

**MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2018-19**

Memorandum of understanding between Ministry of Culture, Government of India, Shastri Bhavan, New Delhi & North East Zone Cultural Centre (NEZCC), Dimapur for the Financial Year 2018-19.

1. This agreement is made this 14<sup>th</sup> day of <sup>May</sup> ~~April~~, 2018 between the MOC, as the first party and North East Zone Cultural Centre, an organisation under the Ministry of Culture, hereinafter called the second party.

2. Where as the Ministry of Culture have the following mandate:

To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:

- i. Maintenance and conservation of heritage, historical sites and ancient monuments.
- ii. Administration of libraries.
- iii. Promotion of literary, visual and performing arts.
- iv. Observations of centenaries and anniversaries of important national personalities and events.
- v. Promotions of institutions and organizations of Buddhist and Tibetan Studies.
- vi. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
- vii. Entering into cultural agreements with foreign countries.

3. And whereas the North East Zone Cultural Centre have the following mandate:

The main objectives of the North East Zone Cultural Centre are preservation, promotion and dissemination of the folk/ traditional arts of the Zone. The Centre endeavours to develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage.

**Purpose of the 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:

**1. Budget/ Accounts**

- (i) Budgetary outlay proposed for the year 2018-19 amounting to Rs. ~~22,95,04,000/-~~ <sup>1000/- lakh</sup> only is being allotted to North East Zone Cultural Centre, Dimapur for carrying out organizational work. Expenditure is to be ensured
- (ii) The Annual Report and Audited Accounts for the year 2017-18 to be prepared on time as per schedule given in Activity Calendar.

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- (iii) Utilization Certificate has to be submitted to the Ministry in time.
- (iv) To dispose of all pending CAG Paras and Internal Audit Paras and PAC Paras AND Internal Audit for Festivals of India.
- (v) Submission of RE-BE/Annual Plan/Outcome Budget as per Activity Calendar.
- (vi) Quarterly Expenditure Plan (QEP), Targets achieved to be reported to MoC in time.
- (vii) Ensuring that the inputs for preparation of EFC/SFC are submitted on time.
- (viii) Settlement/Re-conciliation of Advances given by the Centre.
- (ix) Month-wise physical and financial targets.
- (x) Zero% of Plan expenditure to be met by internal revenue generation.
- (xi) Unit-wise cost of activities.
- (xii) The Centre shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- (xiv) 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.
- (xv) All interest or other earnings against GIA or advances (released to the Centre) shall be mandatory remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- (xvi) In terms of M/o Finance Office Memorandum No.26(120)/EMC Cell/2016 dated 28<sup>th</sup> 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.
- (xvii) NEZCC/Organisation shall submit UC in the prescribed format along with the reports regarding performances/targets achieved, outcome etc. in accordance with new UC format (GFR 12-A). The UC shall disclose separately the annual expenditure and the funds given to supplier of stores and assets to construction agencies, to staff for (HBA) and purchase of conveyance which do not constitute expenditure at the stage but have been met out of grants and are pending adjustments. These shall be treated as unutilized grant allowed to be carried forward.
- (xviii) The Administrative Division shall encourage NEZCC/Organisation 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 NEZCC/Organisation and accordingly, the physical and financial targets may be given to the NEZCC/Organisation.
- (xix) The actual expenditure by the Centre on the activities shall be subject to the availability of funds. While incurring the expenditure, the Centre shall adhere to the GFR provision besides other instructions of the Govt. issued from time to time.

**2. Human Resource**

- (i) Human Resource Policy for the Organization to be framed/ reviewed.
- (ii) The Recruitment Rules (RRs) for all the Cadres to be framed/ reviewed with the approval of the Competent Authority.

