

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA
Memorandum of Understanding for the Financial Year 2023 – 2024

Memorandum of Understanding (MoU) between the Ministry of Culture (MoC), Shastri Bhawan, New Delhi and Khuda Bakhsh Oriental Public Library (KBOPL), Patna for the Financial Year 2023 – 2024.

1. This agreement is made on 28th..... day of June..... month 2023 between the MoC, Government of India, as the first party and the KBOPL an organization under the MoC, 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 KBOPL has the following mandate,

- i) To undertake and promote study and research in the field of Library development.
- ii) To collaborate with institutions/organizations in similar activities in India and abroad.
- iii) To promote initiatives to create awareness of Library activities through lectures, seminars, workshops and conferences.
- iv) To develop and preserve rare books, documents, photographs, audio and video visuals; and
- v) To exhibit Library's rare collection of manuscripts, rare books and periodicals etc.

3. 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:

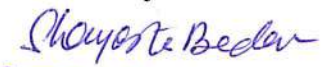
1. Budget / Accounts

- (i) Budgetary outlay for the year 2023-24 amounting to **Rs.622.00 lakh** allocated under Revenue to KBOPL, Patna for carrying out organizational work under the following heads/schemes:

- (a) Rs.200.00 lakh for Grant-in-aid (General),
- (b) Rs.10.00 lakh for Grant for Creation of Capital Assets,
- (c) Rs.410.00 lakh for Grant-in-aid (Salaries) and
- (d) Rs.2.00 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. KBOPL should adhere to the MEP and QEP while incurring expenditure during 2023-24. Further funds will be released only after analyzing the MEP and QEP furnished by the organization.


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(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 KBOPL 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) **KBOPL** shall submit the Annual Report and Audited Accounts for the year 2022-23 to the Ministry of Culture before 30th November 2023.

(iv) The CAG audit for the year 2022-23 shall be completed by September 2023.

(v) Provisional Utilization Certificate (UC) for the financial year 2022-23 shall be submitted to the Ministry by May, 2023 and Final UC by November, 2023. Further, monthly Provisional Certificate for the financial year 2023-24 has to be submitted before releasing the next month's grant.

(vi) KBOPL 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 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, 2023. Settlement of pending Audit paras shall be the first agenda item of EC/FC/Foundation meetings of the KBOPL. Action Taken Report in the prescribed Performa should be submitted to the Ministry on priority basis.

(viii) KBOPL 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 KBOPL before the end of first quarter of 2023-24.

(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 KBOPL 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.

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28/11/23
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(xii) Governing body of KBOPL 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) KBOPL shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.

(xiv) KBOPL 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 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.

(xvi) An external or internal periodic peer review of the KBOPL 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 KBOPL shall depend on the outcome of such review.

(xvii) KBOPL shall account for revenue and capital expenditure separately. KBOPL shall maintain and present their annual accounts / final accounts in the standard prescribed format by the Government.

(xviii) While seeking grants from the Ministry, KBOPL 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 KBOPL) 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) KBOPL 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) KBOPL shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Report.

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28/6/2023

Shayest Bedar

निदेशक / Director

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(xxii) The KBOPL will maximise internal resources and eventually attain self-sufficiency. To achieve this, the KBOPL should target internal revenue generation at least 30% of the total budget of the KBOPL, and accordingly the physical and financial targets should be in line with this.

(xxiii) The actual expenditure by KBOPL on the activities shall subject to the availability of fund. While incurring the expenditure, KBOPL 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 RR (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, KBOPL 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 will fall under "deemed abolished" category and could not be filled without revival from Department of Expenditure. Hence, KBOPL 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 KBOPL may take action as per RRs of the posts.

(v) All DPCs will be conducted by KBOPL 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 KBOPL 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.


28/6/2023
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(ix) Verification of appointments made during the last 5-10 years has to be carried out by KBOPL. This process has to be completed by November, 2023.

3. Legal Matters

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

(ii) The bye-laws of the organisation shall be framed/ reviewed and requisite amendments would be made as per the prescribed guidelines by November, 2023 with the approval of the Competent Authority.

(iii) The KBOPL 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, 2023. 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) Audited Accounts and Annual Report for the year 2022-2023 will be placed before the Parliament in time. The report shall be sent by the KBOPL to MoC before end of November, 2023.

