

Raja Rammohun Roy Library Foundation, Kolkata

Memorandum of Understanding for the Financial Year 2019-20

Memorandum of Understanding (MoU) between Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Raja Rammohun Roy Library Foundation (RRRLF), Kolkata for the Financial Year 2019-20.

1. This agreement made on ^{2nd} day of ~~.....~~ ^{September} month 2019 between the **MoC, Government of India** as the first party and **RRRLF, Kolkata** an organization under the Ministry of Culture, hereinafter called the Second Party.
2. **Whereas the MoC** have the mandate to preserve, promote and disseminate all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the RRRLF has the mandate/objective as prescribed under para 3 of its Memorandum of Association.
3. **And whereas the Raja Rammohun Roy Library Foundation (RRRLF)** have the following mandate :
 - a) To plan and carry out activities for the promotion of public libraries in the country;
 - b) To implement various Matching and Non-matching Schemes in collaboration with the State Governments and Union Territory Administrations through the State Library Committee/State Library Planning Committee for development of Public Library services throughout the country;
 - c) Respond and work to address challenging problems in the field of public libraries;
 - d) To act as a nodal agency for the National Mission on Libraries (NML) for Administrative, Logistic, Planning and Budgeting purposes;
 - e) To implement following four (4) projects of NML :
 - I) Creation of National Virtual Library of India.
 - II) Setting up of NML Model Libraries.
 - III) Quantitative and Qualitative survey.
 - IV) Capacity Building

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Purpose of the MoU

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2019-20 amounting to Rs.5129.06 lakh allocated under Revenue to RRRLF, Kolkata for carrying out organizational work under the following heads/schemes:
- Rs.3650.00 lakh for Grant-in-aid (General),
 - Rs.25.00 lakh for Grant for Creation of Capital Assets,
 - Rs.489.06 lakh for Grant-in-aid (Salaries),
 - Rs.700.00 lakh for Grant-in-aid (General) North East Region,
 - Rs.250.00 lakh for Grant-in-aid (General) for Tribal Sub Plan and
 - Rs.15.00 lakh for SAP (General)

Activity-wise physical and financial targets have been shown in Annexure-I to this MoU. Monthly Expenditure Plan (MEP) and Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and is defined at Annexure-III. RRRLF should adhere to the MEP and QEP while incurring expenditure during 2019-20. Further funds will be released only after analyzing the MEP and QEP furnished by the organization.

- (ii) While incurring the expenditure, requisite approval of the concerned EC/FC/Society or MoC as the case may be, will have to be obtained before executing the work. Budget will be based on the principle of zero-based budgeting. The grant-in-aid is dependent on the ability of RRRLF to show measurable improvement in service delivery with reference to the key performance indicators and achievement of targets as included in **Annexure-IV & V.**
- (iii) **RRRLF** shall submit the Annual Report and Audited Accounts for the year 2018-19 to the Ministry of Culture before 30th November 2019.
- (iv) The CAG audit for the year 2018-19 shall be completed by September 2019.
- (v) Provisional Utilization Certificate (UC) for the financial year 2018-19 shall be submitted to the Ministry by May, 2019 and Final UC by November, 2019. Further, monthly Provisional Certificate for the financial year 2019-20 has to be submitted before releasing the next month's grant.
- (vi) RRRLF shall submit UC in the prescribed format along with 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

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incurred and the funds given to suppliers 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 for adjustments. These shall be treated as unutilised grant allowed to be carried forward.

(vii) All CAG's audit paras and internal audit paras should be settled by September, 2019. Settlement of pending Audit paras shall be the first agenda item of EC/FC/Foundation meetings of the RRRLF. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.

(viii) *RRRLF shall provide gist of the physical and financial progress to the Ministry and status report of all pending CAG audit paras/parliamentary assurances on monthly basis to this Ministry. If the report is not received within the stipulated time, monthly grant released will not be processed.*

(ix) All financial irregularities which have been pointed out by the Audit and pursued by the Ministry of Culture should be taken care of and report should be furnished by RRRLF before the end of first quarter of 2019-20.

(x) Inputs for preparations of EFC/SFC in accordance with the extent guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.

