

## Memorandum of Understanding for the Financial Year 2023-24

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 2023-24..

This agreement made on 23 day of 6 (June) month 2023 between the **Ministry of Culture, Government of India** as the first party and **RRRLF, Kolkata** an autonomous organization established and funded by the Ministry of Culture, hereinafter called the Second Party.

**WHEREAS the Ministry of Culture** has 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 and Rules.

**AND WHEREAS the Raja Rammohun Roy Library Foundation (RRRLF)** has the following mandate:

To plan and carry out activities for the promotion of public libraries in the country;

To implement various Matching and Non-matching Schemes in collaboration with the State Governments (State) and Union Territory Administrations (UT) through the State Library Committee/State Library Planning Committee for development of Public Library services throughout the country;

Respond and work to address challenging problems in the field of public libraries, in most instances, in collaboration with the State/U.T. Library Authorities;

To act as the nodal organisation for the National Mission on Libraries (NML) for Administrative, Logistic, Planning, Budgeting and implementation purposes;

### 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 outcome targets.


To achieve this, the following deliverables are required:

#### 1. Budget/ Accounts:


As per Ministry's Budget Circular dated 27.03.2023, a Budget allocation of Rs.33.67 Crore for the year 2023-24 has been provided to RRRLF for carrying out organizational work under the following heads:

|    |  |                 |
|----|--|-----------------|
| a) | Grant-in-aid (General):                | Rs. 27.50 Crore |
| b) | Grant for Creation of Capital Assets : | Rs. 0.15 Crore  |
| c) | Grant in aid (Salaries)                | Rs. 6.00 crore  |
| d) | SAP (General)                          | Rs. 0.02 crore  |

- a. 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 are defined at MoU 2023-24: At a Glance at **Annexure-II**. RRRLF should adhere to the MEP and QEP at **Annexure- III** while incurring expenditure during 2023-24. Further funds will be released only after analyzing the MEP and QEP furnished by the organization. Expenditure by RRRLF will be subject to timely release of funds.

  
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- b. While incurring the expenditure under NML schemes, 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 principles 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**. However, meeting physical targets is dependent on cooperation by the State /UT while meeting financial targets is subject to timely release of funds.
- c. **RRRLF** shall submit the Annual Report and Audited Accounts for the year 2022-23 to the Ministry of Culture before 30th November 2023 provided auditing is completed by the statutory Audit and the report is received from the CAG.
- d. All efforts will be made that the CAG audit for the year 2022-23 is completed by September 2023.
- e. 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 subject to receiving the Audit Report from the CAG. Further, monthly Provisional Certificate in the prescribed format for the financial year 2022-23 has to be submitted before releasing the next month's grants.
- f. 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 incurred and the funds given to suppliers of stores, construction agencies etc. staff advances 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 in the next financial year.
- g. 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 RRRLF. Action Taken Report in the prescribed proforma should be submitted to the Ministry on priority basis.
- h. RRRLF shall provide gist of the physical and financial progress to the Ministry and status report of all pending CAG Audit Paras/Parliamentary Assurances to this Ministry. If the report is not received within the stipulated time, monthly grant released will not be processed.
- i. Financial irregularities, if any, 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 2023-24.
- j. Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC. .
- k. Monthly Report in respect of core activities/specific deliverables undertaken by RRRLF in prescribed format 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.
- l. Governing body of RRRLF i.e. Foundation 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 November every year and the status of the same be furnished to this Ministry.
- m. RRRLF shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government .
- n. 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

  
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Director General of the organization will be responsible for overall financial management of the organization.

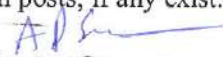
- o. As required by the Government of India, Public Financial Management System (PFMS) has been put in use by RRRLF.
- p. However, the Treasury Single Account (TSA) system shall be introduced in the office of RRRLF as per the directive of the Ministry of Finance, Government of India. The TSA system under PFMS will be in force at RRRLF. CNA account of PFMS have been introduced in RRRLF for the works of NML.
- q. An external or internal periodic peer review of the RRRLF will be carried out every five years 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..
- r. 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. .
- s. 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.
- t. 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.
- u. 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.
- v. RRRLF shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of Annual Accounts and Annual Report
- w. RRRLF will maximize internal resources and eventually attain self-sufficiency. To achieve this, RRRLF should target internal revenue generation at least 30% of the total budget of the RRRLF, and the physical and financial targets should be in line with this.
- x. 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:

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.

