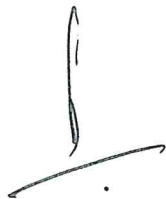


RAMPUR RAZA LIBRARY- RAMPUR

Memorandum of understanding for the financial year 2015-16

Memorandum of understanding between Ministry of Culture, Shastri Bhawan, New Delhi and the Rampur Raza Library, Hamid Manzil, Qila Rampur-244901 (hereinafter called RRL or Libray) ^{26th} ^{March} ²⁰¹⁵ ~~19th day of November month 2014~~

1. The agreement made this ^{26th} ^{March} ²⁰¹⁵ ~~19th day of November month 2014~~ between the Ministry of Culture, as the first party and Director, Rampur Raza Library and organization under the Ministry of Culture hereinafter called the second party.
2. The Ministry of Culture has the following mandate:
 - (i) Maintenance and conservation of heritage and historic sites and ancient monuments
 - (ii) Administration of Libraries
 - (iii) Promotion of literary, visual and performing arts.
 - (iv) Observation of centenaries and anniversaries of important national personalities and events.
 - (v) To nominate members in the various committee of the organization as per the provisions made in its Memorandum of Association (MoA).
 - (vi) To release annual grants as per funds allocation made by the Parliament.
 - (vii) To monitor its various activities as provided in its MoA.
 - (viii) To lay the Annual Report and Audited Annual Accounts of the organization on the Table of both the Houses of Parliament within the prescribed time schedule.



3. The RRL has the following mandate:

- (i) To organize, undertake, conduct, encourage and promote study and research in the field of Library development.
- (ii) To acquire, maintain and preserve books, manuscripts and art objects.
- (iii) Promote initiatives to create awareness of Library's activities through lectures, seminars, workshops, exhibitions.
- (ix) To develop and preserve rare books, documents, photographs, audio & video cassettes.
- (x) To exhibit the Library's rare collection of manuscripts, rare books.
- (xi) To digitized the rare manuscripts and upload on the server to provide the facilities to the scholars.
- (xii) To develop the Museum.

4. 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 deliverable:

5. Budget/Accounts

(i) Budgetary outlay for the year 2015-16 amounting to Rs. 479.50 lakhs under Plan and 255.00 under Non-Plan is being allotted to RRL for carrying out organizational work. Expenditure is to be ensured as per targets given below.

(a) The Financial targets/achievements will be reviewed quarterly.

Head	Budget Estimate	Expenditure up to end of 1 st quarter	Expenditure up to end of 2 nd quarter	Expenditure up to end of 3 rd quarter	Expenditure up to end of 4 th quarter
Plan	479.50	20%	25%	67%	33%
Non- Plan	255.00	25%	67%	50%	33%

(b) Plan and Non-Plan budgetary outlay for 2015-16:-



Head	Sub-Head	Budget Outlay
Plan	(i) Grant-in-aid General	350.50
	(ii) Grant-in-aid Capital Assets	74.00
	(iii) Grant-in-aid Salary	55.00
Non-Plan	(iv) Grant-in-aid General	70.00
	(v) Grant-in-aid Capital Assets	5.00
	(vi) Grant-in-aid Salary	180.00

- (ii) The Annual Accounts for the year 2015-16 to be prepared on time and sent to the CAG by 30th June, 2016 respectively.
- (iii) To dispose of all pending CAG audit paras within time specified by CAG.
- (iv) To prepare and send to the Ministry the Annual Report and Audited Annual Accounts for the years 2014-15 by 15th December, 2015.
- (v) Efforts will be made to develop online system for submitting applications and Utilization Certificates on time.
- (vi) Efforts will be made to develop online system of accounting.

6. **Human Resource**

- (i) Training of the staff of the organization as per the staff Training Policy to be conducted during the year 2015-16.
- (ii) Vacancies in different ranks in the Organization to be filled up on time, after having got Recruitment Rules of all the posts reviews by the Ministry of Culture, Govt. of India.
- (iii) All DPC's for the year and any pending DPC's to be conducted on time.
- (iv) All pending vigilance cases, if any, to be disposed off on time and as per rules.
- (v) New Pension Scheme and related contribution will be done on time.

7. **Legal Matters**

- (i) Amendments to the Memorandum of Association to be carried out, as and when required, approval of the Library.



