

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

This agreement is entered into on 03.12.2024, 2024 and is between

**The Asiatic Society, Kolkata**

Housed at 1, Park Street, Kolkata – 700016

Represented by Lt. Col. Anant Sinha in capacity of Administrator, The Asiatic Society, Kolkata  
Hereinafter, called **ASK**

**AND**

**Ministry of Culture, Government of India**

Having its office at Shastri Bhawan, Central Secretariat, New Delhi- 110001

Represented by Shri Prem Pal Singh in capacity of Under Secretary, Ministry of Culture  
Hereinafter, called **MoC**

**ROLES AND RESPONSIBILITIES**

**The Asiatic Society, Kolkata**

The Asiatic Society, Kolkata is a Central Autonomous Body under the Ministry of Culture, Government of India. It is a registered society under the West Bengal Societies Registration Act, 1961. The Government of India recognized the Asiatic Society, Kolkata as an Institution of National Importance through an Act of Parliament, The Asiatic Society Act of 1984. The Society is fully funded by the Ministry of Culture and is subject to all rules and regulations issued by the DoPT/ DoE/ MoF & MoC.

The objectives of the Asiatic Society, Kolkata are outlined in its Memorandum of Association and the Rules & Regulations framed thereunder.

The Asiatic Society, Kolkata has the following mandate:

- To organize, initiate and promote researches in Humanities and Sciences in Asia
- To establish, build, erect, construct, maintain and run research institutions, libraries, reading rooms, museums, auditoriums and lecture halls
- To organize lectures, seminars, symposia, discussions, meetings and award of medals, scholarships & fellowships in furtherance of the objectives as prescribed under the Act, Regulation and Bye-laws of the Asiatic Society, Kolkata.

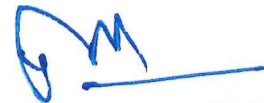
**Ministry of Culture**

The Ministry of Culture has the following mandate:

- To preserve, promote and disseminate knowledge on art and culture
- To undertake maintenance and conservation of heritage sites
- To overlook administration of museums, libraries & archives
- To undertake cultural collaborations
- To promote institutional and individual initiatives in the fields of art & culture



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



प्रेम पाल सिंह / Prem Pal Singh  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली - 110001

## PURPOSE OF THIS MoU

To achieve the organizational goals of the Asiatic Society, Kolkata by the optimum use of available funds and maintain proper functioning of the Society.

## DELIVERABLES

The budgetary outlay set by MoC for the year 2024-2025 amounting to Rs. 2,437.00 lakh (including the anticipated internal receipt of Rs. 72.00 lakh) is allocated to the Asiatic Society, Kolkata for carrying out organizational work under the following heads:

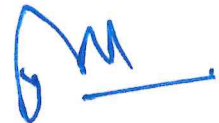
*Rupees in Lakh*

S. No	Head of Account	Budget Grant/ Allocation	Anticipated Internal Revenue	Total
1	GIA- General	275.00	72.00	347.00
2	GIA- Salaries	2,150.00	0.00	2150.00
3	GIA- Creation of Capital Assets	10.00	0.00	10.00
4	GIA- SAP	2.00	0.00	2.00
	<b>Total</b>	<b>2,437.00</b>	<b>72.00</b>	<b>2,509.00</b>

1. Activity wise physical and financial targets have been shown in Annexure- 1 to this Memorandum of Understanding. ASK agrees to follow these targets while incurring expenditure keeping in account statutory requirements like approvals of EC/FC/Society.
2. Monthly Expenditure Plan (MEP) & Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and defined in Annexure- 2. ASK agrees to adhere to the MEP and QEP while incurring expenditure during 2024-2025.
3. A structured framework for reporting on the activity wise achievement based on the deliverables have been devised and shown in Annexure 3.
4. The general guidelines to be considered by the ASK administration is given in Annexure-4.
5. A ranking format has been devised to monitor, assess and analyse the outcomes and achievements of the institution, shown in Annexure-5. The framework will enlist the parameters and deliverables of ASK, specifying the expected tangible results or outputs it is expected to produce and a questionnaire to be filled by the institution.