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.

All posts which are vacant for more than 2 years will fall under "deemed abolished" category and cannot be filled without revival from Department of Expenditure. Hence, RRRLF will take immediate action to identify all such posts and submit the proposal to the Ministry for revival of all such posts, if any exist.

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

All pending vigilance cases, if any, shall be disposed of in a time bound manner as per rules.

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.

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

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, 2023.

RRRLF has been entrusted by the Ministry of Culture to organize Capacity Building Programmes (CBP) of NML for skill up-gradation 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. Six (6) training programmes would be organized by RRRLF during the year 2023-24.

### **3. Legal matter**

- 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, if required, would be made as per the prescribed guidelines by November 2023 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 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**

The Audited Accounts and Annual Report for the year 2022-23 will be placed before the Parliament in time. The report shall be sent by the RRRLF to Ministry of Culture before end of November 2023.

Fulfillment 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.

Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.

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.

  
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**5. Innovative Subjects/Projects**

Apart from undertaking its listed commitments and implementing ongoing programmes under matching and non-matching schemes, RRRLF proposes to initiate the following new schemes/programmes during FY 2023-24:

**A) To commemorate the 250th birth anniversary of Raja Rammohun Roy and effort will be taken to avail grant from the Commemoration Fund.**

- a) To organize one conference with the stake holders of RRRLF i.e..State/Ut Public Library Authority, in consultation of Ministry.
- b) Install one annual fellowship, in association with a university of repute, for research on knowledge, enlightenment, empowerment and equality in the 21st Century with emphasis on digital tools. The research work will be subsequently published..
- c) Publication of selected works of and on Raja Rammohun Roy in collaboration with a publisher of repute preferably with National Book Trust.

RRRLF will robustly participate in the national celebrations to commemorate the 250th birth anniversary of Raja Rammohun Roy. The Foundation will work with State Governments and Union Territory Administrations to implement the programmes where ever necessary.

**These events will be organised up to May 22, 2023.**

**B) To observe 50th years (Golden jubilee year) of establishment of RRRLF.**

The programmes will be organised on the closing of the 250th birth anniversary of **Raja Rammohun** and Golden Jubilee Celebration of the Foundation with approval of the Foundation Committee.

**These events will be observed on May 22, 2023.**

**6. Use PM-led Swachh Bharat Programme to popularize public libraries and bring in more users:**

Incentivise visiting and using public libraries among young adults by funding the setting up of toilets, drinking water facilities and sanitary napkin dispensers.


For Hill States, we would consider an incentive by way of linking the supply of nutritional products to a minimum number of visits to local libraries and accessing books by children. These initiatives will be taken up with the requirement placed by the State authorities..

**7. Implementation of e-Office at RRRLF.**

On the line of administrative practices adopted by various ministries of Government of India, RRRLF will implement NIC's e-Office platform for administering its internal official practices in the 2023-24.

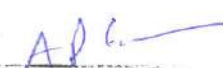
**8. Development of an online system for submission, approval and monitoring of application under various schemes of RRRLF through web portal.**

For ensuring efficiency, transparency and ease of work in application, processing and monitoring based activities of various schemes of RRRLF and NML, development of a web based online system for submission, approval and monitoring of applications will be developed in the year 2023-24

  
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9. General

- a. Mandatory meetings of all the Committees/Sub-Committees will be convened and conducted on time.
- b. The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in Chapter-9 Rule 208(v).
- c. Mandatory Returns and Reports for the year will be filed on time.
- d. 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.
- e. 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.
- f. 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.
- g. RRRLF shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.
- h. 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.
- i. 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.
- j. RRRLF will implement the following e-services:
- k. RRRLF will create online system for application of financial assistance and utilization certificates.
- l. The organization will be active on the **My Gov. Platform** for inviting suggestions, ideas regarding its activities, during the year.
- m. Vision and Mission document will be prepared by the organization and uploaded on the website.
- n. RRRLF 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.

  
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10. Specific deliverables for achieving MoC goals

11. RRRLF will furnish the status report of the following core activities in Annexure-VI 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. To frame a new scheme for making available e-books in the hands of citizen, leveraging latest technology.

This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the RRRLF, will be used to monitor the yearly performance. The Cost/expenditure shown in the Annexure- I of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however, be subject to the availability of funds in the allocated budget to the Organization and compliance to the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical target is achieved in time, allocation of additional fund could be considered to conduct more activities. Any short fall in target may attract withdrawal/reduction in budgetary support.

