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**MEMORANDUM OF UNDERSTANDING
YEAR 2018-19**

Memorandum of Understanding between **Ministry of Culture (MoC), Shastri Bhawan, New Delhi** and **Eastern Zonal Cultural Centre (EZCC), B-201, Salt Lake, Kolkata:-106** for the Financial Year 2018-19.

- 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 Eastern Zonal Cultural Centre (EZCC) has the mandate/objectives as prescribed under Clause 3 of its Constitution (MoA).
- This agreement is made this 14th day of May 2018 between MoC, as the first party and **Eastern Zonal Cultural Centre (EZCC), Kolkata**, an organisation under the Ministry of Culture, hereinafter called the second party.

Purpose of the MOU

To achieve the organizational goals by optimum use of the funds available and for proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required:

1. Budget/ Accounts

- (i) Centre shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- (ii) Centre shall account for revenue and capital expenditure separately. Centre shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Govt.
- (iii) While seeking grants from the Ministry, the Centre 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.
- (iv) All interests or other earnings against GIA or advances (released to Centre) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (v) In terms of M/o Finance Office Memorandum No.26(120)/EMC Cell/2016 dated 28th March 2017, the administrative Division shall ensure through MoU that the Centre sets up necessary internal audit mechanism to carry out regular internal audit as an additional reporting mechanism and the audit reports are placed before BoG/EC for discussion.

- (vi) The Centre shall submit UC in the prescribed format along with the reports regarding performance/targets achieved, outcome etc. in accordance with the UC format (GFR 12-A). The UC shall disclose separately the annual expenditure and the funds given to supplier for 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.
- (vii) The Administrative Division shall encourage the Centre 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 Centre's, and accordingly, the physical and financial targets may be given to the Centre's.
- (viii) The actual expenditure by Centre on the activities shall be subject to the availability of funds. While incurring the expenditure, Centre shall adhere to the GFR provisions besides other instructions of the Govt. issued from time to time.

Budget Outlay

- (i) Budget outlay for the year 2018-19 amounting to Rs.920 lakhs (i.e Rs.755 lakhs under ZCC Plan head, Rs.15 lakhs under TSP Plan head and Rs.150 lakhs under NE Plan head for carrying out organizational work. While incurring the expenditure, requisite approval of concerned FC/EB/GB or MoC as the case may be, will be obtained before executing the work. EZCC shall submit the Annual Report and Audited Accounts for the year 2016-17 and 2017-18 to the Ministry of Culture before the end of November 2017.
- (ii) EZCC shall submit the Annual Report and Audited Accounts for the year 2016-17 and 2017-18 to the Ministry of Culture before the end of November 2018.
- (iii) The CAG audit to be done for the year 2016-17 and 2017-18 shall be completed by the centre before September 2018.
- (iv) Outstanding CAG audit paras, Internal Audit Paras which are yet to be settled shall be disposed of by December 2018.
- (v) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.

2. Human Resource

- (i) The Centre shall review/ frame its Human Resource Policy and modify the same, if required with the approval of Competent Authority.
- (ii) The centre will initiate necessary time bound action well in advance to fill up the vacant posts following the prescribed rules.
- (iii) DPCs will be conducted by the Centre within the stipulated time frame following prescribed rules/procedure.
- (iv) Pending vigilance cases (if any) shall be disposed off within the stipulated time following the prescribed rules by the Centre.

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- (v) Training of the staff of the organization will be ensured as per the Staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the centre. For this purpose, a training calendar is designed in the beginning of the year. The centre 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 Centre. This process is in process and it has to be completed by the Centre during 2018-19.

3. Legal Matters

- (i) Memorandum of Association has been amended on the line of HPC's (High Powered Committee) recommendations with the approval of the Competent Authority.
- (ii) Memorandum of Association has been amended and ratified by the Executive Board and Governing Body in its meeting held on 20th July 2016.
- (iii) Bye-laws of the organization shall be framed/ reviewed and made requisite amendments as per the prescribed guidelines during this year with the approval of the Competent Authority.
- (iv) Recruitment Rules in respect of all posts has been framed by Ministry of Culture. This was approved in the Executive Board and Governing Body meeting (dt.20 July 2016).
- (v) The Centre shall ensure timely monitoring of the court cases. All the court cases (if any) with their status will be updated on the website of Legal Information Management & Briefing System (LIMBS).The information will be kept up to date.
- (vi) The organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vii) The Centre will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

4. Parliament Matters

- (i) Audited Accounts and Annual Report for the year 2016-17 and 2017-18 will be placed before the Parliament on time. The report shall be sent by the Centre to MoC before end of November 2018.
- (ii) Fulfilment of all pending Parliamentary Assurances will be ensued within the stipulated time frame.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated timeframe.
- (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 the centre.