(ii) Fulfilment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.

(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 KBOPL.

5. Innovative Subjects / Projects

(i) KBOPL will organize regularly literary programmes, lectures, seminars, exhibitions etc. on regular basis (at least once a month) to attract more readers and participants. More importantly also to attract the youth and children, there should also be programmes relevant to these groups. Tie up with Universities, Colleges and Schools of the area is a must in this regard. In fact, some of such programme can be held in the campuses of Universities/Colleges and Schools (especially Govt. schools). In fact, KBOPL will organize a workshop with teachers of Govt. schools to inculcate reading habits among students of such schools. KBOPL will also identify and handhold certain Govt. schools to improve Library facilities and reading habits therein.

[Signature]
28/6/2023

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- (ii) Every year KBOPL will organize Library week full of programs, quizzes, competitions, in order to highlight the presence of the Library.
- (iii) Like Rampur Raza Library, KBOPL can also institute awards for best publications in different languages.
- (iv) Exhibition of Rare Books.
- (v) KBOPL will organize series of Lectures for example 1) By handwriting analyst, 2) By eminent personalities on religion, literature, culture, history, Sufism, interfaith understanding, peace and harmony.
- (vi) KBOPL will conduct an exhibition of books on freedom struggles.
- (vii) KBOPL will conduct internship programme in Librarianship.

6. General

- (i) Mandatory meetings of all the Committees/Sub-Committees to 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 to be filed on time.
- (iv) Timely disposal of all the applications and appeals under the RTI Act 2005 shall be ensured. KBOPL shall also furnish/upload certificate/report on RTI Portal as the extant guidelines.
- (v) For disposal of public grievances/complaints, KBOPL 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) KBOPL website shall be reviewed, updated and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service by-laws and Recruitment Rules and amendments thereof of the Organization will be uploaded on the website of the organization.
- (vii) KBOPL shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.

APD
28/6/2023

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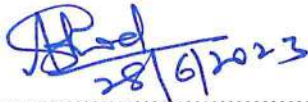
Shayam Beda
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Khuda Baksh O. P. Library, Patna

- (viii) Swachh Bharat Campaign/programmes as well as cleanliness drive shall be taken up by KBOPL and the instructions/directions given by this Ministry in this regard shall be followed.
- (ix) The KBOPL shall be active on social media like Youtube/Facebook/Twitter / Instagram etc. After the programme is held photographs and videos shall be uploaded immediately along with the information on the programme.
- (x) 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.
- (xii) KBOPL will upload all the requisite details on the web portal (<https://mofapp.nic.in/abpr>) of D/o Expenditure, Ministry of Finance for uploading/ updating of data on Autonomous Bodies.

7. Specific deliverables to be achieved by KBOPL to be linked with MEP/QEP

KBOPL 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) Updation of Bibliographie data on KBOPL's and NVLI portal.
- (vii) Digitization of Manuscripts/Artefacts/Rare Books etc. to make the digital content available on KBOPL's website and NVLI portal.
- (viii) Monthly status of Preventive/Curative conservation taken up w.r.t. Manuscripts and Printed books.



28/6/2023

Signature on behalf of MOC

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अवर सचिव / Under Secretary
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Signature of Director, KBOPL, Patna