(xi) Monthly Report in respect of core activities/specific deliverables undertaken by RRRLF in prescribed format (**Annexure-II**) shall be submitted to Ministry of Culture by the first week of the month in which it becomes due. Any other periodical report asked by the Ministry shall also be submitted within the stipulated time.

(xii) Governing body of RRRLF shall review user charges/source of internal revenue generation at least once in a year and this exercise should preferably be completed by the month of September every year and the status of the same be furnished to this Ministry.

(xiii) RRRLF shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government

(xiv) RRRLF shall designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring expenditure. The financial limits upto which such concurrence is mandatory may be drawn up by the organization. The Director General of the organization will be responsible for overall financial management of the organization.

(xv) Public Financial Management System (PFMS) has to be put in use by the organization.

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- (xvi) An external or internal periodic peer review of the RRRLF will be carried out every three years or five year depending on the size of the autonomous body, in terms of GFR 229 (ix) and further release of grant to RRRLF shall depend on the outcome of such review.
- (xvii) RRRLF shall account for revenue and capital expenditure separately. RRRLF shall maintain and present their annual accounts / final accounts in the standard prescribed format by the Government.
- (xviii) While seeking grants from the Ministry, RRRLF 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.
- (xix) All interests or other earnings against GIA or advances (released to RRRLF) shall be mandatorily remitted to Consolidated Fund of India (CFI) immediately after finalization of accounts. Such advances shall not be allowed to be adjusted against future release.
- (xx) RRRLF should take advantages 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 Government account.
- (xxi) RRRLF shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Report.
- (xxii) The RRRLF will maximise internal resources and eventually attain self-sufficiency. To achieve this, the RRRLF should target internal revenue generation at least 30% of the total budget of the RRRLF, and accordingly the physical and financial targets should be in line with this.
- (xxiii) The actual expenditure by RRRLF on the activities shall subject to the availability of fund. While incurring the expenditure, RRRLF shall adhere to the GFRs provisions besides other, instructions of the Government issued from time to time.

2. Human Resource

- (i) As per Govt. norms, Recruitment Rules (RRs) for all the posts should be reviewed once in five years. Hence, all pending RRs (not reviewed in last five



years) shall be reviewed immediately on priority basis with the approval of the Competent Authority.

(ii) All existing posts, which are vacant for more than five years, are required to be abolished as per Govt. instructions. Hence, RRRLF may take immediate action to identify all such posts and issue instructions/orders for abolition of such posts with the approval of competent authority.

(iii) All posts which are vacant for more than 2 years are fall under "deemed abolished" category and could not be filled without revival from Department of Expenditure. Hence, RRRLF may take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts.

(iv) All posts which are vacant within two years or likely to be vacant in the next six months are to be filled up on priority basis for which RRRLF may take action as per RRs of the posts.

(v) All DPCs will be conducted by RRRLF within the stipulated time following the prescribed rules.

(vi) All pending vigilance cases, if any, shall be disposed off in a time bound manner as per rules.

(vii) Training of the staff of the organization will be ensured as per the Staff Training Policy. The RRRLF will assess needs for skill development and create tailored training modules.

(viii) New Pension Scheme (if applicable) and related contribution towards any official under the Scheme will be done on time.

(ix) Verification of appointments made during the last 5-10 years has to be carried out by RRRLF. This process has to be completed by November, 2019.

(x) RRRLF has been entrusted by the Ministry of Culture to organize Capacity Building Programmes (CBP) of NML for skill upgradation of the public library personnel in various parts of the country in collaboration with the Universities and Other Educational Institutions. RRRLF has set up a training room and lab in its own premises. Ten training programmes would be organized by RRRLF during the year 2019-20.

3. Legal Matters

(i) Amendments to the Memorandum of Association would be carried out, if necessary, with the approval of Competent Authority.

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(ii) The bye-laws of the organisation shall be framed/ reviewed and requisite amendments would be made as per the prescribed guidelines by November 2019 with the approval of the Competent Authority.

(iii) The RRRLF shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS) by June 2019. The information will be kept up to date.

(iv) The organization will utilize the online court case monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.

4. Parliament Matters

(i) The Audited Accounts and Annual Report for the year 2018-19 will be placed before the Parliament in time. The report shall be sent by the RRRLF to Ministry of Culture before end of November 2019.