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



प्रेम पाल सिंह / Prem Pal Singh  
अवर सचिव / Under Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi



**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

**Annexure- 1**

**Activity wise Physical Targets for FY 2024-25:**

<b><u>Sl.No.</u></b>	<b>Activity Head</b>	<b>Target Units</b>	<b>Remarks (what the target units define)</b>
1	Academic Programmes	36	Seminars, Workshops, Symposiums & Lectures
2	Exhibitions	6	Exhibition of Museum Collections, Publications, etc.
3	Digitization	6000	Digitization of Manuscripts & Rare Books & Archival Documents.
4	Staff Training	4	Staff Training (both in-house and in Training Institutes)
5	Conservation & Preservation	400	Conservation of Manuscripts, Rare Books, etc.
6	Library Development	360	Purchase of Books, Journal Subscription, Library Infra Dev.
7	Museum Development	8	Purchase of Mss & Art Objects, and Museum Infrastructure Dev.
8	Publications	32	Publication of Books, Journals & Bulletins
9	Internal Academic Research Projects	20	Conducting Internal Academic Research Projects through engagement of Research Fellows
10	External Academic Research Projects	8	Financial Assistance to External Academic Research Projects through Principal Investigators
11	General Office Maintenance	12	Recurring work related to General Office Maintenance
12	Infrastructural Development of Capital Nature	4	Civil & Electrical Works, Procurement of Office Equipment & Furniture
13	IT Infrastructure comprising software & hardware (Capital Works)	4	Computerization, Website Development, Digital Archive Storage, Software Installation
14	Swachhwata Action Plan	4	Special Campaigning for SAP & Special Cleaning drive under SAP



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

**Budget Head wise Expenditure Targets for FY 2024-25 based on BE 2024-25:**

Sl. No.	Budget Head (Object Head of Grants-in-aid)	Amount (Rupees in Lakh)
1	GIA- General	275.00
2	GIA- Salaries	2,150.00
3	GIA- Creation of Capital Assets (CCA)	10.00
4	GIA- Swachhwata Action Plan (SAP)	2.00
<b>Total</b>		<b>2,437.00</b>

<b>Target for Internal Revenue Generation for FY 2024-25</b>	<b>Rs.72.00 lakh</b>
<b>Revenue Components:</b> Membership Fees, Rent, Sale of Publications, Sale of Souvenir Items, Reprography Charges & Misc. Receipts.	

**Activity-wise Expenditure Reporting Format for FY 2024-25:**

				(Rs. In Lakhs)
Sl.No	Budget Head & Item wise Head	Expenditure in FY 2024-25 up to Previous Month / Quarter	Expenditure during the current Month / Quarter	Cumulative Expenditure for FY 2024-25
I	<b>Salary</b> <b>(Budget Head: GIA-Salaries)</b>			
1	Pay			
2	Dearness Allowance			
3	House Rent Allowance			
4	Transport Allowance			
5	Other Allowances			
6	NPS Contribution by Employer			
7	EPF Contribution by Employer			
8	Leave Travel Concessions			
9	Leave Encashment with L.T.C.			
10	Tuition Fee Reimbursement			
11	Dress Allowance			



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



12	Medical Reimbursements			
13	Reimbursement of Newspaper & Telephone			
14	Special Licence Fee for Govt. Accommodation			
15	Retirement Benefits			
16	LSPC			
17	Staff Welfare			
18	Honorarium			
19	Wages to Casual & Contractual Staff			
<b>Total for Head 'Salary'</b>				
<b>II</b>	<b>General (Budget Head: GIA-General)</b>			
1	Academic Programmes			
2	Exhibitions			
3	Digitization			
4	Staff Training			
5	Conservation & Preservation			
6	Museum Development			
7	Library Development			
8	Internal Academic Research Projects			
9	External Academic Research Projects			
10	Publications			
11	Outsourced Manpower			
12	Electricity			
13	Civil Maintenance			
14	Electrical Maintenance			
15	Maintenance- Equip. & Others			
16	Vehicle Maintenance			
17	Meeting Expenses			



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

18	Printing & Stationery			
19	Auditor's Remuneration			
20	Book Fair & Book Promotion			
21	Legal Expenses			
22	Postage & Courier			
23	Advertisement & Publicity			
24	Other Administrative Expenses			
<b>Total for Head 'General'</b>				
<b>III</b>	<b>Creation of Capital Assets (CCA)</b> <b>(Budget Head: GIA-CCA)</b>			
1	Renovation of Building			
2	Electrical Installations			
3	Furniture & Fixture			
4	Office Equipment			
5	Computerization, Website Dev. & Digital Archive (Software & Hardware)			
6	Other Capital Expenditure			
<b>Total for Head 'CCA'</b>				
<b>IV</b>	<b>SAP</b> <b>(Budget Head: GIA-SAP)</b>			
1	SAP (Swachhwata Action Plan)			
<b>Grand Total (I + II + III + IV)</b>				