  
28/6/2023

Signature on behalf of MoC



Signature on behalf of Organisation

अनुराधा सूद / ANURADHA SOOD  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi


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| 31 Grants-in-aid-General                                |   |                    |                                |                    |  | 31 Grants-in-aid-General                                    |  |                    |                             |                    |  |
|---|---|--------------------|--------------------------------|--------------------|--|---|--|--------------------|-----------------------------|--------------------|--|
| Activity : Assitance toLibraries under Matching Schemes |   |                    |                                |                    |  | Activity : Assitance toLibraries under Non-Matching Schemes |  |                    |                             |                    |  |
| Weight (W) = 35.94                                      |   |                    |                                |                    |  | Weight (W) = 24.95  |  |                    |                             |                    |  |
| Unit Cost (in Rs.) = 1210.00 Lakh/4481 = 0.27 Lakh      |   |                    |                                |                    |  | Unit Cost (in Rs.) = 840.00 Lakh/515 = 1.63 Lakh            |  |                    |                             |                    |  |
| Physical  |   | Financial          |                                | Score =<br>W*(A/T) |  | Physical  |  | Financial          |                             | Score =<br>W*(A/T) |  |
| Month   | Target (T) :<br>Number of<br>Library Assisted | Achievement<br>(A) | Target (T)<br>(Rs. in<br>Lakh) | Achievement<br>(A) |  | Month   | Target (T) :<br>Number of<br>Library<br>Assisted | Achievement<br>(A) | Target (T)<br>(Rs. in Lakh) | Achievement (A)    |  |
| Apr-23  | 373   |                    | 100.83                         |                    |  | Apr-23  | 43   |                    | 70.00                       |                    |  |
| May-23  | 374   |                    | 100.87                         |                    |  | May-23  | 43   |                    | 70.00                       |                    |  |
| Jun-23  | 373   |                    | 100.83                         |                    |  | Jun-23  | 43   |                    | 70.00                       |                    |  |
| Jul-23  | 373   |                    | 100.83                         |                    |  | Jul-23  | 43   |                    | 70.00                       |                    |  |
| Aug-23  | 373   |                    | 100.83                         |                    |  | Aug-23  | 43   |                    | 70.00                       |                    |  |
| Sep-23  | 373   |                    | 100.83                         |                    |  | Sep-23  | 43   |                    | 70.00                       |                    |  |
| Oct-23  | 373   |                    | 100.83                         |                    |  | Oct-23  | 43   |                    | 70.00                       |                    |  |
| Nov-23  | 373   |                    | 100.83                         |                    |  | Nov-23  | 43   |                    | 70.00                       |                    |  |
| Dec-23  | 373   |                    | 100.83                         |                    |  | Dec-23  | 43   |                    | 70.00                       |                    |  |
| Jan-24  | 373   |                    | 100.83                         |                    |  | Jan-24  | 43   |                    | 70.00                       |                    |  |
| Feb-24  | 373   |                    | 100.83                         |                    |  | Feb-24  | 43   |                    | 70.00                       |                    |  |
| Mar-24  | 373   |                    | 100.83                         |                    |  | Mar-24  | 43   |                    | 70.00                       |                    |  |
| Total   | 4481  | 0                  | 1210.00                        | 0.00               |  | Total   | 515  | 0                  | 840.00                      | 0.00               |  |

N.B.

- Cost of items will vary from year to year.
- Cost of assistance will vary from one scheme to another scheme. No. of libraries to be assisted are determined by the respective State / U.T.
- RRRLF provides funding to States / UTs under various Matching schemes and ensures Central Govt.'s cordial relation with all States / UTs. Therefore, it is essential to clear matching liabilities in time bound manner.

