitted by the end of June 2018 for the financial year 2017-18.
  - (iv) NZCC shall submit UC in the prescribed format alongwith the reports regarding performance/targets achieved, outcome etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to supplier of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.
  - (v) All pending CAG audit paras; internal audit paras and PAC Paras shall be disposed off.

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Director  
North Zone Culture Centre  
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- (vi) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
- (vii) Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar.
- (viii) Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (ix) Settlement/Re-conciliation of Advances given by the Centre.
- (x) Monthly report in respect of financial and physical achievement in prescribed format shall be submitted to the Ministry of Culture by 1st 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.
- (xi) The Administrative Division of MoC shall encourage ZCC to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division of this may assign the target of internal revenue generation at least 30% of the total budget of the ZCCs, and accordingly the physical and financial targets may be given to the ZCCs.
- (xii) ZCCs shall submit UC in the prescribed format alongwith the reports regarding performance/targets achieved, outcome etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure and the funds given to supplier of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.
- (xiii) NZCC shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by Govt.
- (xiv) NZCC shall account for revenue and capital expenditure separately. NZCC shall maintain and present their annual

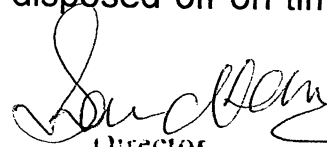
  
 Director  
 North Zone Culture Centre

accounts/final accounts in the standard prescribed format by the Govt.

- (xv) While seeking grants from the Ministry, the NZCC shall provide the information in the prescribed format by the IFD and the administrative Division shall process the proposal on quarterly basis indicating the month-wise proposed release amount during the quarter. However, the Administrative Division will release the concurred amount on monthly basis.
- (xvi) All interests or other earning against GIA or advances (released to NZCC) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xvii) In terms of M/o Finance Office Memorandum No. 26(120)/EMC Cell/2016 dated 28<sup>th</sup> March, 2017, the administrative Division shall ensure through MoU that the NZCC sets up necessary internal audit mechanism to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before BoG/EC for discussion.
- (xviii) The actual expenditure by NZCC on the activities shall be subject to the availability of funds. While incurring the expenditure, NZCC shall adhere to the GFR provisions besides other instructions of the Govt. issued from time to time.

## 2. Human Resource

- (i) Human Resource Policy for the Organization to be framed/ reviewed.
- (ii) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (iii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates and holding of DPCs for promotion and MACPs.
- (iv) All pending vigilance cases to be disposed off on time and as per rules.

  
 Director  
 North Zone Culture Cent

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- (v) 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 and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure etc. in ISTM, NIFM etc. to be ensured.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the NZCC. This process has to be completed by the NZCC by November 2018.

### 3. Legal Matters

- (i) Monitoring and defending of the Court cases on behalf of Union of India. All the court cases with their status will also be updated on the website of Legal information Management & Briefing System (LIMBS). The information will be kept up to date.
- (ii) The organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (iii) Adoption and implementation of Service & Recruitment Rules.
- (iv) Adoption of uniform MoA once it is circulated by the Ministry of Culture.
- (v) The NZCC will take action for implementing the recommendations of the Aiyar Committee on Zonal Cultural Centres which has been accepted by the Ministry of Culture.

### 4. Parliament matters

- (i) The Audited Accounts and Annual Report for the year 2017-18 to be submitted to MoC by 15<sup>th</sup> November, 2018 for laying in Winter Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (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 appropriate authorities of the NZCC.


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*Sandhu*  
 Director  
 North Zone Culture Cent

## 5. General

- (i) Mandatory meetings of all the committees/Sub- Committees will be convened and conducted on time as per the following schedule:
- |  |                        |
|--|------------------------|
| Programme Committee  | May, 2018              |
| Finance Committee  | June/July, 2018        |
| Combined meeting of the Executive Board and Governing Body (EB & GB) | August/September, 2018 |
- (ii) The performance audit / peer review of the Organization to be got done 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 NZCC. For maintaining quality in academic work, an appropriate peer review system may be put in place.
- (iii) Governing Body of the organization shall review User Charges/ Sources of Internal revenue generation at least once a year and inform the Administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.
- (iv) Mandatory Returns and Reports for the year to be filed on time.
- (v) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (vi) Revamping of website and to make it bilingual (English & Hindi)
- (vii) Ensuring compliance of Rajbhasa Policy.
- (viii) Meeting the deadline for submission of RFD and ensuring its implementation.
- (ix) The Performance Audit of the organization to be got done by the external evaluator.