प्रशासक  
 Administrator  
 दि एशियाटिक सोसाइटी, कोलकाता-16  
 संस्कृति मंत्रालय, भारत सरकार  
 The Asiatic Society, Kolkata-16  
 Ministry of Culture, Government of India

**MEMORANDUM OF UNDERSTANDING BETWEEN  
MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

**Annexure-2**

**Monthly & Quarterly Expenditure Plan:**

Quarter	Month	Monthly Expenditure Plan (Rs. In Lakhs)	Quarterly Expenditure Plan (Rs. In Lakhs)
1 <sup>st</sup>	April 2024	203.10	609.25
	May 2024	203.10	
	June 2024	203.05	
2 <sup>nd</sup>	July 2024	203.10	609.25
	August 2024	203.10	
	September 2024	203.05	
3 <sup>rd</sup>	October 2024	203.10	609.25
	November 2024	203.10	
	December 2024	203.05	
4 <sup>th</sup>	January 2025	203.10	609.25
	February 2025	203.10	
	March 2025	203.05	
	<b>Total</b>	<b>2,437.00</b>	<b>2,437.00</b>



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

**Annexure-3**

**Reporting Framework:**

**1. Budget/ Accounts:**

Sl. No.	Parameter	Deliverable (Yes/No)	Remarks (if the answer to deliverables is No)
1	Submission of Monthly/Quarterly Expenditure & Revenue Reports (before 10 <sup>th</sup> of next month)		
2	Submission of Periodical Report as per the directives of MoC		
3	Submission of Annual Reports and Audited Accounts for 2023-2024 by November, 2024.  (Annual Reports & Annual Accounts to be submitted as per the schedule prescribed under Rule 237 of GFR 2017)		
4	Submission of Utilization certificates (UC): <ul style="list-style-type: none"><li>Provisional UC ,2023-2024 by June 2024</li><li>Final UC, 2023-2024 by November 2024</li><li>Monthly Provisional UC for 2024-2025 before releasing the next month's grant</li></ul> (The UC shall be submitted in the prescribed format along with reports regarding performance/targets achieved, outcomes, etc. in accordance with the format prescribed in GFR 2017 (Form 12-A))		
5	Completion/ Settlement of CAG Audit Paras and Internal Audit Paras before September, 2024- Action Taken Report to be submitted monthly.  (Financial irregularities pointed out by audit and pursued by MoC should be taken care of and report should be furnished by ASK before end of first quarter of 2024-2025)		
6	Maintenance of data of grants, income-expenditure, investments, assets, revenue-capital expenditure & employee strength in the		



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

	prescribed format by the government of India when is it required to be submitted.		
7	Maintenance and presentation of annual accounts in format prescribed by the Government for autonomous bodies.  (Revenue and capital expenditure to be accounted for separately)		
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024.		
9	Remittance of the amounts (interests, other earnings against the Grants-in-aids and advances) to the government of India after finalization of accounts.		

1.1 Attach Notes on Accounts with relevant annexures

1.2 Details of Corpus (if any)

1.3 Bank FD's EP/FC/CPF

1.4 Was an internal inspection held in 2024-2025? If yes, attach action taken report

1.5 Details of Audit (pending):

S.No	Audit Objection (Para)	Received on	Reply dates				Current Status (Settled/ Not settled)
			1.	2.	3.	4.	

1.6 Details of Revenue:

Month	Membership Fees	Rent	Sale of Publications	Sale of Souvenir Items	Reprography Charges	Misc. Receipts	Total
April 2024							
May 2024							
June 2024							
July 2024							
August 2024							
September 2024							
October 2024							
November 2024							
December 2024							
January 2025							
February 2025							
March 2025							
Total							

प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

## **2. Human Resources:**

Sl. No.	Parameter	Deliverable (Yes/No)	Remarks (if the answer to deliverables is No)
1.1	Review of Recruitment Rules (once in 5 years)-Action Taken Report to be prepared		
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished) - Action Taken Report to be prepared		
1.3	Identification of posts vacant for more than 2 years and submission of proposal for revival of Deemed Abolished Posts -Action Taken Report to be prepared		
1.4	Identification and filling up of posts which are vacant within 2 years or likely to be vacant in the next 6 months – Action Taken Report to be prepared		
1.5	All DPCs to be conducted by ASK within the stipulated time - Action Taken Report to be prepared		
2	Disposal of pending vigilances cases-Action Taken Report to be prepared		
3	Submission of Staff Training Policy		
4	Designing and submission of Training Calendar by beginning of year		
5	Verification of Appointments made in the past 5 - 10 years		



