

**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2024-25**

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & Sangeet Natak Akademi for the year 2024-2025

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 Sangeet Natak Akademi has the mandate/objective as indicated under Clause-3 of its Memorandum of Association.
2. The agreement, made this \_\_\_\_ day of March month 2024 between the MoC, as the first party and Sangeet Natak Akademi, New Delhi an organization under the Ministry of Culture, hereinafter called the second party.

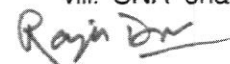
**1. Purpose of the MoU**

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization.

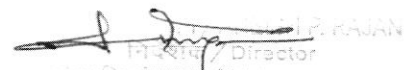
To achieve this, the following deliverables are required:

**2. Budget / Accounts**

- i. a) Budgetary allocation for the year 2024-25 amounting to Rs.1171400 lakh {GIA-General - 9400 and Rs.2314 towards GIA-Salary (GBS)}. Swachta Action Plan – Rs.5.00 lakhs and CCA – Rs. 250.00 lakhs to SangeetNatakAkademi for carrying out organizational work.
- ii. All pending CAG audit paras and internal audit paras shall be disposed off in time bound manner.
- iii. Final Utilization Certificate shall be submitted on completion of CAG Audit.
- iv. Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instruction of Ministry of Finance shall be submitted as per directives of MoC.
- v. Governing Body of SNA 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.
- vi. SNA shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength, etc., in the format prescribed by the Government.
- vii. Performance parameters, output targets in term of details of programme 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 performance should form the basis of budgetary support extended to the SNA. The roadmap for improved performance with clear milestones should form part of the MoU.
- viii. SNA shall account for revenue and capital expenditure separately. SNA shall

  
सचिव/Secretary

संगीत नाटक अकादेमी/Sangeet Natak Akademi  
रवीन्द्र भवन/Rabindra Bhavan  
फिरोजशाह रोड/Feroze Shah Road  
नई दिल्ली-110001/New Delhi-110001

  
निदेशक/Director  
सांस्कृतिक मंत्रालय/Ministry of Culture  
भारत सरकार/Government of India  
शास्त्री भवन/Shastri Bhawan  
नई दिल्ली/New Delhi

maintain and present their annual accounts/final accounts in the standard prescribed format by the Government.

- ix. While seeking grants from the Ministry, SNA 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.
- x. All interests or other earnings against the GIA or advances (released to SNA) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- xi. SNA should take advantage of the pension or gratuity schemes or group insurance scheme 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.
- xii. SNA shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and annual report.
- xiii. The Administrative Division shall encourage SNA 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 SNA, and accordingly the physical and financial target may be given to the SNA.
- xiv. The actual expenditure by SNA on the activities shall be subject to the availability of fund. While incurring the expenditure, SNA shall adhere to the GFR provision besides other instructions of the Govt. issued from time to time.
- xv. SNA 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.

- xvi. Administrative Division in the Ministry may put in place a system of external or internal peer review of the SNA every three year or five year depending on the size of SNA in terms of GFR 339(ix) and further release of grant to SNA shall depend on the outcome of such review.

### **3. Human Resource**

- i. SNA shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority.
- ii. The SNA will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rule.
- iii. All DPCs will be conducted by the SNA 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 the SNA.

*Rajinder*

सचिव/Secretary  
संगीत नाटक अकादेमी/Sangeet Natak Akademi  
रबीन्द्र भवन/Rabindra Bhawan  
फिरोजशाह रोड/Feroze Shah Road  
नई दिल्ली-110001/New Delhi-110001

अनीश पी. राजन / ANEISH P. RAJAN  
निदेशक/Director  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
शास्त्री भवन / Shastri Bhawan  
नई दिल्ली / New Delhi

- v. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the SNA. Training of the Staff of the organization will be ensured as per the staff Training Policy. For this purpose, a training calendar be designed in the beginning of the year. SNA will assess needs for skill development and create tailored training modules.
- vi. Verification of appointments made during the last 5-10 years has to be carried out by the Akademi. This process has to be completed by the Akademi.

#### **4. Legal Matters**

- i. Memorandum of Association shall be amended on the lines of the High Powered Committee's (HPC's) recommendations agreed to by the Ministry, with the approval of the Competent Authority.
- ii. By-laws of the organization shall be framed/reviewed and requisite amendments as per the prescribed guidelines will be made with the approval of the Competent Authority.
- iii. Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures.
- iv. SNA shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS). The information will be kept up to date.
- v. SNA will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- vi. The Akademi will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

#### **5. Parliament Matters**

- i. The Audited Accounts and Annual Report of SNA will be placed before the Parliament on time.
- 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 the Parliament within 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 SNA.

#### **6. (a) General Issues**

- ii. Mandatory meetings of all the Committees/Sub-Committees to be convened and conducted on time.
- iii. 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.

*Rajinder*  
सचिव/Secretary

संगीत नाटक अकादेमी/Sangeet Natak Akademi  
रवीन्द्र भवन/Rabindra Bhavan  
फिरोजशाह रोड/Feroze Shah Road  
नई दिल्ली-110001/New Delhi-110001

अनीश पी. राजन / ANEESH P. RAJAN  
निदेशक/Director  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
शास्त्री भवन / Shastri Bhawan  
नई दिल्ली / New Delhi

The Akademi will need to display its capacity for self-introspection, if it is to remain truly independent.

