



MEMORANDUM OF UNDERSTANDING

BETWEEN

MINISTRY OF CULTURE

AND

**CENTRAL INSTITUTE OF BUDDHIST STUDIES
(CIBS), LEH**

FOR THE YEAR 2024-2025

**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL
INSTITUTE OF BUDDHIST STUDIES FOR YEAR 2024-2025**

This agreement is entered into on 10th January, 2025 and is between

CENTRAL INSTITUTE OF BUDDHIST STUDIES (CIBS)

Housed at **CHOGLAMSAR, LEH**

Represented by Prof. Rajesh Ranjan in capacity of Vice Chancellor

Hereinafter, called **CIBS**

AND

Ministry of Culture, Government of India

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

Represented by Shri Sanjay Kumar in capacity of Deputy Secretary, Ministry of Culture

Hereinafter, called **MoC**

ROLES AND RESPONSIBILITIES

CENTRAL INSTITUTE OF BUDDHIST STUDIES

CIBS is a central autonomous body under the Ministry of Culture, Government of India. It is a registered society under the Societies Registration Act VI of 1998 (1941 A.D.) and is fully funded by the Ministry. The CIBS, Leh is constituted by the Central Government and the Executive Committee is the main decision-making body which is subject to all rules and regulations issued by DoPT/ DoE/ MoF & MoC.

The objectives of the institution are outlined in the Memorandum of Association and the Rules & Regulation framed there under.

The CIBS has the following mandate:

- i) A study of Buddhist Philosophy, History, Culture and Art;
- ii) The study of canonical and languages like Bhoti, Sanskrit, Pali, English and Hindi;
- iii) The study of modern subjects of such optionals like History, Political Science, Comparative Philosophy, Economics, Mathematics and General Science.
- iv) The translation of Buddhist scriptures into Sanskrit, Hindi, English and other Indian languages
- v) The collection, conservation and publication of rare-Buddhist manuscripts
- vi) The carrying out of research work on Buddhist Philosophy, History, Art, and Himalayan Culture;
- vii) The collection and conservation of objects-de-art of archaeological significance;
- viii) The study of Sowa Rigpa Medical Science, Himalayan Buddhist Scroll Painting (Thangka), Sculpture and Wood Carving:


संजय कुमार / SANJAY KUMAR
उप सचिव / Deputy Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi


कुलपति / Vice-Chancellor
केन्द्रीय बौद्ध विद्या संस्थान / Central Institute of Buddhist Studies
सम विरचिकालय / Deemed to be University
लेह, केन्द्रशासित प्रदेश / Leh, UT- Ladakh

Ministry of Culture

The Ministry of Culture has the following mandate:

- i) To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the ministry undertakes the following activities;
- ii) Maintenance and conservation of heritage, historic sites and ancient monuments.
 - a) Administration of libraries;
 - b) Promotion of literary, visual and performing arts;
 - c) Observation of centenarian and anniversaries of important national personalities and events;
 - d) Promotion of institutions and organization of Buddhist and Tibetan studies;
 - e) Promotion of institutional and individual non-official initiatives in the fields of art and culture.
 - f) Entering into cultural agreements with foreign countries;
 - g) The functional spectrum of the ministry ranges from creating cultural awareness from the grass root level to the international cultural exchange level;

PURPOSE OF THIS 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

DELIVERABLES

The budgetary outlay set by MoC for the year 2024-2025 amounting to 3435.00 Lakhs (including the anticipated internal receipt of Rs. 0.00) is allocated to AM 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	500.00	0.00	500.00
2	GIA- Salaries	2400.00	0.00	2400.00
3	GIA- Creation of Capital Assets	500.00	0.00	500.00
4	GIA- SAP	35.00	0.00	35.00
	Total	3435.00	0.00	3435.00

1. Activity- wise physical and financial targets have been shown in Annexure- 1 to this Memorandum of Understanding. AM agrees to follow these targets while incurring expenditure keeping in account statutory requirements like approvals of EC/FC/Society.


संजय कुमार / SANJAY KUMAR
उप सचिव / Deputy Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi


कुलपति / Vice-Chancellor
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सम विरचविद्यालय / Deemed to be University
लेंह, केन्द्रशासित प्रदेश / Leh, UT- Ladakh

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. AM agreesto the adhere to the MEP and QEP while incurring expenditure during 2024-2025.
3. A structured framework and a ranking formathas been devised to monitor, assess and analyze the outcomes and achievements of the institution (Annexure 3& 4). The framework will enlist the parameters and deliverables of AM, specifying the expected tangible results or outputs it is expected to produce and a questionnaire to be filled by the institution.