(ii) Fulfilment of all pending Parliamentary Assurances will be ensured within the stipulated time frame. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.

(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 and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the RRRLF.

5. Innovative Subjects/Projects

i) RRRLF proposes to introduce new Matching and Non-Matching schemes which will be operational from this year subject to approval of the Competent Authority of the Foundation.

ii) Every year RRRLF will organize Library Week full of programs, quizzes, competitions, lecture on Cleanliness, Health and Hygiene in order to highlight the presence of the library.

iii) RRRLF will organise series of Lectures by eminent personalities on religion, literature and culture.

(iv) RRRLF should make available the data pertaining to the beneficiary libraries online through National Virtual Library of India. The beneficiary libraries would be encouraged to submit online feedback for monitoring of the activities.

- (v) RRRLF should simplify its application procedure/ forms etc.
- a. Application form may be made online.
 - b. Form should be made more users friendly.
 - c. A small committee may be constituted to scrutinise and finalise the application forms and process. Till then the existing application forms/ process shall be continued.

6. General

(i) Mandatory meetings of all the Committees/Sub-Committees will be convened and conducted on time.

(ii) The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in Chapter-9 Rule 208(v).

(iii) Mandatory Returns and Reports for the year will be filed on time.

(iv) Timely disposal of all the applications and appeals under the RTI Act 2005 shall be ensured. RRRLF shall also furnish/upload certificate/report on RTI Portal as the extant guidelines.

(v) For disposal of public grievances/complaints, RRRLF shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources within 15 days.

(vi) RRRLF's website shall be reviewed, updated and revamped from time to time in accordance with GIGW (Guidelines for Indian Government Website). Memorandum of Association and Rules, Service Regulations and Recruitment Rules and amendments thereof of the organization will be uploaded on the website of the organization.

(vii) RRRLF shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.

(viii) Swachh Bharat Campaign/programmes as well as cleanliness drive shall be taken up by RRRLF and the instructions/directions given by this Ministry in this regard shall be followed. RRRLF shall also send the status of Swachhta Abhiyan undertaken to this Ministry as per annexure-II attached.

(ix) RRRLF shall be active on social media like Youtube/Facebook/Twitter etc. After the programme is held photographs and videos shall be uploaded immediately along with the information on the programme.

(x) RRRLF will implement the following e-services:


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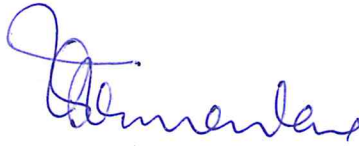
- (a) RRRLF will create online system for application of financial assistance and utilization certificates.
- (b) The organization will be active on the *My Gov. Platform* for inviting suggestions, ideas regarding its activities, during the year.
- (xi) Vision and Mission document will be prepared by the Organization and uploaded on the website.

7. Specific deliverables for achieving MoC goals

RRRLF will furnish the status report of the following core activities in **Annexure-II** on a monthly basis:

- (i) Status of RTI
- (ii) Status of Public Grievances
- (iii) Status of Swachhta Abhiyan
- (iv) Seminars/Symposiums/Workshops etc
- (v) Research program in the area of development of Library movement.
- (vi) Procurement of library books
- (vii) Digitization of Manuscripts/Artefacts/Rare Books under the matching/non-matching schemes to make the digital content available on RRRLF's website and NVLI portal.
- (viii) To frame a new scheme for making available e-books in the hands of citizen, leveraging latest technology.
- (ix) Monthly progress of the components under NML.


Signature on behalf of MOC
अनीश कुमार / ANISH KUMAR
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi


Signature on behalf of the Organisation
RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Prof. Vinay Kumar Srivastava
Director General
Raja Rammohun Roy Library Foundation
Ministry of Culture, Govt. of India
Block-DD-34, Sector-1, Salt Lake City
Kolkata-700064

