Ministry of Culture

MEMORANDUM OF UNDERSTANDING

MINISTRY OF CULTURE

AND

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(2024-2025)

Central Institute of Higher Tibetan Studies
(Deemed to be University)
Sarnath, Varanasi- 221007 (U.P.)

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES FOR YEAR 2024-2025

This agreement is entered into on **10.01.2025** and is between

The Central Institute of Higher Tibetan Studies
Having its office at Mavaiya, Sarnath, Varanasi- 221007
Represented by **Prof. Wangchuk Dorjee Negi** in capacity of Vice Chancellor, Central Institute of Higher Tibetan Studies
Hereinafter, called **CIHTS**

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 Higher Tibetan Studies(CIHTS)

The Central Institute of Higher Tibetan Studies is a central autonomous body under the Ministry of Culture, Government of India. It is a registered society under the Societies Registration Act, 1860 and is fully funded by the Ministry. The **Central Institute of Higher Tibetan Studies** is constituted by the Central Government and the **Board of Governors** 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 Central Institute of Higher Tibetan Studies

The Central Institute of Higher Tibetan Studies has the following mandate:

- To preserve the Tibetan cultural heritage including the language, literature, religion, philosophy and art of Tibet.
- To restore ancient Indian sciences and literature preserved in Tibetan language but lost in the original.
- To offer an alternative education facility to students of Tibetan community and Indian border areas who formerly availed the opportunity of receiving higher education in Tibet.
- To accomplish teaching and scope of research in traditional subjects in the framework of the modern university system of education with the provision of award of degree in Tibetan studies.
- To impart education in modern disciplines along with education of Buddhist studies for the inculcation of moral values with the view of developing an integrated personality.

Ministry of Culture

The Ministry of Culture has the following mandate:

- To preserve, promote and disseminate knowledge on art and culture
- To undertake maintenance and conservation of heritage sites
- To overlook administration of museums, libraries & archives
- To undertake cultural collaborations
- To promote institutional and individual initiatives in the fields of art & culture

PURPOSE OF THIS MoU

To achieve the organizational goals of the institution by the optimum use of available funds and maintain proper functioning of The Central Institute of Higher Tibetan Studies, Sarnath.

DELIVERABLES

The budgetary outlay set by MoC for the year 2024-2025 amounting to Rs. 3,952.55 (including the anticipated internal receipt of Central Institute of Higher Tibetan Studies of) is allocated to AM for carrying out organizational work under the following heads:

S. No	Head of Account	Budget Grant/ Allocation (Rs. in Lakhs)	Anticipated Internal Revenue (Rs. in Lakhs)	Total (Rs. in Lakhs)
1	GIA- General	550.00	0.3617	550.36
2	GIA- Salaries	3,000.00	0.1853	3,000.19
3	GIA- Creation of Capital Assets	400.00	-	400.00
4	GIA- SAP	2.00	-	2.00
	Total	**3,952.00**	**0.547**	**3,952.55**

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

(Prof. Wangchuk Dorjee Negi)
Vice Chancellor
Central Institute of Higher Tibetan Studies
Sarnath, Varanasi (U.P.)- 221007

कुलपति/Vice Chancellor
केन्द्रीय उच्च तिब्बती शिक्षा संस्थान
Central Institute of Higher Tibetan Studies
सारनाथ, वाराणसी-२२१००७ उ०प्र०
Sarnath, Varanasi-221007 U.P.