(Sanjay Kumar)
Deputy Secretary, MoC
New Delhi
संजय कुमार / SANJAY KUMAR
उप सचिव / Deputy Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi



(Prof. Rajesh Ranjan)
Vice Chancellor, CIBS
Leh

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**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND
CENTRAL INSTITUTE OF BUDDHIST STUDIES (CIBS) LEH FOR YEAR 2024-2025**

Annexure- 1

Activity-wise Expenditure:

(Rs. In Lakhs)

S.No	Item-wise Head	Opening Balance	Receipt	Expenditure	OE
I	Salary	0.00	2400		
1	Pay			1092.00	
2	Dearness Allowance			550.00	
3	House Rent Allowance			109.00	
4	Transport Allowance			316.00	
5	Care Taking Allowance			1.35	
6	NPS matching contribution by Institution			109.00	
7	Leave Encashment L.T.C.			0.00	
8	Tuition Fee Reimbursement			25.00	
9	Medical Reimbursements			4.00	
10	Payment to Outsourcing Staff				
11	Pension & Other Retirement Benefits			0.00	
12	Travelling Allowance			20.00	
13	Overtime Allowance			0.00	
14	Leave Travel Concessions			20.00	
15	Deployment of Security			0.00	
16	Fellowships/scholarships/internships			153.65	
17	Training of Staff			0.00	
II	General	0.00	500		
1	Dress Allowance			1.35	
2	Telephone Charges			2.00	
3	Wages/EHBC Salary			406.12	
4	Stationary & Forms			10.00	
5	Contingency Charges			10.00	
6	Winter Fuel			5.00	
7	Legal Charges			0.50	
8	Audit Charges			1.35	

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9	Maintenance of Staff Car			1.20	
10	Maintenance of Building				
11	Library/Magazines/Newspaper			3.24	
12	Photography, Documentation & Strengthening				
13	Seminars & Workshops			10.00	
14	Annual Foundation Day			2.00	
15	Execution of Electrical Works			9.00	
16	Examination Expenditure			8.00	
17	Exhibition and Display			0.00	
18	Hostel Fuel			10.00	
19	Acquisition of Scientific & other Equipment, Machines, etc.			0.00	
20	Training to Staff			0.00	
21	Renovation of Lawns & Gardens			0.00	
22	Text Book			15.00	
23	Security & Surveillance and Safety Measures			0.00	
24	Expenses for running Museum			0.00	
25	Miscellaneous Expenditure			5.24	
26					
III	CCA	00.00	500		
1	Renovation of building			144.17	
2	Construction Building			250.83	
3	Publication			3.00	
4	Furniture & Fixture			30.00	
5	Acquisition of Scientific & other Equipment, machines, etc.			12.00	
6	Sport Items			5.00	
7	Library Books			10.00	
8	Miscellaneous Expenditure			45.00	
IV	SAP	0.00	35.00		
1	SAP (Swachhta Action Plan)			35.00	
	Total			3435.00	

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**MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE, GOVT.
OF INDIA, NEW DELHI AND CENTRAL INSTITUTE OF BUDDHIST STUDIES (CIBS) LEH
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 st	April 2024	286.26	858.75
	May 2024	286.26	
	June 2024	286.23	
2 nd	July 2024	286.26	858.75
	August 2024	286.26	
	September 2024	286.23	
3 rd	October 2024	286.26	858.75
	November 2024	286.26	
	December 2024	286.23	
4 th	January 2025	286.26	858.75
	February 2025	286.26	
	March 2025	286.23	
Total			3435.00

Signature

Signature

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CIBS, LEH FOR YEAR 2024-2025

Annexure- 3

1. Budget/ Accounts

S. No	Parameter	Deliverable (Yes/No)	Remarks (if the answer to deliverables is No)
1	Submission of Monthly/Quarterly Expenditure & Revenue Reports (before 10 th of next month)	Yes	
2	Submission of Periodical Report as per the directives of MoC	Yes	
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)	No	SAR from AG Chandigarh is awaited
4	Submission of Utilization Certificates (UC): - Provisional UC, 2023-2024 by June 2024 - Final UC, 2023-2024 by November 2024 - Monthly Provisional UC for 2024-2025 before releasing the next month's grant (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))	Yes	
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 AB before end of first quarter of 2024-2025)	No	SAR from AG Chandigarh is awaited
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 it is required to be submitted.	Yes	
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)	Yes	