31 Grants-in-aid-General				31 Grants-in-aid-General			
Activity : Book Purchase Under Matching Scheme				Activity : Assistance towards Storage of Books Under Matching Scheme			
Weight (W) = 47				Weight (W) = 5			
Unit Cost (in Rs.) = 562.30/9787 = 0.06 Lakh				Unit Cost (in Rs.) = 246.18/1233 = 0.19 Lakh			
Month	Target (T) : Number of Library Assisted	Physical		Physical		Score = W*(A/T)	
		Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	Target (T) (Rs. in Lakh)		
Apr-19	110		6.59				
May-19	220		13.20				
Jun-19	320		19.20				
Jul-19	601		36.06				
Aug-19	1050		63.00				
Sep-19	1030		61.80				
Oct-19	1250		75.00				
Nov-19	1000		60.00				
Dec-19	1000		60.00				
Jan-20	1237		74.22				
Feb-20	1255		75.30				
Mar-20	1276		76.56				
Total	10349		620.93				
Month	Target (T) : Number of Library Assisted	Physical		Financial		Score = W*(A/T)	
		Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	Target (T) (Rs. in Lakh)		
Apr-19	30		5.70				
May-19	40		7.60				
Jun-19	65		12.35				
Jul-19	65		12.35				
Aug-19	65		12.35				
Sep-19	143		27.17				
Oct-19	325		61.75				
Nov-19	115		21.85				
Dec-19	100		19.00				
Jan-20	115		21.85				
Feb-20	141		26.79				
Mar-20	210		36.59				
Total	1414		265.35				

N.B. 1 Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e. Expenditure 2018-19 / no of libraries assisted for State Level Book Selection and supplied to Libraries in each State/ U.T.

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e. Expenditure 2018-19 / no of libraries assisted .

2. Average price of items supplied for libraries vary widely due to specifications, Rates ,Items covered under the scheme e.g. Reading Table & Chair, Almirah, Rack, Destr Cooler, Other Library Equipments required for reader service etc



	31 GIA	35 GIA	36 GIA	NE	TSP	SAP	Total
Apr-18	176.92	0.00	0.00	21.62	16.46	1.54	216.53
May-18	209.99	0.00	0.00	31.68	16.45	1.54	259.66
Jun-18	228.49	4.07	0.00	31.68	19.74	0	283.98
Q1 Total	615.40	4.07	0.00	84.98	52.64	3.08	760.17
Jul-18	222.82	0.00	0.00	37.27	23.03	0.00	283.12
Aug-18	260.55	4.07	0.00	33.54	19.74	1.54	319.44
Sep-18	316.06	0.00	0.00	37.27	19.74	1.54	374.61
Q2 Total	799.43	4.07	0.00	108.09	62.50	3.08	977.17
Oct-18	389.92	0.00	0.00	41.00	23.03	0.00	453.95
Nov-18	337.28	4.07	0.00	85.35	19.74	1.54	447.98
Dec-18	334.83	4.07	0.00	81.25	19.74	0.00	439.89
Q3 Total	1062.03	8.14	0.00	207.60	62.50	1.54	1341.81
Jan-19	363.28	0.00	0.00	85.35	19.74	3.08	471.45
Feb-19	385.96	4.35	0.00	100.63	23.03	4.22	518.19
Mar-19	423.88	4.37	0.00	113.35	29.60	0.00	571.21
Q4 Total	1173.13	8.72	0.00	299.34	72.37	7.30	1560.85
Grand Total	3650.00	25.00	0.00	700.00	250.00	15.00	4640.00

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31 Grants-in-aid-General					31 Grants-in-aid-General						
Activity : Assistance towards Construction of Library Building Under Matching Scheme					Activity : Assistance towards Procurement of TV-cam-VCP and Computer with Accessories Under Matching Scheme						
Unit Cost (in Rs.) = 453.21/96 = 4.72 Lakh					Unit Cost (in Rs.) = 97.93/63 = 1.55 Lakh						
Weight (W) = 8					Weight (W) = 12						
Month	Physical		Financial		Score = W*(A/T)	Month	Physical		Financial		Score = W*(A/T)
	Target (T) : Number of Library Assisted	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)			Target (T) Number of Library Assisted	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	
Apr-19	4		18.88			Apr-19	6		9.30		
May-19	6		28.32			May-19	6		9.30		
Jun-19	6		28.32			Jun-19	11		17.05		
Jul-19	4		18.88			Jul-19	11		17.05		
Aug-19	5		23.60			Aug-19	15		23.25		
Sep-19	6		28.32			Sep-19	15		23.25		
Oct-19	6		28.32			Oct-19	15		23.25		
Nov-19	6		28.32			Nov-19	25		38.75		
Dec-19	8		37.76			Dec-19	25		38.75		
Jan-20	8		37.76			Jan-20	25		38.75		
Feb-20	10		47.20			Feb-20	27		41.85		
Mar-20	12		56.64			Mar-20	34		52.70		
Total	81		362.32			Total	215		333.25		

