

L.K.CHAWLA  
Tel. No. 23383185

D.O.NO.1-1/2009-CDN

Dear Shri

Please refer to this Section's O.Ms of even number dated 26.11.2009 (copy enclosed) regarding brief resume of the important activities of the Ministry of Culture and to say that the information for the month of December, 2009 in respect of your Division/Organisation has not been received so far. In absence of information from your end, the consolidated paper on important activities of this Ministry is unnecessarily being delyed.

It is requested that the major activities concerning your Division/Organization for the month of December, 2009 may please be furnished to CDN section immediately by e-mail i.e [cdnculture@g.mail.com](mailto:cdnculture@g.mail.com) and online on Ministry of Culture website. It may also be noted here that, if no information is received by evening of 8th February, 2010, it will be presumed that no activity took place in your organization in the month of December, 2009, which are worth to be highlighted in the monthly D.O letter from Secretary(Culture) for Cabinet Secretary.

With regards,

Yours sincerely,

(L.K.Chawla)

Heads of

1. Archaeological Survey of India
2. National Gallery of Modern Art
3. National School of Drama
4. Allahabad Museum
5. Raja rammohan Roy Library Foundation
6. Indira Gandhi Rashtriya Manav Sangaralaya
7. Central Institute of Higher Tibetan Studies
8. Rampur Raza Library
9. Central Institute of Budhist Studies
10. Sangeet Natak Akademy

Vijay S. Madan,  
Joint Secretary  
Tel: 23381396  
Fax:23381235

D.O. No. F. 1-3/2009-CDN

26 November 2009

Dear

I am writing this regarding the Monthly Performance Reports sent by the various organizations, that form an integral part of the monthly D.O. letter written by Secretary (Culture) to Cabinet Secretary, highlighting the performance of Ministry and its institutions.

2. In order to address the problems / delays faced in receipt of Monthly Performance Reports from various institutions, the Ministry has now established an online procedure which is explained in the Annexure, along with Username (and password) of your organization.

3. I request you to please start sending the Monthly Performance Report through the online procedure, starting from the report for November 2009, which is due by 5 December 2009:

With best wishes / regards,

Yours sincerely

To heads of all organizations under MC

Encl: As above.

ANNEXURE

**Online procedure for submission of Monthly Performance Report**

- Step 1: Go to <http://www.indiaculture.nic.in/cul.htm>
- Step 2: Click on "Submission of Monthly Performance Report"
- Step 3: Enter 'username' and 'password'. Click on "login".
- Step 4: Paste the "Monthly performance Report".
- Step 5: Click on "submit".

The username of \_\_\_\_\_ is: \_\_\_\_\_

The password is: \_\_\_\_\_

You are encouraged to change the password after sending the first report and to keep it confidential and safe.

Example of API

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- Step 1: Go to <http://www.indiaculture.nic.in/cul.htm>
- Step 2: Click on "Submission of Monthly Performance Report"
- Step 3: Enter 'username' and 'password'. Click on "login".
- Step 4: Paste the "Monthly performance Report".
- Step 5: Click on "submit".

The username of Archaeological Survey of India is: **asi**

The password is: **asi123**

You are encouraged to change the password after sending the first report and to keep it confidential and safe.