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8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024.	Yes	
9	Remittance of the amounts (interests, other earnings against the Grants-in-aids and advances) to the government of India after finalization of accounts.	Yes	

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.	Awaited for SAR						

1.6 Details of Revenue:

(Rupees in Lakh)

Month	Tickets	Photography & Camera Charges	Sale of Merchandise & Publications	Booking of auditorium/ Rent	Cafeteria Charges	Others (please specify)	Total
January	0.00	0.00	6180.00	0.00	00.00	00.00	6180.00

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February	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
March	00.00	00.00	9390.00	00.00	00.00	00.00	00.00	9390.00
April	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
May	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
June	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
July	00.00	00.00	10385.00	00.00	00.00	00.00	00.00	10385.00
August	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
September	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
October	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
November	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
December	00.00	00.00	0.00	00.00	00.00	00.00	00.00	00.00
Total	00.00	00.00	26055.00	00.00	00.00	00.00	00.00	26055.00

2. Human Resources:

S. 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	Yes	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	No	
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	Yes	
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	Yes	
1.5	All DPCs to be conducted by AB withing the stipulated time- Action Taken Report to be prepared	Yes	
2	Disposal of pending vigilances cases- Action Taken Report to be prepared	NA	
3	Submission of Staff Training Policy	Yes	
4	Designing and submission of Training Calendar by beginning of year	Yes	
5	Verification of Appointments made in the past 5-10 years	Yes	

Answer

2.1 Details of employees:

Category	Sanctioned Strength	Working	Vacant Post	Deemed to be Abolished	Abolished	To be reviewed	Reviewed
Group A	42	21	21	0	0	0	
Group B	39	31	8	0	0	0	
Group C	97	88	9	0	0	0	
Group D	NA	NA	NA	NA	NA	NA	
Total	178	140	38	0	0	0	

2.2 Attach Organisation chart of AM

2.3 Number of employees under old pension scheme ____ NA ____

2.4 Number of employees under new pension scheme ____ NA ____

2.5 Details of outsources/contractual staff:

Category	Sanctioned Strength	Working
Contractual	108	108
outsourcing	20	19
Total	128	128

3. Legal Matters

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
1	Preparation of Reservation Roster	Yes	
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024	Yes	
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)	Yes	

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3.1 Details of pending court cases:

S. 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 info, if any
1.	SWP No. 1538/2016	Sonam Wangchuk	Pending at final level	July 2016	CIBS, Leh MoC, Govt of India	Shri Rahul Pant	Under process	Not available	Nil
2.	SWP No 1708/2016	Tsewang Dolma	Pending at final level	Aug. 2016	CIBS, Leh MoC, Govt of India	Shri Rahul Pant	Under process	Not available	Nil
3.	CWP No. 7981/2022	Surender Singh	Pending	2022	CIBS, Leh MoC, Govt of India	Tara Singh Chauhan	Under Process	Not available	Nil
4.	SWP No. 2471/2013 CMP No. 4004/2013	Kunzang Angmo	Pending	2013	CIBS, Leh MoC, Govt of India	F.A. Qadri	Under Process	Not available	Nil
5.	WP (c) No. ____ 2021	Tashi Sandup & other	Pending	2021	CIBS, Leh MoC, Govt of India	Nissar H Ladakhi	Under Process	Final Hearing 19-12-2024	Nil

4. Parliament Matters

S. 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	No	Waiting for SAR from AG, Chandigarh
2	Parliamentary Assurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted	Yes	

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	to MoC on a monthly basis		
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.	Yes	
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.	Yes	

5. General

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
	Mandatory Meetings of all Committees: - AB Society- - Board of Management - Finance Committee- June 2024 & January 2025	Yes	
	Carrying out of the Performance Audit as per GFR (Once in 2 years)	Yes	
	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked.	Yes	
	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.	Yes	
	Disposal of CPGRAMS/Public Grievances/ Complaints (Effective Grievance redressal mechanism to be put in place)	Yes	
	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)	Yes	
	Compliance of Rajbhasha Policy as per directives of MHA	Yes	
	Updation of Social Media Handles on X/Facebook/Instagram/youtube etc.	Yes	
	Implementation of the following e-services: - Prepare & upload it's publications on website (free and paid) - Create online system for application and UC - Invite suggestions regarding activities during the year on MyGov platform - Creation of online system/software for Accounting	Yes	