1. Unit Cost has been calculated on the basis of average assistance per library (1st/2nd installment) for 2018-19 i.e. Expenditure 2018-19 / no of libraries assisted

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e. Expenditure 2018-19 / no of libraries assisted

2. Average price vary widely due to Construction/ Renovation cost of the Library Building e.g. Design, Size, PWD rates etc. Cost for Rural, Town, District and State Central Libraries also different as per rules of the Scheme.

2. Average price of items supplied for libraries vary widely due to specifications, Rates, Items covered under the scheme e.g. Computer, Printer, Server, Software, Retro Conversion, LAN, Barcode Reader/Printer etc.




31 Grants-in-aid-General							31 Grants-in-aid-General						
Activity : Assistance towards Organisation of Seminar, Courses and Book exhibition Under Matching Scheme							Activity : Assistance towards Organisation of Mobile Library Under Matching Scheme						
Unit Cost (in Rs.) = 54.39/27 = 2.01 Lakh							Unit Cost (in Rs.) = 1.52/5 = 0.304 Lakh						
Weight (W) = 3							Weight (W) = 0.10						
Month	Target (T) : Number of Library Assisted	Achievement (A)	Financial		Score = W*(A/T)	Month	Target (T) : Number of Library Assisted	Financial		Score = W*(A/T)			
			Target (T) (Rs. in Lakh)	Achievement (A)				Target (T) (Rs. in Lakh)	Achievement (A)				
Apr-19	1		2.01			Apr-19	0	0.00					
May-19	2		4.02			May-19	0	0.00					
Jun-19	2		4.02			Jun-19	0	0.00					
Jul-19	3		6.03			Jul-19	0	0.00					
Aug-19	3		6.03			Aug-19	0	0.00					
Sep-19	5		10.05			Sep-19	1	0.30					
Oct-19	5		10.05			Oct-19	1	0.30					
Nov-19	5		10.05			Nov-19	0	0.00					
Dec-19	6		12.06			Dec-19	0	0.00					
Jan-20	6		12.06			Jan-20	1	0.30					
Feb-20	8		16.08			Feb-20	1	0.30					
Mar-20	8		16.08			Mar-20	1	0.30					
Total	54		108.54			Total	5	1.52					

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 ie 1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 ie Expenditure 2018-19 Expenditure/ no of libraries assisted .

2. Average price of items supplied for libraries vary widely due to Rates ,Items covered under the scheme e.g Mobile Van, Books, storage-cum-carriage equipment, Loud Speaker etc

31 Grants-in-aid-General

Activity : Assistance to libraries under Non-Matching Schemes

Weight (W) = 21

Unit Cost (in Rs.) = 1404.77/640 = 2.19 Lakh

Month	Physical		Financial		Score = W*(A/T)
	Target (T) : Number of Library Assisted	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	
Apr-19	36		78.84		
May-19	47		102.93		
Jun-19	47		102.93		
Jul-19	35		76.65		
Aug-19	40		87.60		
Sep-19	55		120.45		
Oct-19	67		146.73		
Nov-19	61		133.59		
Dec-19	56		122.64		
Jan-20	56		122.64		
Feb-20	56		122.64		
Mar-20	59		129.21		
Total	615		1346.85		

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e Expenditure 2018-19 / no of libraries assisted .

2. Average price of items supplied for libraries vary widely due to specifications, Rates, Items covered e.g Books, Establishment of Children Corner, Career Guidance Section, Library Building construction/Computers/Furniture to NGO Run Library, Facilities for Specially abled groups etc.