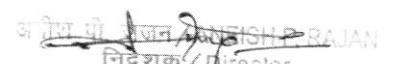
- iii. SNA shall furnish/file mandatory returns/reports on time. SNA shall also provide the reports/returns as and when asked by the Ministry.
  - iv. SNA shall ensure timely disposal of RTI application and appeal. Akademi shall also furnish/upload certificate/report on RTI portal as per the extant guidelines.
  - v. For disposal of Public Grievance/complaints, SNA 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.
  - vi. SNA's 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 also be uploaded on the website of the Organization.
  - vii. SNA shall ensure the inputs for Cabinet Memos within the prescribed time frame.
  - viii. SNA shall ensure compliance with the Rajbhasha Policy as per directives received from Ministry of Home Affairs.
  - ix. The vision document of SNA has already been submitted to the Ministry of Culture.
  - x. Swachh Bharat Campaign/Programmes as well as cleanliness drive shall be taken up by SNA and instruction/directions given by the Ministry in this regard shall be followed.
  - xi. SNA 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 the information on the programme.
  - xii. Meeting the deadline for submission of RFD by the organizations and ensuring implementation shall be ensured by SNA.
  - xiii. SNA will implement the following e-services:
    - a. SNA will create online system for application and utilization certificates.
    - b. SNA shall create online system of Accounting.
- c. SNA will be active on the My GoV. platform for inviting suggestions, ideas regarding its activities during the year.
- Impact assessment of existing programmes/projects will be done as per MoC's guidelines.
  - Governing Body of the organization shall review user charges/sources of internal revenue generation at least once a year; and this exercise should preferably be completed by the month of September every year.
  - The organisation should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The financial limits up to 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.
  - Public Financial Management System (PFMS) has to be put in use by the organization and has TSA. It also need to start TCA.

**6. (b) Specific Issues related to your organization;**



At present all Akademies of the Ministry are working solo. SNA should

सचिव/Secretary  
संगीत नाटक अकादेमी/Sangeet Natak Akademi  
रवीन्द्र भवन/Rabindra Bhavan  
फिरोजशाह रोड/Feroze Shah Road  
नई दिल्ली-110001/New Delhi-110001

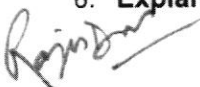
  
निदेशक/Director  
रक्षिति मंत्रालय/Ministry of Culture  
भारत सरकार/Government of India  
शास्त्री भवन/Shastri Bhawan  
नई दिल्ली/New Delhi

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 be exchanged.

Akademis should take note of the fact that some few select art forms should not be given budgetary support to the detriment of other art forms. Similarly, regional coverage must be broad based. Akademis should conduct programmes all over India unless it is not State centered.

- a. Art forms: Akademis distribute grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved, public should get maximum access to the work done by the Akademis.
- b. Management of Space: Akademis have extensive space in the form of auditoriums, open grounds, seminar halls, etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the Akademis should be used for public facility areas like café, toilets, cloak rooms, etc. Public space should be towards front of buildings and office areas towards the back.
- c. Value addition to the Akademis: Akademis should be at the fulcrum of our cultural activities. All programmes should be given the maximum publicity so that extensive footfall can be garnered. They may think to install interactive kiosks for the young generation. Their website should have a virtual facility for promotion of information about the 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.
- d. Outreach activities: Akademis 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 underprivileged children to the Akademis 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 be made available well in advance with the Ministry so as to ensure maximum publicity. Akademis are the repository of vast cultural activities. They may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.
- e. 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. To popularize the performing art forms amongst the schoolchildren, the Akademi has initiated the programmes, viz., Kala Dharohar, Meet the Artists and Yuva Kalotsav.
- f. Capacity Building: Encouraging courses and adaptig of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group on facebook pages where informal interaction about programmes may also be thought of.

#### 6. Explanation on activities (Previous FY)



सचिव/Secretary  
संगीत नाटक अकादेमी/Sangeet Natak Akademi  
रवीन्द्र भवन/Rabindra Bhavan  
फिरोज़शाह रोड/Feroze Shah Road  
नई दिल्ली-110001/New Delhi-110001



अनीश पी. राजन/ANEISH P. RAJAN  
निदेशक / Director  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
शास्त्री भवन/Shastri Bhawan  
नई दिल्ली / New Delhi



Activity	Proposed Budget	Actual Budget	Explanation of changes from the proposed plan
	At Annexure- 1		

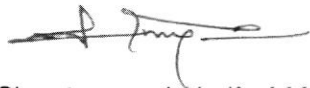
**7. Activities to be undertaken in the current FY**

S.No	Event/Activities name	Tentative Cost	Tentative Date	Tentative Place
	At Annexure-2 and Annexure -3			

**8. Quarterly review of deliverables and expenditure. At Annexure- 4**

S. No.	Activity Proposed	Conducted	Expenditure as on the end of Quarter	Budget Left

It is proposed that activities of Akademies will be renewed monthly and expenditure review will be done quarterly.



Signature on behalf of MoC  
(SNA)

अनीश पी. राजन / ANEISH P. RAJAN  
निदेशक / Director  
संस्कृति मंत्रालय / Ministry of Culture  
भारत सरकार / Government of India  
शास्त्री भवन / Shastri Bhawan  
नई दिल्ली / New Delhi



Signature on behalf of the Organization

सचिव / Secretary  
संगीत नाटक अकादेमी / Sangeet Natak Akademi  
रवीन्द्र भवन / Rabindra Bhavan  
फिरोज़शाह रोड / Feroze Shah Road  
नई दिल्ली-110001 / New Delhi-110001