

Memorandum of Understanding for the Financial Year 2015-16

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & The Raja Rammohun Roy Library Foundation, Kolkata for the Financial Year 2015-16

1. This agreement made this ^{26th} day of ^{March} month 2015 between the Ministry of Culture, Government of India as the first party and Raja Rammohun Roy Library Foundation (RRRLF), Kolkata an autonomous organisation under the Ministry of Culture, hereinafter called the second party.

2. The Ministry of Culture has the following mandate:

- (i) To nominate members in the various committees of the organization as per the provisions made in its Memorandum of Association (MoA).
- (ii) To release annual grants as per the funds allocation made by the MOC and to fully finance the RRRLF being the nodal agency for promoting public libraries in the country.
- (iii) To monitor its various activities as provided in its MoA.
- (iv) 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 Raja Rammohun Roy Library Foundation (RRRLF) have the following mandate to function as an autonomous organization under the Ministry of Culture, Government of India :-

- I) To plan and carry out activities for the promotion of public libraries in the country.
- II) 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.
- III) Respond and work to address challenging problems in the field of public libraries.
- IV) To act as a nodal agency for the National Mission on Libraries (NML) for Administrative, Logistic, Planning and Budgeting purposes.

(b) Plan and Non-Plan budgetary outlay for 2015-16 (Proposed by RRRLF)

(Rs. in Lakh)

Sl. No.	Budget Head	B. E. 2014-15		R. E. 2014-15		B. E. 2015-16	
		Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
1	31-Grants in aid General	3000.00	164.00	2650.00	167.00	5744.00	238.00
2	35-Grants for Creation of Capital Assets	200.00	1.00	150.00	1.50	250.00	2.00
3	36-Grants in aid Salaries	0.00	329.00	0.00	329.00	0.00	410.00
4	NE Activities	700.00	0.00	600.00	0.00	700.00	0.00
5	Tribal Sub-Plan	250.00	0.00	250.00	0.00	250.00	0.00
	Total	4150.00	494.00	3650.00	497.50	6944.00	650.00

Note: (For New Proposed Scheme)

1. Introduction of a new scheme 'Swachh Bharat Abhiyan' in the libraries subject to the approval of the Ministry of Culture and availability of fund:
An amount of Rs. 1000.00 Crore (Rupees One Thousand Crore) earmarked for 40,000 Libraries by providing assistance towards creation of facilities for sanitation and drinking water for Men, Women & Specially abled groups (@Rs. 2.50 Lakh is required for each Library). After getting it approved by the Ministry of Culture, for the first year a pilot project of the scheme will be taken up for 20 libraries during the current financial year.
2. Formulation of a new scheme for opening of Model Digital Library i.e. Smart Library in Smart City as a part of Smart City Programme :
An amount of Rs. 15.00 Crore (Rupees Fifteen Crore) needed for Building for RRRLF Smart Library in Kolkata in 'Smart City'.
3. A new scheme for establishment of Heritage Corner in the seven district libraries in the heritage cities namely Varanasi, Ajmer, Mathura, Amritsar, Gaya, Kanchipuram and Velankhani in keeping with the government of India will be formulated and introduced with the approval of the Ministry of Culture. A financial assistance of Rs.3.00 lakhs will be provided under the scheme.

(ii) The Annual Accounts for the year 2015-16 to be prepared on time (i.e. by 30th June, 2016). Thereafter the Accounts will be forwarded to C&AG for undertaking audit by them after being passed by the Apex Committee of RRRLF;

6. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 will be placed before the Parliament immediately on receipt of Audited Accounts from C&AG and after being passed by the Apex Body (30th November, 2015).
- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament with approval of the competent authority.

7. General

- (i) Mandatory meetings of all the Committees/Sub-Committees will be convened and conducted on time as per schedule given below:

Sl. No.	Committees/Sub-Committees	Periodicity of the meeting	Month in which meeting to be held (tentative)
1.	Foundation Meeting (Apex Body)	At least two meetings in a year	June/November
2.	Administrative Committee	At least three meetings in a year	February/April/September
3.	Grants Committee	At least one meeting in a year	September
4.	Central Book Selection Committee	At least two meetings in a year	February/November
5.	Research Committee	At least one meeting in a year	February
6.	Hindi Implementation Committee	Quarterly	April/July/October/January

- (ii) The performance audit of the Organization will be initiated to be got done by an evaluator.
- (iii) Mandatory Reports and Returns for the year will be filed on time.
- (iv) Disposal of all the applications and appeals under the RTI Act, 2005 will be ensured as per time schedule in RTI Act.
- (v) Disposal of public grievances will be ensured. Effective Grievance Redressal Mechanism will be set up on emergent requirement. Existing policy will be reviewed.
- (vi) Necessary steps will be taken for doing the performance audit.
- (vii) Steps will be taken for preparation of promotional materials/film.
- (viii) Ensure compliance to Raj Bhasha Policy.
- (ix) All employees who have joined RRRLF on or after 01.01.2004 have been covered under the National Pension Scheme (NPS)

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

- (viii) Online access to e-resources like book, journals, newspapers, online catalogue etc is to be provided.
- (ix) A system will be developed for 'Online Monitoring of Court Cases'.