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Activity :North-Eastern Region						Activity :Tribal Sub-Plan					
Unit Cost (in Rs.) = 650/1744= 0.37271 Lakh						Unit Cost (in Rs.) = 250/76 = 3.2894 Lakh					
Weight (W) = 0.09						Weight (W) = 0.09					
Month	Physical		Financial		Score = W*(A/T)	Month	Physical		Financial		Score = W*(A/T)
	Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)			Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	
Apr-19	58		21.62			Apr-19	5		16.46		
May-19	85		31.68			May-19	5		16.45		
Jun-19	85		31.68			Jun-19	6		19.74		
Jul-19	100		37.27			Jul-19	7		23.03		
Aug-19	90		33.54			Aug-19	6		19.74		
Sep-19	100		37.27			Sep-19	6		19.74		
Oct-19	110		41.00			Oct-19	7		23.03		
Nov-19	229		85.35			Nov-19	6		19.74		
Dec-19	218		81.25			Dec-19	6		19.74		
Jan-20	229		85.35			Jan-20	6		19.74		
Feb-20	270		100.63			Feb-20	7		23.03		
Mar-20	304		113.35			Mar-20	9		29.60		
	1878		700.00				76		250.00		

N.B. 1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e Expenditure 2018-19/ no of libraries assisted.

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K. K. S. S. S.
Shankar

31 Grants-in-aid-General							35 Grants for Creation of Capital Assets						
Activity : Publication& Publicity							Activity : Capital Creation (Building, Furniture & Fixture, Computer, Electrical Installation, Staff Car)						
Unit Cost (in Rs.) = 0.34/1800 = 0.0002 Lakh							Unit Cost (in Rs.) = 81.49/20 = 4.07 Lakh						
Weight (W) = 0.05							Weight (W) = 0.45						
Month	Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	Score = W*(A/T)	Month	Target (T)	Achievement (A)	Target (T) (Rs. in Lakh)	Achievement (A)	Score = W*(A/T)		
												Physical	
Apr-19	1000		0.20			Apr-19	0		0.00				
May-19	1500		0.30			May-19	0		0.00				
Jun-19	1500		0.30			Jun-19	1		4.07				
Jul-19	2000		0.40			Jul-19	0		0.00				
Aug-19	2000		0.40			Aug-19	1		4.07				
Sep-19	2000		0.40			Sep-19	0		0.00				
Oct-19	1000		0.20			Oct-19	0		0.00				
Nov-19	2000		0.40			Nov-19	1		4.07				
Dec-19	1500		0.30			Dec-19	1		4.07				
Jan-20	1500		0.30			Jan-20	0		0.00				
Feb-20	2000		0.40			Feb-20	1		4.35				
Mar-20	2000		0.40			Mar-20	1		4.37				
Total	20000		4.00			Total	6		25.00				

N.B. 1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e. Expenditure 2018-19 / no of items

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e. Expenditure 2018-19 / no of items




31 Grants-in-aid-General							96-31 SAP-General						
Activity : Establishment Expenses, Administrative Expenses and Pension & DCRG							Activity : Swachhata Action Plan						
Weight (W) = 3							Weight (W) = 0.15						
Unit Cost (in Rs.) = 554.17/50 = 1108 Lakh							Unit Cost (in Rs.) = 12.62/8 = 1.54 Lakh						
Month	Target (T)	Achievement (A)	Financial		Score = $W^*(A/T)$	Month	Target (T)	Achievement (A)	Financial		Score = $W^*(A/T)$		
			Target (T) (Rs. in Lakh)	Achievement (A)					Target (T) (Rs. in Lakh)	Achievement (A)			
Apr-19	5		55.40			Apr-19	1		1.54				
May-19	4		44.32			May-19	1		1.54				
Jun-19	4		44.32			Jun-19	0		0.00				
Jul-19	5		55.40			Jul-19	0		0.00				
Aug-19	4		44.32			Aug-19	1		1.54				
Sep-19	4		44.32			Sep-19	1		1.54				
Oct-19	4		44.32			Oct-19	0		0.00				
Nov-19	4		44.32			Nov-19	1		1.54				
Dec-19	4		44.32			Dec-19	0		0.00				
Jan-20	5		55.40			Jan-20	2		3.08				
Feb-20	5		55.40			Feb-20	3		4.22				
Mar-20	5		55.40			Mar-20	0		0.00				
Total	53		587.24			Total	10		15.00				

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e Expenditure 2018-19 / no of items

1. Unit Cost has been calculated on the basis of average assistance per library for 2018-19 i.e Expenditure 2018-19 / no of items