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 Director  
 North Zone Culture Cent  
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- (x) Ensuring that inputs for Cabinet Memos are submitted on time.
- (xi) Public Financial Management System (PFMS) has to be put in use by the organization.
- (xii) Governing Body of the NZCC shall review user charges/source of internal revenue generation at least once a year; and this exercise should preferably be completed by the month of September every year.
- (xiii) Performance parameters, output targets in terms of details of programme of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelled out in the MoU. Further the output targets, given in measurable units of performance should form the basis of budgetary support extended to the NZCC. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xiv) NZCC should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the market for employees instead of undertaking liability on their own or Govt. account.
- (xv) NZCC shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Reports.
- (xvi)

**6. Specific issues related to your organization:**

- (i) To take suitable steps for development of Shilpgrams/Kalagram.
- (ii) Implementation of e-governance, introduction of online applications for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website etc.
- (iii) Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- (iv) Repair and renovation of buildings of ZCCs.
- (v) Organizing talent search programmes through Radio & TV channels.

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 Director  
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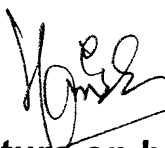
- (vi) Implementation of the recommendations of Aiyar Committee.
- (vii) Adoption and implementation of Service & Recruitment Rules the bye-laws of the organization to the framed/ reviewed, if necessary.
- (viii) Adoption of uniform MoA once it is circulated by the Ministry of Culture. The amendment to the MoA to be carried out if necessary with the approval of Competent Authority.
- (ix) Implementation of Swachh Bharat Campaign.
- (x) Enhancement of internal revenue generation – at least 10% (excluding interest from Corpus) over the preceding year 2017-18.
- (xi) Performance audit through external audit.
- (xii) Online Court Cases monitoring.
- (xiii) Total percentage of plan expenditure to be met by internal revenue by each organization.
- (xiv) To assess the needs for skill development and create tailored training modules.
- (xv) Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
- (xvi) To identify and create e-services.
- (xvii) To create online system for application, utilization certificate and accounting.
- (xviii) To provide archival material on intangible culture to IGNCA, New Delhi.
- (xix) To provide promotion films to DD Bharti and also to make an inventory of films.
- (xx) Implementation of New Pension Scheme.
- (xxi) Submission of proposals under three schemes of the Ministry of Culture i.e. Museum Grant Scheme, Tagore Culture Complex scheme & Building Grant Scheme to concerned divisions of the Ministry to augment the existing infrastructure of the ZCC.
- (xxii) Mapping of tangible/intangible cultural heritage of Amritsar.
- (xxiii) Month-wise physical and financial targets.
- (xxiv) Unit- wise cost of activities.
- (xxv) Timely conduct of the monthly activities to achieve monthly targets as indicated for the year 2017-18 shall be ensured. The cost/ expenditure have been estimated on the basis of average expenditure incurred in the past years. Actual expenditure in each activity shall however be subject to the availability of funds in allocated budget to the organization and compliance to the GFR provisions besides adherence to the economy measures as issued by the 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. Each activity with its physical and financial targets indicated in the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2018-19 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

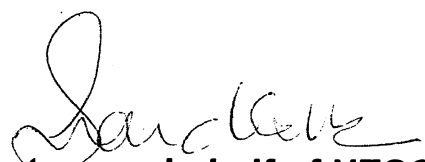
**Ministry**

- i. Administrative Division in the Ministry may put in place a system of external or internal peer review of the NZCC every three year of five year depending on the size of the NZCC, in terms of GFR 229(ix) and further release of grant to NZCC shall depend on the outcome of such review



14/05/2018

**Signature on behalf of MoC**

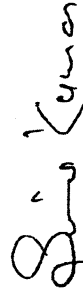


**Signature on behalf of NZCC  
DIRECTOR, NZCC,  
PATIALA**

# NORTH ZONE CULTURAL CENTRE, PATIALA

Proposed Programmes & Budget for 2018-19 (Abstract)


T.No.	Programmes /Schemes	No. of Programmes	Amount	Weight	(Rs. in Lakhs)
1	Promotion and Preservation of Tribal Arts (TSP)	50	150	15	
2	Theatre Rejuvenation	50	50	05	
3	Young Talent Artists' Awards Schemes	10	10	01	
4	Guru Shishya Parampra Scheme	60	50	04	
5	Sanskritik Cultural Yatra & Melas	15	80	10	
6	National Cultural Exchange Programme	70	500	30	
7	Documentation - Digitalization, Publication & Archiving	20	80	05	
8	Shilpgram (Kalagram) Activities	60	80	05	
9	Kurukshetra Utsav-Geeta Jayanti Samaroh	05	50	10	
10	North East Activities	40	150	15	
<b>TOTAL</b>		<b>380</b>	<b>1200</b>	<b>100</b>	
Internal Revenue (by organizing collaborative programmes/ventures)			300		
Grand Total			1500		