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Activity Wise Weightage				
Sl. No.	Activities	Target	Financial Target	Weightage
			(Rs. in lakh)	
1	Collection Development (Purchase of Hindi, English, Urdu, Arabic, Persian Books & Periodicals)	600	3.00	15
2	Purchase of Furniture & Equipment	8	2.00	8
3	Creation of Capital Assets : Extension of Building	2	3.00	3
4	Computerization including Digitization of Manuscripts	20	1.00	4
5	Improvement & Modernization of Stack Area	20	1.00	6
	Total : GRANT IN AID (CAPITAL)		10.00	
6	Development of Books Preservation & Reprographic Expense	20000	5.00	6
7	Khuda Bakhsh Fellowship	8	2.00	3
8	Modernization of Stack Area and Reader's facilities	40	2.00	3
9	Purchase of Newspaper, Magazine & Periodicals	720	1.00	7
10	Research Seminars, Lectures & Cultural Programmes & Founders Anniversary	24	3.00	7
11	Electricity & Power	12	10.00	2
12	Expenditure on Fee	5	2.50	4
13	Vehicle & Generator running & maintenance	25	2.00	3
14	Misc. Contingent Expenditures	35	1.50	3
15	Pension & Contribution of Interest	12	161.00	3
16	Rent, rates & taxes	2	2.50	3
17	Repair & maintenance of Furniture, Equipments & Building	21	4.00	5
18	Stationary, Sanitary, Electrical, Telephone, Gardening & Postage Expense	90	2.00	6
19	Travelling & Conveyance	50	1.50	5
	Total : GRANT IN AID (GENERAL)		200.00	
20	Swachhta Abhiyan	16	2.00	4
	Total : GRANT IN AID (Swachhta)		2.00	100
1	Pay & Allowances	425	388.00	
2	Leave Encashment (Retirement)	1	4.00	
3	Gratuity	1	9.00	
4	Children Educational Allowances	8	3.00	
5	Medical Reimbursement	20	3.00	
6	Leave Travel Concession	6	3.00	
	Total : GRANT IN AID (SALARY)		410.00	

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28/6/2023

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Shreyas

Expenses as per Matrix for the year 2023-24

Matrix	Object Head	BE Approved 2023-24 (Rupees in lakh)
I	31-GRANT IN AID (CAPITAL)	
1	Collection Development (Purchase of Hindi, English, Urdu, Arabic, Persian Books & Periodicals)	3,00,000.00
2	Purchase of Furniture & Equipment	2,00,000.00
3	Creation of Capital Assets : Extension of Building	3,00,000.00
4	Computerization including Digitization of Manuscripts	1,00,000.00
5	Improvement & Modernization of Stack Area	1,00,000.00
	Total : GRANT IN AID (CAPITAL)	10,00,000.00
II	35-GRANT IN AID (GENERAL)	
6	Development of Books Preservation & Reprographic Expense	5,00,000.00
7	Khuda Bakhsh Fellowship	2,00,000.00
8	Modernization & Upgradation of Stack Area, Reader's facilities	2,00,000.00
9	Purchase of Newspaper, Magazine & Periodicals	1,00,000.00
10	Research Seminars, Lectures & Cultural Programmes & Founders Anniversary	3,00,000.00
11	Electricity & Power	10,00,000.00
12	Expenditure on Fee(Auditor & Advocate)	2.50,000.00
13	Vehicle & Generator running & maintenance	2,00,000.00
14	Misc. Contingent Expenditures including Hospitality, Canteen & Advertisement	1,50,000.00
15	Pension & Pension Contribution	161,00,000.00
16	Rent, rates & taxes	2,50,000.00
17	Repair & maintenance of Furniture, Equipments, Computer & Building	4,00,000.00
18	Stationary, Sanitary, Electrical, Telephone, Gardening, Canteen & Postage Expense	2,00,000.00
19	Travelling & Conveyance	1,50,000.00
	Total : GRANT IN AID (GENERAL)	200,00,000.00
20	Swachhta Abhiyan	2,00,000.00
	Grand Total (2021-22)	2,00,000.00
III.	36- GRANT IN AID (SALARY)	
1	Establishment Expenses	41,000,000.00
	Total : GRANT IN AID (SALARY)	41,000,000.00

Total grant of the Library for the year 2022-23: Rs. 622.00 lakhs.


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28/6/2023



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	Activity 1				
	Collection Development (Purchase of Hindi, English, Urdu, Arabic, Persian Books & Periodicals)				
	Object Head - Grant in aid Creation of Capital Assets (12.03.35)				
	Weight (W)=15				
	Unit Cost (In Rs.)= 500/-				
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	0		0.00		
May-23	100		0.50		
Jun-23	20		0.10		
Jul-23	40		0.20		
Aug-23	50		0.25		
Sep-23	60		0.30		
Oct-23	100		0.50		
Nov-23	100		0.50		
Dec-23	60		0.30		
Jan-24	0		0.00		
Feb-24	30		0.15		
Mar-24	40		0.20		
Total	600		3.00		