- (ii) Amendments to the bye-laws of the Library will be done, as and when required, with the approval of the Library Board by 30th December, 2015.
- (iii) Monitoring of the court cases to be ensured and reported to the Ministry.
- (iv) Online court cases monitoring to be ensured.

8. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament by 15th December, 2015.
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured as per schedule.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament with the approval of the competent authority.
- (iv) Implementation of recommendations made by the Parliamentary Committee in its various reports to be ensured in a time bound manner and reported to the Ministry.

9. General

- (i) Under "Swachh Bharat Campaign" steps would be taken to keep the premises under Library campus clean. Swachh Bharat Campaign will be carried out by promoting awareness programmes, distribution of pamphlets, hosting signage/ hoardings at important locations.
- (ii) Assessing the need for skill development and preparing training modules accordingly.
- (iii) Holding of mandatory meeting of various Committees/Sub-Committees as per schedule given below:-

Name of Committee	Periodicity of the Meeting	Month in which meeting to be held (tentative)
Rampur Raza Library Board	Twice in the year	April-May, 2015 and November-December, 2015



Academic Affairs & Publication committee	As and when required	
Conservation sub-committee	As and when required	
Administrative & Financial Affairs committee	As and when required	
Committee to advice to purchase of rare mss & other art objects etc.	As and when required	
Rajbhasha Samiti	Quarterly	June, September, December, 2015 and March, 2016

- (iv) Performance audit of the Library to be ensured by 31st March, 2016.
- (v) Ensure timely disposal of all the applications and appeals received under RTI act, 2005.
- (vi) Ensure timely disposal of public grievances.
- (vii) Revamping of the Website of the Library by 30th September, 2015.
- (viii) Ensure submission of Monthly Reports of expenditure and activities to the Ministry for inclusion in the Monthly D.O. letter to Cabinet Secretariat by 5th of each month.
- (ix) Ensure compliance to Raj Bhasha Policy.
- (x) Ensure timely submission of inputs for Cabinet Memos.
- (xi) Ensure uploading of RFD 2015-16 during the year. Quarterly review of RFD will be done.
- (xii) Mandatory Returns and Repots for the year to be filled as per schedule given below:-

Mandatory Returns & Reports	Periodicity		
	Monthly	Quarterly/ Half yearly	Annually
Progress Report	Monthly		
Monitoring of DPC cases in the Library	As & when required		
Expenditure Report	Monthly		



RTI Return		Quarterly	Annually
Statistical Report regarding complaints & vigilance cases		Quarterly	
Progress report on Redressal of Public Grievances		Quarterly	

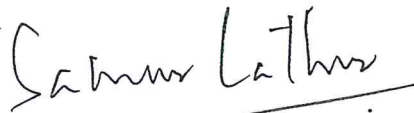
(xiii) * As mentioned below.

10. Specific issues related to the Library:-

- Ensure implementation of the recommendations/decisions of the Library Board and the sub-committees.
- Improving the existing facilities for visitors such as toilets/seating space at Library.
- Strengthen publishing unit and visualizing new publications.
- Undertaking inventory of the publications.
- Revamping the website on social media through its various activities.

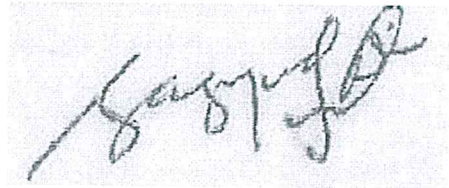
Note: Targets given in enclosed Annexure

Signature on behalf of MOC



कनवर 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 Raza Library



(Prof. S. M. Azizuddin Husain)
Director

26.3.2015

Annexure-I

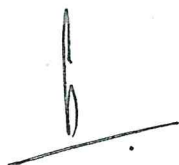
* The organization will be active on the MyGov. Platform for inviting suggestions, ideas regarding its activities during the year.

RAMPUR RAZA LIBRARY- RAMPUR

(Ministry of Culture, Government of India)

