LALIT KALA AKADEMI

Memorandum of Understanding for the Financial Year 2019-20

Memorandum of Understanding (MoU) between **Ministry of Culture (MoC)**, Shastri Bhawan, New Delhi & The **Lalit Kala Akademi (LKA)** for the financial year 2019-20.

1. 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.

2. The agreement made this 19th Sept. day of September 2019 between the Ministry of Culture, as the first party and Lalit Kala Akademi(LKA), New Delhi an Autonomous Organization under the Ministry of Culture, hereinafter called the second party.

Purpose of the MOU

To achieve the organisational 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 2019-20 under Revenue amounting to Rs.2802.12 lakhs under GBS Head and Rs.150.00 lakhs under NER Head have been allotted to LKA for carrying out organizational work.

While incurring the expenditure, requisite approval of concerned Chairman/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 2018-19 to the Ministry of Culture by November, 2019.

iii) The CAG audit, if required to be done for the year 2018-19 shall be completed by September 2019.

iv) Provisional utilization certificate for the financial year 2018-19 has already been submitted to the Ministry and final utilization certificate shall be submitted by November, 2019. Further, for the financial year 2019-20 monthly provisional certificate will be submitted before seeking the next month's grants

v) All pending CAG audit paras and internal audit paras shall be disposed in a time bound matter.

vi) Inputs for preparation 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-V and VI 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.

viii) Governing Body of LKA shall review user charges/source of internal revenue generation at least once in a year; and this exercise should preferably be completed by the month of September every year. LKA will also send the status of the same to this Ministry as per Annexure-VII attached.

ix) LKA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Government.

x) LKA shall designate an appropriate level officer to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The Financial limits up to which such concurrence mandatory may be drawn up by the organisation. The Chief Executive Officer of the organisation will be responsible for overall financial management of the organisation.

xi) Administrative Division in the Ministry may put up in place a system external or internal peer review of the LKA every three year or five year depending on the size of LKA, in terms of GFR 229 (ix), and further release of grant to LKA shall depend on the outcome of such review.

xii) Performance parameters, output targets in term of details of program of work and qualitative improvement in output, along with commensurate input requirements should clearly be spelled out in the MoU. Further, the output targets, given in measurable units of performance should form the basis of budgetary support extended to the LKA. The roadmap for improved performance with clear milestones should form part of the MoU.

xiii) While seeking grants from the Ministry, LKA 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.

xiv) All interests or other earnings against the GIA or advances (released to LKA) shall be mandatory remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.

xv) LKA should take advantage of the pension or gratuity schemes or group insurance schemes or house building loan schemes or vehicle loan schemes etc. available in the marker for employees instead of undertaking liability own their own or Govt. account.

xvi) LKA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.

xvii) LKA shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome, etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and the funds given to suppliers of stores and assets, to construction agencies, to staff for (HBA and purchase of conveyance) which do not constitute expenditure at that stage but have been met out of Grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.

xviii) In terms of Ministry of Finance Office Memorandum No. 26(120)/EMC Cell/2016 dated 28th March 2017, the administrative division shall ensure through MoU that LKA sets up necessary internal audit mechanism to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before GB/EB/FC for discussion.

xix) The Administrative Division shall encourage LKA to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 30% of the total budget of the LKA, and accordingly the physical and financial targets may be given to the LKA.

xx) The actual expenditure by LKA on the activities shall be subject to the availability of funds. While incurring the expenditure, LKA shall adhere to the GFRs provisions besides other instructions of the Govt. issued from time to time.

xxi) LKA shall provide gist of the physical and financial progress and status report of all pending CAG Audit paras/parliamentary assurances on monthly basis to this Ministry. If above report is not received within the stipulated time, monthly grant released by the Ministry to LKA will not be processed.

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, 2019.

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 is designed in the beginning of the year. The Akademi will assess needs for skill development and create tailored training modules. LKA shall also send the status of Skill Development Module quarterly to this Ministry as per Annexure-IX.

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 end December, 2019.

3. **Legal Matters**

i) Memorandum of Association and Service Bye-Laws of LKA shall be framed/reviewed, on the lines of High Powered Committee's (HPC's) recommendations agreed to by the MoC. This process will be completed by December, 2019 if not taken earlier.

ii) LKA will complete the process of framing/reviewing the Recruitment Rules in respect of other posts, for obtaining the approval of the MoC, by the end of December, 2019.

iii) LKA shall ensure timely monitoring of the court cases by updating the status, data of which has already been updated on the website of Legal Information Management & Briefing System (LIMBS) on as required basis.

iv) The Akademi will utilize the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year

v) LKA will take action for implementing the recommendations of High Powered Committee (HPC), which have 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 November, 2019.