(Shri. Sanjay Kumar)
Deputy Secretary
Ministry of Culture
Govt. of India, New Delhi

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

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE AND CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES, SARNATH FOR YEAR 2024-2025

Annexure- 1

Activity-wise Expenditure:

(Rs. In Lakhs)

S.No	Item-wise Head	Opening Balance	Receipt (BE 2024-25 Approved by MOC)	Expenditure (01.04.2024 to 30.11.2024)	OE
I	**Salary**				
1	Pay & Allowances		1,424.03	830.96	
2	Pension & Gratuity		734.45	679.65	
3	LTC/HTC		25.00	1.62	
4	Medical Reimbursement		30.00	1.88	
5	Children Education Allowance		15.00	5.45	
6	Liveries / Dress Allowance		10.00	1.64	
7	Compensatory/ Overtime Allowance		1.00	0.09	
8	Vacant Post Including temporarily filled		540.42	358.97	
9	House Building Advance		50.00	0.00	
10	Car/Computer/Adv.		15.00	0.00	
11	Contractual based services/Dev. of Security		125.00	30.14	
12	Professional Training & Visiting Professors		30.00	0.00	
	Total		**3000.00**	**1910.40**	
II	**General**				
1	Development of garden		10.00	13.63	
2	Scholarship		96.00	57.54	
3	Educational Tour		15.00	14.62	
4	Purchase of Medicine		5.00	0.75	
5	Maintt.of Equip/Lib./Gen Set/Comp. etc.		22.00	3.09	
6	Repair & Maintenance of Building		30.00	19.59	
7	Staff Vehicles		10.16	4.45	
8	Diesel for Gen.Set		6.75	2.60	
9	Maintenance of Electrical Items		5.00	2.67	
10	Electricity Charges		90.00	71.27	
11	Telephone Charges		1.00	0.06	
12	Staff Training		3.00	0.60	
13	Examination Expenditure		10.00	8.51	
14	Travelling Allowance (TA/DA)		8.00	9.33	
15	Lecture Series/Prize Distributions,		5.00	0.16	
16	Audit/Internal Audit Fee		9.00	4.12	

17	Membership of AIU/IIC		4.00	0.59	
18	Academic Exchange & Cultural Programme		2.00	0.95	
19	Stationery & Sanitary		30.00	11.08	
20	Postage		1.00	0.10	
21	Miscellaneous Exp.		14.00	2.76	
22	Advertisement		14.00	0.34	
23	Annual Function, Convocation / Seminar		7.00	1.85	
24	Games & sports		3.00	0.96	
25	Legal Expenditure		3.00	0.45	
26	Students Campaigning(General & Riglap)		7.00	1.38	
27	Water Tax		1.00	0.00	
28	Compilation of Ency & Technical Dictionaries		2.00	0.11	
29	Publication and Printing		20.00	1.09	
30	Rare Buddhist Text Research Unit		2.00	0.15	
31	Restoration and Translation Unit		1.00	0.50	
32	Digitization and Maintenance of Library		4.00	0.14	
33	Maintenance of Furniture and Equipment		20.00	6.10	
34	Other activities		3.00	15.92	12.92
35	Promotion of Intellectual contact, exchange of scholars, celebration of Buddhist festival, conferences and seminars		2.00	0.25	
36	Un Assigned		12.00	7.15	
37	Raj Bhasha		5.00	3.04	
38	Maintenance of Language and Laboratory		1.00	0.45	
39	Twang Project		20.00	5.83	
40	Computer Centre		2.00	1.14	
41	Inter University and Inter- Buddhist/Tibetan Institutions collaboration.		5.00	0.00	
42	Maintenance of Department of Sowa-Rigpa		10.00	1.82	
43	Maintenance of Faculty of Shilpvidya (Tibetan Traditional Fine Arts)		5.00	1.65	
44	National /International Seminar		11.00	5.80	
45	NAAC/ IQAC		3.00	0.88	
46	Expansion of Existing department and Induction of Classical and Modern Language in Post Graduate Courses.		-	0.00	
47	C.T.E. (Miscellaneous expenses)		10.00	7.43	
	Total		**550.00**	**292.89**	
III	**CCA**				
	Construction of Bank Building		-	0.00	
	Purchase of Land		-	0.00	