  
**Anil Kumar**  
 Addl. Accounts Officer  
 North Zone Cultural Centre  
 Virsa Vihar, Kendra, Patiala

# NORTH ZONE CULTURAL CENTRE, PATIALA

Month	Activity 1 (Promotion and Preservation of Tribal Arts (TSP/NE))					Activity 2 [Theatre Rejuvenation (ZCC/NCEP)]				
	Physical		Financial		Score	Physical		Financial		Score
	Target (T)	Achievement (A)	Target	Achievement		Target (T)	Achievement (A)	Target	Achievement	
	Weight (W)		Unit Cost Rs.3.00 (in Lakhs)		15	Weight (W)		Unit Cost Rs.1.00 (in Lakh)		05
April, 2017	3		5			4		4		
May, 2017	5		5			4		4		
June, 2017	5		30			4		4		
July, 2017	5		20			4		4		
August, 2017	5		20			4		4		
September, 2017	5		20			4		4		
October, 2017	2		20			5		5		
November, 2017	2		5			5		5		
December, 2017	5		5			5		5		
January, 2018	5		5			4		4		
February, 2018	5		5			4		4		
March, 2018	3		10			3		3		
<b>TOTAL</b>	<b>50</b>		<b>150</b>			<b>50</b>		<b>50</b>		

Note : i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.  
 ii) Score = Weight (Achievement/Target)

  
 Sunit Kumar  
 Addl. Accounts Officer  
 North Zone Cultural Centre  
 Virsa Vihar, Kendra, Patiala

# NORTH ZONE CULTURAL CENTRE, PATIALA

Month	Activity 3 [Young Talent Artists Award Scheme (ZCC/NCEP)]					Activity 4 [Guru Shishya Parampara Scheme (ZCC/NCEP)]				
	Physical		Financial		Score	Physical		Financial		Score
	Target (T)	Achievement (A)	Target	Achievement		Target (T)	Achievement (A)	Target	Achievement	
	Unit Cost Rs.1.00 (in Lakh)					Unit Cost Rs.0.85 (in Lakh)				
Weight (W)		Weight (W)		Weight (W)		Weight (W)		Weight (W)		
April, 2017	0		0			05		0		
May, 2017	0		0			05		0		
June, 2017	1		1			05		5		
July, 2017	1		1			05		5		
August, 2017	1		1			05		5		
September, 2017	1		1			05		5		
October, 2017	1		1			05		5		
November, 2017	1		1			05		5		
December, 2017	1		1			05		5		
January, 2018	1		1			05		5		
February, 2018	1		1			05		5		
March, 2018	1		1			05		5		
<b>TOTAL</b>	<b>10</b>		<b>10</b>			<b>60</b>		<b>50</b>		

Note : i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.  
 ii) Score - Weight (Achievement/Target)




Addl. Accounts Officer (3)  
 North Zone Cultural Centre  
 Virsa Vihar, Kendra, Patiala

# NORTH ZONE CULTURAL CENTRE, PATIALA

Month	Activity 5 [Sanskritik Cultural Yatra & Melas (TSP/NE)]					Activity 6 [National Cultural Exchange Programme (ZCC/NCEP/TSP)]				
	Physical		Financial		Score	Physical		Financial		Score
	Target (T)	Achievement (A)	Target	Achievement		Target (T)	Achievement (A)	Target	Achievement	
	Unit Cost Rs.5.35 (in Lakhs)					Unit Cost Rs.7.15 (in Lakhs)				
Weight (W)					Weight (W)					
April, 2017	0		0			5		25		
May, 2017	0		0			5		25		
June, 2017	5		30			5		40		
July, 2017	5		30			5		35		
August, 2017	0		0			5		35		
September, 2017	0		0			5		35		
October, 2017	0		0			5		45		
November, 2017	5		20			5		40		
December, 2017	0		0		10			45		
January, 2018	0		0		10			45		
February, 2018	0		0		5			45		
March, 2018	0		0		5			35		
<b>TOTAL</b>	<b>15</b>		<b>80</b>		<b>70</b>			<b>500</b>		

Note : i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.  
ii) Score - Weight (Achievement/Target)

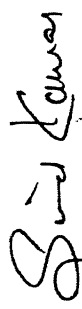
  
Addl. Accounts Officer  
North Zone Cultural Centre  
Virsa Vibhan Kendra, Patiala

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# NORTH ZONE CULTURAL CENTRE, PATIALA