1. 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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RAJA RAMMOHUN ROY LIBRARY FOUNDATION


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| 35 Grants for Creation of Capital Assets   |            |                    |                                |                    |                    | 31 Grants-in-aid-General  |            |                    |                                |                    |                    |
|--|------------|--------------------|--------------------------------|--------------------|--------------------|---|------------|--------------------|--------------------------------|--------------------|--------------------|
| Activity : Capital Creation (Building, Furniture & Fixture, Computer, Electrical Instalation, Staff Car) |            |                    |                                |                    |                    | Activity : Establishment Expenses, Administrative Expenses and Pension & DCRG |            |                    |                                |                    |                    |
| Weight (W) = 0.45  |            |                    |                                |                    |                    | Weight (W) = 20.79  |            |                    |                                |                    |                    |
| Unit Cost (in Rs.) = 15.00 Lakh/4 = 3.75 Lakh  |            |                    |                                |                    |                    | Unit Cost (in Rs.) = 700.00 Lakh/12 = 58.33 Lakh                              |            |                    |                                |                    |                    |
| Month  | Physical   |                    | Financial                      |                    | Score =<br>W*(A/T) | Month   | Physical   |                    | Financial                      |                    | Score =<br>W*(A/T) |
|  | Target (T) | Achievement<br>(A) | Target (T)<br>(Rs.<br>in Lakh) | Achievement<br>(A) |                    |   | Target (T) | Achievement<br>(A) | Target (T)<br>(Rs.<br>in Lakh) | Achievement<br>(A) |                    |
| Apr-23   | 1          |                    | 3.75                           |                    |                    | Apr-23  | 1          |                    | 58.34                          |                    |                    |
| May-23   | 0          |                    | 0.00                           |                    |                    | May-23  | 1          |                    | 58.34                          |                    |                    |
| Jun-23   | 0          |                    | 0.00                           |                    |                    | Jun-23  | 1          |                    | 58.34                          |                    |                    |
| Jul-23   | 1          |                    | 3.75                           |                    |                    | Jul-23  | 1          |                    | 58.33                          |                    |                    |
| Aug-23   | 0          |                    | 0.00                           |                    |                    | Aug-23  | 1          |                    | 58.34                          |                    |                    |
| Sep-23   | 0          |                    | 0.00                           |                    |                    | Sep-23  | 1          |                    | 58.33                          |                    |                    |
| Oct-23   | 1          |                    | 3.75                           |                    |                    | Oct-23  | 1          |                    | 58.33                          |                    |                    |
| Nov-23   | 0          |                    | 0.00                           |                    |                    | Nov-23  | 1          |                    | 58.33                          |                    |                    |
| Dec-23   | 0          |                    | 0.00                           |                    |                    | Dec-23  | 1          |                    | 58.33                          |                    |                    |
| Jan-24   | 1          |                    | 3.75                           |                    |                    | Jan-24  | 1          |                    | 58.33                          |                    |                    |
| Feb-24   | 0          |                    | 0.00                           |                    |                    | Feb-24  | 1          |                    | 58.33                          |                    |                    |
| Mar-24   | 0          |                    | 0.00                           |                    |                    | Mar-24  | 1          |                    | 58.33                          |                    |                    |
| Total  | 4          | 0                  | 15.00                          | 0.00               |                    | Total   | 12         | 0                  | 700.00                         | 0.00               |                    |

  
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| 96-31 SAP-General                            |            |                    |                                |                    |                    | Sum of<br>Physical<br>Target | Sum of<br>Physical<br>Achievement | Sum of<br>Financial<br>Target<br>(A)<br>(Rs. in Lakh) | Sum of<br>Financial<br>Achievement<br>(B) | Internal<br>Revenue<br>Generation<br>(D)<br>(Interest<br>earned from<br>Bank)<br>(Rs. in Lakh) | Actual<br>Financial<br>Assistance<br>needed<br>(Rs. in Lakh) |
|--|------------|--------------------|--------------------------------|--------------------|--------------------|------------------------------|-----------------------------------|---|---|--|--|
| Activity : Swachhata Action Plan             |            |                    |                                |                    |                    |                              |                                   |   |   |  |  |
| Weight (W) = 0.06                            |            |                    |                                |                    |                    |                              |                                   |   |   |  |  |
| Unit Cost (in Rs.) = 2.00 Lakh/3 = 0.67 Lakh |            |                    |                                |                    |                    |                              |                                   |   |   |  |  |
|  | Physical   |                    | Financial                      |                    | Score =<br>W*(A/T) |                              |                                   |   |   |  |  |
| Month  | Target (T) | Achievement<br>(A) | Target (T)<br>(Rs.<br>in Lakh) | Achievement<br>(A) |                    |                              |                                   |   |   |  |  |
|  |            |                    |                                |                    |                    |                              |                                   |   |   |  |  |
| Apr-23                                       | 1          |                    | 0.67                           |                    |                    | 419                          |                                   | 233.59  |   |  | 233.59   |
| May-23                                       | 0          |                    | 0.00                           |                    |                    | 418                          |                                   | 229.21  |   |  | 229.21   |
| Jun-23                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.17  |   |  | 229.17   |
| Jul-23                                       | 1          |                    | 0.66                           |                    |                    | 419                          |                                   | 233.57  |   |  | 233.57   |
| Aug-23                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.17  |   |  | 229.17   |
| Sep-23                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.16  |   |  | 229.16   |
| Oct-23                                       | 1          |                    | 0.67                           |                    |                    | 419                          |                                   | 233.58  |   |  | 233.58   |
| Nov-23                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.16  |   |  | 229.16   |
| Dec-23                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.16  |   |  | 229.16   |
| Jan-24                                       | 0          |                    | 0.00                           |                    |                    | 418                          |                                   | 232.91  |   |  | 232.91   |
| Feb-24                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.16  |   |  | 229.16   |
| Mar-24                                       | 0          |                    | 0.00                           |                    |                    | 417                          |                                   | 229.16  |   |  | 229.16   |
|  |            |                    |                                |                    |                    |                              |                                   |   |   |  |  |
| Total  | 3          | 0                  | 2.00                           | 0.00               |                    | 5015                         | 0                                 | 2767.00   | 0.00                                      |  | 2767.00  |