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	• Creation of e-office facility • Creation of e-hrms facility • Creation of online APAR management system		
	Preparation of Vision & mission statement of AB and to be uploaded on it's website.	Yes	
	Taking up of Swachh Bharat Campaign/ Programmes and cleanliness drives and as instructed/ directed by MoC	Yes	
	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.	Yes	

5.1 Details of Footfall:

Month	Indian Nationals	Foreign	Students	Total
January	793	01	40	834
February	833	0	20	853
March	735	0	38	773
April	1164	0	85	1249
May	1189	2	76	1267
June	1080	3	97	1180
July	1127	1	44	1173
August	1075	9	58	1142
September	1008	9	74	1091
October	981	0	77	1058
November	869	0	63	930
December				
Total	10854	25	672	11550

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5.2 Details of Collection:

Type of Artefact/ Category	No. of Artefacts	Number on Display	Number Digitised	Number on Jatan	Number for which provenance maintained
Numismatics	Nil	Nil	Nil	Nil	
Epigraphy	Nil	Nil	Nil	Nil	
Decorative Arts	15	15	Nil	Nil	
Paintings	37	37	Nil	Nil	
Arms & Armour	Nil	Nil	Nil	Nil	
Archaeology	07	07	Nil	Nil	
Manuscripts	147	147	Nil	Nil	
Jewellery	Nil	Nil	Nil	Nil	
Pre-history	Nil	Nil	Nil	Nil	
Western Art	Nil	Nil	Nil	Nil	
Textiles	Nil	Nil	Nil	Nil	
Photographs	57	57	Nil	Nil	
Others (please specify)	Nil	Nil	Nil	Nil	
Total	263	263	Nil	Nil	

5.3 Details of Social media presence:

Platform	Handle	Followers	Engagement (Views/likes)
Instagram	IT Consultant	1.5K	3228/1.9K
Facebook	IT Consultant	5.6K	8.8K/2K
X	IT Consultant	1.2K	1K
Youtube	IT Consultant	1.32K	5.4K/1.5K
Own Website	IT Consultant		

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6. Programming & Specifics

S. No	Parameter	Deliverable (Yes/No)	Remarks (if any)
	Collaboration with International organisations for Exhibitions	No	
	Collaboration with Indian organisations for Exhibitions	Yes	
	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	No	
	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	No	
	Development of 3+ own Exhibitions	No	
	Development of 3+ own Publications	No	
	Development of online shop for sale of merchandise, publications, etc.	No	

6.1 Details of Programmes/ events held:

Year 2024-2025				
	Name of Event	Date	Target Expenditure	Achievement
Seminars/ Conferences	Local Seminars	11-12 July 2024	1	
	Seminars	6-Sep.2024	1	
Lecture Series	H.E. Bakula Rinpoche	30-Aug. 2024	1	
	H.E. Sittu Rinpoche	20-Aug. 2024	1	
Calendar events				
i.e Republic Day, Independence Day, World Environment Day, Foundation Day, etc.	Republic Day International Women's day Independence Day Annual Foundation Day Vigilance Awareness Week Constitution Day	26 Jan. 2024 8 March 2024 15 Aug. 2024 23 Oct.2024 28 Oct. to 3 Nov. 2024 26 Nov. 2024	6	
Other events i.e. mega events, commemoration events, etc	Annual Games	11-14 Oct. 2024	1	
Incoming Domestic Exhibitions				

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Incoming International Exhibitions				
Outgoing Domestic Exhibitions				
Outgoing International Exhibitions				
Own Exhibitions				
Launches & Publications				
Outreach activities & social media				
Others (please specify)				
Total*			11	

6.2 Were any events organised above 1 crore _____ NA _____

6.4 Is any gallery due for renovation? If yes, provide name and details of the existing gallery with report of what renovations have been planned. _____ NA _____

6.5 Does AB plan to develop any new galleries? If yes, provide a vision report of the gallery. _____ NA _____

6.6 List the new technologies integrated by AB in 2024-2025? _____ NA _____

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MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CIBS, LEH FOR YEAR 2024-2025