Month	Activity 7 [Documentation-Digitalization, Publication] (ZCC/NCEP/TSP)]					Activity 8 [Shilpgram (Kalagram) Activities (ZCC/NCEP/TSP)]				
	Physical		Financial		Score	Physical		Financial		Score
	Target (T)	Achievement (A)	Target	Achievement		Target (T)	Achievement (A)	Target	Achievement	
	Unit Cost Rs.4.00 (in Lakhs)		Unit Cost Rs.1.35 (in Lakh)		Unit Cost Rs.4.00 (in Lakhs)		Unit Cost Rs.1.35 (in Lakh)		Unit Cost Rs.1.35 (in Lakh)	
April, 2018	1		05			5		6		5
May, 2018	1		05			5		6		
June, 2018	1		10			5		6		
July, 2018	1		10			5		6		
August, 2018	1		06			5		6		
September, 2018	1		06			5		5		
October, 2018	2		10			5		5		
November, 2018	2		06			5		5		
December, 2018	3		06			5		5		
January, 2019	2		06			5		10		
February, 2019	3		06			5		10		
March, 2019	2		04			5		10		
<b>TOTAL</b>	<b>20</b>		<b>80</b>			<b>60</b>		<b>80</b>		

Note : i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.  
 ii) Score - Weight (Achievement/Target)

  
 Joint Accounts Officer (5)  
 North Zone Cultural Centre  
 Chandigarh, Chandigarh, Patiala

# NORTH ZONE CULTURAL CENTRE, PATIALA

Month	Activity 9 [(Kurukshetra Utsav - Geeta Jayanti Samaroh) (ZCC/NCEP/TSP)]						Activity 10 [(North East Activities) (ZCC/NCEP/TSP)]					
	Weight (W)			10.00			Weight (W)			15.00		
	Unit Cost Rs.10.00 (in Lakhs)						Unit Cost Rs.3.75 (in Lakhs)					
	Physical		Financial		Score	Physical		Financial		Score		
Target (T)	Achievement (A)	Target	Achievement	Target (T)		Achievement (A)	Target	Achievement				
April, 2017	0		0			5		0				
May, 2017	0		0			5		0				
June, 2017	0		0			3		13				
July, 2017	0		0			2		13				
August, 2017	0		0			2		13				
September, 2017	0		0			2		13				
October, 2017	0		0			2		13				
November, 2017	5		50			2		13				
December, 2017	0		0			2		13				
January, 2018	0		0			5		13				
February, 2018	0		0			5		13				
March, 2018	0		0			5		13				
<b>TOTAL</b>	<b>5</b>		<b>50</b>			<b>40</b>		<b>150</b>				

Note : i) Weight should be assigned based on objective met by concerned activity and sum of weight of all activities shall be 100.  
 ii) Score - Weight (Achievement/Target)

*Sunita Kaur*

(6)  
**Addl. Accounts Officer**  
 North Zone Cultural Centre  
 Vigna Sagar, Patiala

# NORTH ZONE CULTURAL CENTRE, PATIALA

## Viewership

DTH Content						Village Coverage				Viewership			Total Score	
Weight ( in hours)						Weight ( in hours)				Weight (in Lacs)				
Content Creation		Content Broadcasting				Target		Achievement		Score		Target		Achievement
Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score
15			15			10			0.25					
30			30			15			0.35					
50			50			25			1.00					
20			20			25			0.25					
10			10			30			0.30					
12			12			25			0.25					
10			10			20			1.50					
15			15			20			2.00					
10			10			25			1.00					
12			12			30			0.25					
08			08			40			0.20					
10			10			20			0.10					

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Addl. Accounts Officer  
North Zone Cultural Centre (7)  
Patiala, Punjab, India



# NORTH ZONE CULTURAL CENTRE, PATIALA

## Final Sheet

(Rupees in Lakh)

Sum of Physical Target	Sum of Physical Achievement	Sum of Financial Target (A)	Sum of Financial Achievement (B)	Non-Plan Budget (C)	Internal Revenue Generation (D)	Actual Financial Assistance needed $E=(A+C-D)$
05		150		35	10	175
50		50		35	10	75
10		10		35	10	35
60		50		35	10	75
15		80		35	10	105
70		500		35	100	435
20		80		35	20	95
60		80		35	70	45
05		50		35	30	55
40		150		35	30	155
<b>380</b>		<b>1200</b>		<b>350</b>	<b>300</b>	<b>1250</b>

*S. J. Dharma*

Asst. Accounts Officer  
North Zone Cultural Centre (8)  
Virsa Vihar, Kanda, Patiala