	Activity 2				
	Purchase of Furniture & Equipment				
	Object Head-Grant in aid Creation of Capital Assets (12.03.35)				
	Weight (W)=8				
	Unit Cost (In Rs.)=25,000/-				
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	0		0.00		
May-23	0		0.00		
Jun-23	2		0.50		
Jul-23	0		0.00		
Aug-23	2		0.50		
Sep-23	0		0.00		
Oct-23	0		0.00		
Nov-23	2		0.50		
Dec-23	0		0.00		
Jan-24	2		0.50		
Feb-24	0		0.00		
Mar-24	0		0.00		
Total	8		2.00		


 28/6/2023
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Activity 3					
Creation of Capital Assets : Extension of Building					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=3					
Unit Cost (In Rs.) = 150000					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
	Personal	(A)			W* A/T
Apr-23	0		-		
May-23	0		-		
Jun-23	1		1.50		
Jul-23	0		-		
Aug-23	0		-		
Sep-23	1		1.50		
Oct-23	0		-		
Nov-23	0		-		
Dec-23	0		-		
Jan-24	0		-		
Feb-24	0		-		
Mar-24	0		-		
Total	2		3.00		

Unit cost will be based on actual cost of Tender.

Activity 4					
Computerization including Digitization of Manuscripts					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Weight (W)=4					
Unit Cost (In Rs.)=5000					
Physical			Financial		Score *
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	0		0.00		
May-23	4		0.20		
Jun-23	4		0.20		
Jul-23	0		0.00		
Aug-23	0		0.00		
Sep-23	4		0.20		
Oct-23	0		0.00		
Nov-23	0		0.00		
Dec-23	4		0.20		
Jan-24	0		0.00		
Feb-24	4		0.20		
Mar-24	0		0.00		
Total	20		1.00		

AP
28/6/2023

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Shani

Activity 5					
Improvement & Modernization of Stack Area					
Object Head-Grant in aid Creation of Capital Assets (12.03.35)					
Object Head					
Weight (W)=6					
Unit Cost (In Rs.)= 5000					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	0		0.00		
May-23	4		0.20		
Jun-23	4		0.20		
Jul-23	0		0.00		
Aug-23	0		0.00		
Sep-23	4		0.20		
Oct-23	0		0.00		
Nov-23	0		0.00		
Dec-23	4		0.20		
Jan-24	0		0.00		
Feb-24	4		0.20		
Mar-24	0		0.00		
Total	20		1.00		

Unit cost will be based on lowest quotation. Different types of work will be done for improvement & Upgradation of Library.

Grant in Aid-General

Activity 6					
Development of Books Preservation & Reprographic Expenses					
Object Head-Grant in aid General (12.03.31)					
Weight (W)=6					
Unit Cost (In Rs.)= 25/-					
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	1600		0.42		
May-23	1600		0.42		
Jun-23	1600		0.42		
Jul-23	1600		0.42		
Aug-23	1600		0.42		
Sep-23	1600		0.42		
Oct-23	1600		0.42		
Nov-23	1600		0.42		
Dec-23	1800		0.42		
Jan-24	1800		0.42		
Feb-24	1800		0.40		
Mar-24	1800		0.40		
Total	20000		5.00		

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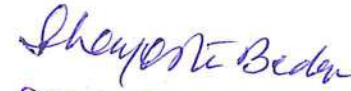

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	Activity 7				
	Khuda Bakhsh Fellowship				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)= 25000				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
		(A)			W* A/T
Apr-23	0		0.00		
May-23	4		1.00		
Jun-23	0		0.00		
Jul-23	0		0.00		
Aug-23	0		0.00		
Sep-23	4		1.00		
Oct-23	0		0.00		
Nov-23	0		0.00		
Dec-23	0		0.00		
Jan-24	0		0.00		
Feb-24	0		0.00		
Mar-24	0		0.00		
Total	8		2.00		

	Activity 8				
	Modernization of Stack Area and Reader's Facilities				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)= 5000				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
		(A)			W* A/T
Apr-23	0		0.00		
May-23	4		0.20		
Jun-23	6		0.30		
Jul-23	10		0.50		
Aug-23	10		0.50		
Sep-23	4		0.20		
Oct-23	0		0.00		
Nov-23	3		0.15		
Dec-23	0		0.00		
Jan-24	3		0.15		
Feb-24	0		0.00		
Mar-24	0		0.00		
Total	40		2.00		

Expenditure is done for modernization of Stack area.