(Rs. in Lakh)

Sum of Physical Target	Sum of Physical Achievement	Sum of Financial Target (A) (Rs. in Lakh)	Sum of Financial Achievement (B)	Internal Revenue Generation (D) (Interest earned from Bank) (Rs. in Lakh)	Actual Financial Assistance needed (Rs. in Lakh)	Heads	B.E. 2018-19	Additional Demand in 2018-19	R.E. 2017-18	B.E. 2019-20	Shortfall F=E-D
1256		216.53		0.50	216.53	A	B	C	D	E	F=E-D
1916		259.66		1.47	259.66	31 Grants-in-aid-General	3700.00	0.00	3700.00	3650.00	-50.00
2047		283.98		1.47	283.98	35 Grants for Creation of Capital Assets	25.00	0.00	25.00	25.00	0.00
2831		283.12		1.47	283.12						
3280		319.44		1.80	319.44	35 Grants-in-aid-Salaries	489.06	99.03	588.09	489.06	-99.03
3366		374.61		2.23	374.61						
2790		453.95		0.90	453.95	96-31 SAP - Gen	15.00	0.00	15.00	15.00	0.00
3453		447.98		0.90	447.98						
2924		439.89		2.08	439.89	NER	650.00	0.00	650.00	700.00	50.00
3190		471.45		1.80	471.45						
3784		518.19		7.77	518.19	TSP	250.00	0.00	250.00	250.00	0.00
3919		571.22		2.60	571.22						
34756		4640.01		24.99	4640.01		5129.06	99.03	5228.09	5129.06	-99.03

N.B. Internal Revenue Generation included Bank Interest and Misc. Receipts




DTH Content						Village Coverage			Viewership /Readership			Total Score
Content Creation			Content Broadcasting			Weight			Weight			
Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	Target	Achievement	Score	
NOT APPLICABLE												

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Table 1 - Status of RTI

Sr No	No of RTI received	No of RTI pending from last month	No of RTI disposed	Pending RTI	Remarks if any

Table 2 - Status of Public Grievances

Sr No	No of Public Grievances received	No of Public Grievances pending from last month	No of Public Grievances disposed	Pending Public Grievances	Remarks if any

Table 3 - Status of Swachhta Abhiyan

Sr No	Name of the	No. of participants	No. of actual participants	Name of the partnering organization if any	Remarks if any

Table 4 - Seminars/Symposiums/Workshops etc.

Sr.No.	Activities	Budget	Topic/Theme	No. of Participants	Guest Speakers/ Chief Guest	Place of programme	Remarks

Table 5 - Research Project in the area of development of Library movement

Sr.No.	Budget	No. of Fellows /Research Associates	Research project undertaken/ Area of research	Participating institutions, if any	Outcome of research project	Remarks

Table 6 - Monthly status- Procurement of books and their distribution

Sr.No.	Whether bibliographic detail available	Remarks




Table 7 - Digitization of Manuscripts/Artefacts under the matching/non-matching schemes

Sr. No.	Total nos. of Manuscripts available	Total nos. of Artefacts available	Nos. of Manuscripts digitized so far	Nos. of Artefacts digitized so far	Whether digitized manuscripts/artefacts uploaded on online portal/website of RRRLF/NVLI for public viewing

Table 8 - Monthly progress in the finalization of e-books scheme

Status till last month	Status as last day of the preceding month

Table 9 - Monthly progress of the components under NML

Sr No	Component	Status at the end of last month	Status at the end of preceding month	Whether status uploaded in NML's website?

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Annexure-III

RAJA RAMMOHUN ROY LIBRARY FOUNDATION, KOLKATA			
FINANCIAL YEAR 2019-20 (Monthly/Quarterly Expenditure Plan - MEP/QEP)			
	Month	MEP (Rs. in lakhs)	QEP (Rs. in lakhs)
Quarter-I	Apr-19	216.53	760.17
	May-19	259.66	
	Jun-19	283.98	
Quarter-II	Jul-19	283.12	977.17
	Aug-19	319.44	
	Sep-19	374.61	
Quarter-III	Oct-19	453.94	1341.81
	Nov-19	447.98	
	Dec-19	439.89	
Quarter-IV	Jan-20	471.45	1560.85
	Feb-20	518.19	
	Mar-20	571.21	
Total (2019-20)		4640.00	4640.00