- (iii) The process of filling up of vacancies in a time bound manner and also compliance of roster for OBC/SC/ST candidates/holding of DPCs for promotion and MACPs.
  - (iv) All pending vigilance cases to be disposed off on time and as per rules.
  - (v) 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 and training schedule uploaded in the website. Training of staff in Budget and Accounts, Establishment Matters, Vigilance Matters, Office Procedure, etc. in ISTM, NIFM, etc. to be ~~ensured~~ *ensured*.
- 3. Legal Matters**
- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
  - (ii) The bye-laws of the organisation to be framed /reviewed, if necessary.
  - (iii) Monitoring and defending of the Court cases on behalf of Union of India.
- 4. Parliament Matters**
- (i) The Audited Accounts and Annual Report for the year 2017-18 to be submitted to MoC by 15<sup>th</sup> November 2018 for laying in Winter Session of Parliament.
  - (ii) Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
  - (iii) Legislative matter, if any, to be taken up for approval of Parliament.
  - (iv) Ensuring implementation of 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
  - (ii) The performance audit of the Organization to be got done by an external evaluator.
  - (iii) Mandatory Returns and Reports for the year to be filed on time.
  - (iv) Disposal of public grievances, RTI applications to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed
  - (v) Revamping of website and to make it bilingual (English & Hindi).
  - (vi) Ensuring Compliance of Rajbhasa Policy.
  - (vii) Meeting the deadlines for submission of RFD and ensuring its implementation
  - (viii) Ensuring that inputs for Cabinet Memos are submitted on time.
  - (ix) Festivals of India will be conducted by each Zonal Cultural Centres in Cambodia, Peru, Thailand and Myanmar.
  - (x) The North East Zone Cultural Centre, Dimapur is not a funding agency and the cultural programmes are to be organized directly by North East Zone Cultural Centre in all its Member States instead of giving funds to the Member States.
  - (xi) Governing Body of the concerned ZCCs shall review user charges/source of internal revenue generation at least once a year and the exercise shall preferably be completed by the month of September every year.
  - (xii) The Centre shall designate an officer of appropriate level to render financial advice whose concurrence shall be obtained for sanction and incurring of expenditure. The financial limits upto which such concurrence is mandatory may be drawn up by the organization. The Chief Executive Officer of the

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organization will be responsible for overall financial management of the organization.

- (xiii) Performance parameters, output targets in terms of details of programme of work and qualitative improvement in output, along with commensurate inputs requirements should clearly be spelled out in the MoU. Further, the output targets given in measurable units of performance shall form the basis of budgetary support extended to the ZCCs. The road map for improved performance with clear milestones should form part of the MoU.
- (xiv) The ZCCs should take advantage of the pension or gratuity schemes or group insurance schemes 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.
- (xv) The Centre shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Reports.
- (xvi) The directions of Secretary (C) dated 01.05.2017 will be complied with.

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

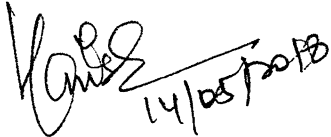
- (i) To take suitable steps for development of Shilpgrams.
- (ii) Implementation of e-governance, introduction of online applications for all schemes, creation of online data bank of artistes and their enrolment for different schemes & programmes, publicity of proposed cultural events through social media like You Tube, Twitter, Facebook etc., Digitization of documentation of folk and tribal art forms and uploading it on the website, etc.
- (iii) Review of investment of Corpus Fund by the Finance Committee and Executive Board as per conditions of grant of Government of India.
- (iv) Repair and renovation of buildings of ZCCs.
- (v) Organizing talent search programmes through Radio & TV Channels.
- (vi) Implementation of the recommendations of Aiyar Committee.
- (vii) Adoption and implementation of Service & Recruitment Rules.
- (viii) Adoption of uniform MoA once it is circulated by the Ministry of Culture.
- (ix) Enhancement of internal revenue generation – at least 10% (excluding interest from corpus) over the preceding year 2017-18.
- (x) Implementation of Swachh Bharat Campaign.
- (xi) To assess the needs for skill development and create tailored training modules.
- (xii) Development of an inventory on cultural and performing spaces both in public and private sector in the Zone.
- (xiii) To identify and create e-services.
- (xiv) To create online system for application, utilization certificate and accounting.
- (xv) Performance Audit through external auditor.
- (xvi) To provide archival material on intangible culture to IGNCA, New Delhi.
- (xvii) To provide promotion films to DD Bharati and also to make an inventory of films.
- (xviii) Implementation of New Pension Scheme.
- (xix) Submission of proposals under three schemes of the Ministry of Culture i.e Museum Grant Scheme, Tagore Culture Complex Scheme & Building Grant To concerned divisions of the Ministry to augment the existing infrastructure of the ZCC.



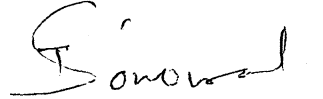
- (xx) Online court cases monitoring.
- (xxi) 'My Gov' – citizen engagement platform.

**Ministry:**

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

Handwritten signature in black ink, appearing to be 'K. P. S.', with the date '14/05/2018' written below it.

Signature on behalf of MOC

Handwritten signature in black ink, appearing to be 'J. Sonowal'.

( Jitul Sonowal )  
Director  
North East Zone Cultural Centre  
Ministry of Culture  
Government of India