

## MEMORANDUM OF UNDERSTANDING

YEAR 2018-19

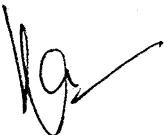
Memorandum of Understanding between Ministry of Culture (MoC), Shashtri Bhavan, New Delhi and South Central Zone Cultural Centre (SCZCC), Nagpur for Financial Year 2018-19.

1. This agreement is made this 22<sup>nd</sup> day of May 2018 between MoC as the first party and **South Central Zone Cultural Centre (SCZCC), Nagpur** an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the Ministry of Culture have the following mandate:
  - i. To preserve, promote and disseminate all forms of art and culture. In order to achieve this, the department undertakes the following activities:
  - ii. Maintenance and conservation of heritage, historic sites and ancient monuments.
  - iii. Administration of libraries.
  - iv. Promotion of literary, visual and performing arts.
  - v. Observation of centenaries and anniversaries of important national personalities and events.
  - vi. Promotion of institutions and organizations of Buddhist and Tibetan Studies
  - vii. Promotion of institutional and individual non-official initiatives in the fields of art and culture.
  - viii. Enter into cultural agreements with foreign countries.
3. And, whereas South Central Zone Cultural Centre (SCZCC), Nagpur has the following mandate:

The main objectives of the **South Central Zone Cultural Centre (SCZCC), Nagpur** 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. Budget outlay for the year 2018-19 amounting to Rs 10.60 crore being allotted to **South Central Zone Cultural Centre (SCZCC), Nagpur** for carrying out organizational work. Expenditure has 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;
- iii. Utilization Certificate has to be submitted to this Ministry in time;
- iv. To dispose of all pending CAG Paras, Internal Audit Paras and PAC Paras and Internal Audit of 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. Organization 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 will be responsible for overall financial management of the organization.
- x. ZCCs 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 supplier 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.
- xi. The Administrative Division shall encourage ZCCs 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 ZCCs, and accordingly the physical and financial targets may be given to ZCCs.
- xii. Governing Body of the organization shall review user charges/sources of internal revenue generation at least once a year and inform the administrative Ministry. The exercise should be completed before the formulation of the Union Annual Budget.
- xiii. AB shall maintain data-base relating to grants, income, expenditure, investment, assets and employee strength etc. in the format prescribed by the Govt.
- xiv. AB shall account for revenue and capital expenditure separately. AB shall maintain and present their annual accounts/final accounts in the standard prescribed format by the Govt.
- xv. While seeking grants from the Ministry, the AB 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.

*kg*

- xvi. All interests or other earnings against GIA or advances (released to AB) shall be mandatorily remitted to CFI, immediately after finalization of the accounts. Such advances shall not be allowed to be adjusted against future release.
- xvii. In terms of M/o Finance Office Memorandum No.26( I 20)/EMC Cell/20 t6 dated 28<sup>th</sup> March 2017, the administrative Division shall ensure through MoU that the AB 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.
- xviii. *Refer* AB's 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 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 that stage but have been met out of grants and are pending adjustment. These shall be treated as unutilized grant allowed to be carried forward.
- xix. *Refer* The Administrative Division shall encourage AB's 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 ZCC, and accordingly, the physical and financial targets may be given to the ZCC.
- xx. The actual expenditure by AB on the activities shall be subject to the availability of funds. While incurring the expenditure, AB shall adhere to the GFR provisions 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.
- 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 of 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 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.
- vi. Verification of appointments made during the last 5-10 years has to be carried out by the ZCCs. This process has to be completed by the ZCCs by November 2018.

*Refer*

### 3. Legal Matters

- a. Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.
- b. The by-laws of the organization to be framed/reviewed, if necessary,
- c. 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.
- ii. Timely submission of information for Parliament Questions, Parliamentary Assurances and Parliamentary Matters.
- iii. Legislative matters, if any, to be taken up for approval of Parliament.
- iv. Ensuring implementation of recommendations/suggestions of Parliamentary Standing Committee.

### 5. General

- a. Mandatory meetings of all the Committees/Sub-Committees/Board to be convened and conducted on time.
- b. The performance audit of the Organization to be got done by an external evaluator;
- c. Mandatory returns and Reports for the year to be filed on time.
- d. 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.
- e. Revamping of website and to make it bilingual (English and Hindi)
- f. Ensuring compliance of Rajbhasha Policy.
- g. Meeting the deadline for submission of RFD and ensuring its implementation.
- h. Ensuring that inputs for Cabinet memos are submitted on time.
- i. Festival of India will be conducted by each Zonal Cultural Centres in Cambodia, Peru, Thailand and Myanmar.
- j. 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 ZCCs. For maintaining quality in academic work, an appropriate peer review system may be put in place. The ZCCs will need to display its capacity for self introspection, if it is to remain truly independent.
- k. Public Financial Management System (PFMS) has to be put in use by the organization.
- l. Governing Body of the concerned AB shall review user charges/source of internal revenue generation at least once a year; end this exercise should preferably be completed by the month of September every year.
- m. AB should designate an officer of appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The



152  
6

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.

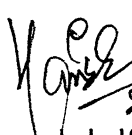
- n. Performance parameters, output targets in terms of details of programme of work and qualitative improvement in output, long with commensurate input requirements should clearly be spelled out in the MoU. Further the output targets, given in measurable units of performance should form the basis of budgetary support extended to the AB. The roadmap for improved performance with clear milestones should form part of the MOU.
- o. AB 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.
- p. AB shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Reports under Rule 237 of GFR 2017 for submission of annual accounts and Annual Reports.
- q. The directions of Secretary (C) dated 01.05.2017 will be complied with.
- r. Administrative Division in the Ministry may put in place a system of external or internal peer review of the AB every three year or five year depending on the size of the AB, in terms of GFR 229(ix) and further release of grant to AB shall depend on the outcome of such review.

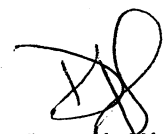
#### 6. Specific issues related to your organization:

- i. To take suitable steps for development of Shilpgrams
- ii. Implementation of e-governance, introduction of online applications for schemes and programmes, publicity of proposed cultural events through social media like Youtube, 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 and TV Channels.
- vi. Implementation of the recommendations of Aiyar Committee.
- vii. Adoption and implementation of Service and 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 of 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 sectors in the Zone.
- xiii. To identify and create e-services.

kg

- 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 <sup>through Administrative Division.</sup> under three schemes of Ministry of Culture, i.e. Museum Grant Scheme, Tagore Culture Complex Scheme and Building Grant Scheme to concerned divisions of the Ministry to augment the existing infrastructure of the ZCC.
- xx. The Centre will not sanction any advance to any member state/s for holding cultural programmes.
- xxi. Ministry of Culture should provide grant-in aid for unscheduled programmes e.g. a) Artist's Pension Scheme (b) Republic Day Parade (c) Maati ke Rang (d) Festival of India in foreign countries etc.
- xxii. Online court cases monitoring.
- xxiii. MyGov.in – citizen engagement platform.

  
 22/05/2018  
 Signature on behalf of MoC

  
 (Dr Deepak Khirwadkar)  
 Director  
 Signature on behalf of the Organization

**Director**  
**South Central Zone**  
**Cultural Centre, Nagpur**