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



### 2.1 Details of employees:

Category	Sanctioned Strength	Working	Vacant Post	Deemed to be Abolished	Abolished	To be reviewed	Reviewed
Group A							
Group B							
Group C							
Group D							
Total							

2.2 Organisation chart of The Asiatic Society, Kolkata to be attached.

2.3 Number of employees under Old Pension Scheme (OPS):

2.4 Number of employees under Employees' Provident Fund (EPF) Scheme:

2.5 Number of employees under New Pension Scheme (NPS):

2.6 Details of outsourced /contractual staff:

Category	Sanctioned Strength	Working
Casual Staff		
Contractual Staff		
Outsourced Staff (Housekeeping Services)		
Outsourced Staff (Security Services)		
Total		

### 3. Legal Matters:

Sl. No.	Parameter	Deliverable (Yes / No)	Remarks (if any)
1	Preparation of Reservation Roster		
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024		
3	Timely monitoring of court cases; all cases with their status to be updated on the website of Legal Information Management& Briefing System.  (AB shall utilise the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)		



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

### 3.1 Details of pending court cases:

Sl.No.	Case No.	Appellant	Pending at which level (Supreme Court/High Court /Sessions Court)	Pending since when	Respondent Name	Name of Lawyer	Current Status	Next date of hearing	Additional Information, if any

### 4. Parliament Matters:

Sl. No.	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Audited Accounts and Annual reports to be placed before parliament on time and to be submitted to MoC by November, 2024		
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoC on a monthly basis		
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.		
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.		

### 5. General:

Sl. No.	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	<b>Mandatory Meetings of all Committees:</b> <ul style="list-style-type: none"><li>ASK Society- July 2024 &amp; February 2025</li><li>Executive Board</li><li>Finance Committee - June 2024 &amp; January 2025</li></ul>		

प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

2	Carrying out of the Performance Audit as per GFR (Once in 2 years)		
3	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked.		
4	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.		
5	Disposal of CPGRAMS/Public Grievances/ Complaints  (Effective Grievance redressal mechanism to be put in place)		
6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)		
7	Compliance of Rajbhasha Policy as per directives of MHA		
8	Updation of Social Media Handles on X/Facebook/Instagram/you-tube etc.		
9	Implementation of the following e-services: <ul style="list-style-type: none"> <li>• Prepare &amp; upload it's publications on website (free and paid)</li> <li>• Create online system for application and UC</li> <li>• Invite suggestions regarding activities during the year on MyGov platform</li> <li>• Creation of online system/software for Accounting</li> <li>• Creation of e-office facility</li> <li>• Creation of e-hrms facility</li> <li>• Creation of online APAR management system</li> </ul>		
10	Preparation of Vision & mission statement of ASK and to be uploaded on it's website.		
11	Taking up of Swachh Bharat Campaign / Programmes and cleanliness drives and as instructed/ directed by MoC		
12	Celebration of all events announced by the Govt of India from time to time like Vigilance Pledge / Swachhata Pledge /Preamble reading on Constitution day, etc.		



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



### 5.1 Details of Footfall:

Month	Indian Nationals	Foreign Nationals	Students	Total
April 2024				
May 2024				
June 2024				
July 2024				
August 2024				
September 2024				
October 2024				
November 2024				
December 2024				
January 2025				
February 2025				
March 2025				
Total				

### 5.2 Details of Collection:

Category	Number	Number on Display	Number Digitised	Number on Jatan	Number for which provenance maintained
Manuscripts					
Museum Objects (other than Manuscripts)					
Rare Books					
Library Books					
Library Journals					
Total					

प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

### 5.3 Details of Social media presence:

Platform	Handle	Followers	Engagement (Views/likes)
Instagram			
Facebook			
X			
YouTube			
Own Website			

### 6. Programming & Specifics:

Sl. No.	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Academic Programmes		
2	Exhibitions		
3	Digitization		
4	Staff Training		
5	Conservation & Preservation		
6	Library Development		
7	Museum Development		
8	Publications		
9	Research Projects		
10	Infrastructural Development		
11	IT Infrastructure		
12	Swachwata Action Plan		