**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL
YEAR 2015-16 WITH THE MINISTRY OF CULTURE**

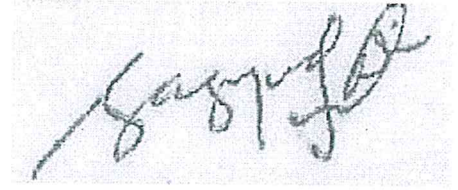
S.No.	Subject	Targets
1.	Budgets and Accounts	
1.1.	Budgetary Outlay	Plan 479.50 lakhs and Non-Plan 255.00 lakhs Expenditure of budget is ensured
1.2	Annual Report	Annual Report 2014-15 to be submitted on time.
1.3	CAG Audit	CAG audit for the year 2015-16 is ensured.
1.4	Pending UCs	All pending UCs to be submitted within prescribed time.
1.5	Disposal of CAG Paras	CAG paras to be disposed off.
2.	Human Resources	
2.1	Human Resource Policy	Human Resource Policy is to be framed.
2.2	Vacancy position	Vacant posts will be filled up in the year.
2.3	DPC	DPC to be conducted on time.
2.4	Training of staff	Training of staff is ensured whenever required.
2.5	New Pension Scheme	New Pension Scheme is already in operation. New recruits to be covered under the scheme.
3.	Legal Matters	
3.1	Amendments to the MOA	Amendment to the MOA to be carried out with approval of competent authority
3.2	Bye Laws of the Organization	Bye Laws of the organization is ensured.
3.3	Monitoring of Court cases	Monitoring all Court Cases.
4.	Parliament Matters	
4.1	Audited Accounts to be placed before Parliament	Audited Accounts will be placed before Parliament on time after receipt of CAG Audit Report
4.2	Fulfillment of pending parliamentary assurances	Pending parliamentary assurances to be implemented promptly.
4.3	Legislative Matters	Legislative matters if any to be taken up for approval of Parliament.
5.	General	
5.1	Mandatory meetings of all	Mandatory meetings of all committees will



	committees/ Sub-committees conducted on time	be conducted on time.
5.2	Performance Audit of the organization by External Evaluator	Performance audit is included in CAG's audit.
5.3	Mandatory Returns and Reports	Mandatory Returns and Reports to be filled on time.
5.4	Disposal of RTI applications	RTI applications will be disposed off in time.
5.5	Disposal of Public Grievances	Disposal of Public Grievances is ensured.
5.6	Website Up-gradation	Website to be upgraded and revamped time to time.
5.7	Swachh Bharat Campaign	Swachh Bharat Campaign will be carried out regularly. Instructions will be implemented.
5.8	Social Media	The Library to be linked with social media for promotion of the institution.
5.9	RFD uploading	Uploading RFD online will be done after training of officials.



कँवर समीर लाठर/KANWAR SAMEER LATHER
निदेशक/Director
संस्कृति मंत्रालय/Ministry of Culture
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नई दिल्ली/New Delhi



(Prof. S. M. Azizuddin Husain)
Director

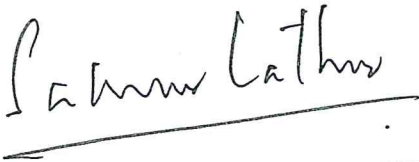
Annexure-II

RAMPUR RAZA LIBRARY- RAMPUR

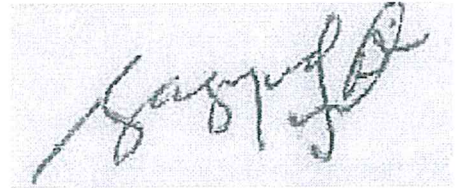
(Ministry of Culture, Government of India)

MOU: Key Performance Indicators 2015-16

S. No.	Item	Minimum Targets	
1.	Outreach programmes, Seminars, Workshop, Exhibition and Lectures	8	
2.	Publications	(a) Books (b) Journals (c) Reports	
3.	Research	2 Senior , 3 Junior Scholarships and three Awards	
4.	Exhibitions	Three exhibitions	
5.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	Annual Reports 2014-15 and Accounts to be laid as per timeline of Ministry of Culture.	
6.	Organizing Hindi Workshops	2	
7.	Swachh Bharat	Promoting awareness programmes, distribution of pamphlets, hosting signage/ hoardings at important locations	
8.	Cultural Activities	Kavi Sammelon Mushaira Qawwali Char-Bait Gazal	1 1 2 1 1
9.	Increase presence in Social Media	Research activities, academic and cultural programmes are to be uploaded in social media regularly	
10.	The Recruitment Rules for all the staff to be reviewed	The Recruitment Rules (RRs) are under review in the Ministry of Culture.	
11.	Audited Accounts and Annual Reports for the year 2014-15	To be sent to the Ministry for placing before the Parliament by 15 th December, 2015	
12.	Uploading of RFD on the site	To be uploaded during the year.	
13.	Maintenance of asset register	Twice a year.	



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निदेशक/Director
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Director

