

**MEMORANDUM OF UNDERSTANDING  
YEAR 2022-23**

Memorandum of Understanding between **Ministry of Culture (MoC), Shastri Bhawan, New Delhi & West Zone Cultural Centre (WZCC), Udaipur** for the Financial Year 2022-23.

1. This agreement is made this 16<sup>th</sup> day of August 2022 between **MoC**, as the first party and **West Zone Cultural Centre (WZCC), Udaipur**, an organization under the Ministry of Culture, hereinafter called the second party.

2. Whereas the Ministry of Culture has the following mandates:

- i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
- ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
- iii. Administration of libraries.
- iv. Promotion of literary, visual and performing arts.
- v. Observation of centenaries and anniversaries of important national personalities and events.
- vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies.
- vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- viii. Entering into cultural agreements with foreign countries.

3. And whereas **West Zone Cultural Centre (WZCC), Udaipur** has the following mandate:

The main objectives of the **West Zone Cultural Centre (WZCC), Udaipur** are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavors to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

**Purpose of the MOU**

- a) To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization.
- b) To achieve this, the following deliverables are required:



राजेन्द्र सिंह खिची / R.S. KHICHI  
उप सचिव / Deputy Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

## 1. Budget/ Accounts

- (i) Budget outlay for the year 2022-23 amounting to Rs. 951.51 lakhs is being allotted to **West Zone Cultural Centre (WZCC), Udaipur** for carrying out organizational work. Expenditure is to be ensured;
- (ii) The Annual Report and Audited Accounts for the year 2022-23 to be prepared on time as per schedule given in Activity Calendar;
- (iii) Utilization Certificate has to be submitted to this Ministry in time along with reports regarding performance/targets achieved in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure incurred and funds given to supplier of stores and assets.
- (iv) To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit for Festivals of India.
- (v) Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar;
- (vi) Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (vii) Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (viii) Settlement/Re-conciliation of Advances given by the Centre.
- (ix) Month-wise physical and financial targets.
- (x) Total percentage of Plan expenditure to be met by internal revenue generation, unit-wise cost of activities
- (xi) Impact assessment and readership/viewership targets.
- (xii) The concurrence of the Director is essential for the sanction and incurring of expenditure. This is mandatory for any amount.
- (xiii) Implemented Public Financial Management System (PFMS).
- (xiv) Centre will maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- (xv) Centre will account for revenue and capital expenditure separately. Centre will maintain and present their annual accounts/final accounts in the standard prescribed format by the Govt.
- (xvi) While seeking grants from the Ministry, the Centre will 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.
- (xvii) All interests or other earnings against GIA or advances (released to Centre) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.



- (xviii) In terms of M/o Finance Office Memorandum No.26( 120)/EMC Cell/2016, dated 28th March 2017, the administrative Division will ensure through MoU that the Centre sets up necessary internal audit mechanism to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before BoG/EC for discussion.
- (xix) Centre shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome etc. in accordance with new UC format (CFR 12-A). The UC shall disclose separately the annual expenditure and the funds given to supplier 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.
- (xx) The Administrative Division shall encourage ZCCs to maximize internal resources and eventually attain self-sufficiency. To achieve this, administrative division may assign the target of internal revenue generation at least 300 of the total budget of the ZCCs, and accordingly, the physical and financial targets may be given to the ZCCs.
- (xxi) The actual expenditure by the Centre on the activities shall be subject to the availability of funds. While incurring the expenditure, Centre will adhere to the GFR provisions besides other instructions of the Govt. issued from time to time.
- (xxii) Administrative Division in the Ministry may put in place a system of external or internal peer review of the ZCCs every three or five years depending on the size and volume of work of the organization in terms of GFR 229 (ix) and further release of grant to the organization shall depend on the outcome of such review.

## 2. Human Resource

- (i) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.
- (ii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates/ holding of DPCS for promotion and MACPs.
- (iii) All pending vigilance cases to be disposed off on time and as per rules.
- (iv) Training of the staff of the organisation to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure etc. in ISTM, NIFM etc. to be ensured.
- (v) Verification of appointments made during the last 5-10 years has to be carried out by the Centre. Since last 5-10 years no fresh appointment has been carried out by centre.







### 3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- (ii) The bye-laws of the organization to be framed /reviewed, if necessary.
- (iii) Monitoring and defending of the Court cases on behalf of Union of India.

