

**MEMORANDUM OF UNDERSTANDING BETWEEN THE MINISTRY OF  
CULTURE AND THE INDIRA GANDHI NATIONAL CENTRE FOR THE ART  
FOR THE FINANCIAL YEAR 2015-16**

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Memorandum of Understanding (MoU) between **Ministry of Culture**, Shastri Bhawan, New Delhi and **The Indira Gandhi National Centre for the Arts**, C.V. Mess Building, Janpath, for the financial year 2015-16.

1. This agreement, made on 2nd day of March month, 2015 between the **Ministry of Culture (MoC)**, as the first party and the **Indira Gandhi National Centre for the Arts (IGNCA)** an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It 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 Indira Gandhi National Centre for the Arts has the mandate/objects as indicated under Clause-3 of Deed of Declaration in respect of IGNCA.

**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:-

1. **Budget/Accounts**

- (i) Budgetary outlay (plan) for the year 2015-16 amounting to Rs. 3500 Lakhs is being allotted to IGNCA for carrying out various activities to achieve its organizational goals. IGNCA will incur the expenditure on the various activities as per the mandate of IGNCA and Annual Action Plan as approved by EC/IGNCA. Quarterly target shall be 1<sup>st</sup> quarter – Rs. 350 lakhs; 2<sup>nd</sup> quarter – Rs. 700 lakhs; 3<sup>rd</sup> quarter – Rs.1050 Lakhs and 4<sup>th</sup> quarter – Rs. 1400 Lakhs.
- (ii) This will be subject to audit of accounts by Office of C&AG.
- (iii) IGNCA will prepare its Annual Accounts for the year 2014-15 and submit to C&AG after approval of the EC as per stipulated time lines.

- (iv) Final utilization certification for Rs.38.05 crore for the year 2014-15 will be submitted to the Ministry of Culture after completion of audit by C&AG. However, provisional certificate will be submitted by 15<sup>th</sup> May, 2015.
- (v) IGNCA will ensure that reply to all C&AG audit paras and other audit observations are replied as per the timeline prescribed.
- (vi) Inputs for preparations of EFC/SFC shall be submitted as and when required by Ministry of Culture.
- (vii) Quarterly Expenditure report shall be submitted to the Ministry of Culture for the previous quarter by first week of the next quarter.
- (viii) **Create online system for application and utilization certificates**

IGNCA and NIC, Ministry of Culture would develop the software application required for (i) inviting online applications for various Scheme of Ministry of Culture, being administered by the IGNCA and (ii) online submission of Utilization Certificates by the grantee individuals/organizations

- (ix) **Creating online system for accounting**

IGNCA and PAO, Ministry of Culture would develop the software application required for a real time budget monitoring system, which would facilitate improved budget utilization.

## 2. Human Resource

- (i) **The Recruitment Rules for all the Cadres to be framed/reviewed with the approval of the Competent Authority.**

The Recruitment Rules for all cadres of IGNCA, after review have been notified on 27<sup>th</sup> May, 2013.

- (ii) **The process for filling up vacancy of HoDs to be initiated on time.**

All Divisional heads are in position except one post of Programme Director, Kaladarsana. The RRs of the post are being amended and it will be re-advertised thereafter.



- (iii) **Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.**

Some academic positions are vacant at present at IGNCA. The Board of Trustees has decided that the academic structure of IGNCA may be reviewed by a duly constituted Committee consisting of outside experts. Recommendations of the Committee will be submitted to EC/Trust for appropriate action.

- (iv) **All DPCs for the year and any pending DPCs to be conducted on time.**

All DPC's will be completed as and when due.

- (v) **All pending vigilance cases to be disposed off on time and as per rules.**

There is no pending vigilance case in IGNCA. Any new case received will be disposed on time and as per rules.

- (vi) **Training of the staff of the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year.**

IGNCA staff will be trained as per the training policy of IGNCA.

### 3. **Legal Matters**

- (i) **Amendment to the Trust Deed to be carried out, if necessary with approval of Competent Authority.**

Shall be done if required as per directives of the MoC.

- (ii) **The bye-laws of the organization to be framed/reviewed.**

The bye-laws of the organization have been framed after obtaining approval from EC.

- (iii) **Monitoring of the court cases to be ensured**

Arbitration/court cases will be reviewed by the EC, IGNCA.

- (iv) *The organisation will utilise the online Court Case monitoring software developed by NIC for regularly monitoring its ongoing court cases, during the year.*

*Jayakumar*



4. **Parliament Matters**

- (i) **The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament.**

The Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent to MoC before end of November, 2015.

- (ii) **Fulfillment of all pending Parliamentary Assurances to be ensured.**

Parliamentary assurance in respect of IGNCA will be submitted on time.

- (iii) **Legislative matters, if any, to be taken up for approval of Parliament.**

Shall be ensured whenever required.

- (iv) **Ensuing implementation of recommendations/ suggestions of the Parliamentary Standing Committee.**

IGNCA will implement the recommendations/ suggestions of the Parliamentary Standing Committee.