11. Research Activities

- (a) RRRLF will take initiative to bring out its Quarterly Newsletter and other publications from 2015. The e-version of the publication to be made available in its website.
- (b) To encourage individuals/research scholars/institutions for research activities/projects to be taken up in the field of public libraries approved by the Research Committee.
- (c) A new scheme may be brought to partial support to attend international training programme/conference/seminar etc.
12. Performance Audit of the efficacy of the schemes of RRRLF will be done through a professional agency.
13. Libraries will be encouraged to organise educational and cultural activities in the vicinity of the library premises . In Phase-I State Central Libraries will be requested.

Note :- i) RFD Key Indicators given in enclosed Annexure-I.

ii) Achievement for the year 2014-15 is given in enclosed Annexure-II

Signature on behalf of MOC



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

Date : 26.3.2015

Place:

Signature on behalf of the Organisation
RAJA RAMMOHUN ROY LIBRARY FOUNDATION



(Dr. Arun Kumar Chakraborty)
Director General, RRRLF and Mission Director (NML)

Dr. Arun Kumar Chakraborty
Director General, RRRLF &
Mission Director, National Mission on Libraries
Raja Rammohun Roy Library Foundation
Ministry of Culture, Government of India
Block : DD - 34, Sector - 1, Salt Lake City
Kolkata - 700 064

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

Key Performance Indicators 2015-16

Sl. No.	Subject	Target		Rating			
				Excellent	Very Good	Good	Poor
1	Budget/Accounts	Non-Plan		Plan	North East (Plan)	Tribal Sub-Plan	
	Budgetary Outlay 2015-16		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)	
		General	238.00	5744.00	700.00	250.00	
		Salary	410.00	-	-	-	
		Capital	2.00	250.00	-	-	
			650.00	6944.00			
	Annual Report	30.11.2015		30.11.2015	15.12.2015	31.01.2015	28.02.2016
	CAG Audit	31.10.2015		30.09.2015	31.10.2015	30.11.2015	31.12.2015
	Pending UCs	30.09.2015		30.09.2015	31.10.2015	30.11.2015	31.12.2015
	Disposal of CAG Paras	31.10.2015		30.09.2015	31.10.2015	30.11.2015	31.12.2015
2	Human Resource						
	Human Resource Policy	30.04.2015		31.05.2015	31.07.2015	31.08.2015	30.09.2015
	Recruitment Rules	Recruitment Rules have already been approved. Necessary amendment will be done in time.					
	Vacancy Position	31.10.2015		31.07.2015	31.08.2015	30.09.2015	31.10.2015
	DPCs	July 15, January 16		31.07.2015 31.01.2016	31.08.2015 28.02.2016	30.09.2015 31.03.2016	31.10.2015 30.04.2016
	Vigilance Matters	On case being reported					
	Training of Staff						
	Hindi	25.09.2015 20.03.2016		25.09.2015 28.02.2016	30.09.2015 15.03.2016	15.10.2015 31.03.2016	30.11.2015 20.04.2016
	Handling of integrated RRRLF computer system	01.10.2015		31.10.2015	30.11.2015	31.12.2015	31.01.2016
	Website content management Training	01.10.2015		30.11.2015	31.12.2015	31.01.2016	28.02.2016
	Hindi Workshop	14.09.2015		20.09.2015	30.09.2015	31.10.2015	30.11.2015
	Computer skill up gradation-BASIC	05.10.2015		30.09.2015	31.10.2015	30.11.2015	31.12.2015
	Computer skill up gradation-ADVANCE	15.11.2015		31.10.2015	30.11.2015	31.12.2015	31.01.2016
	Training on digitalization	01.07.2015		31.12.2015	31.01.2016	28.02.2016	31.03.2016
	IT implementation in libraries	30.11.2015		31.12.2015	31.01.2016	28.02.2016	31.03.2016