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RAJA RAMMOHUN ROY LIBRARY FOUNDATION

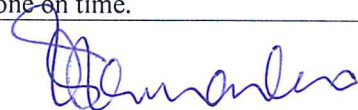
Ministry of Culture, Government of India

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2019-20 WITH THE MINISTRY OF CULTURE

Sl. No.	Subject	Target			
1.	Budget and Accounts				
1.1	Head Wise BE 2019-20		North Eastern Region (NER)	Tribal Sub-Plan (TSP)	
		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	
		General	3700.00	650.00	250.00
		Salary	588.09	-	-
		Capital	50.00	-	-
		SAP	15.00		
		5253.09	Total Rs. 5253.09		
1.2	Annual Report		30.11.2019		
1.3	CAG Audit		31.10.2019		
1.4	Pending UCs		30.09.2019		
1.5	Disposal of CAG Paras		31.10.2019		
2.	Human Resources				
2.1	Human Resource Policy		Has already been framed.		
2.2	Vacancy Position		Detailed in Annexure-II		
2.3	DPC		July 2019 and January 2020		
2.4	Training of Staff		Throughout the year. Hindi, Praveen & Parangat Course 500+ library personnel will be trained under Capacity Building Programme during 2019-20 by RRRLF		
2.5	New Pension Scheme		As per rules		
3.	Legal Matters				
3.1	Amendments to the MOA		Done and approved by Foundation 20.6.2016		
3.2	Bye Laws of the Organization		31.10.2019		
3.3	Online Court Cases monitoring		As and when required.		
4.	Parliament Matters				
4.1	Audited Accounts to be placed before Parliament		30.11.2019		
4.2	Fulfillment of Pending Parliamentary Assurances		No such case pending.		
4.3	Implementation of recommendations/suggestions of the Parliamentary Standing Committee		NA		
4.4	Legislative Matters		NA		
5.	General				
5.1	Mandatory Meetings of All Committees/Sub Committees conducted on time		As per rule.		
5.2	Performance Audit of the Organization by External Evaluator		Proposal to be sent.		
5.3	Mandatory Returns and Reports		As per rules.		
5.4	Disposal of RTI Applications		Within 30 days from the date of receipt.		
5.5	Disposal of Public Grievances		As per rules.		
5.6	Website Upgradation		Monthly		
5.7	Swachh Bharat Campaign		Regular basis		
5.8	Social Media		Contents to be uploaded regularly.		
5.9	RFD uploading		To be done on time.		



On behalf of MOC


(Prof. Vinay Kumar Srivastava)
Director General, RRRLF

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Ministry of Culture, Government of India

MOU : Key Performance Indicators 2019-20

Sl.No.	Item	Minimum Targets
1.	Outreach programmes, Seminars/Conference, Workshop, Exhibition and Lectures	The RRRLF extends financial supports to library/organization of State Authorities for organization of outreach activities.
2.	Publications	Newsletter , Annual Report
3.	Research	Tagore National Fellowship Award RRRLF Research Project Best Library Award
4.	Exhibitions	Libraries /library authorities are entitled for organization of Book Fare/Book exhibitions.
5.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	30.11.2019
6.	Organizing Hindi Workshops	September 2019
7.	Swachh Bharat program	Regular basis
8.	Cultural Activities	NA
9.	Increase presence in Social Media	Facebook, Twitter, You Tube
10.	The recruitment Rules for all the staff to be reviewed	RRs will be reviewed after examination of 7 th CPC
11.	Audited Accounts and Annual reports for the year 2018-19	30.09.2019
12.	Uploading of RFD on the site	As per rule
13.	Maintenance of asset register	30.06.2019
14.	Month wise Physical and Financial Targets	30.06.2019
15.	Percentage of Plan expenditure to be met by internal generation	NA
16.	Unit-wise cost of activities	Development of libraries under grant-in-aid Rs.5253.09 lakhs
17.	Impact assessment/readership targets	To be done through inspection of libraries assisted./Survey

(Prof. Vinay Kumar Srivastava)
Director General, RRRLF

On behalf of MOC