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	Activity 9				
	Purchase Newspapers, Magazines & Periodicals				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=7				
	Unit Cost (In Rs.)= 138.88				
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	60		0.08		
May-23	60		0.08		
Jun-23	60		0.08		
Jul-23	60		0.08		
Aug-23	60		0.08		
Sep-23	60		0.08		
Oct-23	60		0.08		
Nov-23	60		0.08		
Dec-23	60		0.08		
Jan-24	60		0.08		
Feb-24	60		0.10		
Mar-24	60		0.10		
Total	720		1.00		

	Activity 10				
	Research Seminars, Lectures & Cultural Programmes & Founders Anniversary				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=7				
	Unit Cost (In Rs.)= 12500				
Month	Physical		Financial		Score *
	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	
		(A)			W* A/T
Apr-23	2		0.25		
May-23	2		0.25		
Jun-23	2		0.25		
Jul-23	2		0.25		
Aug-23	2		0.25		
Sep-23	2		0.25		
Oct-23	2		0.25		
Nov-23	2		0.25		
Dec-23	2		0.25		
Jan-24	2		0.25		
Feb-24	2		0.25		
Mar-24	2		0.25		
Total	24		3.00		


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	Activity 11				
	Electricity & Power				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=2				
	Unit Cost (In Rs.)= 83333				
	Physical		Financial		
Month	Target (T)	Achievement	Target	Achievement	Score *
	Personal	(A)	(Rs. in lakh)		W* A/T
Apr-23	1		0.85		
May-23	1		0.85		
Jun-23	1		0.85		
Jul-23	1		0.85		
Aug-23	1		0.85		
Sep-23	1		0.85		
Oct-23	1		0.85		
Nov-23	1		0.85		
Dec-23	1		0.80		
Jan-24	1		0.80		
Feb-24	1		0.80		
Mar-24	1		0.80		
Total	12		10.00		

	Activity 12				
	Expenditure on Fee				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=4				
	Unit Cost (In Rs.)= 50000				
	Physical		Financial		
Month	Target (T)	Achievement	Target	Achievement	Score *
	Personal	(A)	(Rs. in lakh)		W* A/T
Apr-23	0		0.00		
May-23	1		0.50		
Jun-23	0		0.00		
Jul-23	1		0.50		
Aug-23	0		0.00		
Sep-23	1		0.50		
Oct-23	0		0.00		
Nov-23	0		0.00		
Dec-23	1		0.50		
Jan-24	0		0.00		
Feb-24	0		0.00		
Mar-24	1		0.50		
Total	5		2.50		

Fees for internal Audit, Income Tax Consultant & Lawyer's fees etc.

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	Activity 13				
	Vehicle and Generator running & maintenance				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)=8000				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
	Personal	(A)			W* A/T
Apr-23	2		0.16		
May-23	2		0.16		
Jun-23	3		0.16		
Jul-23	2		0.16		
Aug-23	2		0.16		
Sep-23	2		0.16		
Oct-23	2		0.16		
Nov-23	2		0.16		
Dec-23	2		0.16		
Jan-24	2		0.16		
Feb-24	2		0.20		
Mar-24	2		0.20		
Total	25		2.00		

	Activity 14				
	Misc. Contingent Expenditures				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)=4285				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
	Personal	(A)			W* A/T
Apr-23	0		0.00		
May-23	2		0.10		
Jun-23	2		0.10		
Jul-23	2		0.10		
Aug-23	8		0.40		
Sep-23	2		0.05		
Oct-23	2		0.05		
Nov-23	2		0.05		
Dec-23	4		0.10		
Jan-24	8		0.40		
Feb-24	2		0.10		
Mar-24	1		0.05		
Total	35		1.50		

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	Activity 15				
	Pension & Pension Contribution				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)= 1341667				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
		(A)			W* A/T
Apr-23	2		26.00		
May-23	1		13.50		
Jun-23	1		13.50		
Jul-23	1		13.50		
Aug-23	1		13.50		
Sep-23	1		13.50		
Oct-23	1		13.50		
Nov-23	1		13.50		
Dec-23	1		13.50		
Jan-24	1		13.50		
Feb-24	1		13.50		
Mar-24	0		-		
Total	12		161.00		