N.B. Internal Revenue Generation included Bank Interest

  
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 Ministry of Culture, Govt. of India  
 Block : DD-34, Sector - 1, Salt Lake City  
 Kolkata - 700 064



| Percentage<br>(Quarter -<br>wise) | Month                             | 31 GIA  | 35 GIA | 36 GIA | NE   | TSP  | SAP  | Total   |
|-----------------------------------|-----------------------------------|---------|--------|--------|------|------|------|---------|
|                                   | Apr-22                            | 229.17  | 3.75   | 77.50  |      |      | 0.67 | 311.09  |
|                                   | May-22                            | 229.21  | 0.00   | 47.50  |      |      | 0.00 | 276.71  |
|                                   | Jun-22                            | 229.17  | 0.00   | 47.50  |      |      | 0.00 | 276.67  |
| 25                                | Q1 Total                          | 687.55  | 3.75   | 172.50 |      |      | 0.67 | 864.47  |
|                                   | Jul-22                            | 229.16  | 3.75   | 47.50  |      |      | 0.66 | 281.07  |
|                                   | Aug-22                            | 229.17  | 0.00   | 47.50  |      |      | 0.00 | 276.67  |
|                                   | Sep-22                            | 229.16  | 0.00   | 47.50  |      |      | 0.00 | 276.66  |
| 25                                | Q2 Total                          | 687.49  | 3.75   | 142.50 |      |      | 0.66 | 834.40  |
|                                   | Oct-22                            | 229.16  | 3.75   | 47.50  |      |      | 0.67 | 281.08  |
|                                   | Nov-22                            | 229.16  | 0.00   | 47.50  |      |      | 0.00 | 276.66  |
|                                   | Dec-22                            | 229.16  | 0.00   | 47.50  |      |      | 0.00 | 276.66  |
| 25                                | Q3 Total                          | 687.48  | 3.75   | 142.50 |      |      | 0.67 | 834.40  |
|                                   | Jan-23                            | 229.16  | 3.75   | 47.50  |      |      | 0.00 | 280.41  |
|                                   | Feb-23                            | 229.16  | 0.00   | 47.50  |      |      | 0.00 | 276.66  |
|                                   | Mar-23                            | 229.16  | 0.00   | 47.50  |      |      | 0.00 | 276.66  |
| 25                                | Q4 Total                          | 687.48  | 3.75   | 142.50 |      |      | 0.00 | 833.73  |
| 100                               | Grand Total<br>(excluding Salary) | 2750.00 | 15.00  | 600.00 | 0.00 | 0.00 | 2.00 | 3367.00 |


|                   |       |      |       |      |      |      |        |
|-------------------|-------|------|-------|------|------|------|--------|
| Total (Weightage) | 81.68 | 0.45 | 17.82 | 0.00 | 0.00 | 0.06 | 100.00 |
|-------------------|-------|------|-------|------|------|------|--------|

|                |       |
|----------------|-------|
| Matching       | 35.94 |
| Non-Matching   | 24.95 |
| Administration | 20.79 |