Annexure- 4

General Guidelines to be considered by the AB administration:

- AB 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.
- AB shall explore to maximise internal resources and eventually attain self-sufficiency. AB may achieve the target of internal revenue generation of at least 30% of the total budget of the organisation.
- AB 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 AB shall be subject to availability of funds. While incurring the expenditure, AB 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.
- AB shall review/frame it's Human Resources Policy and modify the same, if required with the approval of Competent Authority by December 2024.
- AB will take action for implementing the recommendations of the High-Powered Committee which has been accepted by MoC.
- AB shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- AB 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.
- AB shall put emphasis on carrying out cultural activities. AB shall undertake literary activities especially in collaboration with Government funded education institutions.
- AB shall submit quarterly report latest by 15th of the month following the quarter end, failing which they will be accorded zero marks as per the evaluation format.




MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CIBS LEH FOR YEAR 2024-2025

Ranking Format

Annexure- 5

1. Budget/ Accounts

S. No	Parameter	Delivered (Yes/ No)	Target Marks	Marks Achieved
1	Submission of Monthly/Quarterly Expenditure & Revenue Reports (before 10 th of next month)	Y	3	
2	Submission of Periodical Report as per the directives of MoC	Y	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)	N	2	
4	Submission of Utilization certificates (UC): - Provisional UC ,2023-2024 by June 2024 - Final UC, 2023-2024 by November 2024 - Monthly Provisional UC for 2024-2025 before releasing the next month's grant (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))	Y	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 of and report should be furnished by AB before end of first quarter of 2024-2025)	No		

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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.	Y	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)	Y	2	
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024.	Y	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.	Y	2	
	Total		18	

2. Human Resources:

S. 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	Yes	4	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	No	0	
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	Yes	3	
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	Yes	4	
1.5	All DPCs to be conducted by AB within the stipulated time- Action Taken Report to be prepared	Yes	2	

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2	Disposal of pending vigilances cases- Action Taken Report to be prepared	NA	0	
3	Submission of Staff Training Policy	Yes	3	
4	Designing and submission of Training Calendar by beginning of year	Yes	2	
5	Verification of Appointments made in the past 5-10 years	Yes	2	
	Total		20	

3. Legal Matters

S. 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	
	Total		5	

Signature

Signature

4. Parliament Matters

S. 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	N	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	Y	1	
3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.	Y	2	
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.	Y	1	
	Total		5	

5. General

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Mandatory Meetings of all Committees: - AB Society- July 2024 & February 2025 - Executive Board - Finance Committee- June 2024 & January 2025	Yes	2	
2	Carrying out of the Performance Audit as per GFR (Once in 2 years)	Yes	2	
3	Furnish/ file mandatory reports/ returns on time. Submission of Reports/returns to MoC when asked.	Yes	2	
4	Disposal of RTIs and Appeals; furnish/upload certificate/report on RTI Portal.	Yes	1	
5	Disposal of CPGRAMS/Public Grievances/ Complaints (Effective Grievance redressal mechanism to be put in place)	Yes	2	

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6	Website updation and Maintenance (Including updating MoA rules and Regulations, Service By-Laws, RRs, etc)	Yes	2	
7	Compliance of Rajbhasha Policy as per directives of MHA	Yes	2	
8	Updation of Social Media Handles on X/Facebook/Instagram/you-tube etc.	Yes	3	
9	Implementation of the following e-services: • Prepare & upload it's publications on website (free and paid) • Create online system for application and UC • Invite suggestions regarding activities during the year on MyGov platform • Creation of online system/software for Accounting • Creation of e-office facility • Creation of e-hrms facility • Creation of online APAR management system	Yes	7	
10	Preparation of Vision & mission statement of AB and to be uploaded on it's website.	Yes	2	
11	Taking up of Swachh Bharat Campaign/ Programmes and cleanliness drives and as instructed/ directed by MoC	Yes	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.	Yes	3	
	Total		30	

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6. Programming & Specific

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Collaboration with International organisations for Exhibitions	No	0	
2	Collaboration with Indian organisations for Exhibitions	Yes	4	
3	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	No	0	
4	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.	No	0	
5	Development of 3+ own Exhibitions	No	0	
6	Development of 3+ own Publications	No	0	
7	Development of online shop for sale of merchandise, publications, etc.	No	0	
	Total		4	

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