	Activity 16				
	Rent, Rates & Taxes				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=3				
	Unit Cost (In Rs.)= 125000				
	Physical		Financial		
Month	Target (T)	Achievement	Target (Rs. in lakh)	Achievement	Score *
	Personal	(A)			W* A/T
Apr-23	0		0.00		
May-23	0		0.00		
Jun-23	0		0.00		
Jul-23	2		2.50		
Aug-23	0		0.00		
Sep-23	0		0.00		
Oct-23	0		0.00		
Nov-23	0		0.00		
Dec-23	0		0.00		
Jan-24	0		0.00		
Feb-24	0		0.00		
Mar-24	0		0.00		
Total	2		2.50		

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	Activity 17				
	Repair & maintenance of Computer, Furniture, Equipments & Building				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=5				
	Unit Cost (In Rs.) = 19047/-				
Month	Physical		Financial		Score * W* A/T
	Target (T)	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-23	1		0.25		
May-23	2		0.50		
Jun-23	2		0.50		
Jul-23	1		0.25		
Aug-23	3		0.50		
Sep-23	2		0.25		
Oct-23	2		0.50		
Nov-23	2		0.25		
Dec-23	2		0.25		
Jan-24	2		0.25		
Feb-24	1		0.25		
Mar-24	1		0.25		
Total	21		4.00		

	Activity 18				
	Stationary, Sanitary, Electrical, Telephone, Gardening & Postage Expense				
	Object Head-Grant in aid General (12.03.31)				
	Weight (W)=6				
	Unit Cost (In Rs.) = 2222/-				
Month	Physical		Financial		Score * W* A/T
	Target (T) Personal	Achievement (A)	Target (Rs. in lakh)	Achievement	
Apr-23	5		0.10		
May-23	2		0.10		
Jun-23	4		0.20		
Jul-23	0		0.20		
Aug-23	16		0.20		
Sep-23	8		0.20		
Oct-23	15		0.20		
Nov-23	10		0.20		
Dec-23	10		0.20		
Jan-24	0		0.00		
Feb-24	10		0.20		
Mar-24	10		0.20		
Total	90		2.00		

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ANNEXURE-II**Table 1 - Monthly status of RTI**

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

Table 2 - Monthly status of Public Grievances

S. No	No of Public Grievances received	No of Public Grievances pending from last month	No of Public Grievances disposed during current month	Pending Public Grievances	Remarks if any

Table 3 - Status of Swachhta Abhiyan

S. No	Name of the activity conducted for Swachhta Abhiyan	No. of participants expected	No. of actual participants	Name of the partnering organization if any	Remarks if any

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Table 4 - Seminars/Symposiums/Workshops/Exhibitions etc.

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

Table 4(a) – Lectures/Seminars//Workshops/Exhibitions on National Integration and Communal Harmony etc.

S.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- Updation of Bibliographic data on KBOPL's and NVLI portal

(a) Rare books:

Total No. of Rare Books	Meta data uploaded upto last month	Meta data updated during current month	Balance books for which updation is to be done	Remarks

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(b) Manuscripts:

Total No. of Manuscripts	Meta data uploaded upto last month	Meta data uploaded during current month	Balance Manuscripts for which updation is to be done	Remarks

(c) Printed books:

Total No. of Printed books	Meta data uploaded upto last month	Meta data uploaded during current month	Balance Printed Books for which updation is to be done	Remarks

Table 7 - Monthly status of the digitization in KBOPL

S.No.	Type of the content	A	B	C	D	E	F	Remarks
		No. of items available	No. items digitized.(out of column 'A') upto last month	No. of items digitized during current month	Balance items to be digitized	Items uploaded on KBOPL's website and NVLI website upto last month	Items uploaded during current month	
1	Books (Out of Copyright)							
2	Government Reports							
3	Gazetteers							
4	Research Publication							
5	Rare books							
6	Manuscript							
7	Audio							
8	Video							

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9	Photographs							
10	Paintings							
11	3D objects							
11.1	Sculpture							
11.2	Artifacts/Antiquities							
12	Other: please specify							

Table 8 - Monthly status of Preventive/ curative conservation taken up w.r.t. Manuscripts and Rare Printed Books.