|            |       |
|------------|-------|
| 31-GIA GEN | 81.68 |
|------------|-------|

| Weightage<br>(Quarter - wise) | Percentage<br>(Month - wise) |
|-------------------------------|------------------------------|
|                               | 9                            |
|                               | 8                            |
|                               | 8                            |
| 25.67                         |                              |
|                               | 8                            |
|                               | 8                            |
|                               | 8                            |
| 24.78                         |                              |
|                               | 8                            |
|                               | 8                            |
|                               | 8                            |
| 24.78                         |                              |
|                               | 8                            |
|                               | 8                            |
|                               | 8                            |
| 24.76                         | 100                          |

|        |
|--------|
| 100.00 |
|--------|

  
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Annexure - II

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
Ministry of Culture, Govt. of India  
DD- 34, Sector-I, Salt Lake, Kolkata 700064


MoU F. Y. 2023-24: At a Glance as on 31.03.2024

(Rs in Lakh)

| Name of the Head                              | Name of the Scheme   | Physical Target | Financial Target |
|---|--|-----------------|------------------|
| Assistance to Libraries                       | M- Assistance to Libraries   | 4481            | 1210.00          |
|   | NM- Assistance to Libraries  | 515             | 840.00           |
| (i) 31 Grants-in-aid-General                  | Establishment Expenses, Administrative Expenses & Pension & DCRG                               | 12              | 700.00           |
| (ii) 35 Grants for Creation of Capital Assets | Capital Creation (Building, Furniture & Fixture, Computer, Electrical Installation, Staff Car) | 4               | 15.00            |
| (iii) 36 Grants-in-aid-Salary                 | Salary   |                 | 600.00           |
| (iv) 96-31 SAP-General                        | Swachhata Action Plan  | 3               | 2.00             |
|   | <b>Total</b>   | <b>5015</b>     | <b>3367.00</b>   |

M: Matching, NM: Non-matching


*RRRLF will dynamically allocate fund under the Matching and the Non-Matching schemes keeping in view the progress of activities and expenditures thereof.*

  
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## Annexure - III

| RAJA RAMMOHUN ROY LIBRARY FOUNDATION, KOLKATA                             |        |                      |                      |
|---|--------|----------------------|----------------------|
| FINANCIAL YEAR 2023-24 (Monthly / Quarterly Expenditure Plan - MEP / QEP) |        |                      |                      |
| Quarter   | Month  | MEP<br>(Rs. in lakh) | QEP<br>(Rs. in lakh) |
| Quarter-I   | Apr-23 | 311.09               | 864.47               |
|   | May-23 | 276.71               |                      |
|   | Jun-23 | 276.67               |                      |
| Quarter-II  | Jul-23 | 281.07               | 834.40               |
|   | Aug-23 | 276.67               |                      |
|   | Sep-23 | 276.66               |                      |
| Quarter-III   | Oct-23 | 281.08               | 834.40               |
|   | Nov-23 | 276.66               |                      |
|   | Dec-23 | 276.66               |                      |
| Quarter-IV  | Jan-24 | 280.41               | 833.73               |
|   | Feb-24 | 276.66               |                      |
|   | Mar-24 | 276.66               |                      |
| Total (2023-24)   |        | 3367.00              | 3367.00              |

  
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## RAJA RAMMOHUN ROY LIBRARY FOUNDATION

Ministry of Culture, Government of India

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2023-24 WITH THE  
MINISTRY OF CULTURE

| Sl. No. | Subject   | Target  |                |
|---------|---|---|----------------|
| 1.      | <b>Budget and Accounts</b>  |   |                |
| 1.1     | Head Wise RRRLF BE 2023-24  |   | (Rs. in Crore) |
|         |   | General   | 27.50          |
|         |   | Salary  | 6.00           |
|         |   | Capital   | 0.15           |
|         |   | SAP   | 0.02           |
|         |   |   | <b>33.67</b>   |
| 1.2     | Annual Report   | 30.11.2023  |                |
| 1.3     | CAG Audit   | 30.09.2023  |                |
| 1.4     | Pending UCs   | 30.11.2023  |                |
| 1.5     | Disposal of CAG Paras   | 30.09.2023  |                |
| 2.      | <b>Human Resources</b>  |   |                |
| 2.1     | Human Resource Policy   | Has already been framed.  |                |
| 2.2     | DPC   | July 2023 and January 2024  |                |
| 2.3     | Training of Staff   | Throughout the year.<br>Hindi: Praveen & Parangat Course<br>420 library personnel will be trained under Capacity Building Programme during 2023-24 by RRRLF |                |
| 2.4     | New Pension Scheme  | As per rules  |                |
| 3.      | <b>Legal Matters</b>  |   |                |
| 3.1     | Amendments to the MOA   | Done and approved by Foundation 20.6.2016   |                |
| 3.2     | Bye Laws of the Organization  | 31.10.2021  |                |
| 3.3     | Online Court Cases monitoring   | As and when required.   |                |
| 4.      | <b>Parliament Matters</b>   |   |                |
| 4.1     | Audited Accounts to be placed before Parliament                                       | 30.11.2023  |                |
| 4.2     | Fulfillment of Pending Parliamentary Assurances                                       | No such case pending.   |                |
| 4.3     | Implementation of recommendations/suggestions of the Parliamentary Standing Committee | Will be implemented as and when received.   |                |
| 4.4     | Legislative Matters   | NA  |                |
| 5.      | <b>General</b>  |   |                |
| 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