1	Construction of common Mess facility (Mrigar Mata Bhojnalaya)		300.00	216.22	
2	Development of Library (Books/E. Books & Journal)		20.00	10.38	
3	Furniture & Equipment		60.00	0.56	
4	Institute boundary Fencing		20.00	0.00	
	Total		**400.00**	**227.16**	
IV	**SAP**				
1	SAP (Swachhta Action Plan)		2.00	2.49	
	Total		**2.00**	**2.49**	

MEMORANDUM OF UNDERSTANDING BETWEEN MINISTRY OF CULTURE DELHI AND CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES, SARNATH FOR YEAR 2024-2025

Annexure-2

Monthly& Quarterly Expenditure Plan:

Quarter	Month	Monthly Expenditure Plan (Rs. In Lakhs)	Quarterly Expenditure Plan (Rs. In Lakhs)
1st	April 2024	7.08	696.34
	May 2024	451.27	
	June 2024	237.99	
2nd	July 2024	590.98	1095.39
	August 2024	289.90	
	September 2024	214.51	
3rd	October 2024	445.71	1020.98
	November 2024	195.50	
	December 2024	379.77	
4th	January 2025	379.77	1139.30
	February 2025	379.77	
	March 2025	379.77	
	Total	**3952.00**	**3952.00**

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 10th 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)	Yes	
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)	Yes	
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.	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	
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) - No

1.3 Bank FD's EP/FC/CPF – Yes / GPF

1.4 Was an internal inspection held in 2024-2025? If yes, attach action taken report – Yes

1.5 Details of Audit (pending): Not applicable

S.No	Audit Objection (Para)	Received on	Reply dates				Current Status (Settled/ Not settled)
			1.	2.	3.	4.	

1.6 Details of Revenue:

Month	Tickets	Photography & Camera Charges	Sale of Merchandise & Publications (Sale of Books) (in Rs.)	Booking of auditorium/ Rent	Cafeteria Charges (Guest House Charges) (in Rs.)	Others (Exam Fees) (in Rs.)	Total
January	--	-	-	-	-	-	
February	-	-	-	-	-	-	
March	-	-	-	-	-	-	
April	-	-	17321.00	-	700.00	-	
May	-	-	1,45,695.00	-	27,400.00	-	
June	--	--		-	42,150.00	-	
July	-	-	33,625.00	-	48,200.00	-	
August	-	-	49,891.00	-	48,000.00	-	
September	-	-	21,131.00	-	79,400.00	23,700.00	
October	-	-	16,717.00	-	46,200.00	67,500.00	
November	-	-	27,501.00	-	75,350.00	-	
December	-	-		-	-	-	
Total	-	-	**3,11,881.00**	-	3,67,400.00	91,200.00	

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 The Reviewed RR is to be placed before BoG for approval	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	Yes, identified. ATR being prepared.	
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	NA	
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, identified. ATR being prepared.	
1.5	All DPCs to be conducted by AB within the stipulated time- Action Taken Report to be prepared	Yes,	
2	Disposal of pending vigilances cases- Action Taken Report to be prepared	Yes	
3	Submission of Staff Training Policy	No	Under preparation.
4	Designing and submission of Training Calendar by beginning of year	No	Under preparation.
5	Verification of Appointments made in the past 5-10 years	---	---

2.1 Details of employees:

Category	Sanctioned Strength	Working	Vacant Post	Deemed to be Abolished	Abolished	To be reviewed	Reviewed
Group A	93	32	61	-	-	-	-
Group B	35	17	18	-	-	-	-
Group C	100	39	61	-	-	-	-
Group D	-	-	-	-	-	-	-
Total	228	88	140	-	-	-	-

2.2 Attach Organisation chart of AM - NA

2.3 Number of employees under old pension scheme- 38

2.4 Number of employees under new pension scheme- 54

2.5 Details of outsources/contractual staff:

Category	Sanctioned Strength	Working
Group A	(76* + 17#)= 93	(48* + 05#) = 53
Group B	35	8
Group C	100	65
Group D	-	-
Total	228	126

* Represents teaching staffs.