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

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

iv) Recommendations/suggestions of the Parliamentary Standing Committee (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.

iii) LKA will take action for implementation of the actionable points as indicated at Appendix -A.

iv) LKA shall furnish/file mandatory returns/report on time. 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. LKA shall also send the status of RTI application/appeal quarterly to the Ministry as per Annexure-I attached.

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. LKA should also send status of public grievances quarterly to this Ministry as per Annexure-II attached.

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. LKA shall also send the status of updating by-laws and RR on the website of the Ministry as per Annexure-III attached.

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 has implemented New Pension Scheme (NPS) as per the prescribed norms of the NPS.

xi) Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by the Akademi on the instruction/directions given by the Ministry, will continue during 2019-20, as well. LKA shall also send the status of Swachhta Abhiyan undertaken to the Ministry as per Annexure-IV attached.

xii) LKA 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 information on the programme. LKA shall also upload its programmes on Mobile Apps. Followers of LKA on the social sites have to be enhanced to double from the present number of followers. LKA may continue to do so during 2019-20.

xiii) LKA will implement the following e-services and will continue to take pro-active action on the same during 2019-20:

(a) Akademi will create online system for application and utilization certificates

(b) Akademi will create online system Online system of accounting by 2019.

(c) Akademi will be active on the My Gov. Platform for inviting suggestions, ideas regarding its activities during the year.

(d) LKA will prepare and upload its publications online which would cover both free and paid access to these e-books.

xiv) LKA will provide audio-visual archival material on intangible culture to IGNCA, after due consultation/discussions with them.

xv) LKA will provide promotional films to DD Bharti and also make an inventory of films.

xvi) Vision and Mission document will be prepared by the Akademi and uploaded on its website.

xvii) LKA will emphasis on cultural research and education activities and will continue to undertake literary activities in collaboration with the Government funded education institutions.

xviii) General Council of the Akademi shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. This exercise should preferably be completed before the formulation of Union Annual Budget.

xix) Public Financial Management System (PFMS) has to be put in use by the organisation.

xx) LKA shall also submit status of workshops/seminars/festivals/events etc. every month to this Ministry as per Annexure-V attached..

xxi) Impact Assessment to be enhanced by including schools and college for its activities, with at least 2 schools 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 Annex-1 (enclosed) for the year 2019-20 shall be ensure. The cost/expenditure shown in the Appendix 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 1 of the draft MOU may be linked to the concerned object heads of the budgetary outlay for the year 2019-20 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

7. Specific deliverable for achieving MoC goals: -

At present all Akademis of Ministry are working in silos. LKA should remain in constant touch with other akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can bee changed.

Akademi should take note of the fact that same few select art forms should not be given budgetary support to the determent of other art forms. Similarly, regional coverage must be broad based.

(i) **Arts forms:** LKA distribute grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Akademi. LKA shall furnish the above information to the Ministry of Culture on quarterly basis as per the Annexure VI enclosed.

(ii) **Management of space**: Akademis have extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavoured so that common people/artists may have the access. Space which is unused by the Akademis should be used for the public facility areas like cafe, toilets, cloak rooms etc. Public space should be towards front of buildings and office area towards the back. LKA shall furnish the above information to the Ministry of Culture on quarterly basis as per the Annexure VII enclosed.

(iii) **Value Addition to the Akademis: LKA** should be at the fulcrum of local cultural activities. All programmes should be given the maximum publicity so than extensive foot fall can be garnered. It may think to install interactive kiosks for young generation. Its website should have a virtual facility for promotion of Akademis origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.

(iv) **Outreach activities:** LKA should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the LKA for exposure to their plays, cultural programmes and other activities. Along with annual calendar, which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance with the Ministry to ensure maximum publicity. LKA shall submit the details of the visits of poor/under-privileged children as per Annexure-VIII attached to the Ministry.

(v) LKA is the repository of vast cultural activities. They may think of collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.

(vi) **Marketing**: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by akademis.

(vii) **Capacity Building**: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction about programmes may also be thought of.

Signature
(on behalf of Ministry of Culture)

Signature
(on behalf of Lalit Kala Akademi)