अनुराधा सूद / ANURADHA SOOD  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi

Prof. Ajay Pratap Singh  
Director General, RRRLF

Director General  
Raja Rammohun Roy Library Foundation  
Ministry of Culture, Govt. of India  
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**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
Ministry of Culture, Government of India

MOU : Key Performance Indicators 2023-24

| 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<br>RRRLF Research Project   |
| 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 | 31.12.2023   |
| 6.     | Organizing Hindi Workshops   | September 2023   |
| 7.     | Swachh Bharat program  | Regular basis  |
| 8.     | Cultural Activities  | NA   |
| 9.     | Increase presence in Social Media  | Facebook, Twitter, You Tube, flicker   |
| 10.    | The recruitment Rules for all the staff to be reviewed   | RRs will be reviewed on the basis of 7 <sup>th</sup> CPC recommendation and the Model Recruitment Rule                     |
| 11.    | Audited Accounts and Annual reports for the year 2021-22   | By 31.12.2023  |
| 12.    | Uploading of RFD on the site   | As per rule  |
| 13.    | Maintenance of asset register  | As and when asset acquired   |
| 14.    | Month wise Physical and Financial Targets  | 4 <sup>th</sup> day of the next Month  |
| 15.    | Percentage of Plan expenditure to be met by internal generation                                  | NA   |
| 16.    | Unit-wise cost of activities   | Depending of the no. of library assisted during the year.  |
| 17.    | Impact assessment/readership targets   | To be done through inspection of libraries assisted./Survey  |

On behalf of MOC

अनुराधा सूद / ANURADHA SOOD  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi

(Prof. Ajay Pratap Singh)

Director General  
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**ANNEXURE – VI**  
**MOU 2023-24**

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION**  
**KOLKATA**

**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 |
|---------|--------------------|-----------------------------------|--------------------|-------------|---------|
|         |                    |                                   |                    |             |         |
|         |                    |                                   |                    |             |         |

**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**

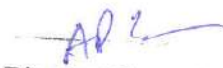
| Sr. No. | Name of the Programme | No of the Participants | No. of actual participants | Name of the partnering organization if any | Remarks if any |
|---------|-----------------------|------------------------|----------------------------|--|----------------|
|         |                       |                        |                            |  |                |
|         |                       |                        |                            |  |                |

**Table 4- Seminars/ Symposiums/ Workshop, etc. As on 09.07.2021**

| Sl No | Activities | Budget (In Rs.) | Topic/ Theme | No of the Participants | Guest Speaker/ 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 |
|---------|--------|-------------------------------------|---|------------------------------------|-----------------------------|---------|
|         |        |                                     |   |                                    |                             |         |
|         |        |                                     |   |                                    |                             |         |

  
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**Table 6 – Monthly status – Procurement of books and their distribution**

| Sr. No. | Whether bibliographic detail available on RRRLF's website | Remarks |
|---------|---|---------|
|         |   |         |

**Table 7 – Digitization of Manuscripts/Artifacts 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 component "NML Model Library Scheme" under NML**

| Sl.No | Component | Status at the end of last month |                           | Status at the end of preceding month |                           | Whether status uploaded in NML's website? |
|-------|-----------|---------------------------------|---------------------------|--------------------------------------|---------------------------|---|
|       |           | Payment released                | No. of Libraries assisted | Payment released                     | No. of Libraries assisted |   |
|       |           |                                 |                           |                                      |                           |   |

  
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