\# Represents Non- teaching staffs.

- Apart from above 15 Security Guards have been outsourced by the Institute.

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 utilize the online court cases monitoring software developed by NIC for regularly monitoring its ongoing court cases)	Yes	

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	WRIA-8072/2021	Rajaram	Allahabad High Court	2021	Vice Chancellor Central University of Tibetan studies and 2 others	Ritvik Upadhyay	Pending	Not given by court	
2	WRIA-54208/2016	Dr. Jitendra Kumar Singh	Allahabad High Court	2016	Union of India and 3 others	1. A.S.G.I. 2. Rijwan Ali Akhtar 3. Anjana Singh 4. Manoj Kumar Singh 5. Arun Prakash 6. Subhasish Banerji	Pending	Not given by court	
3	WRIA-8482/2017	Mohan Yadav	Allahabad High Court	2017	Union of India and 2 others	1. A.S.G.I. 2. Arun Prakash	Pending	Not given by court	
4	SAPLD-427/2017	U.P. Power Corporation through its Director and Other	Allahabad High Court	2017	Central Institute of Higher Tibetan Studies and another	Arun Prakash	Pending	Not given by court	
5	WRIA-14096/2019	Lavlesh Kumar Mishra	Allahabad High Court	2019	Union of India and 2 others	1. A.S.G.I. 2. Ritvik Upadhyay 3. Kuldeep Singh Chauhan 4. Pradeep Shankar Pandey	Pending	Not given by court	

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	Yes	
2	ParliamentaryAssurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoC on a monthly basis	Yes	
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- July 2024 & February 2025 • Executive Board • Finance Committee- June 2024 & January 2025	Yes	
	Carrying out of the Performance Audit as per GFR (Once in 2 years)	No	Shall be done.
	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/you-tube 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 • Creation of e-office facility • Creation of e-hrms facility • Creation of online APAR management system	Partially implemented however, the implementation of desired e-services shall be done in due course of time.	
	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: **NA**

Month	Indian Nationals	Foreign	Students	Total
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

5.2 Details of Collection: **NA**

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

5.3 Details of Social media presence:

Platform	Handle	Followers	Engagement (Views/likes)
Instagram	www.instagram.com/cihts_sarnath/	491	49896
Facebook	https://www.facebook.com/CentralInstituteofHigherTibetanStudies/	11,185	169904
X	www.x.com/CIHTS_SARNATH	50	4509
Youtube	www.youtube.com/@CIHTS_SARNATH	21,216	283964
Own Website	www.cihts.ac.in		47439

6. Programming& Specifics - NA

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

6.1 Details of Programmes/ events held:

Year 2024-2025				
	Name of Event	Date	Target Expenditure(in Rs.)	Achievement
Seminars/ Conferences	National Conference on Abhidhammakosh	5-7 November 2024	-	250-300 participants, many traditional scholars from different Buddhist monastery situated in all over India participated.
	Mahashastrath on 'Abhidhamma'	26th December, 2024	1 Lakh	Students get to know about the system of traditional Debate prevailed for many centuries.
	Seminar on Importance of Gratitude in Society	8th November, 2024	-	-
Workshops	Mobile workshop/Charatha Bhikkhave Yatra	15th October, 2024	-	-
	Buddha Dharmachakra Pravartana Mudra	18th November,2024		
Calendar events i.e Republic Day,	Buddha Jayanti celebration	23rd May 2024	-	-