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

6.1 Details of Programmes / events held during the year 2024-25:

Year 2024-2025				
	Name of Event	Date	Target Expenditure	Achievement
Academic Programmes (Seminars/ Conferences/ Lectures/ Workshops)				
Calendar events (i.e Republic Day, Independence Day, World Environment Day, Foundation Day, etc)				
Exhibitions (Regional / National/ International)				
Other events i.e. mega events, commemoration events, etc				
Publication of Books, Journals & Bulletins				
Outreach Activities & Social Media Presence				
Others (please specify)				
Total				

6.2 Were any events organised above 1 crore:

6.4 Is any Museum Gallery / Library Room / Conservation Laboratory, Heritage Building, etc. of ASK due for renovation? If yes, provide name and details of the existing infrastructure with report of what renovations have been planned.

6.5 Does ASK plan to develop any new infrastructure? If yes, provide a vision report of the same.

6.6 List the new technologies integrated by ASK in 2024-2025.

प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



**MEMORANDUM OF UNDERSTANDING BETWEEN  
MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

**Annexure-4**

**General Guidelines to be considered by the ASK administration:**

- ASK shall take advantage of the pension scheme, gratuity schemes, group insurance schemes, house building loan schemes, vehicle loan schemes, etc. available in the market instead of undertaking liabilities on their own or on Governments account.
- ASK shall explore to maximise internal resources and eventually attain self-sufficiency. ASK may achieve the target of internal revenue generation of at least 30% of the total budget of the organisation.
- ASK may put in place a system of external or internal peer review of the organisation every 3/5 years depending on the size and volume of work of the organisation in terms of GFR 229 (ix).
- Roadmap for improved performance / vision statement for the next 5 years outlining performance parameters and output targets.
- While seeking grants from MoC, the organisation shall provide the information in the format devised by IFD and the Administrative Division of MoC. MoC 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.
- The actual expenditure by ASK shall be subject to availability of funds. While incurring the expenditure, ASK shall adhere to the GFR's provisions besides other instruction of the Government issued from time to time.
- New Pension Scheme (if applicable) and related contributions towards any official under scheme shall be carried out on time.
- ASK shall review / frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December 2024.
- ASK will take action for implementing the recommendations of the High-Powered Committee which has been accepted by MoC.
- ASK shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- ASK shall be active on social media like YouTube/ Facebook/ X/ Mobile Apps and shall aim to have viewership and audience engagement enhanced. Followers on these social media platforms shall be doubled from the present number by December 2024.
- ASK shall put emphasis on carrying out cultural activities. ASK shall undertake literary activities especially in collaboration with Government funded education institutions.
- ASK shall submit quarterly report latest by 15<sup>th</sup> of the month following the quarter end, failing which they will be accorded zero marks as per the evaluation format.



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

**MEMORANDUM OF UNDERSTANDING BETWEEN  
MINISTRY OF CULTURE AND THE ASIATIC SOCIETY, KOLKATA FOR YEAR 2024-2025**

**Annexure-5**

**Ranking Format:**

**1. Budget/ Accounts:**

Sl.No.	Parameter	Delivered (Yes/ No)	Target Marks	Marks Achieved
1	Submission of Monthly / Quarterly Expenditure & Revenue Reports (before 10 <sup>th</sup> of next month)		3	
2	Submission of Periodical Report as per the directives of MoC		2	
3	Submission of Annual Reports and Audited Accounts for 2023-2024 by November, 2024.  (Annual Reports & Annual Accounts to be submitted as per the schedule prescribed under Rule 237 of GFR 2017)		2	
4	Submission of Utilization certificates (UC): <ul style="list-style-type: none"><li>Provisional UC ,2023-2024 by June 2024</li><li>Final UC, 2023-2024 by November 2024</li><li>Monthly Provisional UC for 2024-2025 before releasing the next month's grant</li></ul> (The UC shall be submitted in the prescribed format along with reports regarding performance/targets achieved, outcomes, etc. in accordance with the format prescribed in GFR 2017 (Form 12-A))		2	
5	Completion/ Settlement of CAG Audit Paras and Internal Audit Paras before September, 2024- Action Taken Report to be submitted monthly.  (Financial irregularities pointed out by audit and pursued by MoC should be taken care		2	