5. **General**

- (i) **Mandatory meetings of all the Committees/sub-Committees to be convened and conducted on time.**

Mandatory meetings of the Executive Committee/the Board of Trustees of IGNCA will be convened and conducted on time.

- (ii) **The performance audit of the Organization to be got done by an external evaluator.**

Performance review of academic work will be carried out by the external evaluator by December, 2015.

- (iii) **Mandatory Returns and Reports for the year to be filed on time.**

Mandatory Returns and Reports for the year shall be as per timeline given by MoC.

- (iv) **Disposal of all the applications and appeals under the RTI Act 2005 to be ensured.**

Disposal of all the applications and appeals under the RTI Act 2005 shall be ensured within the stipulated time.

- (v) **Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if does not exist. Existing policy to be reviewed.**

Disposal of public grievances will be ensured. Existing policy will be reviewed.

- (vi) **Website to be reviewed and revamped if necessary.**

IGNCA website is being continuously updated.

- (vii) **Meeting the deadline for submission of RFD by the organizations and ensuring implementation.**

Shall be implemented by IGNCA.

- (viii) **Ensuring that inputs for Cabinet memos are submitted on time.**

Shall be ensured within the timeframe indicated by MoC.

- (ix) **Ensuring compliance of the Rajbhasha Policy.**

Rajbhasha Policy will be implemented as per directives of government.

- (x) **Vision Document**

The long term vision document of IGNCA as per Deed of Declaration is being implemented.

- (xi) **Swachh Bharat campaign**

Within the Swachh Bharat campaign, IGNCA will develop Five Year Plan in association with Sulabh Sanitation Mission Foundation and arrange one workshop as a collaborative activity. Swachh Bharat Campaign will continue throughout the year.

- (xii) **Assess needs for skill development and create tailored training modules.**

IGNCA will prepare skill development modules in collaboration with various cultural institutions in the field of Wall Painting Art form of Jaipur region (Ayayash). Archival book Binding workshop without the use of harmful adhesives, Mounting and stretching of paintings, packing and Transportation of Artefacts, Preparation of Archival box for file and important books, storage reorganization and cleaning of storage furniture.

- (xiii) **Do an inventory of cultural spaces under the charge of the organization.**

IGNCA would prepare a country wide inventory of all performing spaces in the country (in both the public and private domain), which are related to the IGNCA activities as per its Constitution/Memorandum of Association. IGNCA would publish a compendium of such performing spaces in 2015-16.

- (xiv) **Increase presence on social media.**

IGNCA would prepare short (5 minutes' duration) audio-visual clippings, photographs, written text etc. from its archives and such content would be uploaded on weekly basis on social media like You Tube, Facebook, Twitter as also on the websites on Ministry of Culture and the IGNCA.

- (xv) **Identify and create e-services**

IGNCA would utilize the model prepared by Ministry of Human Resource Development for preparing its model of providing e-services in important administrative areas in 2015-16. The following areas would be covered (made online): issue of personnel related orders, maintenance of reservation roster and service books, maintenance of assets (property) registers, etc.

- (xvi) **Archival material on intangible culture**

IGNCA will prepare a comprehensive inventory of its archival material. and would prepare a policy for providing online access to its digitized inventory to the public – which content can be made freely accessible and which content



would have restricted access, through online payment under National Cultural Audiovisual Archives Project. IGNCA will identify and preserve the cultural heritage of India, within various institutes state-of-the-art digitization and storage systems, setting up a dedicated website and a virtual network, standardization and periodic upgradation of the methods and technologies, capacity building in conservation, cataloguing, metadata creation, digitization and retrieval of audiovisual materials and institute outreach and awareness programmes, etc.

(xvii) **Consideration of the High Power Committee's recommendations**

As recommended, IGNCA is in the process of signing a MoU with Centre for Cultural Resources and Training (CCRT) which will engage students in a wide range of programmes being organized by the IGNCA.

(xviii) **Activities under Government of India's HRIDAY and PRASAD projects**

IGNCA organize and also participate in activities for the cultural rediscovery and enrichment of different cities which have been identified by the central government in respect of the HRIDAY (with Ministry of Urban Development as the nodal implementing Ministry) and PRASAD (with Ministry of Tourism as the nodal implementing Ministry) schemes. Under the schemes, IGNCA will adopt following two educational institutions in Varanasi for development of interpretation centre: Rajkiya High School for research in Kashi-ki-Math Paramparain and Siddeshwari Devi; and Prabhu Narayan Inter College, Ramnagar for Ramlila traditions.

(xix) **Emphasis on cultural research and education activities**

IGNCA would place increasing emphasis on undertaking research in different cultural fields. For the purpose of providing cultural education, it would collaborate with government funded educational institutions, National Museum Institute and the ASI. Research and Field Studies under living traditions of Ramkatha and Mahabharata, Textiles Traditions of the North-East, Viswakarmas and their Worldview, Lou Majau Musical Journey of Tribal

India, Documentation of Traditional Festivals along the Brahmaputra river, Mapping cultural ecology of eastern Himalayas Multi-dimensional heritage survey project, the singing minstrels of Kumaon and under Kalamulashastra Series 'Kiranagama', 'Ashtadasha Kriyavali' and 'Aghora Shivacharya Paddhati', etc.