Independence Day, World Environment Day, Foundation Day, etc.	World Environmental Day	05th June 2024	-	-
	International Yoga Day	21st June 2024	-	-
	Ashadha Purnima (Dhamma Chakkapavattana Diwas)	21st July 2024		Contributions to preserving and promoting Buddhist teachings, fostering cultural and spiritual awareness, and building networks within the global Buddhist community(300-400 participants)
	Independence Day Celebration-2024	15th August 2024	1.05 Lakh	
	Tibetan New Year (Losar)	28th February 2025- 2nd March, 2025	5 lakh	
Other events i.e. mega events, commemoration events, etc	Kathina Chivara Ceremony	12-13th November, 2024	1 Lakh	Significant Buddhist tradition wherein lay devotees offer freshly sewn robes(Chivara) to the Sangha(monks) as an act of merit and gratitude. Symbolizes generosity, communal harmony, and spiritual renewal.
	The Kalachakra Teachings by the 14th Dalai Lama at Bodh Gaya	28th December – 2nd January 2025	-	Will promote global peace, compassion, and interfaith dialogue.
	Tibetan Revolution Day	10th March 2025	-	Commemorates the 1959 Tibetan uprising against Chinese rule. The day serves as a reminder of resilience, hope, and the pursuit of freedom.
Incoming Domestic Exhibitions				
Incoming International Exhibitions				
Outgoing Domestic Exhibitions				
Outgoing International Exhibitions				

Own Exhibitions				
Launches & Publications				
Outreach activities &Social media				
Others (please specify)	Consecration of The Statues of Lord Buddha and his Five Disciples.	30th March 2024	-	-
	Monlam Chenmo	14th March 2025	-	-
Total*			8.05 Lakh	

6.2 Were any events organised above 1 crore ________**No**________________

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. **No**

6.5 Does AB plan to develop any new galleries? If yes, provide a vision report of the gallery. **- No**

6.6 List the new technologies integrated by AB in 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 CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES (CIHTS) 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 10th of next month)	Yes	3	
2	Submission of Periodical Report as per the directives of MoC	Yes	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)	Yes	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))	Yes	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)	Yes	2	

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.	Yes	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)	Yes	2	
8	Reviewing of user changes/ source of internal revenue generation to be completed by September 2024.	Yes	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.	Yes	2	
	Total	Yes	**20**	

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 The Reviewed RR is to be placed before BoG for approval	4	
1.2	Identification & abolition of posts vacant for the last 5 years (To be abolished)-Action Taken Report to be prepared	Yes, identified. ATR being prepared.	3	
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	NA	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, identified. ATR being prepared.	4	
1.5	All DPCs to be conducted by AB withing the stipulated time- Action Taken Report to be prepared	Yes	2	

2	Disposal of pending vigilances cases- Action Taken Report to be prepared	Yes	2	
3	Submission of Staff Training Policy	No	3	
4	Designing and submission of Training Calendar by beginning of year	No	2	
5	Verification of Appointments made in the past 5-10 years	--	2	
	Total		**25**	

3. Legal Matters

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Preparation of Reservation Roster	Yes	1	
2	Formation/ review of By-laws for the organization as per the prescribed guidelines by November 2024	Yes	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)	Yes	2	
	Total		**5**	

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 MoCby November, 2024	Yes	1	
2	ParliamentaryAssurances, if any, should be fulfilled within the stipulated time. Action Taken Report to be prepared and submitted to MoCon a monthly basis	Yes	1	

3	Implementation of recommendations of the Parliamentary Standing Committee or such other Parliamentary committees.	Yes	2	
4	Legislative matter, if any to be taken up for approval of Parliament within the stipulated time frame.	Yes	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)	No	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	
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	Partially implemented however, the implementation of desired e-services shall be done in due course of time.	7	

	• Creation of e-hrms facility • Creation of online APAR management system			
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**	

6. Programming & Specific - NA

S. No	Parameter	Delivered (Yes/No)	Target Marks	Marks Achieved
1	Collaboration with International organisations for Exhibitions		6	
2	Collaboration with Indian organisations for Exhibitions		4	
3	Collaboration with International organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.		6	
4	Collaboration with Indian organization for Capacity building & training programmes, seminars & conferences, launches & publications, etc.		2	
5	Development of 3+ own Exhibitions		2	
6	Development of 3+ own Publications		2	
7	Development of online shop for sale of merchandise, publications, etc.		3	
	Total		**25**	