### 4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2021-22 to be submitted to MoC by 15<sup>th</sup> November, 2022 for laying in Winter Session.
- (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- (iii) Legislative matters, if any, to be taken up for approval of Parliament.
- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

### 5. General

- (i) Mandatory meetings of all the Committees/ Sub-Committees/Board to be convened and conducted on time;
- (ii) The performance audit of the Organization to be got done by an external evaluator;
- (iii) Mandatory Returns and Reports for the year to be filed on time.
- (iv) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed;
- (v) Revamping of website and to make it bilingual (English & Hindi)
- (vi) Ensuring compliance of Rajbhasha Policy.
- (vii) Meeting the deadline for submission of RFD and ensuring its implementation.
- (viii) Ensuring that inputs for Cabinet Memos are submitted on time.
- (ix) Governing Body of the Centre will review user charges/source of internal revenue generation at least once a year; and this exercise should preferably be completed by the month of September every year.
- (x) Centre would designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The financial limits upto which such concurrence is mandatory may be drawn up by the organization. The Chief Executive Officer of the organization will be responsible for overall financial management of the organization.
- (xi) Performance parameters, output targets in terms of details of programme of work and qualitative improvement in output, along with commensurate



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- 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 Centre. The roadmap for improved performance with clear milestones should form part of the MoU.
- (xii) Centre 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 market for employees instead of undertaking liability on their own or Govt. account.
  - (xiii) Centre will adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Reports.
  - (xiv) The directions of Secretary (C) dated 01.05.2017 will be complied with.
  - (xv) To organize exhibitions and performances of folk arts during Festival of India abroad.

**6. Specific issues related to your organization:**

- i. To take suitable steps for development of Shilpgram.
- ii. Implementation of e-governance, introduction of online applications for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website etc.
- iii. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- iv. Repair and renovation of buildings of ZCCs.
- v. Implementation of the recommendations of Aiyar Committee.
- vi. Adoption and implementation of Service & Recruitment Rules subject to the approval of Governing Body.
- vii. Adoption of uniform MoA once it is circulated by the Ministry of Culture, after incorporating suggestions recorded in Governing Body and forwarded to MOC.
- viii. Enhancement of internal revenue generation – at least 30% of the total budget.
- ix. Implementation of Swachh Bharat Campaign.
- x. To assess the needs for skill development and create tailored training modules.
- xi. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
- xii. To identify and create e-services.
- xiii. To create online system for application, utilization certificate and accounting.
- xiv. Performance Audit through external auditor. Every two years a Performance Audit will be done by reputed institutions/experts of the activities of the Centre.
- xv. Governing Body will review User Charges/Sources of internal revenue generation at least once a year and inform the Administrative Ministry.
- xvi. Timely conduct of the monthly activities to achieve monthly targets as indicated for the year 2022-23 shall be ensured. The cost/expenditure has been estimated on



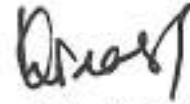
the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however be subject to the availability of funds in the allocated Budget to the Organization and compliance to the GFR Provisions besides adherence to the economy measures as issued by Ministry of Finance 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 the target may attract withdrawal/reduction in the budgetary support. Each activity with its physical and financial targets indicated in the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2022-23 so that the physical and financial progress could be monitored with reference to the budgetary allocations under each object head.

- xvii. As per directions issued by the Ministry, ZCC concerned will immediately upload all the requisite details about the organization on the web portal of Department of Expenditure, Ministry of Finance meant for uploading/ updating of data on Autonomous Bodies.
- xviii. As per instructions of Ministry of Finance, ZCC concerned must bring it under the Treasury Singly Account (TSA) at the earliest. In this regard, ZCC concerned may open the account in RBI and make necessary changes in PFMS in consultation with PAO, at the earliest.



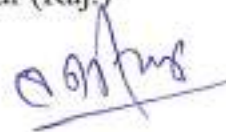
Signature on behalf of MoC

**राजेश्वर सिंह खिची / R.S. KHICHI**  
उप सचिव / Deputy Secretary  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi



Signature on behalf of the Organization  
(Kiran Soni Gupta)

Director  
West Zone Cultural Centre  
Udaipur (Raj.)