- (xx) **Provide promotional films to DD Bharati and also make an inventory of films.**

IGNCA has already produced 123 films for DD Bharati and keep on producing 3 to 4 films per month during 2015-16.

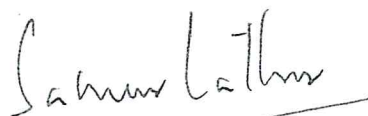
- (xxi) **Implementation of National Pension System (NPS)**

IGNCA will implement the NPS 2004 scheme of Govt. of

(xxii) *India. The organisation will be active on the MyGov Platform for inviting suggestion, ideas regarding its activities, during the year.*

6. Key performance indicators for IGNCA are Publications; National & International Conferences/Seminars, Workshops, Exhibitions, Public/Memorial Lectures, Research and Field Study, Audio Visual Documentation/Ethnographic Films and Conservation work. The physical/financial targets, division-wise, are at **Annexure-A**. These are subject to the following:

The funds provided in the Annual Plan 2015-16 will be distributed to the various divisions for their activities. These allocations are subject to re-distribution during the year so as to ensure optimum use of funds so provided.



**Signature**

कान्वर समीर लथर / KANWAR SAMEER LATHER  
निदेशक / Director  
(on behalf of Ministry of Culture)  
संस्कृत मंत्रालय / Ministry of Culture  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi



**Signature**

डा. जयन्ता कुमार रे  
(on behalf of IGNCA)  
Dr. Jayanta Kumar Ray  
निदेशक (प्रशासन) / Director (Admin.)  
आई.जी.एन.सी.ए., जनपथ / IGNCA, Janpath  
नई दिल्ली-110001 / New Delhi-110001



## MOU TARGETS FIXED FOR 2015-16

S.No.	Division/Project	Publications (including Monographs, Reports & Manuals, Catalogues, Seminar Proceedings & E-Books	Conferences/Seminars/Workshops (National/International)	Exhibitions	Lectures (Public/Memorial)	Performances/Dissemination of Knowledge	Audio-Visual Documentation/Ethnographic/Films
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Kalakosa	20 Including Ecological Cultural and Art Historical Traditions in Classical Central vietnam	2 Also a Seminar on Indian Artistic Texts at North East	2	4	1	4
2.	Janapada-Sampada	7 Including Gond Ramayani and Kumaoni Ramilla	2 International Conference on Ramilla, etc.	3	1	-	2
3.	Rock Art Unit	2 Including Rock Arts of Rajasthan	5 Including Workshops for school children in Maharashtra, M.P. and U.P.	3	6	-	5
4.	Conservation	2 One is Review of Conservation of Iron Artefacts, etc.	4	-	2	-	-
5.	Media Centre	20 DVDs	-	1 Audio/video exhibition on the Ramilla of Ramnagar	1	24 Film shows and 31 Spl. Screening on Ramilla	1
6.	CIL	1 Devanarayan: An Interactive multimedia Project	2 Brihadisvara & Gita-Govinda	2	4	-	-
7.	Kala Nidhi	4	5 Including 3 training workshops	5	6 Including Acharya hazari Prasad Dwivedi Annual Memorial Lecture	-	-
8.	Kala Darshana	2 Including Exhibition on Parsis	2	6	7	10 Including Tyagaraja Aradhana and Chithirai Festival	6 DVDs to be released under the Great Master Series Project
	<b>TOTAL</b>	<b>58</b>	<b>22</b>	<b>22</b>	<b>31</b>	<b>66</b>	<b>18</b>

## TARGETS FIXED FOR 2015-16

Divisions/Project	Research & Field Studies	Conservation work	Digitisation	Microfilming of Manuscripts	Upgradation of website	Library Activities	Financial Outlay (in lakhs)
Kalakosa	(9) 7	(10)	(11) -	(12) -	(13) -	(14) -	(15)
Janapada Sampada	7 including Living Traditions of Ramkatha and Mahabharata	-	-	-	-	-	
Rock Art Unit	6	-	-	-	IGNCA website would be updated with data of Mobile exhibitions in various states	-	
Conservation	-	150 books and objects and proper housing of IGNCAs collection	-	-	-	-	
Media Centre	Outcome of Ramnagar Ramtila in the shape of 31 episodes for telecast on DD-Bharati during the Ramtila days in the year 2015.	-	-	-	Submission of audio/visual software for the following a) Vedic Portal; b) NCAAA Audio Visual Archives; c) IGNCAs main website	-	
CIL	-	-	Depending upon the requirements	-	Vedic Portal & IGNCAs Web Portal	-	
Kala Nidhi	2	-	-	-	-	-	
Kala Darshana	-	-	-	-	-	-	
Total	22	-	-	-	-	-	-