

## MEMORANDUM OF UNDERSTANDING YEAR 2015-16

Memorandum of Understanding between Ministry of Culture (MoC), Shastri Bhawan, New Delhi & South Zone Cultural Centre (SZCC), Thanjavur for the Financial Year 2015-16.

1. This agreement is made this 27<sup>th</sup> day of January 2015 between MoC, as the first party and South Zone Cultural Centre, Thanjavur, an organisation under the Ministry of Culture, hereinafter called the second party.

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

The main objectives of the SZCC are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavours 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.

### Purpose of the MOU

- a). To achieve the organizational goals by optimum use of the funds available and proper functioning of the organisation.
- b). To achieve this, the following deliverables are required:

  
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Under Secretary  
Ministry of Culture  
Govt. of India  
New Delhi.



### 1. Budget/ Accounts

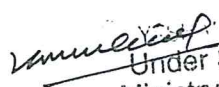
- (i) Budget outlay for the year 2015-16 amounting to Rs. 770 Lakh is being allotted to SZCC for carrying out organizational work. Expenditure is to be ensured;
- (ii) The Annual Report and Audited Accounts for the year 2014-15 to be prepared on time as per schedule given in Activity Calendar;
- (iii) Utilization Certificate has to be submitted to this Ministry in time;
- (iv). To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit for Festivals of India.
- (v). Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar;
- (vi). Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (vii). Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (viii) Settlement/Re-conciliation of Advances given by the Centre.

### 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/ holding of DPCS for promotion and MACPs.
- (iv) All pending vigilance cases to be disposed off on time and as per rules.
- (v) Training of the staff of the organisation 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.

### 3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.

  
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#### 4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be submitted to MoC by 15<sup>th</sup> November, 2015 for laying in Winter Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.
- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

#### 5. General

- (i) Mandatory meetings of all the Committees/ Sub-Committees/Board to be convened and conducted on time;
- (ii) The performance audit of the Organization to be got done by an external evaluator;
- (iii) Mandatory Returns and Reports for the year to be filed on time.
- (iv) 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;
- (v) Revamping of website and to make it bilingual (English & Hindi)
- (vi) Ensuring compliance of Rajbhasha Policy.
- (vii) Meeting the deadline for submission of RFD and ensuring its implementation.
- (viii) Ensuring that inputs for Cabinet Memos are submitted on time.
- (ix) Festival of India will be conducted by each Zonal Cultural Centres in Cambodia, Peru, Thailand and Myanmar.

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

- i. To take suitable steps for development of Shilpgrams.
- 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. Organising talent search programmes through Radio & TV channels.
- vi. Implementation of the recommendations of Aiyar Committee.
- vii. Adoption and implementation of Service & Recruitment Rules.

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- viii. Adoption of uniform MoA once it is circulated by the Ministry of Culture.
- ix. Enhancement of internal revenue generation – at least 10% (excluding interest from corpus) over the preceding year 2014-15.
- x. Implementation of Swachh Bharat Campaign.
- xi. To assess the needs for skill development and create tailored training modules.
- xii. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
- xiii. To identify and create e-services.
- xiv. To create online system for application, utilisation certificate and accounting.
- xv. Performance Audit through external auditor.
- xvi. To provide archival material on intangible culture to IGNCA, New Delhi.
- xvii. To provide promotion films to DD Bharati and also to make an inventory of films.
- xviii. Implementation of New Pension Scheme.
- xix. 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.
- xx. To Map the tangible/intangible cultural heritage of Kanchipuram and Velankanni
- xxi. Online Court cases Monitoring.
- xxii. 'MyGov' - citizen engagement platform

  
Signature on behalf of MoC

YASH VEER SINGH  
Under Secretary  
Ministry of Culture  
Govt. of India  
New Delhi,

  
Signature on behalf of the Organisation

डॉ. सजित इ. एन.  
Dr. Sajith E.N  
निदेशक Director  
दक्षिण क्षेत्र सांस्कृतिक केन्द्र, तंजावूर  
South Zone Cultural Centre, Thanjavur