**Memorandum of Understanding (MoU) for the year 2022-23**  
**Monthly Expenditure Plan (MEP) in r/o ZCCs for 2022-23**

Annexure-I

(Rs. in lakh)

Name (activities)	Costing of Budget In terms of %	Physical Target (Yearly)	Financial Target (Yearly)	April, 2022		May, 2022		June, 2022		July, 2022		Aug, 2022		Sept, 2022		Oct, 2022		Nov, 2022		Dec, 2022		Jan, 2023		Feb, 2023		Mar, 2023		
				Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin	
1. Folk Performing Arts	22%	23	200.00	7	18.75	2	18	2	20	1	8	1	8	2	11.25	1	8	1	8	2	73	2	20	1	8	1	0	
2. Folk Visual Arts/Crafts	11%	17	104.00	2	2	2	15.5	1	0.5	2	19	1	10	4	19.5	1	6	0	0	1	1.5	1	10	2	20	0	0	
3. Performing Arts	3%	4	29.00	0	0	0	0	0	0	0	0	0	0	1	8	0	0	1	5	0	0	0	0	1	10	1	0	
4. Tribal Visual Arts/Crafts	1%	4	9.00	0	0	0	0	0	0	1	2	0	0	0	0	1	2	0	0	1	4	1	1	0	0	0	0	
5. Venerating Art Forms	5%	10	47.00	0	0	0	0	0	0	2	4	2	5	2	7	0	0	2	4	0	0	0	0	2	24	0	0	
6. Schemes of ZCCs	5.5%	29	52.00	1	0.8	1	0.8	2	1.9	4	7.8	1	0.8	3	6.8	2	5.8	3	0.3	3	2.3	2	2.6	3	3.8	4	10.5	
7. NE activities	11%	1	105.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	105	0	0	0	0	0	0	0	0	
8. Important Domestic	9%	7	69.00	0	0	0	0	0	0	0	0	1	8	1	7	0	0	0	0	2	6	1	32	2	33	0	0	
9. Classical	7%	8	66.00	0	0	0	0	0	0	0	0	2	15	1	10	0	0	0	0	0	0	1	8	1	25	1	8	
10. Swachh Bharat	0.5%	1	1.51	0	0	0	0	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.2	0	0.20	0	0.2	1	0.2	
11. * Shiksham/	10%	1	143.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	1	6
12. ** Misc./Local	10%	17	160.00	0	0	1	2	5	7	1	2	1	10	1	10	2	15	1	10	2	14	1	10	1	10	1	10	
Total	100%	120/00	951.51	10	27.55	8	42.3	10	35.60	11	49.00	9	66.00	16	85.75	7	43.00	9	180.50	11	144.00	9	103.80	13	145.80	10	48.70	

- Expenditure to be incurred to budget ceiling indicated. ZCCs are not allowed to go beyond the ceiling limit without prior approval of Ministry of Culture.
- Misc & local requirements are kept for any exigencies or events of important nature which are proposed either by Central or State Governments.
- Quarterly fund will be released to ZCCs based on MoU and ceiling of budget adhered to.
- ZCCs are directed to place the MoU in their respective Programme Committees.

**NOTE:**

- Swachh Bharat Abhiyan will be in operation throughout the year as mentioned below:-
- Shiksham and Begone Ki Hasni activities will be in operation throughout the year as mentioned below:-  
 (1) Security, (2) Maintenance of theatre, halls, stage, etc. (3) Contractual honorarium to staff and volunteers (4) Day to day cleaning and maintenance of toilets (5) Other expenditure - maintenance of stay arrangements of artists & crafts persons, light, sound, etc.  
 \* These activities are supportive to make programme successful at Shiksham and Begone Ki Hasni which involves total cost is Rs. 143 Lakh.
- \*\* Misc. programmes/collaborative activities will be finalized and implemented on receipt of proposals/instructions from Ministry of Culture & other agencies.  
 Budget for this has been kept Rs. 80 lakh and has been allocated towards programme. These may be change as per proposal received from MoC and other Agencies.

*Naresh*

*Shree*

## Annexure-2

West Zone Cultural Centre  
Proposed Programmes & Budget, 2022-23

(Rs. in lakh)

Sl. No.	Programmes/ Schemes	No. of Programmes	Amount
1	Folk Performing Arts	23	209.00
2	Folk Visual Arts/ Crafts	17	104.00
3	Tribal Performing Arts	4	29.00
4	Tribal Visual Arts/ Crafts	4	9.00
5	Vanishing Arts Forms	10	47.00
6	Schemes of ZCCs	29	52.00
7	NE Activities including OCTAVE	1	105.00
8	Important Domestic Festivals of Member States	7	86.00
9	Classical	6	66.00
10	Swachch Bharat Abhiyan	1	1.51
11	Shilpgram/ Kalagram activities	1	143.00
12	Misc./ Local Requirements	17	100.00
	<b>Total</b>	<b>120</b>	<b>951.51</b>

Note: Strictly as per Annexure-I.