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- (xii) The website of the Centre 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 Organisation will be uploaded on the website of the Organisation.
 - (xiii) Centre shall ensure the inputs for Cabinet memos within the prescribed time frame.
 - (xiv) ~~Centre~~ shall ensure compliance with the Rajbhasa Policy as per directives received from MHA.
 - (xv) Centre shall implement New Pension Scheme (NPS) as per the norms of the NPS.
 - (xvi) Swachh Bharat campaign/ Programmes as well as cleanliness drive shall be taken up by the centre and instruction/ directions given by the Ministry In this regard shall be followed.
 - (xvii) The Centre shall do an inventory of cultural spaces under the charge of the organization and submit the same to the Ministry.
 - (xviii) The Centre has become active on social media like youtube/facebook/twitter etc. After the programme is held, photographs and videos are uploaded immediately along with the information on the programme. Centre shall also upload the programmes on Mobile Apps. Followers of the centre on the social sites have been enhanced to double from the present number of followers .
 - (xix) Centre will implement the following e-services:
 - (a) Centre will create online system for application and utilization certificates,
 - (b) The centre shall create online system of Accounting at the earliest.
 - (c) Centre will prepare and upload its publications online which would cover both free and paid access to these e-books.
 - (d) The organization will be active on the MyGov platform for inviting suggestions, ideas regarding its activities during the year.
 - (e) Centre will provide archival material on intangible culture to IGNCA.
 - (f) ~~Centre~~ will provide promotional films to DD Bharati and also make an inventory of films.
 - (g) Vision and Mission document will be prepared by the Organisation and uploaded on the website.
 - (xx) The organisation has initiated steps for implementation of Public Financial Management System (PFMS).

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

- ✓i. Implementation of the recommendations of Aiyar Committee.
 - ✓ii. Service & Recruitment Rules (template approved by MoC) was discussed in Finance Committee and Executive Board Governing Body Meeting held on 6th July & 20th July 2016 respectively. The RR has been approved and ratified by FC & EB/GB.
 - ✓iii. Adoption of uniform MoA. This was discussed and ratified in the FC & EB/GB with some amendment to the MoA.
 - ✓iv. Implementation of e-governance, introduction of online application for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events
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through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website etc.

- ✓ v. Creation of online system for application and utilization certificates
- ✓ vi. Creation of online system of accounting
- ✓ vii. Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- ✓ viii. To take suitable steps for development of Shilpgrams
- ✓ ix. Repair and renovation of buildings of EZCC.
- x. Organising talent search programmes through Radio & TV channels.
- ✓ xi. Enhancement of internal revenue generation – at least 10% (excluding interest from corpus) over the preceding year 2016-17.
- ✓ xii. Implementation of Swachh Bharat Campaign.
- ✓ xiii. To assess the needs for skill development and create tailored training modules.
- ✓ xiv. Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
- ✓ xv. Performance Audit through external auditor.
- xvi. – To provide promotion films to DD Bharati and also to make an inventory of films.
- xvii. Action has been initiated for Implementation of New Pension Scheme. This will be implemented soon (i.e. within 2018-19).
- xviii. Submission of proposals under three schemes of the Ministry of Culture i.e. Museum Grant Scheme, Tagore Culture Complex scheme & Building Grant Scheme to concerned divisions of the Ministry to augment the existing infrastructure of the ZCC.
- xix. Grant for construction of Museum has been received. Construction of the museum building will be completed within December 2019.
- xx. – Providing promotional films to DD Bharati and also make an inventory of films.
- ✓ xxi. Review of user charges /sources of internal revenue generation will be done by Governing Body once in year.

Ministry

- (i) Administrative Division in the Ministry may put in place a system of external or internal peer review of the Centre every three year of five year depending on the size of the Centre, in terms of GFR 229 (ix) and further release of grant to Centre shall depend on the outcome of such review.


 14/05/2018
Signature on behalf of MoC


(Jitul Sonowal)
 Director-in-Charge
 Eastern Zonal Cultural Centre
 Ministry of Culture
 Government of India

Tentative budget allocation for the year 2018-19

(Rs. in lakh)

Sl. No.	Name of ZCC	ZCC Head	TSP Head	NE Head	Total
1	NZCC, Patiala	1005.00	45.00	150.00	1200.00
2	NCZCC, Allahabad	690.00	80.00	150.00	920.00
3	WZCC, Udaipur	915.00	15.00	200.00	1130.00
4	SCZCC, Nagpur	945.00	15.00	100.00	1060.00
5	EZCC, Kolkata	755.00	15.00	150.00	920.00
6	SZCC, Thanjavur	744.00	15.00	100.00	859.00
7	NEZCC, Dimapur	135.00	15.00	850.00	1000.00
Total		5189.00	200.00	1700.00	7089.00