

Memorandum of Understanding for the Financial Year 2016-17

Memorandum of Understanding (MoU) between Ministry of Culture (MoC), Shastri Bhawan, New Delhi & The Lalit Kala Akademi (LKA) for the financial year 2016-17.

1. The agreement made this _____ day of _____ 2016 between the MoC, as the first party and Lalit Kala Akademi, New Delhi an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture and 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 Lalit Kala Akademi has the mandate/objects as indicated under Clause-3 of its Memorandum of Association.

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 2016-17 amounting to Rs. 2898.00 lakhs (Plan Rs 1590.00 lakhs and Non Plan- Rs 1308.00 lakhs) is being allotted to Lalit Kala Akademi for carrying out organizational work. While incurring the expenditure, requisite approval of concerned GC/EB/FC or MoC as the case may be, will have to be obtained before executing the work.
- ii. LKA shall submit the Annual Report and Audited Account for the year 2015-16 to the Ministry of Culture by 30th June 2016.
- iii. The CAG audit, if required to be done for the year 2015-16 shall be completed by September, 2016
- iv. Provisional utilization certificate shall be submitted to the Ministry by July 2016 and final utilization certificate by November 2016 for the financial year 2015-16. Further, for the financial year 2016-17, monthly provisional certificate has to be submitted before seeking the next month grants.

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Deputy Secretary

सचिव / Ministry of Culture

सरकार / Government of India

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All pending CAG audit paras and internal audit paras shall be disposed of by December 2016.

- vi. 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.
- vii. Monthly report in respect of financial and physical achievement in prescribed format as Annexure-I shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.

2. Human Resource

- i. LKA shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority by December, 2016.
- ii. The LKA will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
- iii. All DPC's will be conducted by the LKA within the stipulated time frame following the prescribed rules.
- iv. All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by LKA.
- v. Training policy for the staff will be worked out and submitted to the Ministry of Culture by LKA. Training of the staff of the organization will be ensured as per the Staff Training Policy. For this purpose, a training calendar be designed in the beginning of the year. The Akademi will assess needs for skill development and create tailored training modules.
- vi. Verification of appointments made during the last 5-10 years has to be carried out by the LKA. This process has to be completed by LKA by November, 2016.

3. Legal Matters

- i. Memorandum of Association shall be amended on the line of the High Powered Committee's (HPC's) recommendations agreed to by the Ministry, with the approval of the Competent Authority. This process will be completed by October, 2016.

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Bye-laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by November, 2016 with the approval of the Competent Authority.

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- iii. Recruitment Rules in respect of all the posts will be framed / reviewed as per the laid down guidelines and prescribed procedures. LKA will complete this process by May 2016.
- iv. LKA 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 2016. 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.
- v. The LKA will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

4. Parliament Matters

- i. Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent by the LKA to MOC before end of December 2016.
- ii. Fulfillment 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 (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the Akademi.

5. General

- i. Mandatory meetings of all the Committees/ Sub- Committees will be convened and conducted on time as per rules.
- ii. The Performance Audit / Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208 (v). Every two years a Performance Audit should be done by reputed institutions of the activities of the Akademi. For maintaining quality in academic work, an appropriate peer review system may be put in place. The Akademi will need to display its capacity for self-introspection, if it is to remain truly independent.

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23/5/16

- iii. LKA will take action for implementation of the actionable points as indicated at Annexure-II (copy enclosed) based on the recommendations of the Committee constituted for the performance audit for the year 2015-16.
- iv. LKA shall furnish/ file mandatory returns/ report by August 2016. Akademi shall also provide the report/returns as and when asked by the Ministry.
- v. LKA shall ensure timely disposal of RTI application and appeal. Akademi shall also furnish/upload certificate/report on RTI portal as per the extant guidelines.
- vi. For disposal of Public Grievances/complaints, LKA 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.
- vii. The LKA website shall be updated, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service bye-laws and Recruitment Rules and amendments thereof of the Organization will be uploaded on the website of the Organization.
- viii. Akademi shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- ix. Akademi shall ensure compliance with the Rajbhasha Policy as per directives received from Ministry of Home Affairs.
- x. Akademi shall implement New Pension Scheme (NPS) as per the norms of the NPS
- xi. Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by the Akademi and instruction/directions given by the Ministry in this regard shall be followed.
- xii. Akademi will implement the following e-services.
 - (a) Akademi will create online system for application and utilization certificates.
 - (b) The Akademi shall create online system of Accounting by December, 2016.

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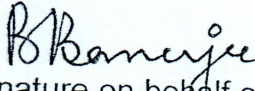
The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.

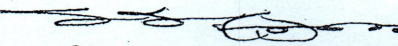
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- xiii. Impact Assessment to be enhanced by including schools and college for its activities, with at least 2 school visits to the Akademi's galleries. Increase in the library readership through film shows and talks.

6. Specific Issues related to organization

- (i) Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure- I (enclosed) for the year 2016-17 shall be ensured. 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 targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal/reduction in the budgetary support.
- (ii) Each activity with its physical and financial targets indicated in the Annexure -I of the draft MoU may be linked to the concerned object heads of the budgetary outlay for the year 2016-17 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.


Signature on behalf of
Ministry of Culture, Government of India
बन्सना बैनर्जी / Bansana Banerjee
उप सचिव / Deputy Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Government of India
नई दिल्ली / New Delhi


Signature, on behalf of
Lalit Kala Akademi
सचिव / Secretary
ललित कला अकादमी
LALIT