3	Legal Matters					
	Amendments to the MOA	31/12/2015	Approval for amendment of the MOA from MOC received. Proposal for amendment has been submitted to the Registrar of Societies, West Bengal. MOA will be amended on receipt of approval from the Registrar of Societies.			
	Bye Laws of the Organization	31/12/2015	30/11/2015	31/12/2015	31/01/2016	28/02/2016
	Monitoring of Court Cases	Nil				
4	Parliament Matters					
	Audited Accounts to be placed before Parliament	30/11/2015	30/11/2015	15/12/2015	30/12/2015	20/02/2016
	Fulfilment of Pending Parliamentary Assurances	No such case is pending				
	Legislative Matters	NA				
5	General					
	Mandatory Meetings of All Committees/Sub Committees conducted on time	At least twice a year as per schedule given in 7 (i) of MoU				
	Initiate performance Audit of the Organization by External Evaluator	31.12.2015	Expression of interest was invited from nine organizations empanelled by the Planning Commission. Only one party had submitted the proposal. The matter was placed before Foundation at its 90 th meeting held on 20.11.2014. The Committee in order to expedite the process, decided that an EOI may be floated through open tender in newspapers inviting proposals and quotations for undertaking the evaluation of the existing schemes of RRRLF.			
	Mandatory Returns and Reports	Periodical Returns and Reports to MOC Hindi-Quarterly Report by 15/04/2015, 15/7/2015, 15/10/2015, 15/01/2016				
	Disposal of RTI Applications	30 days from the date of receipt as per rules of RTI Act 2005				
	Disposal of Public Grievances	As per rules				
	Website Upgradation	Monthly				

HEAD OF LIBRARY/ORGANIZATION

COUNTERSIGNED
Kamran Lather

(DIRECTOR OF LIBRARIES)
MINISTRY OF CULTURE
संस्कृत मंत्रालय/Ministry of Culture
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi


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

Achievements: 2014-15

Sl. No.	Subject	Remarks	
1	Budget/Accounts	Rs. in lakhs	
	Budget 2014-15	Budget Estimate	Expenditure upto 26 th January 2015
		Plan Rs.3650.00	Rs.3421.14 93.72%
		Non-Plan Rs. 493.50	Rs.414.87 84.07%
	Annual Report	Forty-Second Annual Report for the year 2013-14 submitted to the Ministry on 26.11.2014. Already placed in both Houses of the Parliament Lok Sabha on 22.12.2014 and Rajya Sabha on 23.12.2014	
	CAG Audit	Audit on the Accounts for the year 2013-14 was done during 07.07.2014 to 05.08.2014	
	Pending UCs	NIL	
2	Disposal of CAG Paras	No outstanding paras	
	Human Resource		
	Human Resource Policy	Already framed.	
	Recruitment Rules	Recruitment Rules have already been approved.	
	Vacancy Position	Recruitment to vacant posts have already been made on time except for the posts of Field Assistant which will be filled up shortly. Resulting vacancies of Assistant-One post (ST), Statistical Assistant-One and UDC-Two to be filled up shortly. For Accounts Officer post no suitable candidate applied.	
	DPCs	Held on 14.05.2014 (Group B & C), 19.09.2014 (Assistant), 17.10.2014 (LDC)	
	Vigilance Matters	No pending cases.	
	Training of Staff	Training on DSpace and PPT provided to employees.	
	Hindi	Thirteen (13) Staff deputed for Praveen training.	
	Handling of integrated RRRLF computer system	All staff have been trained in respective functional modules.	
	Website content management Training	Being done regularly.	
	Hindi Workshop	All staff participated in Hindi Workshop Held on 19.09.2014.	
	Computer skill up gradation-BASIC	Staff provided necessary training.	
	Computer skill up gradation-ADVANCE	Two staff provided training in DSpace.	
	Training on digitalization	To be provided by March, 2015	
	IT implementation in libraries	Koha library software has been implemented.	
3	Legal Matters		
	Amendments to the MOA	Approval for amendment of the MOA from MOC	

		received. Proposal for amendment has been submitted to the Registrar of Societies, West Bengal. MOA will be amended on receipt of approval from the Registrar of Societies.
	Bye Laws of the Organization	Existing Byelaws will be reviewed and amendments required, if any, will be done by 31/12/2015.
	Monitoring of Court Cases	Regular, as per dates of the pending court case.
4	Parliament Matters	
	Audited Accounts to be placed before Parliament	Already placed.
	Fulfilment of Pending Parliamentary Assurances	No such case is pending.
	Legislative Matters	NA
5	General	
	Mandatory Meetings of All Committees/Sub Committees conducted on time	Foundation meeting held in June and November'14 Administrative Committee meeting held in April, September 2014 and February 2015 Grants Committee meeting held in September 2014 and Research Committee meeting held in February'15, Book Selection Committee meeting held on 3-4 February, 2015 and Hindi Implementation Committee held quarterly.
	Initiate performance Audit of the Organization by External Evaluator	Process is undergoing for inviting EOI for proposal for undertaking the proposed work of evaluation of the existing schemes of the RRRLF
	Mandatory Returns and Reports	Periodical Returns and Reports to MOC Hindi – Quarterly Reports
	Disposal of RTI Applications	30 days from the date of receipt as per Rules of RTI Act 2005
	Disposal of Public Grievances	As per rules.
	Website Upgradation	Monthly.

HEAD OF LIBRARY/ORGANIZATION
RAJA RAMMOHUN ROY LIBRARY FOUNDATION

COUNTERSIGNED

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