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

	of and report should be furnished by AB before end of first quarter of 2024-2025)			
6	Maintenance of data of grants, income-expenditure, investments, assets, revenue-capital expenditure & employee strength in the prescribed format by the government of India when is it required to be submitted.		2	
7	Maintenance and presentation of annual accounts in format prescribed by the Government for autonomous bodies. (Revenue and capital expenditure to be accounted for separately)		2	
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024.		3	
9	Remittance of the amounts (interests, other earnings against the Grants-in-aids and advances) to the government of India after finalization of accounts.		2	
	<b>Total</b>		<b>20</b>	

## **2. Human Resources:**

Sl. No.	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1.1	Review of Recruitment Rules (once in 5 years) - Action Taken Report to be prepared		4	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished) - Action Taken Report to be prepared		3	
1.3	Identification of posts vacant for more than 2 years and submission of proposal for revival of Deemed Abolished Posts-Action Taken Report to be prepared		3	



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India



1.4	Identification and filling up of posts which are vacant within 2 years or likely to be vacant in the next 6 months – Action Taken Report to be prepared		4	
1.5	All DPCs to be conducted by ASK within the stipulated time- Action Taken Report to be prepared		2	
2	Disposal of pending vigilances cases- Action Taken Report to be prepared		2	
3	Submission of Staff Training Policy		3	
4	Designing and submission of Training Calendar by beginning of year		2	
5	Verification of Appointments made in the past 5 -10 years		2	
	<b>Total</b>		<b>25</b>	

### **3. Legal Matters:**

Sl. No.	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Preparation of Reservation Roster		1	
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024		2	
3	Timely monitoring of court cases; all cases with their status to be updated on the website of Legal Information Management & Briefing System.  (AB shall utilise the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)		2	
	<b>Total</b>		<b>5</b>	



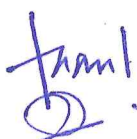
प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

#### **4. Parliament Matters:**

Sl. No.	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Audited Accounts and Annual reports to be placed before parliament on time and to be submitted to MoC by November, 2024		1	
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoC on a monthly basis		1	
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.		2	
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.		1	
	<b>Total</b>		<b>5</b>	

#### **5. General:**

Sl. No.	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Mandatory Meetings of all Committees: <ul style="list-style-type: none"><li>• ASK Society- July 2024 &amp; February 2025</li><li>• Executive Board</li><li>• Finance Committee - June 2024 &amp; January 2025</li></ul>		2	
2	Carrying out of the Performance Audit as per GFR (Once in 2 years)		2	
3	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked.		2	
4	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.		1	



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India


5	Disposal of CPGRAMS / Public Grievances / Complaints  (Effective Grievance redressal mechanism to be put in place)		2	
6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)		2	
7	Compliance of Rajbhasha Policy as per directives of MHA		2	
8	Updation of Social Media Handles on X/Facebook/Instagram/you-tube etc.		3	
9	Implementation of the following e-services: <ul style="list-style-type: none"> <li>• Prepare &amp; upload it's publications on website (free and paid)</li> <li>• Create online system for application and UC</li> <li>• Invite suggestions regarding activities during the year on MyGov platform</li> <li>• Creation of online system/software for Accounting</li> <li>• Creation of e-office facility</li> <li>• Creation of e-hrms facility</li> <li>• Creation of online APAR management system</li> </ul>		7	
10	Preparation of Vision & mission statement of ASK and to be uploaded on it's website.		2	
11	Taking up of Swachh Bharat Campaign / Programmes and cleanliness drives and as instructed / directed by MoC		2	
12	Celebration of events announced by the Govt of India from time to time like Vigilance Pledge/ Swachhata Pledge / Preamble reading on Constitution day, etc.		3	
	<b>Total</b>		<b>30</b>	



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India

**6. Programming & Specific:**

Sl. No.	Parameter	Delivered (Yes / No)	Target Marks	Marks Achieved
1	Academic Programmes		4	
2	Exhibitions		2	
3	Digitization		3	
4	Staff Training		1	
5	Conservation & Preservation		2	
6	Library Development		2	
7	Museum Development		2	
8	Publications		3	
9	Research Projects		3	
10	Infrastructural Development		1	
11	IT Infrastructure		1	
12	Swachwata Action Plan		1	
	<b>Total</b>		<b>25</b>	



प्रशासक  
Administrator  
दि एशियाटिक सोसाइटी, कोलकाता-16  
संस्कृति मंत्रालय, भारत सरकार  
The Asiatic Society, Kolkata-16  
Ministry of Culture, Government of India