(a) Rare Printed books:

Total No. of Rare Printed books	Total Number of rare printed books conserved upto last month	Total Number of Printed book(s) conserved during current month	Balance Rare Printed Books to be conserved during current year	Remarks

(b) Manuscripts:

Total No. of Manuscripts	Total No. of Manuscripts conserved upto last month	Total No. of Manuscripts conserved during the current month	Balance Manuscripts to be conserved during current year	Remarks

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ANNEXURE – III

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA			
FINANCIAL YEAR 2023-24 (Monthly/ Quarterly Expenditure Plan - MEP/QEP)			
	Month	MEP (Rs. in lakhs)	QEP (Rs. in lakhs)
Quarter-I	Apr-23	51.85	155.5
	May-23	51.84	
	Jun-23	51.81	
Quarter-II	Jul-23	51.85	155.5
	Aug-23	51.84	
	Sep-23	51.81	
Quarter-III	Oct-23	51.85	155.5
	Nov-23	51.84	
	Dec-23	51.81	
Quarter-IV	Jan-24	51.85	155.5
	Feb-24	51.84	
	Mar-24	51.81	
	Total (2023-24)	622.00	622.00


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Khuda Bakhsh O. P. Library, Patna



KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA
(Ministry of Culture, Government of India)
MOU: Key Performance Indicators 2023-24

S. No.	Item	Minimum Targets
1.	Outreach programmes, Seminars, Workshop, Exhibition and Lectures	24
2.	Publications	24
3.	Exhibition	15
4.	Laying of the Audited Accounts and Annual Reports on the tables of both the Houses of Parliament	Laying of the Audited Accounts and Annual Reports is ensured on time.
5.	Organizing Hindi Workshops	1
6.	Swachh Bharat	Swachta Action Plan shall be under taken during the year.
7.	Cultural Activities	4
8.	Increase presence in Social Media	Ensured
9.	The Recruitment Rules for all the staff to be reviewed	Under review.
10.	Audited Accounts and Annual Reports for the year 2022-23	Ensured on time.
11.	Uploading of RFD on the site	Under consideration.
12.	Maintenance of asset register	Once in a year.
13.	Month wise Physical and Financial Targets	Ensured.
14.	Percentage of Plan expenditure to be met by internal revenue generation	The Library is a non-profitable organization.
15.	Unit-wise cost of activities	Matrix enclosed.
16.	Impact assessment/readership targets	Minimum 10% over the previous year.


28/6/2023

On behalf of
Ministry of Culture



Director
Khuda Bakhsh Oriental Public Library, Patna

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Annexure-V

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY
(Ministry of Culture, Government of India)
MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2023-24
WITH THE MINISTRY OF CULTURE


(Rupees in lakhs)

S. No.	Subject	Targets	
1.	Budgets and Accounts		
1.1.	Budgetary Outlay	Grants-in-aid General Grants for creation capital assets Grants-in-aid-salaries SAP General	200.00 10.00 410.00 2.00
		Total	622.00
1.2	Annual Report	Annual Report 2022-23 is to be submitted on time.	
1.3	CAG Audit	CAG audit for the year 2022-23 is ensured.	
1.4	Pending UCs	All pending UCs to be submitted on time.	
1.5	Disposal of CAG Paras	Disposal of CAG paras is ensured.	
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 during 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	NPS 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 organizations already framed.	
3.3	Online Court Cases Monitoring	Monitoring all court cases is ensure.	
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	Fulfilment of pending parliamentary assurances	NA	
4.3	Implementation of recommendations/ suggestions of the Parliamentary Standing Committee	NA	
4.4	Legislative Matters	Nil	

अनुसूचित
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
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S. Hanyesta Baidar
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5.	General	
5.1	Mandatory meetings of all committees/ Sub-committees conducted on time	Mandatory meetings of all Committees shall 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 are submitted on time.
5.4	Disposal of RTI applications	Disposal of RTI applications is ensured on time.
5.5	Disposal of Public Grievances	Disposal of Public grievances is ensured on time.
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	All the activities will be posted / updated on Library's website, www.kboplibrary.nic.in , facebook & Twitter.
5.9	RFD uploading	Uploading RFD online will be done after training of officials.


28/6/2023

On behalf of
Ministry of Culture

अनुराधा सूद / ANURADHA SOOD
अवर सचिव / Under Secretary
सांस्कृतिक मंत्रालय / Ministry of Culture
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